

AMS In-Person Event Sanctioning Information Guide

A resource to assist with the completion of the Event Sanctioning Form



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Last Modified: October 1st, 2019 // October 2021

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Purpose

The AMS believes that having safe, inclusive, and student-run events are vital to the student experience. Every year, thousands of talented students plan and execute activities and events on a variety of topics that they are passionate about. The AMS actively encourages these endeavours and wants to ensure that these events are run in a safe manner.

The purpose of the Event Sanctioning form is three-fold.

1. It is to ensure that all event organizers are familiar with the University's policies and processes in particular the [Student Code of Conduct](#), [Alcohol Policy](#), [COVID-19 processes](#) and protocols and requirements related to advertising for the event (Section 5).
2. To help the AMS be aware of events that are being planned to allow us to support the planning and risk management for the event (i.e., waivers are required from participants, COVID-19 safety plans, etc.).
3. Sanctioned events will be insured by the AMS' insurance policy.

Event Details

This section should have a lot of detail. The standard of detail in this section is that any individual who wishes to recreate your event on their own can do so with the details in this submission.

The purpose of this section is so that the AMS can evaluate the risks and give feedback on the timeline and specific events in the itinerary. There should be:

1. Title of event/Name of Organization/Type of Organization
2. Background information
 - a. a brief description of the event outlining its purpose and history. This response should be no more than 100 words.
3. Event reoccurring
 - a. If your event will run on a reoccurring basis (e.g., bi-weekly, monthly, etc.) then you must list when it will first run and all subsequent dates it will run.
 - b. If your event is one that is reoccurring over longer periods (annual, every 2 years, every 5 years etc.), then you must list when it first ran, all the subsequent dates it ran prior to this time.
4. Security measures

- a. Description of event security – brief description of the security for the event such as student constables, registration/check-in desks, event tickets, etc.
5. Intended Audience
- a. Describe the audience this event will be marketed towards. For example, will this event be solely for club members, open to all Queen’s students and/or staff, etc.
Note: Currently due to the University’s vaccine mandate and procedures implemented for return to campus (vaccine declaration, SeQure app, etc.), we will not be opening our in-person event to the public Kingston community members at this time.
6. A list of all the speakers and key participants that are attending the event
- a. Please include the specific topics covered in the presentations
7. Start Date/Time, End Date/Time and Location of event
- a. This is especially important to secure insurance. If you are hosting in multiple locations, please include all address lines or contact CAC (Campus Affairs Commission).
 - b. You need to specify which campus or if you will be hosting off-campus. We also request you attach a copy of a contract. This is for liability reasons and to ensure that the terms of agreement are beneficial and appropriate for both parties.
 - c. For your event to be sanctioned at a public, off-campus venue, it **must** offer a closed-off, dedicated space only for your group of attendees for the **entire** duration of the event. You will need to provide us with proof of security at the venue if Student Constables are not able to be there. Examples are banquet halls, conference rooms, private sectioned area, etc.

The reason for requiring a dedicated space is to ensure that the event can be carried out without interruptions and uninvolved populations to not disturb the general community. Also, you will be required to contact trace and screen for COVID-19 through the SeQure app which you cannot do efficiently and accurately if your attendees are mixed with general public.

8. Names and phone numbers of primary event organizers.
 - a. This information is required so we can contact you for approval of your event and if we have any questions/concerns. We can work with the event organizers to address areas of risk.

Event Logistics

1. Event setup/event take-down
 - a. Provide details on how the event will be set up and taken down. If there is large equipment being moved around, think about appropriate safety measures. If there is IT equipment, will you need external supports to set it up. Outline what measures will be in place to ensure adequate clean-up and leaving the venue how you found it.
 - b. Describe any equipment drop-offs or pick-ups that will occur.
 - c. Many accidents can occur during setup and takedown of an event especially when handling large and/or heavy equipment. It is essential that team members setting up are taking the appropriate safety measures and that untrained individuals are not setting up specific equipment.
2. Event Timeline
 - a. Describe how the event will run, provide an itinerary of the event (if you have not attached it in the area provided) with times, operations if you have rotations running through.
 - b. A timeline with all checkpoints and tasks that will be performed on the day of the event. This should include a rough outline of the event day (hour by hour and/or by activity). This will help us to understand how the event works and flows.
 - c. If you already have an itinerary set up, you may just attach it to the file.
 - d. The floor plan will help us gauge if the space is used adequately and will adhere to public health guidelines including the requirement for 2 metre distancing.
3. Contingency plan
 - a. As we are in a pandemic and circumstances are unpredictable, it would be wise to have a plan in the case your event needs to change venues, move to a virtual setting, etc.

- b. This section allows you to highlight your communication plans and phone tree.
4. Number of attendees
- a. Expected number of participants: these are people registering/buying a ticket for your event and will be attending as a non-club member (Queen's staff and student only due to COVID-19 restrictions).
 - b. Number of Event Organizers/Number of Volunteers: these are club members that are either executives or a general club member that will be attending the event and/or facilitating it.
 - c. This is to ensure we are meeting room capacity restrictions for the indicated location of event (especially if its on-campus – if it is off-campus we ask you attach the contract which should indicate capacity)
5. Capacity Limits
- a. Your total count of participants in a venue includes number of volunteers and executives (e.g., 25 participants, 8 executives, and 20 volunteers in 1 rotation exceeds indoor capacity limits permitted under the [Ontario Government Step 3 regulations](#)).
 - b. This is useful information for us to know to cross-reference with the space that you booked on or off campus.
 - c. If you are organizing rotations, multiple venues, etc. We need this information to evaluate risks for your event.

All the information provided will be used to evaluate whether preventative steps can be taken to lower the risk of the event (ex. Adding a refreshment break during outside events in the heat of the summer, etc.).

Covid-19 Safety Plan

Event organizers are required to have detailed COVID-19 safety plans in place prior to resuming on-campus outdoor events. The following should be completed to create your event safety plan and will assist you with identifying safety protocols for all student-led event operations on and off campus.

The event sanctioning form will take you through a series of questions that will help develop your plan to reflect **guidelines for fall 2021 student-led events**. This plan may be required to be updated as public health guidelines evolve. This plan is to be completed by the event organizer, and a **copy must be shared with all team members**.

This plan will be subject to third-party scrutiny. Event organizers should have a copy with them during the event and it must be made available to anyone, who wants to see it. Provide as much detail as possible to ensure protocols are clearly articulated. It is expected that you will utilize the resources below in the development of your plan.

[Return to Campus Guidelines](#)

Refer to the [Queen's safe return to campus information website](#) for up-to-date information and additional resources including the [Return to Campus Guidelines](#) to help you plan for a safe return to campus.

Key Public Health Guidance

[Public Health regulations](#) surrounding on-campus activity can be found under campus re-opening and operating guidelines. The safety plan prompts you to address each area to plan your event adhering to these guidelines.

Please direct questions relating to the completion of this safety plan template to cac@ams.queensu.ca.

Beverages and Alcohol

The presence of alcohol adds an extra risk to an event; however, these risks can be lowered if proper measures are set in place.

On-Campus

Due to COVID-19, you may not serve any beverages at an on-campus event including coffee, tea, juice, etc. Attendees may bring their own water bottle.

Please note: if an attendee has a medical condition, they may bring their own drink (non-alcoholic) and snack/food **for themselves only and must consume it outside of the venue.**

Guidance for safely eating and drink on campus can be found [here](#) and does not include campus events.

Off-Campus

To have beverages and/or alcohol at your off-campus venue, it must be the vendor employed at the venue that is the beverage provider and the venue must already be established as a beverage/alcohol provider. In this case, please outline in the event form how beverages will be distributed with masking and social distancing required. You will also have to provide a copy of the vendor's Smart Serve license in the event form.

Food

Note: Food may only be distributed at an off-campus venue that is already licensed as a food provider and may not be catered at a venue for drop-off.

Please note: if an attendee has a medical condition, they may bring their own drink (non-alcoholic) and snack/food **for themselves only and must consume it outside of the venue.**

On-Campus

No food may be distributed, sold, or catered for on-campus events at this time.

Guidance for safely eating and drink on campus can be found [here](#) and does not include campus events.

Off-Campus

To have food at your off-campus venue, it must be the vendor employed at the venue that is the food provider and the venue must already be established as a food provider. In this case, please outline in the event form how food will be distributed with masking and social distancing required.

Physical Activity

If your event involves physical activity, it is necessary that you identify which of the three different categories your event falls into in order that risk can be assessed.

The type of physical activity needs to be stated so QSC can properly evaluate if StuCons are needed, and if so, how they should be scheduled and positioned. Before each shift, the StuCons working the shift are briefed on specific things to look out for, which your submission will be used to specify. Event organizers should also prepare to provide updates and clarification regarding activities of the event to StuCons.

The 3 different types of physical activity are:

- **Light Physical Activity Level:** Refers to activities that pose little to no risk (walking, light outdoor recreational activities, etc.). It is still important to outline on the form what physical activity is involved in your event, even if it would be considered light.
- **Moderate Physical Activity Level:** Refers to activities that pose a substantial level of risk, and safety precautions will need to be taken by event organizers. These activities could include more intensive recreational activities, light

running/jogging, dancing, etc. Events with moderate levels of physical activity will need all participants to sign a waiver. Waivers can be provided by the AMS by request, please contact cac@ams.queensu.ca for more information.

- **Vigorous Physical Activity:** Refers to activities that are high-risk and could incite injury. This could include ice hockey, rock climbing, etc. These events will rarely be sanctioned because it is difficult to mitigate the risks associated with vigorous physical activity. There may be options for a separate insurance policy (at the cost of the event) that is there specifically for individual events that fall outside of the light/moderate activity and include vigorous activity.

*If you are unclear about which category your event fits into, please contact cac@ams.queensu.ca

Note: Conditions of event sanctioning approval will take into considerations all aspects of the types of physical activity involved at the event and your COVID-19 Safety Plan.

Suggested Safety Measures

- Specify support staff – such as first aid, crowd control, supervisors, so QSC is aware of added controls and supports in place for the patron's and organizer's safety.
- For equipment – ensuring all proper equipment is supplied for safety in the given conditions.
- Participants must be instructed to bring their health card – in case people need to go to the hospital or access emergency services
- Emergency accessibility: established protocol for an emergency ensuring safety measures are in place, entries and exits are all accessible.
- Whether QFA has been contacted to ensure that they are present and prepared for the type of event/physical activity, and so StuCons know to refer participants to first aid

Minors (under the age of 18)

The main reason that we need to know if minors are present at the event is to ensure that there is no underage drinking and that StuCons are aware of the presence of minors.

Proper permission forms are required from a minor's parent or guardian for a minor to attend an event and need to be signed prior to the event.

25+ Attendees

25+ attendees is considered a large event under the scope of event sanctioning.

For events with a large number of attendees, it is important to be aware of the capacity of the venue in relation to the fire code. If StuCons are attending the event, they will also have to be aware of the official capacity and number of projected attendees beforehand so they can properly count the number of people in the venue.

Conditions of event sanctioning approval will take into considerations of projected number of attendees expected at the event and your COVID-19 Safety Plan.

Travel

Due to COVID-19, currently you may not travel outside of Kingston for your event. You may organize travel between venues (e.g., different stations, scavenger hunt, etc.)

Events involving Travel is identified by our insurance providers as posing a higher-than-normal level of risk to the AMS. There are certain requirements that your event will need to fulfill in order to be sanctioned. Any events involving travel will need all participants to sign an AMS issued Waiver. Waivers will be provided by the AMS at the time of event approval via email information provided in the event form.

Itinerary: While all event organizers need to outline a rough itinerary of their event, this becomes even more necessary when travel is involved. Ensure that an hour-by-hour timeline is provided, including the various locations that will be visited, and the way in which you will be getting participants to these locations and ensuring that no participant is left behind.

Attendance: If you are going off-campus, attendance must be taken before and after you leave the premises.

Transportation: Use of personal vehicles, rented vehicles, or vehicles without an authorized driver will not be considered for sanctioning for travel between venues of attendees.

Traveling outside of the province: Due to COVID-19, this is not permitted at the time.

Certificate of Insurance

If your event is organizing a conference or event off-campus, some venues (for example municipal owned properties, hotels) will require a certificate of insurance from the AMS. To receive this certificate, you must first send a copy of the rental contract provided by the venue to cac@ams.queensu.ca. The rental contract will need to include the AMS as the party that is entering into the contract as otherwise our insurance cannot issue a Certificate of Insurance. we cannot make a request for a COI without a contract as there are clauses in the contract regarding insurance and indemnification that need to be read and understood prior to issuing the COI.

It is acceptable to include the name of the club following the AMS name so that it is clear which entity the venue is dealing with. It is required that requests for a certificate of insurance from the AMS are made at least 48 hours in advance of the events occurrence.

City Facilities

You may host your events at city facilities such as Ice Rink, sports fields, parks & picnic areas, etc. Please visit this page with details regarding the booking details and the rental rates for all the [facilities](#).

You will need to book city space by emailing contactus@cityofkingston.ca. They will provide you with booking forms that will need to be sent to facilitybooking@cityofkingston.ca.

If you have amplified sound, you will need to complete a [Noise Exemption Request](#).

Waivers

All participants must sign a waiver prior to the event that include high risk elements as clarified below for online and in-person events. The waivers must be sent to the AMS prior to the commencement of the event and as a condition of the event being sanctioned. Waivers are a part of our risk mitigation program and a direct requirement

from the AMS Insurance provider. This are a legal document and therefore asks for personal information. It is kept on file for 5 years then destroyed.

To send your waivers to the AMS, you must first receive approval via email from the CAC for your event. CAC will provide you with a link to submit your waivers and provide a blank template to circulate. These waivers must be named "Lastname_Date (MM/YY)". e.g Chowdhury_09/21

We suggest that you (as the Event Organizer) sign a copy of the waiver before you send it in an email to all your participants. That way, you don't have to sign every single copy coming back, and the participants signing their waivers would already have their 'final copy' signed by all parties. You must do this prior to your event to ensure that your event is sanctioned. Failure to do so will result in a loss of sanctioning.

Online Events

Waivers are required for online event when there are factors of physical activity, travel (although unlikely), food and alcohol.

In-Person Events

Currently, due to COVID-19 and the risks of exposure associated, all events must have signed waivers by the attendees.