



EM-002 Major Events Policy

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1. PURPOSE AND SCOPE

- 1.1. The purpose of this policy is to summarise Scouts WA's position regarding major events it organises and participates in.
- 1.2. This policy applies to Major Events as defined in the Policy Statement section 2.1.
- 1.3. For the purposes of this policy:
 - 'Policy and Rules' means the document known as Policy and Rules of The Scout Association of Australia.
 - 'Swan Patrol' means the executive management team led by the Chief Commissioner as defined in the Regulation to the Rules of the Association at item 8.1
 - 'Incident Liaison Officer' means the person charged with the responsibility of logging and referring all reported incidents on a twenty-four hour, seven day a week basis.
 - 'Social Media' means all current and emerging forms of electronic online communication that expedites conversation to enable users to participate in the creation and/or development of content.
 - 'Member' includes all Adult and Youth attending an event.
 - 'Contingent Leader' means a Member appointed to lead and manage a contingent or group of Members to an interstate or international event.
 - 'Event Organiser' means a Member appointed to organise and manage the running of an event to the extent of their delegated authority.

2. POLICY STATEMENT

- 2.1 Major Events are defined as events involving three or more consecutive overnight stays and expected to attract youth numbers in excess of 500 Scouts WA Members, or interstate or international trips with 20 or more Scouts WA Members.
- 2.2 Events must be organised in accordance with National Policy and Rules and Local, State, Federal and International Laws.
- 2.3 Events must be organised in a manner that enhances the Educational outcomes as defined in National Policy and Rules
- 2.4 Event Organisers and Contingent Leaders will determine registration close off dates, payment schedule and refund processes in consultation with the Administration Office Accounts Manager.
- 2.5 For all Major Events, the Incident Liaison Officer or delegate must be in attendance for the entire event.
- 2.6 In accepting the role as a Contingent Leader or Event Organiser for a Major Event, Adults must commit to participating in compulsory post-event debriefs with at least one Member of Swan Patrol as appointed by the Branch Chief Commissioner. The purpose of these debriefs is to review and reflect on issues that may have arisen at events and how future events could be improved.
- 2.7 At least 2 weeks prior to all Major Events, the Contingent Leader or Event Organiser must provide the Executive Manager and the Chief Commissioner with a list of all participants and contact details for the parents/guardians of Youth and next of kin for Adults.
- 2.8 The Incident Liaison Officer must provide briefings for all Leaders at least 3 weeks prior to major events. The briefings must contain information on child protection, the definition of abuse and incident reporting.
- 2.9 Where the Major Event is being run at an interstate or international location, the Incident Liaison Officer should highlight differences between the relevant child protection laws in that location and those of Western Australia.

- 2.10 Not more than three weeks prior to Major Events, Group Leaders must ensure that Youth are reminded of their right to feel safe and that they should report any unacceptable behaviour to an Adult, which will be received without recrimination.
- 2.11 At least one month prior to Major Events the Contingent Leaders and Event Organisers of Major Events must ensure that all Leaders are provided with a Leaders' Handbook. The Handbook must contain (but not be limited to) information on child protection and incident reporting procedures, including legal mandatory reporting requirements.
- 2.12 Should the membership of a registered participant lapse or is cancelled they will no longer be able to attend the event until such time as the membership is reactivated.
- 2.13 Images of Event participants may appear on Scouts WA managed media channels. By attending the event, there is an implied acceptance on behalf of the participant that it is impossible for Scouts WA to guarantee that photos will not be used on external sites or Scouts WA media sites. The Event Organiser or Contingent Leader shall make participants aware of this.
- 2.14 A copy of this policy must be provided to all Contingent Leaders and Event Organisers.

3. EVENTS PROCEDURE

- 3.1 The Branch Chief Commissioner will appoint a person responsible for preparing all Major Events procedures to present to the Policy and Procedures Committee.
- 3.2 The Major Events Procedure must be consistent with this policy.

4. REVIEW

- 4.1 This policy shall be reviewed every three (3) years by the Policy and Procedures Committee or earlier if directed by the Board. The Policy and Procedures Committee shall provide a report to the Board, together with any recommendations arising from the review.

5. APPROVAL

- 5.1 This policy was approved by the Board of Scouts WA on 17 December 2017