

Student Guide for Camps and Trips

A step-by-step guide and checklist for club committees planning an off-campus trip, camp or overseas event.

Who this is for	Club Presidents, Secretaries, Treasurers and Events Leads designing a camp, excursion, day trip, interstate or overseas event.
Where to submit	Everything goes through Rubric. Questions: clubs@swin.edu.au or your Clubs & Sports Officer.
Golden deadline	Your full document pack must be in at least 10 working days before departure.

Camps, excursions and overseas trips are some of the most rewarding things a club can run — and the ones with the most moving parts. This guide walks your committee through the whole journey, from the first idea to wrapping up after you return, so your trip is safe, covered by SSA insurance, and approved on time.

Work through it together as a committee. Tick off the master checklist at the back as you go, and book a planning chat with your Clubs & Sports Officer early — they are there to help, not to catch you out.

START HERE — the five non-negotiables

- 1. Over-18s only.** No person under 18 may take part in a camp, excursion or international event funded by SSA. **No exceptions.**
- 2. No pack, no trip.** Your trip cannot proceed until every required document is submitted by its deadline (10 working days before departure).
- 3. You can't sign anything.** Clubs have no legal identity of their own. Never sign a venue, transport or supplier contract — collect quotes and let SSA execute all agreements. Signing personally can make you personally liable.
- 4. Approval before promotion.** Don't advertise or sell tickets until your event has at least conditional written approval from the Clubs & Sports team.

The trip in four stages

Every successful trip moves through the same four stages. Give yourself plenty of runway — start Stage 1 at least **four to eight weeks out** (longer for interstate and overseas).

Stage	When	What you're doing
1. Design	4–8+ weeks out	Shape the trip, set the budget, line up venue and transport, check insurance and the under-18 rule.

Stage	When	What you're doing
2. Build your team	3–4 weeks out	Appoint Welfare Officers and trained facilitators, sort travel, plan for alcohol/food if relevant.
3. Submit the pack	≥ 10 working days before	Lodge every document through Rubric and complete the two-step event approval.
4. Run & wrap up	On trip + 48 hrs after	Deliver the trip safely, manage any incidents, then return attendance and participant forms within 48 hours.

Stage 1 — Design your trip

Get the basics down

- **Define it:** What is the trip, where, exact dates, and how many people? Camps, overnight trips, interstate and overseas trips are all automatically **high-risk events**, so plan for the extra requirements from day one.
- **Confirm everyone is 18+.** SSA-funded camps, excursions and international events are strictly over-18. Build this into your eligibility from the start.
- **Draft a budget.** List costs (venue, transport, food, activities) and where the money comes from. Remember grant/SSAF funding is capped at 50% of cost for any event involving alcohol.
- **Book a planning chat.** Meet your Clubs & Sports Officer early to sanity-check the idea and the timeline.

Line up venue and transport — but don't commit

- Gather written quotes from your venue and transport provider. Do **not** sign anything — SSA executes all contracts on the club's behalf.
- Ask both the venue and the transport provider for a **Certificate of Currency (public liability)** — you will need to submit both.
- For transport, a **chartered bus or van** is preferred. If a hired vehicle is driven by a member, the hire must include insurance cover. Personal vehicles are discouraged — if one is used, the driver assumes all liability.

Insurance check — do this early

Interstate and overseas trips, adventure/water/height activities, large events, and alcohol-at-event all need SSA to confirm insurance cover **before** approval can be granted. Flag these to your Clubs & Sports Officer as soon as possible — if there's a gap, the activity may need to wait until cover is confirmed or participant waivers are arranged.

Stage 2 — Build your safety team

Your trip needs the right people in the right roles, in the right numbers. Work out your headcount, then use the table below to confirm how many of each you need.

Welfare Officers

- Appoint at least **two Welfare Officers**, with at least one identifying as female.

- Each Welfare Officer must have completed **Bystander Intervention / Prevention of Sexual Harm** or **Sexual Assault Prevention** or hold a **Mental Health First Aid** certificate.

Facilitator ratios

Role	How many you need
Welfare Officers	At least 2 with at least one being female with the training above.
Bystander-trained facilitators	At least 1 on every camp, plus 1 for every 20 participants.
First Aid (Level 1) facilitators	1 for camps under 40 participants; for 40+ participants, 1 for every 20.
RSA-qualified facilitators (only if alcohol is served)	1 RSA-qualified facilitator for every 20 participants.
Sober officers & emergency drivers	Always have nominated sober officers and emergency drivers for day trips, pub crawls and overnight events.

Keep a duty roster

Put all of these people — Welfare Officers, first aiders, RSA facilitators, sober drivers — onto a written **duty roster** that forms part of your itinerary. You'll submit it as part of the pack.

Stage 3 — Submit the document pack

This is where most trips succeed or stall. Everything goes through **Rubric**, and the core pack is due **at least 10 working days before departure**.

First, the event approval

- 1. Event & Grant Request Form** — apply for funding (No-Fund, Club Account, Micro, General or Major grant). Forms tab → Grant Forms.

Then, the camp / excursion pack

Submit these via Rubric **at least 10 working days before departure**:

- Certificate of Currency (public liability) — for both the venue and the transport provider.
- A Risk Assessment (use the traffic-light template and the decision tree on Rubric; a Green assessment is always required).
- The itinerary and roster — including the First Aid and Welfare Officer duty roster.
- Facilitator qualifications list and certificates (where applicable).
- A Travel Itinerary** for any event outside metropolitan Melbourne.
- Per-participant forms:** Participant Agreement, Medical Disclosure / Emergency Treatment Consent, liability waiver, financial waiver and acknowledgement of SSA policy.

Add these only if they apply:

- If alcohol is served:** a Liquor Licence and a completed **Alcohol Service Plan** (the companion template to this guide).
- If the camp is self-catered:** a Safe Food Handling Plan and a Food Service Plan. (Note: food handling certificates cover serving only — events that involve preparation or cooking are not covered and are not permitted.)

Participant Information Forms — chase them

Every participant must complete a Participant Information Form **before** the trip begins so facilitators have what they need on the road. If fewer than **90%** of attendees have completed one, SSA may review the event and reduce or refuse funding.

Stage 4 — Run it, then wrap up

On the trip

- Run to your itinerary and roster. Make sure Welfare Officers, first aiders and (if relevant) RSA facilitators and sober drivers are visible and on duty.
- Carry copies of participant medical and emergency-treatment consent forms, accessible to facilitators.
- Members who consume alcohol must do so safely and responsibly, under licence only.

If something goes wrong

Immediate danger	Call 000 . If on a Swinburne campus, also call Security on 9214 3333 . Render first aid.
Then	Notify the most senior SSA staff member you can reach (use the emergency contact on your event approval). Don't admit liability, offer compensation, or post publicly about the incident.
Welfare or safety concern	Safer Community: safercommunity@swinburne.edu.au . Report incidents to SSA promptly via Rubric.

Within 48 hours of returning

- Return your **Event Attendance Lists** and all completed **Participant Information Forms** via Rubric.
- Upload receipts/tax invoices for any spending (within 14 days for Weel) so funding stays clean and you can re-register.

Master checklist

Print this page and work through it as a committee. Anything in the **“Always”** block applies to every trip; the other blocks apply only if relevant.

	ALWAYS — every camp, excursion or trip
☐	Confirmed all participants are 18 or over.
☐	Budget drafted; funding source identified; grant (SSAF) ≤ 50% if alcohol is involved.
☐	Planning meeting held with Clubs & Sports Officer.
☐	Venue and transport quotes obtained — nothing signed by the club.
☐	Insurance cover confirmed with SSA (especially interstate/overseas/adventure/alcohol).
☐	Event & Grant Request Form submitted and approved (Step 1).
☐	Event Approval Form completed and event pushed live (Step 2).
☐	Off-Campus Activity / Event Notification submitted.
☐	Certificate of Currency (public liability) for the VENUE submitted.
☐	Certificate of Currency (public liability) for the TRANSPORT provider submitted.
☐	Risk Assessment completed and submitted (Green minimum; correct traffic-light level).
☐	Itinerary + duty roster (First Aid & Welfare Officers) submitted.
☐	Facilitator qualifications list and certificates submitted.
☐	Travel Itinerary submitted (if outside metropolitan Melbourne).
☐	≥ 2 Welfare Officers appointed (≥ half female/non-binary; correctly trained).
☐	Bystander-trained facilitators: 1 + one per 20 participants.
☐	First Aid (Level 1): 1 under 40 participants, otherwise one per 20.
☐	Sober officers and emergency drivers nominated.
☐	Per-participant forms collected: agreement, medical/consent, liability waiver, financial waiver, SSA policy acknowledgement.
☐	Participant Information Forms completed by ≥ 90% of attendees before departure.
IF ALCOHOL IS SERVED	
☐	Liquor Licence obtained and submitted.
☐	Alcohol Service Plan completed and submitted.
☐	Venue is RSA-compliant; alcohol served under licence only (no BYO).
☐	Alcohol is part of a licensed venue food-and-beverage package (not standalone).
☐	1 RSA-qualified facilitator per 20 participants rostered.

	ALWAYS — every camp, excursion or trip
☐	All promotional and event materials display '18+'.
IF SELF-CATERED	
☐	Safe Food Handling Plan submitted.
☐	Food Service Plan submitted.
☐	Serving only — no on-site preparation or cooking (not permitted).
AFTER THE TRIP (within 48 hours of returning)	
☐	Event Attendance Lists returned via Rubric.
☐	Completed Participant Information Forms returned via Rubric.
☐	Receipts / tax invoices uploaded (within 14 days for Weel spending).

Key contacts

Clubs & Sports team	clubs@swin.edu.au (03) 9214 5445 SSA HQ at 14W, 14 Wakefield Street, Hawthorn VIC 3122
Security / ESR queries	securitysut@swin.edu.au
Safer Community	safercommunity@swinburne.edu.au
On-campus emergency	Campus Security 9214 3333
Emergency	000

Not sure about something? Ask your Clubs & Sports Officer before you commit — a five-minute question now saves a stalled trip later. This guide is a summary; where it differs from the Clubs & Sports Program Handbook or Governance Framework, those documents prevail.