

## 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*

Safe Guide compliance is required for all GGC activities.

The following BP (best practices) and TTAs (things to think about) 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.

These BPs and TTAs are based 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.
- **Avoid Add-ons** 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 your supervisors are familiar with your emergency response plans and the activities at the event!



For Guiding in Alberta, Northwest Territories and Yukon

Set the date for all form returns from the participants at least 5 weeks before the 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 caregiver is not there with her, she cannot attend the event. How sad would that be!

- **TIME of ACTIVITY** unless you are providing transportation to and from your large event (chartered buses), the activity begins when your activity begins and ends when the event is finished
- **SUPERVISORS NAMES AND IMIS NUMBERS** It is sometimes 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, 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** Listing the supervisors on a spreadsheet, with their iMIS#, first aid qualifications (if applicable) listed is helpful
- **DEADLINE FOR SENDING IN THESE FORMS FOR REVIEW FOR LARGE EVENTS:** Yellow activity forms must be received by the office 21 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 21 day period allows ample time for review.

**YOUR QUESTIONS** Please send your questions about planning large group and/or multi-unit events to [any-safeguideadviser@girlguides.ca](mailto:any-safeguideadviser@girlguides.ca) Your questions are welcome anytime!

Memories made at these 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!

