

Steps and Timeframe for Sanctioning an Event

- Step 1** Have the completed sanctioning form (with QSC and QFA Booking contracts) to the Chief Constable a *minimum* of three weeks prior to the event
- Step 2** After being signed by both the Chief Constable and Director of QFA the forms will be passed along to the AMS Executive who will then evaluate the risk involved with the event and determine whether it can be sanctioned under the University's coverage (CURIE).

Attached you will find:

- The AMS Sanctioning Form
- The Queen's Student Constable Booking Contract
- The Queen's First Aid

Filling out the Sanctioning Form:

General Tips

- Fill out all parts of the form
- Please have the form in a MINIMUM of three weeks prior to the event keeping in mind that the earlier the better in case of complications
- Try to be as detailed as possible
- Remember that all events should be run through Student or Science Constables
- If you have any questions please contact an AMS Executive member

Proof of Insurance

- For any off-campus event at a licensed establishment, we require proof of insurance from that venue. We are currently working on keeping the proof of insurance previously acquired from other events on file to facilitate this process. When the form is returned to the AMS Executive for approval they will ensure that there is proof of insurance on file.

FOR MORE INFORMATION PLEASE REFERENCE THE **AMS INSURANCE COVERAGE & RISK MANAGEMENT GUIDE** AVAILABLE AT:

<http://www.myams.org/society/council/vpops/>



AMS Event Sanction Form

Date Submitted: _____

A. ORGANIZATION INFORMATION

Name of Organization: _____

Contact Name: _____ Phone Number: _____

Email: _____ AMS Ratified Club: YES _____ NO _____

B. EVENT AND LOCATION INFORMATION

Date of Event: _____ Number of people expected: _____

Time of the Event: _____ Location: _____

Description of the Event:

C. EVENT REVIEW

Please answer the following questions. If you answer “yes” to any of the questions below, you **must** get the signature of the Chief Student Constable and Director of Queen’s First Aid before your event can be sanctioned.

Does the event involve the consumption of alcohol? YES _____ NO _____

If “YES” please also complete section D of this form

Does the event require transportation? YES _____ NO _____

If “YES” please also complete section E of this form

Are you expecting more than 50 people? YES _____ NO _____

Is the event open to the public? YES _____ NO _____

Are you serving food? YES _____ NO _____

Is your club booking for an off-campus affiliated group? YES _____ NO _____

If “YES” please include the name of this organization: _____

D. EVENTS WITH THE PRESENCE OF ALCOHOL

Is your event is at a licensed on-campus venue? Alfie’s _____ Queen’s Pub _____ Clark Hall Pub _____
(if so skip the next two questions and provide the presence of alcohol event information)

If your event is at an unlicensed on-campus or off-campus venue have you arranged for a Special Occasions Permit (SOP)? YES _____ NO _____ (attach application)



Please provide all information regarding the presence of alcohol at the event. Specifically include the following:

- Is it an All-Ages Event? (If “YES” then please refer to Section IX of the AMS Policy Manual Part I)
- What is the nature of drinking? (ie: Smoker, Retreat, etc)

E. EVENTS INVOLVING TRANSPORTATION

How far is the venue? _____

Are participants being transported both to and from the event? _____

What mode of transportation has been arranged? _____

If you are renting a car have you taken out collision insurance? _____

I, the undersigned, agree that the above information I have provided in this application is complete and correct.

Signature: _____

Date: _____

Position: _____

The decision to assign Student Constables and the number of Student Constables assigned is at the sole discretion of the Chief Constable as per AMS Constitution and University Administration regulations.

of Student Constables Assigned: _____

Signature of AMS Chief Constable: _____ Date: _____

The decision to assign First Aid Responders and the number of Responders assigned is at the sole discretion of the Chief Constable in conjunction with the Director of QFA as per AMS Constitution and University Administration regulations.

of First Aid Responders Assigned: _____

Signature of Director of QFA : _____ Date: _____

AMS EXECUTIVE APPROVAL

General Event Risk Assessment: _____ (See below-events having a preponderance high risk factors or not meeting the minimum risk criteria must be considered unmanageable and hence shall not be approved)

Signature: _____ Position: _____ Date: _____

Ensure SOP and proof of insurance coverage is attached if applicable

AMS Risk Criteria for Events

This chart is to be used as a guide for event organizers and those responsible for sanctioning events to identify the manageable risk(s) associated with events, with or without the presence of alcohol, of different activities and/or venues. It has been recognized that certain factors increase the potential of a serious incident and the greater the number of high risk criteria the greater the likelihood that a person or persons could be seriously harmed and/or financially liable.

In order to minimize the potential of illness or injury, organizers should follow low risk strategies when planning events.

Criteria	Low Risk Factors	Medium Risk Factors	High Risk Factors
Event Activity	Annual, on campus typical university community service/program/organization focused activity	Regular off campus, physical or higher risk activity, non AMS/university activity, managed by established event agents	First time, competitive, off campus, managed by event organizers
Alcohol Presence	Campus Pub	Licensed Facility & SOP on Campus	SOP off Campus
Underage present	None	Limited number	> 20% of attendee's
Number of Students	< 75	75-150	>150
Responsibility	Commission, Service, & Faculty Society	Committee/ Club	No Standing Affiliation
Insurance Coverage	AMS	CURIE, AMS PAL on campus	CURIE, AMS PAL off campus
Policy, Procedures and Training	Policy guided established event instruction and training	No Policy, first time instructions, supervised preparation	No applicable policy and d hoc preparation and training
Food	Meal/food served	Food available	No food
Supervision	Dedicated supervision	Part time supervision	No supervision
Transportation	Majority can walk, taxis or public transportation available or chartered bus used	Event organized rented and driven transportation provided.	Everyone must drive, no public transportation
Length of Event/Trip	< 2 hours	2-4 hours	> 4 hours
Bar Staff	Trained paid staff	Combination of paid staff and volunteers	Volunteers or self serve
Bar Service	cash	Combination	open
Type of Event	Low key	Special occasion	Party
Gender Balance	> number females	Males = females	> number males



QUEEN'S STUDENT CONSTABLES BOOKING CONTRACT

Billing Information

Name of Event: _____
Organization: _____
Contact Name(s): _____
Phone Number @ Home: _____
Phone Number @ Office: _____
Email Address: _____
Billing Address: _____

Event Information

Event Date(s): _____
Event Location: _____
Event Time and Duration: _____

The Maximum Number of People Expected to Attend: _____

If, in the event of more patrons arriving unexpectedly, or the customer selling more tickets than planned, this number will be designated the limiting number in terms of how many patrons will be permitted into the venue.

The Total Number of QSCs at the Event is Quoted as: _____

This number is at the sole discretion of the QSC Manager, and will be based on the location of the event, the number of licensed areas at the event, and the number of patrons expected to be in attendance. The customer will be notified of any changes prior to the event.

QSC Number Assigned By: _____

First Aid Required: YES NO

Other Specific Instructions/Provisions:

Charge Out Fee

The hourly charge out rate per Constable is \$9.00. Your service/organization's invoice will be calculated as follows:

Charges = [Total Number of QSC] × [Number Of Hours Worked by Each QSC] × \$9.00

The billed total amount will cover all posting, administrative and wage costs. Please note that 7% GST will also be added to your invoice.

Any estimate given to the customer by a QSC representative is to be deemed as a quote for the projected cost of the forthcoming services rendered. This quote is subject to change, and such changes will be based on variables as described to you by the QSC representative. Such variables

include, but are not limited to, the duration of the event, the attendance of Queen's First Aid, total number of patrons arriving at the event, and total number of QSCs at the event.

Deposit

All groups must pay a deposit to book Constables for their event. This deposit will be no less than 25% of the projected Constable costs the event will incur. The deposit will be returned upon the payment of services rendered.

Confirmation Policy

Events MUST be booked and approved by approved by the Chief Constable at least seven [7] business days prior to your event. This policy is in place to ensure that all events have an appropriate number of Constables assigned and to avoid misunderstandings and improper billing.

Cancellation Policy

All groups must cancel services at least forty-eight [48] hours [2 business days] prior to the scheduled date of the event. If the appropriate notification of the event's cancellation is not given, the Queen's Student Constable service will either cash the deposit, or bill the above organization for the cost of booking the assigned number of Constables for two [2] hours of services rendered.

Agreement

I, _____ as a member of, _____ understand the policy and procedures involved in booking A.M.S. Queen's Student Constables for a student event. I also understand that the number of Constables required to attend an event is at the discretion of the Constable Management, and I have read and understood the information contained on the Constable Information Sheet. Any breach of this contract, and/or the failure to pay for any services rendered, could result in loss of deposit, additional charges or future loss of Constable services', and possible disciplinary action administered by the Commission of Internal Affairs.

_____ has been identified, at the time of booking, as the sober contact for the complete duration of the event. Initialing this section of the contract indicates that the aforementioned individual agrees to make themselves available to the on-duty Senior Constable during, and at the conclusion of, the event. The sober contact also agrees to remain sober before and during the event. Violation of any of these terms will lead to a violation of the contract. Aforementioned individual's initials _____ .

Signature of Authorized Individual
Date: _____

Signature of the QSC Representative

Office use only

CONFIRMATION must be at least 1 week before scheduled date of the event

Date: _____

Time: _____

Confirmed by this Organizer: _____ Message taken by: _____



QUEEN'S FIRST AID COVERAGE REQUEST

DATE OF SUBMISSION:	
CONTACT INFORMATION	
Name: _____	
Phone: _____	Email: _____
EVENT INFORMATION	
Name of Event: _____ Maximum Possible Attendance: _____	
Organizational Group: _____	
Date of Event: _____	Time of Event: _____
Time QFA Should Arrive: _____	Time QFA Coverage will End: _____
Location of Event: _____	
Meeting Place (if applicable): _____	
Present at Event (Check those that Apply):	
<input type="checkbox"/> Alcohol	
<input type="checkbox"/> Loud Noise	
<input type="checkbox"/> Access to Water	
<input type="checkbox"/> Public Restrooms	
<input type="checkbox"/> Meal for Queen's First Aid*	
<input type="checkbox"/> Post for Queen's First Aid	
Briefly Describe the Event:	
Other Instructions/Provisions:	
<i>*If your event spans a period of 4 hours or more, a meal must be provided for QFA.</i>	
OTHER SERVICES PRESENT	
<input type="checkbox"/> Queen's Student Constables	<input type="checkbox"/> Queen's Science Constables
<input type="checkbox"/> Queen's Security	<input type="checkbox"/> Private Security Company
<input type="checkbox"/> Ambulance	<input type="checkbox"/> Police
Other: _____	

THIS FORM MUST BE SUBMITTED TO QUEEN'S FIRST AID TWO (2) WEEKS PRIOR TO THE EVENT IN ORDER TO GUARANTEE QUEEN'S FIRST AID COVERAGE. QUEEN'S FIRST AID IS A VOLUNTEER ORGANIZATION AND NO FEE OR CONTRACT IS REQUIRED FOR ITS SERVICES.

QUEEN'S FIRST AID COVERAGE CONTRACT

Please read and sign the following contract before submitting a Queen's First Aid Coverage Request. Any questions should be directed to Candice de Saldanha, Duties Coordinator.

By signing this contract I understand and agree to the following:

1. Queen's First Aid will cover an event if:

i) it involves **ANY OR ALL** of the following: over thirty (30) people attending, physical activity, alcohol being served and there is any first aid concern.

AND

ii) it is being held on Main or West Campus **OR** is being held off campus by a Department, Service, or Club of Queen's University.

AND

iv) it is a Queen's University sanctioned event.

AND

v) Queen's Student Constables or Science Constables are present if alcohol is being served.

2. In order to ensure coverage of an event by Queen's First Aid this form must be submitted at least fourteen (14) days before the scheduled event. Requests made with less than fourteen (14) days notice will be covered only if resources are available. Queen's First Aid will be unable to provide coverage if request is received less than seventy-two (72) hours before the event.

3. If Queen's First Aid's coverage of an event runs for four (4) hours or more, event organizers are required to provide the Queen's First Aid volunteers with a meal.

4. Queen's First Aid is run and staffed entirely by volunteers who are unable to accept any remuneration for their services. However, should an organization wish to make a charitable donation, one may be made after coverage of the event is complete by contacting the Director of Queen's First Aid.

5. Submission of this form does not guarantee coverage of the event. The Director of Queen's First Aid reserves the right to make all final decision regarding coverage of an event.

The Duty Coordinator of Queen's First Aid will contact you regarding receipt of this request. You will also be contacted at least three (3) days before the event to confirm coverage.

Name

Signature

Date