

PLANNING GUIDE

BP FOR LARGE AND MULTI UNIT EVENTS

BEST PRACTICES to assist you to BE PREPARED when planning LARGE and or MULTI UNIT EVENTS

The following BP (best practices) and think abouts are designed to assist you with your risk identification and risk management planning for your LARGE and/or MULTI UNIT EVENTS. Examples of these events might be District Camp, Area Camp, Rallies, or two or more units doing an activity together.

We've based these on challenges and issues from files that have come in for review and questions from the field and assessors.

With good forward planning, coordinating the risk identification, risk management and paperwork for multi unit activities can be a breeze! As the RG for the event, you are, by Safe Guide definition, *assuming the overall responsibility for an activity including delegation of work to other adults.*

- **ONE set of paperwork** is submitted for review and includes information for all of the groups attending. You might have different SG.1s for each branch or unit attending, but they all come in to the assessor by the required deadline together with the SG.3, SG.4 and complete list of all adults who will be attending.
- **LEVEL** the level of your activity is based on the Activity Planning Chart. IF you have 1 item in RED, the entire event is RED; you cannot split out different parts of your activity – it is always the 'highest' checkmark that dictates what the level of the activity.
- **REGISTRATION DATE** needs to be set far enough ahead of time so that you can use these numbers for your planning and so you have contact information to send the forms (SG.1, SG.,2, H.1, etc.) out to the registrants.
- **PARICIPANT FORMS DEADLINE** When you send your forms into the assessor you need to include your SG.1, SG.3 (with your first aiders named and certificates attached if they are not in iMIS,) SG,4, and a **list of all adults in attendance**. You need to know the names of all of the adults/supervisors BEFORE you send in your forms.

Add-ons are emergency last minute replacements taking place the few weeks before your event. This signals that the event is well planned, that everything is in place well before the event begins and allows you time to do those last minute tasks like packing supplies, food, etc. Our suggestion: **set your deadline and STICK TO IT**. Last minute changes and additions affect your risk management! You need these few weeks to make sure all you supervisors are familiar with your emergency response plans and the activities at the event!

We recommend you set the date for all form returns from the participants at least a month before a Yellow event and 5 weeks before a Red event. This way, you have all the information you need for your form submission. No slip/no trip: yes, some will miss out on the activity... but usually only once! **It's all about being prepared.**

It is a good idea to collect all of the forms yourself BEFORE the event. If you have it set up that girls bring their paperwork with them to the event and they forget or there is something missing and her parent is not there with her, she cannot attend the event. How sad would that be!

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- **TIME of ACTIVITY** unless you are providing transportation to and from your large event, the activity begins when your activity begins and ends when the event is finished (see Transportation below)
- **TRANSPORTATION** to and from your multi unit/large event activity.

For green events if you are not arranging the transportation to and from your large group event, please make sure that the Guiders know that if they are going to be arranging the travel for their unit members that they are responsible for submitting the paperwork their transportation i.e. SG.1, SG.2, SG.3, SG.4 for travel to and from the event.

For yellow and red events, if you know that some units will be arranging the transportation (driving the girls in their own vehicle or a rented vehicle) to the event, check all the appropriate boxes on the SG.3. Let the Guider who is driving know that the transportation information should be on the SG.1 sent to the parents.

- **SUPERVISORS NAMES AND IMIS NUMBERS** We know that sometimes it is difficult to get commitment from other supervisors about attending your large event. As you need to send in your complete list of all supervisors attending your activity when you send in your forms for review (yes, we have mentioned this a few times already in this BP document), give them a DEADLINE date for letting you know if they are coming or not. Let them know that you have to have a complete list (except for last minute emergency changes) by _____ date or they will not be able to attend. This may mean that their girls may not be able to attend. That usually makes things happen!
- **LIST OF SUPERVISORS** We suggest listing the supervisors on a spreadsheet, with their iMIS#, first aid qualifications (if applicable) listed
- **DEADLINE FOR SENDING IN THESE FORMS FOR REVIEW FOR LARGE EVENTS:** Like all activities, Yellow activity forms must be received by the office 14 days before the start of the activity in order to be reviewed. Red level must be received by the office 21 days before the start of the activity in order to be reviewed.

Assessors appreciate receiving large group event forms earlier than this. However, if you have followed the requirements and have the complete list of all supervisors attending the event attached to your forms (with their iMIS numbers, their first aid certs and all the needed information) and know how many girls in each branch you anticipate will be attending, the 14 day or 21 day period allows ample time for review.

YOUR QUESTIONS Please send your questions about planning large group and/or multi-unit events to assessor@albertagirlguides.com We welcome your questions anytime!

We hope this BP document has been of some assistance as you plan your next large event.

Memories made at these large and multi unit events, the opportunity for new Guiders to gain experience and confidence so they feel prepared to take their own units out alone, and the fun and challenge for all involved is certainly worth it!

Happy Planning

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