

# Major Events Operating Requirements

Major Events are amongst our greatest developmental opportunities for youth members. They provide the opportunity for our people to come together in a large group for fun and fellowship and are considered highlights in our time in Scouting. These events have been proven to have a profound impact on retention in the movement. They also have a significant place in the development of leadership skills in our youth members through the inclusion of youth on advisory councils and event teams.

## DOCUMENT PURPOSE

The document aims to create clear expectations and consistency across events in meeting the principles for major event delivery. These being:

- Safe
- Providing personal development opportunities
- No financial losses
- Leaving a legacy for the future

## MAJOR EVENT DEFINITION

Major events are defined as those:

Greater than 500 youth  
Budget in excess of \$200k  
Statewide event

## THE EVENT CHIEF DIRECTOR

The Chief Director will be appointed by the Chief Commissioner at least 12 months from the expected event start date. The role description outlines duties. As part of the role, the Chief Director will provide the SLT with:

- An event vision and program including proposed date and location
- Detailed project plan and milestones including team structure
- Risk Management Plan
- Budget and Financial controls
- Progress reports



## **PRE-EVENT**

### **Appointments**

- Director positions are to be advertised in Be Informed for transparency and panel interviewed
- The Chief Director to recommend Director appointments to the relevant section State Commissioner and the State Commissioner Major Events. Final approval to be granted by the Chief Commissioner
- Consideration as to how the structure will include youth roles and youth voice
- The role of the State Section councils is to be defined

### **Marketing**

- Recruitment and social media to be supported by Scouts Victoria marketing
- Event badge approval from the Chief Commissioner
- Political engagement to be facilitated by Scouts Victoria

### **Finance, IT and insurance**

- Budget presented to Branch Executive Committee Finance Sub-Committee for approval four months prior the event start date.
- Branding and Marketing must be consistent with Brand guidelines. Scouts Victoria Marketing to advise.
- IT Support to set up event booking system
- Insurance and asset maintenance to be arranged with Scouts Victoria Executive Manager
- A Scouts Victoria employed Business Manager to be utilized for each of the section's Major Events

### **Equipment, site selection**

- State Q-Store is first place for equipment sourcing
- Salvage preparations for items paid for by event

### **Child safety, welfare, risk and safety**

- Engagement with SC Risk and Safety
- Engagement with SC People & Culture – Child
- Risk Assessment presented to Branch Executive Committee Risk Sub-Committee for approval four months prior the event start date.

### **Other**

- The event participant program to align to the Youth Program being delivered at the time of the event
- Site selection and dates to be approved by the Chief Commissioner



## **DURING EVENT**

### **Marketing**

- Display of signage and sponsorship acknowledgement to be supported by Scouts Victoria Marketing Department
- Social Media will be broadcast on Scouts Victoria channels exclusively to drive traffic
- Media engagement to be coordinated by Scouts Victoria with youth voice used wherever possible
- VIP Tours and political engagement to be managed by Scouts Victoria Marketing Department

### **Child safety, welfare, risk and safety**

- Support structure in place for our Youth Service Leaders
- Use of The Journal to record and track incidents and concerns during the event.
- Reporting of Child Safe and Welfare issues back through Scouts Victoria systems
- Reporting of incidents back through Scouts Victoria systems

## **POST EVENT**

- Acknowledgement and appreciation for Leader contributions
- Conduct a review of the Event
- Youth review of the Event
- Prepare a report containing recommendations for the future
- Salvage program and asset collection
- Financial reconciliation within three months of the event