

RUNNING A CLUB EVENT

GENERAL INFORMATION FOR RUNNING EVENTS

Knowing where to start with events at UNE can be difficult if you're just starting out. Who needs to know what, and what do you need to do?

Hopefully, this guide contains all the info you should need to know about running fun, successful, and safe events on or off campus.

UNE CLUB ACTIVITY BOOKING FORM

This form should be completed by ALL clubs before events and submitted to UNE Life. It also includes a handy checklist of steps to be done before the event and relevant timelines.

It's not intended to be onerous. It's a quick snapshot of what you're looking to do and if there is anything that identified some further requirements are needed, we'll be in touch before your event commences.

The form is available at unione.unelife.com.au/resources

INCLUSIVITY

Club events should be inclusive to all students. This means that every single person should feel comfortable attending no matter their gender, sexual orientation, religion, cultural background, or any other reasonable factors. Make sure you consider this when planning and advertising events. Consider what food options you are providing, and how you are advertising an event.

Catering for all

Try and consider cultural and dietary requirements when making catering arrangements and provide options that everyone can eat, including Halal, Kosher, vegetarian or vegan and gluten free options.

Advertising

When advertising an event, think about what implicit messages you are conveying, and ensure your event feels open and welcoming to all students. This means making sure your message isn't sexist, racist, or exclusive in some other way, that prices and catering options are clear, and that it's clear how students can get involved (contact details, time and date, clear instructions on location, etc.) It is strongly encouraged that all events are advertised through UniOne's 'events' page.

RISK, INSURANCE & LIABILITY

If you've followed the affiliation process correctly, you should be across risk; what it is and how to manage it.

No matter the size of your event you should give thought to the risk involved. Of course as soon as you have an event involving travel or alcohol there will be some other requirements. **This is not supposed to stop you from undertaking an activity.** Risk is everywhere, however we do need to ensure that risk is managed and your event is compliant otherwise there could be implications for insurance and possibly ongoing affiliation.

You should absolutely be familiar with what a Risk Assessment form looks like and this might be something we specifically ask for before an event is approved. See the Event Registration Form (below) for an example form.

Insurance (e.g. public liability) is dealt with on a case-by-case basis; so unfortunately, we can't give you a blanket rule to follow to ensure your events are covered by the University's policy. Ideally the Activity Booking Form will identify possible issues however a good rule to follow is that your activity would NOT be covered if:

- This was not an 'approved UNE event' i.e. no UNE Life or UNE staff member were aware of the activity in advance
- you had not taken reasonable precautions to keep your event safe and under control
- You are not an affiliated UNE Club

If your event is held at an external venue discuss insurance requirements when you hire the space. This is called 'deferring risk' and you should refer to the [Club Governance Handbook](#).

ALCOHOL AT YOUR EVENT

ANY EVENT WITH ALCOHOL MUST HAVE A COMPLETED EVENT REGISTRATION FORM LOCATED AT:
www.une.edu.au/data/assets/pdf_file/0005/48443/residential-event-registration.pdf

You should always work to create a positive club culture that looks after its members and makes sure everyone has a night where they feel safe, where there are people looking out for each other, and where no one is taking advantage of someone's impaired judgement due to alcohol.

The university has a [Student Alcohol and Other Drug policy](#) and a [Student Alcohol and Other Drug Policy Procedures](#), which all those organising events on campus should read and adhere to.

UNE Clubs must adhere to the below when delivering an event with alcohol:

- Marketing, promotion or sponsorship of events which involve alcohol **must only depict the responsible and moderate consumption of** alcohol beverages, and accordingly:
 - (a) **must not** encourage excessive consumption, misuse or abuse of alcohol or promote offensive behaviour;
 - (b) **must not** encourage under-age drinking;
 - (c) **must not** promote events that encourage the rapid consumption of alcohol;
 - (d) **must not** depict the consumption or presence of alcohol as causing or positively contributing to personal, academic, business, social, sexual, sporting, or other successes and activities;
 - (e) **must not** suggest that the consumption of alcohol offers any therapeutic benefit or is a necessary aid to relaxation; and
 - (f) **must not** suggest that the consumption or presence of alcohol may create or contribute to a beneficial change in mood or environment.

If your event is in a licensed venue, e.g. The Stro, Booloominbah Collection, etc. you don't need to police the consumption of alcohol as those serving will have a Responsible Service of Alcohol certificate and training. You do still need to make sure that your advertising complies with the policy though.

Every activity where alcohol is served must have at least one person nominated as the event coordinator who will be responsible for the planning and management of the event, including minimising risk from alcohol.

INCIDENTS & REPORTING

Reporting incidents at UNE is everybody's business and it's best to report **everything**. If something relatively small happens at one of your events, say somebody trips and hits their head but appears fine afterwards, don't ignore it. Reporting incidents is about ensuring there is an accurate account of what happened should there be a need for it in the future. What if the student who hit their head suffered an injury that didn't present until days later? Always be safe, rather than sorry.

Staff use a system called 'SkyTrust' to report incidents however you should report either directly to the Workplace Health & Safety team at UNE at whs@une.edu.au and www.une.edu.au/safety/contact-whs-team or by completing the incident reporting form at the clubs resources page.

What if the incident is of a harassment or sexual harassment nature? **Any** incident of this behaviour should be reported to the University and to the Police. The University has dedicated staff in place to assist with harassment and sexual assault behaviour and **every** student, not just club organisers should be aware of how to proceed with such a report.

In the event of an emergency, or where you are worried about someone's sexual misconduct:

Call the Police on 000

Call Safety and Security for events on or near campus on 6773 2099

Reporting Sexual Misconduct to the University:

You should report **any** instance of inappropriate sexual conduct to the Student Grievance Unit. They are contactable by calling **(02) 6773 4260**. Alternatively, an anonymous report can be lodged at: <https://www.une.edu.au/connect/respect-now-always/sexual-assault-harassment-information-form>.

SERVING FOOD

Organising and providing food to club members or other students can be a popular activity for engagement and brand awareness. Always be sure to consider food safety. UNE Life has teamed up with Armidale Regional Council to provide a free Food Safety Training online module that at least one member of your Executive should complete. The module can be found at www.imalert.com.au/foodsafety/training/welcome.php?sub=armidale

Cold storage

- Cold food must be 5°C or colder.

- Frozen food must be frozen hard.
- Check the temperature of fridges and cold storage areas regularly.
- Thaw food in your fridge, away from, and below, cooked or ready to eat food.

Preparation

- Keep food during refrigerator at all times and limit time in the temperature danger zone (between 5 and 60°C)
- If food is kept between 5 and 60°C for more than 4 hours throw it out.

Cross-contamination

- Always use plastic gloves when handling food
- Cross-contamination occurs when harmful bacteria or allergens spread to food from other food, surfaces, hands or equipment. This can lead to food-poisoning, to ensure cross-contamination does not occur, make sure you;
 - Keep raw food separate from cooked or ready-to-eat food.
 - Use separate utensils and cutting boards when preparing raw and cooked or ready-to-eat food.

Cooking food

- Use a thermometer to make sure foods are thoroughly cooked and the middle reaches 75°C.
- Hot food must be kept at 60°C or hotter.
- Check that only clear juices run from thoroughly cooked minced meat, poultry, chicken or rolled roasts.

Cooling food

- High-risk food must cool from 60°C to 21°C in the first 2 hours, and then to 5°C or lower in the next 4 hours.
- Once food has cooled to 21°C put it in the refrigerator or freezer.
- Large portions of food take longer to cool. Divide large portions into smaller batches before cooling.

Cleaning

- Use clean, sanitised and dry cutting boards, equipment and utensils.
- Clean and rinse wiping cloths after each use, and change frequently.
- Wash hands thoroughly and regularly.
- Return BBQ to a **CLEAN** hygienic state

Serving

- Ensure all volunteers have washed hands, have gloves on and have hair tied back before food handling commences.
- Allocate volunteers to either cooking or serving. Advise those cooking meat to do spot checks on meat temperature with the meat thermometer.
- Don't share tongs: use one set of tongs for raw meat and one for cooked meat.
- Cooked meats should be brought to the table and served from there using gloves and tongs.
- Make sure no one reaches over the hot cooking area to serve.

USING THE BBQ

UNE Life is able to provide a BBQ for club events free of charge and you can book this by emailing unelifecatering@une.edu.au. **The BBQ MUST be returned in a clean and hygienic condition** otherwise the club will no longer be able to use this service.

MANUAL HANDLING

Many club events involve packing and unpacking equipment such as tables, BBQs, boxes of brochures, etc. Please be aware of safe manual handling when taking part in these activities so that you don't injure yourself. Please make sure you lift things safely and ask for help lifting things if you need it.

- Make sure you keep your back straight and bend your knees when picking things up (rather than bending at the waist and hurting your back)
- Try to avoid twisting when you're carrying heavy items such as boxes of brochures etc.
- Where possible make more trips with a lighter load rather than overloading yourself with weight
- Use trolleys etc. to help when transporting a heavy load
- Keep heavy loads close to your body when carrying (be particularly careful when leaning into somewhere like a car boot, it's easy to hurt your back in that position)

ELECTRICITY

You must supply your own power leads which should have been tested and tagged within the preceding 12 months. Power outlets exist in several locations throughout the Ingrid Moses Courtyard & Top Courtyard. For access and assistance you should email ef-maint@une.edu.au or phone 02 6773 2065.

All extension leads **MUST** be positioned to avoid foot traffic, and covered with cable mats available from Facilities Management Services (via the contact information above)

BOOKING EQUIPMENT & SPACE

Limited audio equipment is available to UNE clubs free of charge. This includes public announcement equipment and connections for music (3.5mm input).

UNE Life has a range of pop-up tents (3m x 6m & 3m x 3m) that are available for UNE clubs to use free of charge.

UNE Life manages several spaces that are free for clubs to use providing there is no need for staffing or other out-of-pocket expenses. This includes the 'Stro and several meeting rooms throughout the University. We advise you make these enquiries as soon as the need becomes apparent so that you don't miss out.

Any UNE Life equipment or rooms **MUST** be booked no less than 2 days prior to the event, and preferably 7 day prior. Bookings can be made by emailing clubsandsocieties@une.edu.au.

Booking available UNE rooms and lecture theatres can be done online at

<https://syllabus.une.edu.au/WRB2018/>

Some have very specific teaching set-ups so be certain that the venue suits your requirements.

CAMPUS SECURITY & PARKING

For any events where you are expecting over 100 people, you should notify security by emailing security@une.edu.au, particularly if these attendees are arriving from off-campus as you will need to consider parking. UNE has restricted parking for the most part between 8.30am and 4.30pm Monday to Friday.

Depending on the nature of the event, you may require security specific to the activity and this will be identified through the [Activity Booking Form](#) or Alcohol Event forms as outlined above.

Emergency response information and procedures

View and familiarise yourself with UNE's various Emergency Response Plans before your event.

They can be found here: www.une.edu.au/safety/emergency-management/emergency-response-plans2

INFORMATION SPECIFIC TO RUNNING EVENTS OFF CAMPUS

CHOOSING A VENUE

Where the university's insurance doesn't provide coverage (see section above), you will need to know that your club members are covered by external companies' public liability insurance. For example, rather than hiring a mini-bus and driving it, you should organise the activity through a company which can also provide public liability insurance for you day's activities.

When choosing a venue, make sure that it is accessible for those with different mobility needs (e.g. wheelchair).

ALCOHOL OFF-CAMPUS

Despite the event occurring off-campus, for all on-campus and direct-to-student advertising (e.g. online through your club's social media sites), you must still abide by the marketing of alcohol requirements as detailed above. You should also consider what safe transport options there are for students leaving the venue, such as availability of public transport or taxis. And you should always encourage a positive club culture that looks after its members and makes sure everyone has a night where they feel safe, where there are people looking out for each other, and where no one is taking advantage of someone's impaired judgement because of alcohol.

For assistance or further information contact UNE Life, Student Experience at

clubsandsocieties@une.edu.au

PH: +61 2 6773 1836