



QUEEN'S FIRST AID COVERAGE CONTRACT

Please read through all this information carefully as there is very important information regarding Queen's First Aid Coverage.

By signing this contract I understand and agree to the following:

1. Queen's First Aid will consider coverage of an event if:
 - i) it involves **any or all** of the following: over thirty (30) people attending, physical activity, alcohol being served and there is any first aid concern. **and**
 - ii) it is being held on Main or West Campus **OR** is being held off campus by a Department, Service, or Club of Queen's University. **and**
 - iv) it is a Queen's University/Alma Mater Society sanctioned event. **and**
 - v) Queen's Student Constables or Science Constables are present if alcohol is being served.
2. In order for Queen's First Aid to consider coverage of an event, this form must be submitted at least **fourteen (14) days** before the scheduled event. Requests made with less than fourteen (14) days notice will be covered only if resources are available. Queen's First Aid will be **unable** to provide coverage if request is received less than seventy-two (72) hours before the event.
3. If Queen's First Aid's coverage of an event runs for **four (4) hours** or more, event organizers are required to provide the Queen's First Aid volunteers with a **meal**.
4. Queen's First Aid is run and staffed entirely by volunteers who are unable to accept any remuneration for their services. However, should an organization wish to make a charitable donation, one may be made after coverage of the event is complete by contacting **Kevin McGill**, Director of Queen's First Aid.
5. Event Organizers are required to provide Queen's First Aid the name of a **Sober Contact Person** for the event. This person is responsible for coordinating with QFA Responders at the event and ensuring that they receive a meal (if the event contract calls for it – if event runs more than 4 hours). The Sober Contact must be available to guide QFA to a pre-determined post location and to instruct Responders prior to the start of the event. They are also responsible for ensuring that all persons who leave the event do so safely (including coverage of cab fare if necessary).
6. **Submission of this form does not guarantee coverage of the event.** The Director of Queen's First Aid reserves the right to make all final decision regarding coverage of an event.
7. Queen's First Aid Responders at an event, in conjunction with Student/Science Constables, and/or an Executive QFA Member **may leave an event** they are covering if, in their opinion, continuing coverage could cause injury/illness to the QFA Responders/Staff/Volunteers/Patrons, the event is too



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John Deutsch University Centre
Queen's University
Kingston, Ontario, K7L 3N6
t: (613) 533-2734 e: qsc@ams.queensu.ca

dangerous to continue, part/all of this contract is broken by the requesting party, or the request form was misleading in its description of the event.

8. The Duty Coordinator of Queen's First Aid (Robyn Duffus) will contact you regarding receipt of this request. You will also be contacted at least three (3) days before the event to confirm coverage.

If you have any questions about this Contract please contact Daniel Quinn, QFA Director or Robyn Duffus, Duties Coordinator at qfa@ams.queensu.ca

Print Name

Signature

Date

See over for Request Form



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Queen's First Aid Coverage Request
 qfa@ams.queensu.ca, 533-6000 x 75373, www.queensfirstaid.com



Contact Info	
Event Organizer:	
Name _____	Phone (Office) _____
Queen's Email _____	Phone (Home) _____
Mailing Address (Queen's Internal Mail, or AMS Mailbox are Acceptable) _____ _____	
Contact Person at Event: <i>(Must be a sober contact if event involves alcohol.)</i>	
Name _____	Phone _____
Queen's Email _____	Phone (at event) _____

Event Information	
Name of Event _____	
Queen's/AMS/SGPS Organizational Group _____	
Event Date DD/MM/YY _____	Event Run Time _____ - _____
Expected Attendance _____	
Time QFA should arrive _____	Time coverage will end _____
MAX Pos. Attendance _____	
Location of Event _____	Meeting Place (if applicable) _____

Present at Event (Check all that apply)			
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Access to Water *	<input type="checkbox"/> Public Restrooms *	<input type="checkbox"/> Post Location for QFA
<input type="checkbox"/> Loud Noise/Music	<input type="checkbox"/> Meal for QFA **	<input type="checkbox"/> All Ages Event	
* Required if event involves the serving of alcohol, or physical activity.			
** Required if QFA coverage lasts for four (4) hours, or more.			

Event Description	
Briefly Describe the Event _____ _____	
Is This the First Year the Event Has Been Run: Yes / No	
If YES, Have There Been Any Problems in the Past (Describe) _____ _____	
If NO, Are There Any Perceived Problems _____ _____	

Other Services Present	
<input type="checkbox"/> Queen's Student Constables	<input type="checkbox"/> Queen's Science Constables
<input type="checkbox"/> Queen's Campus Security	<input type="checkbox"/> Kingston Police Services
<input type="checkbox"/> Kingston Regional Ambulance	<input type="checkbox"/> Private Patient Transport Company
<input type="checkbox"/> Other _____	

This form must be submitted to Queen's First Aid two (2) weeks prior to the event in order to ensure equal consideration for coverage. Queen's First Aid is an entirely student-run volunteer organization, and no fee is required for its services (though donations are always accepted.) In order for this Request to be processed it must be filled out in its entirety, and the attached Contract must be signed. Incomplete, or unsigned applications for coverage will not be accepted. The Director of QFA reserves the right of final say in the decision to cover/not cover an event.

QFA USE ONLY			
Coverage Accepted Y / N	RR	Total QFA Hrs	Cas. Treated
# Responders Assigned	Contacted By		Donation
Event form <input type="checkbox"/> D <input type="checkbox"/> R	Follow-Up By		NQA

See Over for Contract