**UNSW Arc Clubs- MANDATORY**

**OVERNIGHT EVENT PRE-DEPARTURE BRIEFING**

This resource is to be e-mailed (BCC contacts for privacy reasons) out to all attendees of your overnight events at least a week before your events. This includes but is not limited to: Club Camps, Road Trips, Out of Sydney Competitions, Out of Sydney Trips etc.

Please ensure that the information provided is comprehensive and clear. Please cc in [d.prasad@arc.unsw.edu.au](mailto:d.prasad@arc.unsw.edu.au) & [clubs.incidents@arc.unsw.edu.au](mailto:clubs.incidents@arc.unsw.edu.au) when you send this out to your attendees.

**Event Details**

* **Event Name**:  
  <Insert Event Name>
* **Organizing Club**:  
  <Insert Club Name>
* **Senior Event Manager**:  
  <Name, Student/Club Email, Phone Number>  
  **Secondary Event Coordinators:**

<Names, Contact Details>

* **Date, Time, and Location of Event**:  
  <Insert Date, Time, and Venue Details>

**Event Objectives**

* <Describe the purpose and expected outcomes of the event.>

**Activities Planned**

* <Provide a detailed description of activities, including an itinerary as it spans across multiple days/venues.>

**Transportation Details**

* <Specify transportation arrangements (e.g., buses provided, self-travel, pickup/drop-off points).>

**Accommodation Arrangements**

* <For multi-day events, describe accommodation details (e.g., single/shared rooms, gender-specific arrangements>

**Dress Code**

* <Specify the dress code (e.g., formal, casual, closed-toe shoes required).>

**Dietary Requirements**

* <Explain how participants can update their dietary requirements and include any cutoff dates. Provide a menu or information on where food can be bought>

**What is Provided at the Event**

* <List items provided (e.g., food, equipment, materials).>

**What Participants Need to Bring**

* <Provide a detailed list of required and recommended items (e.g., clothing, equipment).>

**First Aid Provisions**

* <Detail first aid arrangements (e.g., trained first aiders, first aid kits, local medical facilities).>

**Location/Event Hazards**

* <Identify specific hazards related to the location or activities.>

**COVID-19 SAFE Plan (if applicable)**

* <Include details of the COVID-19 safety plan, such as the COVID safety officer and protocols.>

**Event Rules and Standards of Behaviour**

* **Alcohol Rules**:  
  <Specify rules regarding alcohol consumption, if applicable.>
* **Participant Requirements**:
  + Read, understand, and follow the **UNSW** **[Code of Conduct and Values](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues) (https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues)**
  + Enrol and complete the **UNSW Gendered Violence Training. Clubs Executive will be collecting proof of completion-** <https://www.unsw.edu.au/planning-assurance/safety/safer-communities/gendered-violence/training>
* <Read Arc’s Alcohol policy and follow it at all time> [Clubs Handbook // Section 16 - Arc Clubs Alcohol Policy | Arc UNSW Student Life](https://www.arc.unsw.edu.au/clubs/clubshandbook/clubs-handbook-section-16-arc-clubs-alcohol-policy#:~:text=Arc%20affiliated%20Clubs%20must%20comply%20with%20the%20requirements,responsible%20attitude%20towards%20the%20safe%20consumption%20of%20alcohol.)

*Any breaches of the UNSW Code of Conduct will be reported to the Senior Event Manager or nominee, and appropriate corrective action will be taken, which may include expulsion from the event at the participant’s expense and student disciplinary action.*

**Personal Safety Message**

* There are no guarantees of personal safety in any environment. Participants are encouraged to take the following precautions:
  + Walk or take public transport with a friend whenever possible.
  + Be aware of your surroundings, day or night.
  + Avoid dark, vacant, or deserted areas. Use well-travelled routes.
  + Trust your instincts. If you feel uneasy, move to a safe area and call for assistance.
  + Report suspicious activity to the appropriate authorities.
  + Inform someone of your whereabouts and expected return time.
  + Be cautious around ATMs and avoid distractions from mobile devices in public places.
  + Remain alert and in control of your senses, especially in unfamiliar environments.
  + If you do not feel comfortable participating in any activities or game, you don’t have to.

**Media Protocols**

In the event of an incident, please get advice from the Arc Clubs Team before responding to media inquiries. Refrain from commenting on the nature of the event or saying, "no comment." Please remember to always follow the UNSW Code of Conduct.

**Incident Management**

* All incidents, grievances, or emergencies must be reported to a grievance officer **<insert contact>**. The university and Arc have trained personnel and protocols in place to manage incidents effectively, that these grievance officers can contact.

**Reporting of Inappropriate Behaviour**

* If you witness or experience concerning, threatening, or inappropriate behaviour and do not feel comfortable reporting it to an Event Coordinator or Senior Event Manager, you may report it to Arc: [Arc Club Incident Report or directly to d.prasad@arc.unsw.edu.au & clubs.incidents@arc.unsw.edu.au](mailto:Arc%20Club%20Incident%20Report%20or%20directly%20to%20d.prasad@arc.unsw.edu.au%20&%20clubs.incidents@arc.unsw.edu.au%20%20)

**Further Questions?**

* **Contact**:  
  <Name, Position, and Contact Details of Senior Event Manager or designated contact person>

**Additional Information:**

<Add below>