



University Students' Council of the University of Western Ontario
CLUB EVENT PLANNING AND RISK MANAGEMENT
PROCEDURE

EFFECTIVE: 30 April 2015

SUPERSEDES: 2013

AUTHORITY: Clubs Policy Review Committee

RATIFIED BY: Clubs Governance Committee
30 April 2015

RELATED DOCUMENTS:

- Club Operating Policy
- Club Financial Procedure

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1.00 GENERAL

- 1.01 This document contains Procedures for event planning and risk management for the Clubs community.
- 1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays, the USC winter closing period and any days the USC office is not operational.
- 1.03 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.
- 1.04 Any reference to "Club" or "USC Club" shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.
- 1.05 Any reference to "Executive" or "Club Executive" shall refer to the President, Vice-President Finance, Vice-President Events, and Vice-President Communications of a Club.
- 1.06 Any reference to "private residence" shall refer to a location off-campus that is owned or rented by a Club member and serves as their place of residence.

2.00 EVENT PROPOSALS

- 2.01 All Clubs shall submit an event proposal to the Student Organizations Support Staff through the Club portal system prior to holding any event for the purpose of the club or its members, including general and executive meetings.
- 2.02 All event proposals shall be submitted using the following timelines:
- (1) Meetings, tables, simple events – must be submitted a minimum of 3 business days prior to the date of the event.
 - (2) Events with advertising, budgets, display materials – must be submitted a minimum of 5 business days prior to the date of the event.



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- (3) Events with security, performers, contracts, venue rentals, bar events, ticket sales – must be submitted a minimum of 10 business days prior to the date of the event.
 - (4) Trips out of the city – must be submitted a minimum of 15 business days prior to the date of the event.
 - (5) Events that require waivers (sporting events, higher risk) – must be submitted a minimum of 10 business days prior to the date of the event.
- 2.03 The Club representative who is listed as the event organizer in the event proposal shall be held responsible for the organization of the event by the Student Organizations Support Department.
- 2.04 All event proposals shall be reviewed by the Student Organizations Staff within five (5) to seven (7) days of the proposal being submitted.
- 2.05 All event proposals shall require approval by the Student Organizations Support Staff before the event may be held.
- 2.06 Failure to submit an event proposal or holding an event where the proposal for said event has been rejected shall result in potential sanctions of the Club and or Club members.
- 2.07 The Student Organizations Support Staff shall provide online Waivers to Clubs as deemed necessary from the Club's event proposal. These online forms must be completed a minimum of 48 hours prior to the event taking place. It is the responsibility of the executive and event organizer to ensure all participants complete the online waiver in a timely manner. Those students who do not complete the waiver will not be permitted to participate in the event.
- 2.08 The USC and the Student Organizations Support Staff reserve the right to approve or deny any event proposal, in whole or in part, at their own discretion.

3.00 SECURITY & ALCOHOL

- 3.01 All Club events must comply with the Campus Alcohol Policy and the Dry Off-Campus Programming Policy.
- 3.02 Any Club hosting an event shall provide 2 members as event monitors.
- (1) Event monitors shall be responsible for ensuring that no policy violations occur at the event, reporting any violations to the event organizer, venue staff, or security staff, and for arranging transportation from the event for students. Event monitors shall also compile a report on the event, in conjunction with the event organizer, to



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submit to the Student Organizations Support Staff within 48 hours of the conclusion of the event.

- (2) Event monitors shall not consume any alcoholic beverages leading up to or during the event.
- (3) Event organizers shall submit a list of event monitors, including names, and emails, as part of their event proposal.

3.03 If deemed necessary, the Student Organizations Support Staff shall book professional security staff for Club events.

(1) Security staff shall be booked based on the number of attendees expected for the event as detailed in the event proposal. Estimates for the number of guards shall be as follows.

- i. Two (2) staff for the first one hundred (100) attendees and one (1) additional staff for each additional one hundred (100) attendees for 'Wet' events.
- ii. Two (2) staff for the first fifty (50) attendees and one (1) additional staff for each additional fifty (50) attendees for 'Wet/Dry' events.
- iii. At the discretion of the Student Organizations Advisor for 'Dry' events.

(2) The Club hosting the event shall be billed for the cost of the security staff at industry market rate

(3) Security staff will shall arrive thirty (30) minutes prior the event start and shall stay for the duration of the event.

(4) Security staff shall be paid for a minimum of three (3) hours, even if the duration of the event is shorter.

3.04 At events where alcohol is being consumed, security staff shall ask for photo identification from all guests before entering the venue.

(1) Where the event is classified as a 'Wet/Dry' event, security staff shall issue wristbands to those of legal drinking age. Costs of wristbands shall be charged to the Club hosting the event. Only security staff or venue staff are permitted to issue wristbands

(2) Where the event is classified as a 'Wet' event, security staff shall only allow attendees who are of legal drinking age to enter the venue.



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- (3) Security staff reserve the right to refuse entry to any individual, regardless of age, entry to the venue if said individual appears intoxicated or otherwise impaired.
- 3.05 Clubs hosting a 'Wet' or 'Wet/Dry' event shall be permitted to distribute one (1) and only one (1) complementary drink ticket per attendee of legal drinking age.
 - (1) Drink tickets shall only be distributed by venue or security staff at the entrance to the venue.
 - (2) Only one (1) drink ticket may be redeemed by any individual.
- 3.06 Clubs shall not be allowed to hold Wet or 'Wet/Dry' events at a private residence under any circumstance.
- 4.00 TRAVEL**
- 4.01 Club members shall be allowed to travel to events using personal vehicles outside of the city of London, up to a maximum of two hundred and fifty (250) kilometers driving distance outside of the city but remaining in Canada.
- 4.02 Clubs wishing to travel to events more than three (3) hours outside of London must use organized transportation. Clubs wishing to travel to areas outside of Canada must submit a detailed itinerary with the proposal. Approval of such travel is dependent upon the USC's insurers.
- 4.03 Any and all Club members taking part in an event that requires travel shall be required to complete an online waiver. . Emergency Contact information shall be kept with the event organizer and the driver(s) of the vehicle(s), if car pooling
- 4.04 Clubs wishing to travel using personal and/or rental vehicles shall submit a list of all drivers and passengers as part of the event proposal.
- 4.05 Clubs that require a rental vehicle for transportation shall only rent from rental agencies on the USC Student Organization Support preferred vendors list.
 - (1) All rentals must be accompanied with the optional insurance purchased from the rental agency.
 - (2) The capacity of any rental vehicle shall not exceed seven (7) individuals.
- 4.06 Clubs that require a coach or bus for transportation shall charter the coach or bus from rental agencies on the USC Student Organization Support preferred vendors list.



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- (1) Clubs that require a coach or bus shall appoint two (2) bus monitors per chartered vehicle. The names and student numbers of these individuals shall be provided to the Student Organizations Support Staff.
- (2) Bus monitors shall be responsible for ensuring that no policy violations occur on the vehicle during the trip. Any violations shall be reported to the bus driver and event organizer.
- (3) Bus monitors, in conjunction with the event organizer, shall submit a report to the Student Organizations Support Staff within 48 hours of the conclusion of the trip.

4.07 The USC and the Student Organizations Support Staff reserve the right to place additional restrictions on Club travel at their own discretion.

5.00 FOOD REGULATIONS

5.01 All Clubs wishing to serve and/or sell food at a Club event shall include this information in the event proposal.

5.02 All food being served/sold must comply with Middlesex London Health Unit safety standards of handling, preparation, and serving.

5.03 All food being served/sold must take into account any potential allergies of known event participants.

5.04 Food is not to be prepared during or at an event, except for cases where the event is being held at a restaurant or other dining establishment.

5.05 Events being held in the University Community Center shall be subject to food restrictions as determined by the USC Student Organization Support or USC Reservations. Clubs should consult with the appropriate body before proposing an event requiring food in the University Community Center.

5.06 Events being held on the University campus or in any building affiliated with the University other than the University Community Center shall be subject to food restrictions as determined by Hospitality Services. Applications for such events shall be filed with Hospitality Services thirty (30) days prior to the event (in addition to the event proposal submitted to the Student Organizations Advisors).

5.07 Events being held at a venue off-campus that require food not prepared by the venue shall be subject to the following requirements.

- (1) Clubs must obtain written permission from the venue to bring in outside food.



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- (2) The venue must have an approved kitchen facility as determined by the Middlesex London Health Unit.
- (3) Any caterer used must be approved by the Middlesex London Health Unit.
- (4) Delivery by the caterer or by the Club shall be subject to Middlesex London Health Unit safety standards of handling, preparation, and serving.

6.00 CHARITY INITIATIVES

- 6.01 All Clubs seeking to hold a charity initiative shall only raise funds for charities with a registered charity number indicating that the charity is a Registered Canadian Charity.
- 6.02 All Clubs seeking to hold a charity initiative shall provide a letter from their chosen charity indicating the charity's registered charity number, confirmation of the charity's support of the event, contact information for the charity, and the charity's approval of the location and/or venue for the event.
- 6.03 Clubs shall not place donation boxes of any sort in any campus location for the purpose of fundraising.
- 6.04 Clubs shall not conduct raffles of any sort unless written permission has been given by the Ontario Lottery and Gaming Commission.
- 6.05 Clubs shall not use funds obtained as a grant from the USC or another organization for the purposes of making a charitable donation.
- 6.06 All funds raised as part of a charity initiative shall be deposited into the Club's financial account with the USC on the first business day following the event. A proof of deposit shall be given to confirm the transaction.
- 6.07 The USC shall forward a corporate cheque on behalf of the Club to the applicable charity for the full donation amount following the deposit of funds into the Club's account.

7.00 VOLUNTEERING

- 7.01 All Clubs who enlist the help of individuals who are not members of the Club in running, planning, or setting up an event shall have every volunteer fill out a Volunteer Acknowledgement Form prior to their association with the event.
 - (1) All Volunteer Acknowledgement Forms shall include release clauses for use of any photo or video material that the volunteer may participate in or any information or ideas provided by the volunteer (not including personal information).



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- 7.02 All Clubs shall acknowledge the right of a volunteer to participate as the volunteer wishes and shall not force, in any way, the volunteer to participate.
- 7.03 All Clubs shall treat volunteers in an appropriate manner. Any mistreatment of a volunteer shall be grounds for sanctioning by the Clubs Governance Committee.
- 7.04 Individuals who volunteer with a Club shall be treated as Club Members by the Clubs Governance Committee for the duration of their volunteering with the Club.
- 7.05 Clubs and the USC reserve the right to terminate the involvement of a volunteer at their discretion.
- 7.06 Club members may volunteer with external organizations provided they submit a written statement from the organization with which the Club is volunteering to the Student Organizations Advisors detailing the following.
- (1) The organization's permission for Club members to volunteer with the organization.
 - (2) The activities or duties the Club members will be performing.
 - (3) The date, time, and location of the volunteer activities.
 - (4) The contact information of the supervisor that will be overseeing the Club members while they volunteer.
- 8.00 CODE OF STUDENT CONDUCT APPLICATION**
- 8.01 All events held and/or actions taken by a Club shall be subject to the Western University Code of Student Conduct, in particular sections II through V.
- 8.02 For the purposes of application, Clubs shall be held to be interchangeable with "Student" as defined in the Code.
- 8.03 A Club event and/or action shall be considered to be a USC-approved event/action and shall be accorded the same interpretation as "University-sponsored program, event, or activity" as defined by the Code.
- (1) This interpretation shall apply in addition to University-sponsored programs, events, or activities and not in the place of.
- 8.04 A Club event and/or action shall be considered to be an authorized activity when it receives final approval from the Student Organizations Support Staff, and not at any point prior to final approval.



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- 8.05 Where a complaint is filed against a Club for an offense as defined by the Code, the complaint shall be reviewed and ruled upon as per the provisions of Clubs Policy and Procedure, unless otherwise determined by the University.