



THE WOMEN'S COLLEGE

*Within the University of Sydney*

## VICTORY DINNER GUIDELINES

### Introduction

The Victory Dinner is an event organised by the Students' Club House Committee to celebrate the achievement of first place by one or more of College's Rosebowl or Palladian teams. The dinner aims to acknowledge the hard work and success of our teams while ensuring a safe and enjoyable environment for all attendees. Victory Dinners should be combined to celebrate wins in different Rosebowl and Palladian competitions where the wins are close to each other in the calendar. All Victory Dinners are subject to the Principal's approval. The Students' Club is responsible for all associated costs (additional to usual dinner costs) and the conduct of participants.

### Related Policies for Reference

The Women's College Alcohol Policy and Procedures

The Women's College Student Code of Conduct

The Women's College Student Leaders' Guidelines

The University of Sydney Alcohol: Policy and Guidelines on Consumption

The University of Sydney Liquor Accord

### 1. Organisation

Victory Dinners will be held from 5.30pm-7.30pm on a weeknight, within a week or two of the victory.

A representative of the Students' Club (most likely the Sports or Cultural Rep) must submit a Student Event Request Form (SERF), including a risk assessment and running order for the dinner, at least two weeks prior to the event, where practicably possible. A link is available on the College Woogle for the SERF. The SERF will also include details on the following:

- Nature of all activities, which may include an "honour guard", awards (e.g. MVP), themed costumes (if relevant), jumping castle, tenpin bowling or other lawn games, slushie machines, ice-cream cart or other specialist catering, dance machines, photo booth, ball pit, karaoke machine, etc.
- Nature of themed decorations, including details of suppliers if relevant and liaison with Facilities staff to ensure the safe hanging of any banners or decorations.
- Nature and amount of food and alcohol requested. House Committee will liaise with Kitchen if any special of themed food needs to be ordered and catered. This should be done two weeks prior to the dinner.
- Approval from Students' Club Treasurer that the planned expenditure is approved.
- Provision of a detailed runsheet for the event, outlining all activities and required equipment. This runsheet is to be forwarded to the Dean of Students for approval at least one week prior to the event.
- House Committee (and any volunteers they recruit) are responsible for the safe return of any furniture that may be brought in to the dining hall.
- Number and names of students responsible for the setup and clean-up afterwards. The House Committee must ensure that the Dining Hall or other venue is returned to a clean and tidy state after the event, including proper recycling of cans and bottles.
- Delivery of hired items is to be through the Williams Courtyard, back alley driveway at 11 Carillon Avenue (by Maples), with a member of House Committee to be on hand for delivery and pick-up.
- Provision of a floor plan if significant moving around of the existing furniture in the Dining Hall is envisaged.
- Liaison with Housekeeping regarding the proper cleaning equipment to be used in the clean-up.

### 2. Catering (Food and Beverage)

The House Committee must ensure that no food or drinks are removed from the Dining Hall (or other venue) and No serving of spirits or hard liquor, although spritzers, 'cruisers', punches, sangria and mocktails are permitted. Under the terms of College's license, held by service provider, Trippas White Group, all alcohol service will be from RSA-trained wait staff employed by the service provider.



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A minimum of four sober student leaders must be present throughout the event, and must be easily identifiable (e.g., wearing a leaders' shirt).

Overage students must be identified and wrist-banded. Students with current RSAs may be recruited to assist with wristbanding.

The Students' Club may not use Students' Club or personal funds to purchase alcohol directly from suppliers for the dinner. Leftover alcohol may not be stored on campus for future events.

Ample food must be organised to ensure participants enjoy a good meal during the event. This must be included in the SERF.

### 3. Security and Staffing Requirements

College may require the provision of external security for the event, which will be charged to the Students' Club.

Staff are to be invited to the dinner, and a separate table reserved for their use.

### 4. Entertainment

Victory Dinner activities should offer plenty of fun and engagement for all College participants, e.g., karaoke competitions, dance competitions, and team games. The program should include varied activities scheduled to change throughout the evening to keep everyone active and engaged. Activities must focus on inclusivity and ensuring a positive experience for each student. Any awards, such as MVP, must be first approved by senior staff.

Hazing and drinking games involving alcohol consumption in a fast and dangerous manner, including sculling/skolling, are strictly prohibited. Refer to College's Alcohol Policy for more details.

### 5. Prohibited Behaviours and Reporting

**Hazing and Bullying:** Any form of hazing, bullying, or harassment is strictly prohibited. This includes actions that humiliate, degrade, or risk the safety and well-being of any participant, regardless whether they freely agree to participate or not. The Women's College maintains a zero-tolerance policy towards hazing and bullying.

**Underage Drinking:** The Women's College complies with the NSW *Liquor Act (2007)* which states: "A person must not supply liquor to a minor on licensed premises."<sup>1</sup> The Women's College is a licensed premises: LIQO6241014773.

**Reporting Incidents:** Any incidents of hazing, bullying, or other misconduct must be reported immediately to senior staff. The College will take appropriate disciplinary action in accordance with its policies and procedures.

| Document Title:           | Document Number:           | Revision Date:                     |
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| Victory Dinner Guidelines | TWC-STU-D15<br>Version 1.1 | August 2024<br>Revised: March 2025 |

**Dr Tiffany Donnelly**  
Principal

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<sup>1</sup> Liquor Act 2007 No 90, at: <https://legislation.nsw.gov.au/view>