**MELBOURNE BEARBRASS PROBUS – CHECKLIST for EVENT CONVENORS**

*Please note that this checklist is for assistance to convenors only – there is no requirement to submit the completed form to anyone*

| **ACTION** | **YES** | **NO** | **N/A** | **Comment** |
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| 1. There will be a record of all members and visitors attending (an attendance list for all club members can be produced from ClubRunner allowing for non-members).
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| 1. This event has been approved by the Management Committee prior to the event or interest group being conducted. This includes the appointment of a “Convenor”, whose responsibilities include risk management.
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| 1. Any physical risks have been identified as part of the approval of the event.
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| 1. An alternate person with appropriate knowledge has been allocated to manage the event on the day In the case where the event organiser (Convenor) is unable to attend at short notice.
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| 1. All attendees have been advised of the Club’s Event Refund Policy
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| 1. All attendees will be advised of the procedures to be followed in the case of an emergency
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| 1. All attendees have been encouraged to have medical cards in the event of a medical emergency. Medical cards are the sole responsibility of their owner and should not be held by a Convenor or Management Committee member.
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| 1. All attendees have completed the Enduring Registration Form for Outings and/or Tours.
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| 1. Where, in the opinion of the Convenor, a prospective attendee may have difficulty participating, a doctor’s clearance and/or carer accompanying the prospective attendee, has been provided.
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| 1. The terms and conditions of any bus hire have been understood prior to agreeing to such terms and conditions particularly in relation to excesses that may be payable on hired vehicle in the event of an accident. Insurance must not include a provision for an excess payment
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| 1. A reconciliation will be prepared on the day of the event, of any money received against the names of attendees and expenses paid/to be paid. This must be sent to the Treasurer.
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| 1. Disbursement of any funds received will not be done unless written approval in advance has been provided by the Treasurer or his/her delegate. In the normal course of events all disbursements will be made by the Treasurer once appropriate documentation has been provided.
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| 1. Monies received will be banked within two working days.
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| 1. Any free of charge offer or ticket which has been offered to the organiser by a third party has been/will be applied for the benefit of all participants.
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| 1. Where a group booking is required, an amount required as a deposit or full payment (if the venue requires full payment in advance) will be received where:
	1. Only a finite number of participants can be catered for the activity, outing or tour to proceed
	2. The Club would be at risk of a financial penalty in the event of a member or visitor cancelling from an activity, outing or tour with late or no notice
	3. A minimum number of participants are required
	4. The venue requires some or all payment in advance.
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| 1. The event has been registered in ClubRunner using Event Planner functionality
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| 1. Invitations for the event have been sent out using ClubRunner Event Planner functionality
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**CHANGE CONTROL**

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| **Version** | **Publish Date** | **Content/Amendments** | **Author** |
| 0.1 | 1st December, 2020 | Initial draft  | Mel Gray |
| 0.2 | 26th February, 2021 | Draft including feedback received | Mel Gray |
| 1.0 | 20th March, 2021 | Final | Mel Gray |
| 1.1 | 6th June, 2021 | Includes feedback provided by practicing convenors | Mel Gray |
| 1.2 | 17th March, 2024 | Minor amendments to reflect current practice | Mel Gray |