



**POLICY &  
PROCEDURES  
MANUAL**

**A HANDBOOK  
FOR  
POLICY HOLDERS**

**Student Risk Management Policy and Procedures Manual:  
A) Handbook for Policy Holders**

A) Policies and Procedures governing the SRM Committee

1. SRM Manual
2. Relevant definitions
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# Student Risk Management Policies and Procedures Manual: A) Handbook For Policy Holders

## 1. THE STUDENT RISK MANAGEMENT MANUAL

This manual outlines the Policies and Procedures that govern Student Risk Management. There are 2 main elements to SRM Policies and Procedures:

1. Policies and Procedures that regulate Student-run event planning
2. Policies and Procedures that regulate the SRM Committee

Section A) of the manual outlines the second set of policies and procedures. Although this information is a matter of public record, the SRM Committee members, other policy holders, the University Of Guelph Office Of Student Affairs, the University of Guelph Insurance Manager and the Insurance Broker are the only groups to which this section of the policy manual **must** be made available. The rest of this manual (Sections B and C) **must** be given to all other student groups that fall under this policy (See Section A.3.iii). For these groups, the Manual shall be referred to as: **A Handbook for Student Groups**. The Handbook for Student Groups contains information that is relevant to both the policies and procedures of the SRM Committee as well as event planning and the SRM Committee is responsible for adhering to both sets.

## 2. RELEVANT DEFINITIONS

**i) Student Organization Registrar (SOP)** . *A University of Guelph term for the registration of a student organization on-campus. Certain student organizations are SOP'ed underneath the University of Guelph Office of Student Affairs. In turn, these organizations extend their SOP status to student organizations under their jurisdiction. Being SOP'ed allows student organizations to exist legally on-campus, allowing them the right to have office space and make use of other resources on-campus.*

**ii) Risky Event** - *Any activity involving alcohol, transportation off campus, physical activity .*

**iii) Risk Management** - the process of planning, leading, organising, and controlling your resources and activities in order to effectively minimise the adverse effects of accidental losses. This would entail:

- Identifying risks and potential dangers
- Examining alternative risk management techniques in order to prevent losses from happening, or to reduce their frequency and severity
- Selecting and implementing the chosen techniques
- Monitoring and improving the programme as your needs change

\*See special events, Section C subsection 1 of the appendices

\*\* Excluding all Hospitality Services and approved caterers; all of whom do not need approval

\*\*\* Food events do NOT require signed waivers from participants

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### **3. THE PURPOSE OF STUDENT RISK MANAGEMENT (SRM)**

#### **i) Prior to 1990**

Originally the University of Guelph provided insurance coverage for all student activities and groups. As the activities broadened and the risks increased, the University took steps to protect itself. Any group (other than academic or liaison programmes) is required to obtain their own liability insurance coverage and name the University of Guelph as additional insured for the period on campus.

“The basis for this premise is, where the university has no desire or option for direct control or input into the management activities of student groups, the above policy serves to reassign the risk associated with various activities.”

Since 1985, student activities such as CFRU, the student radio station, the Ontario, the student newspaper, and the Bullring, the student owned campus pub have had their own arrangement with the university regarding liability coverage.

#### **ii) Student Empowerment**

In 1990, the University administration recommended that the student clubs at the University of Guelph take on the responsibility for liability/insurance. Their reasoning was that there were no reporting mechanisms in place for student group activities. In the event of an incident the University would have had no knowledge and control of the activity yet the administration would still be held accountable.

The University, through the Office of Student Affairs and the University of Guelph Insurance Manager (based in the Office of Financial Services) assisted the student groups to set up a risk management programme and obtain their own insurance. The policy protects the student groups and the University should a claim occur as a result of a student activity. It does not, however, alter the legal relationship between the student group and the University.

#### **iii) Above & Beyond**

The University of Guelph is also a member of the Canadian Universities Reciprocal Insurance Exchange (CURIE). It is a reciprocal arrangement whereby 50 Universities have joined together to form an insurance pool. In the event of a claim involving a university sanctioned student activity, CURIE would assist after the student policy coverage has reached its limit.

#### **iv) The Emergence of Student Risk Management - Present Day**

In order for student-run events to have insurance coverage, it was necessary for students to have regulations in place to reduce the level of risk that comes with insuring

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student run events. In order to guarantee an insurance company that students could effectively and responsibly monitor and safeguard their own events, the SRM Policies and Procedures were developed. They are overseen by those Student Groups that pay for the insurance coverage; the **Policy Holders** for the student insurance.

Student Risk Management Policies and Procedures exist to:

1. Attempt to **minimize** the risky nature of Student run events and identify the inherent risks involved with these events
2. Provide a guarantee to an insurance company that Students are in fact responsible members of the community that can be insured
3. Provide written documentation of events proving that organizers and participants are taking necessary precautions and responsibility for their actions
4. Ensure that the Policy Holders are taking the necessary steps to minimize their liability and the liability of any associated student groups if a claim should arise, by following the procedures and policies outlined in this manual
5. To ensure that University of Guelph student groups are aware of the necessity for risk management and the importance of reducing risk

*The ultimate goal of SRM is to encourage safe events for all involved. The strength of SRM Policies and Procedures is solely dependent on the ability of the Policy Holders and their associated Student Groups to follow them. If an incident occurs at an event and as a result the policy holders are being held liable in a court of law, our insurance company will only cover the claim if SRM procedures were followed. The existence of Student Risk Management is evidence that students at the University of Guelph are determined to keep their insurance coverage, while at the same time take responsibility for their actions and those of their peers.*

#### **4. POLICY HOLDER VS. STUDENT GROUP**

##### **i) Policy Holder**

There are currently 10 Policy Holders under the University of Guelph Student Group Insurance Policy. They are:

1. The Central Student Association (CSA)
2. Interhall Council (IHC)
3. College of Physical and Engineering Science Students Council (CPESSC)
4. College of Social and Applied Human Sciences Student Alliance (CSAHSSA)
5. College of Arts Student Union (CASU)
6. Student Federation of the Ontario Agricultural College (SF-OAC)
7. College of Biological Sciences Students Council (CBSSC)
8. College of Management Economics Students Association (CMESA)
9. Central Veterinary Student Association (CVSA)
10. The Regional Campuses (Alfred, Ridgetown and Kemptville)

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All but the Regional Campuses are members of the SRM Committee. The Policy Holders are Student Groups that are **directly SOP'ed under the Office of Student Affairs**.

A **Policy Holder** is:

1. A Student Group that pays for its share of the Insurance Premium proportional to enrollment
2. A Student Group that pays for its equal share of the SRM Coordinator's salary
3. Responsible for providing a **mandatory** representative to become a voting member of the SRM Committee
4. Has an equal standing in the SRM Committee as all other voting members
5. Responsible for overseeing the actions of any Student Group that falls under their SOP'ed status on-campus, thereby ensuring their actions comply with SRM policies and procedures

The Central Student Association, in addition to being a Policy Holder, is responsible for **administering** the SRM Policy. This is done by:

1. Budgeting annually for additional administrative costs such as photocopying, faxing and maintenance of the SRM records
2. Providing a suitable office space for the SRM Coordinator
3. Administering the salary payments for the SRM Coordinator

It is for these reasons that, although the SRM Coordinator is accountable to the SRM Committee.

### **ii) The Relationship between the University of Guelph and SRM**

The University of Guelph is NOT a Policy Holder. It is listed as an additional insured under the Student insurance policy, however it carries its own insurance for events that are run through the Colleges, Athletics, and any other Student Group that does not fall under the SRM Committee membership's SOP'ed status.

However, the University of Guelph has several responsibilities within SRM Policies and Procedures:

1. To administer the Insurance Policy through the University of Guelph
  1. Insurance Manager in Financial Services
2. To facilitate and provide training in Risk Management, Liability issues, and other relevant areas, administered through the Office of Student Affairs to the Policy Holders at the beginning of the year. This support is also available throughout the year as necessary
3. To provide advice on SRM Policies and Procedures and make recommendations with extremely risk events

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### **iii) Student Group**

Although Policy Holders are also Student Groups, it is important to distinguish a **Student Group** within SRM Policies and Procedures as different from Policy Holders since there are important distinctions. A **Student Group** is:

1. SOP'ed under the jurisdiction of one of the Policy Holders
2. NOT a member of the SRM Committee, and does NOT pay into the Insurance policy or the SRM Coordinator's salary
3. Is accountable to the SRM Committee for its actions and may be penalized for not complying to SRM policy by the Policy Holder to which it is accountable to, or to the SRM Committee itself

### **5. THE INSURANCE POLICY**

The Policy Holders purchase a third party bodily injury and property damage insurance policy. This insurance policy is separate from the University of Guelph's insurance covering University-sanctioned events. Anyone who is involved in the planning of an event can be held personally liable. In response to a clear risk management process, the students. The insurer will defend and pay on behalf of any protected persons who are legally required to pay as compensatory damages for covered bodily injury, property damages, or tenant liability. This arrangement could be placed at risk if there is lack of adherence to the SRM procedures and policies.

Issued to: University of Guelph Student Groups  
Broker: Marsh Canada

*A copy of the Insurance Policy is listed in the Appendix.  
It details the limits of the insurance, etc.*

### **6. THE SRM COMMITTEE**

#### **i) Objectives**

1. To protect the health and safety of all members of our community and the wider public from any hazards associated with the operations of the University and the student group.
2. To maintain a process which protects Student Groups, organisers and volunteers in the event of a liability claim.
3. To provide information and education on risk management and liability to student groups.
4. To take reasonable steps to provide safe and enjoyable events for participants

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### **ii) Membership**

The SRM Committee consists of one **primary** representative from each of the Policy Holders. Additionally, each Policy Holder must provide an **alternate** representative. The SRM Coordinator is the chair of the SRM Committee.

### **iii) The SRM Committee as a whole is responsible for:**

- Extending coverage to their respective clubs, societies, and councils
- Ensuring these associated groups are complying with the SRM procedures
- Ensuring abuse or lack of compliance of SRM by an insured group will be dealt with at the SRM Committee level. Depending on the severity of the infraction, this could jeopardise the future of all events for this Student Group.
- The continued identification and examination of risk among Student events. This includes:
  - setting policy
  - producing recommendations for subsequent year.s Committee
  - reviewing events for liability exposures (alcohol, trips, etc.)
- Developing and managing policy and procedures with regard to risk management.

### **iv) SRM Co-Chair**

The Position of the SRM Co-Chair is assigned to the Finance and Human Resources Commissioner. The Co-Chair's responsibilities are listed as follows:

- Chair the committee meetings in the notified absence of the SRM Coordinator
- Organize and administer the hiring process of the SRM Coordinator if the current coordinator is re-applying for the position
- Organize and administer the review process of the SRM Coordinator.

### **v) Responsibilities of an SRM Committee member:**

- Responsibility to uphold the policies and procedures as outlined in this document.
- To act primarily in the best interests of the SRM Committee
- Attend all meetings.
- Should the SRM Representative be unable to attend, the Alternate will attend in their place.
- Understand the SRM process, its history, and the event approval process by the SRM Committee.
- Ensure that their respective Policy Holders and Student groups have filled out all documentation in full for each event run.

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- Ensure that the SRM Coordinator receives all documentation at the earliest possible SRM Committee meeting and no later than a week prior to the event date.
- Act as a liaison between the SRM Committee and the Policy Holder that they represent.
- Will be knowledgeable regarding the events being proposed to the SRM Committee, and be the primary contact on the Committee for the event organizers where possible
- Hold SRM Coordinator and other members accountable for actions

The Central Student Association's primary representative must be the **Finance and Human Resources Commissioner**. Additional to the above responsibilities, the F&HR:

- Assists the SRM Co-ordinator in administering SRM policies.
- Facilitates transition process for the SRM Coordinator
- Remains in communication with the CSA Clubs Commissioner between meetings so that the CSA Clubs Commissioner can communicate SRM interests to CSA Clubs through email, office hours, and phone mail.
- Acts as Supervisor for the SRM Coordinator when dealing with CSA staff related issues, but not in matters dealing with SRM Policy

### **vi) Responsibilities of the SRM Coordinator:**

- Enforces SRM policies.
- Acts as the Chair of the SRM Committee meetings and hold members accountable to the SRM Policy Manual
- Organises meeting times, dates, and locations.
- Arranges agendas for the meetings.
- Remains an impartial voice on the SRM Committee
- Represents the views and/or will of the SRM Committee when dealing with student groups and the public
- When needed, establishes Standing Policies for the SRM Committee in consultation with its members
- When required assist any student group in need of help
- Facilitates communication with event organizers between meetings through email, and office hours
- Handles requests for information on new initiatives.
- Oversees and maintains the overall SRM process.
- Responsible for maintaining the records

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- Works with LEAD and all committee members to implement a training session for all student groups and committee members.
- Plans mandatory training sessions for student groups on campus in conjunction with LEAD
- Ensures that Risk Management and the SRM Committee are continually promoted on campus by way of newspaper articles, displays, visits to all student groups, etc.

### vii) University of Guelph Advisors:

The University of Guelph has a variety of experienced, permanent staff that are familiar with SRM, risk management, and liability in general. These individuals, through the Office of Student Affairs, will be available for advice when dealing with extremely risky events, however they will not be permanent members of the SRM Committee.

## 7. MEETINGS & ABSENTEEISM

### i) Meetings:

- Meetings shall be held weekly
- Meetings are **mandatory** for all Policy Holders
- Quorum is set at 51% for all decisions being made about policy **changes and disciplinary measures must have a two thirds vote to pass.**
- Content of meetings shall include, but is not limited to: discussion of policy, review of upcoming events, handling appeals, discussion of any events since previous meeting & discussion around reprimands for noncompliance if necessary
- Process for voting, including the voting privileges of the SRM Coordinator, unless indicated in certain conditions in this manual, is determined on an annual basis by the incoming SRM Committee members
- Meetings are open to all students interested in attending
  - a. It is recommended that they notify the SRM Coordinator in advance, especially if there are particular issues they wish to discuss
  - b. In the interest of efficient meetings, it is also recommended that questions be kept to the end of the meeting

### ii) Absenteeism

Since insurance and risk management are serious orders of business for the policy holders, the SRM Committee demands **mandatory attendance** by all its members. Therefore it is imperative that each policy holder provides an alternate SRM representative to attend if the primary representative cannot.

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The SRM Coordinator can allow **Absent WITH Leave** to Policy Holder representatives, however, it is not necessary if the alternate representative can attend:

1. A medical condition
2. Reasonable academic consideration
3. The member is out of town
4. The alternate representative was not notified within reasonable time that the primary representative could not attend
5. The Policy Holder has not yet found someone to sit on the SRM Committee

A request for **Absent WITH Leave** must be made to the SRM Coordinator within 24 hours before or after the meeting to which it is regarding. The member must also demonstrate in the request a reasonable attempt to contact his/her alternate representative. The SRM Committee expects that all policy holders will have a representative at all regular scheduled meetings during the Fall and Winter semesters. The SRM Coordinator is empowered to deny an Absent WITH Leave if he/she feels the privilege is being abused.

Ordinarily, absent WITH leave will NOT be allowed if the representative has a regular scheduled class at the same time as the regular scheduled SRM Committee meeting. All efforts should be made by the SRM Coordinator to avoid this at the beginning of the year. If this is not possible, the policy holder will be expected to find another representative who can attend the meeting time

*The SRM Committee may empower the SRM Coordinator to allow a permanent Absent WITH Leave, provided the SRM Coordinator and a representative from the policy holder continue to meet on a regular basis. Each Policy Holder is allowed 2 Absent WITHOUT Leave instances, unless a two-thirds vote is passed by the SRM Committee to allow additional ones. If a Policy holder is recorded as having more than 2 Absent WITHOUT Leave instances, then the SRM Coordinator is empowered to recommend to the SRM Committee that the Policy Holder receive penalties for non-compliance under Section A.13.iii)*

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### **8. APPROVAL OF EVENTS**

#### **i) Approval of Events by the SRM Committee**

To each meeting, SRM Committee members are expected to bring a list of upcoming events. Documentation required consists of:

1. A Completed **Event Planning Form**
2. The **Primary Organiser Contract**
3. Any additional documentation that may be required for HIGH risk events

Approval or Rejection of events should be based on:

- Their adherence to SRM policies and procedures
- The status of the Student Group that is organizing the event
- The level of Risk associated with the event and the level of precautions the organizers are taking to reduce those risks
- Any Standing Policies that the Committee may have

Process for approval should be determined by the SRM Committee once proper training of the Committee has taken place. Precedence in this area should be properly documented in the SRM Coordinator transition binder.

#### **ii) Approval of Events in between Meetings**

Events may be approved based on the above criteria without going to the SRM Committee under any of the following conditions:

1. LOW risk event (see below)
2. Repeat or Typical event
3. Event is taking place before or soon after the next meeting of the SRM Committee. This will only be allowed under extreme circumstances and abuse of this privilege will result in penalties for non-compliance

*Must be approved by the SRM Coordinator plus 2 other SRM Committee members Events approved or rejected in between meetings should be announced at the following SRM Committee meeting*

#### **iii) Approval of Events Prior to the Formation and Training of the SRM Committee**

After the completion of the SRM Coordinator's contract in the Winter semester, the CSA Operations & Finance Commissioner shall be empowered to approve events, conditional to demonstrating evidence to the SRM Committee that he/she is sufficiently trained in SRM Policies and Procedures. Furthermore, F&HRC expected to approve events during the spring semester in collaboration with the University of Guelph's Orientation Risk Management committee (ORM). During such time, the F&HRC must adhere to the

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ORM standards of approval without negating the guidelines set out by the SRM Manual.

Once the SRM Coordinator's contract begins in the Fall, the O&F must approve events **in consultation** with the SRM Coordinator. Once the SRM Committee is formed and regular meetings begin, the O&F must approve events **in consultation** with the Committee.

*Until such time as the SRM Committee members, including the SRM Coordinator, have received proper training in the Fall, the CSA Finance and Human Resources Commissioner is empowered to approve events in consultation with the SRM Coordinator in the event that the committee is not functioning*

### **iv) Conditional Approval or Rejection of events**

Events can be approved or rejected **pending** the student group meets certain conditions or requirements. The severity of the need to meet the conditions should reflect whether it is an event .approved, pending.. they meet a criteria or .rejected, pending.. they meet a criteria. If these conditions are met, the SRM Coordinator may, in most cases, be allowed to approve the event without returning the event to the SRM Committee. Holding of an event without meeting the conditions is grounds for penalties.

### **v) Approving Events Omnibus** ex: Aggie Pubs, CSA Programmer

Repeat events submitted all at once by a student group or policy holder may be approved omnibus under the following conditions:

1. A brief letter attached explaining the request
2. Must have dates and locations listed in advance
3. Re-submission of the PO Contract whenever it changes
4. Emphasis on a follow up report every two weeks
5. The agreement would be null and void if an issue should arise

### **vi) Guidelines for determining the level of risk of an event**

Levels of risk should be determined by the SRM Committee on an annual basis and should be based on:

1. Precedence found in the SRM Records
2. Information outlined in this document
3. Training workshops provided by the University at the beginning of the Fall semester (as outlined below)

For the purpose of SRM, risky events have been defined as events involving alcohol, transportation off-campus, on campus event nearing venue capacity, on site food

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preparation and physical activity. In the interests of keeping the SRM process simple for event organizers, events can be labeled under two categories: **Risky and Non-Risky**.

It is recommended, however, that the SRM Committee establish its own categories for risky events to determine the ultimate liability and precautions necessary for certain events. This is necessary so as to establish impartial checks and balances while at the same time, considering the case by case nature of event approval. The result would be a set of expectations for different categories of risk and greater consistency in treatment of events. Furthermore, categories of risk will help determine how severe penalties would be for infractions by event organizers for certain events. As a **guide**, there are three categories of risk below and a suggestion of which types of events would fall under each category:

- **HIGH Risk** . Alcohol off-campus, venue with liability concerns, a student club is in Poor Standing, all-age alcohol events, physical activity involving alcohol or dangerous physical activity, event nearing venue capacity and food preparation
- **MEDIUM Risk** . Alcohol in a licensed on-campus facility, typical off campus physical activity or long trips, venue nearing capacity and on site food preparation
- **LOW Risk** . Day trips, typical on-campus physical activity or outdoor excursions provided one of the organizers has first aid training

*When determining the level of risk with an event, it is important to take into account two major factors that vary case by case: Liability concerns with a certain venue and Liability concerns with the student group organizing the event. For example, if a claim should arise in court, and the venue is proven to be a risky place to hold an event, than MORE liability will be placed on the SRM Committee. These two factors should influence decisions in any category of risk.*

### **9. TRAINING**

#### **i) Training of Policy Holders**

To qualify for insurance coverage and therefore have the ability to run events, each policy holder **must** provide an SRM **primary** and **alternate** representative for an in-depth training session surrounding issues of liability, safety, risk management, University of Guelph alcohol, bus and human rights policies, as well as SRM policies and procedures. The speakers for this training session, will be selected collaboratively between the SRM Coordinator, CSA Finance and Human Resources Commissioner and the Office of Student Affairs. The training session must take place within the first month of the SRM Coordinator's contract.

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### **ii) Training of Student Groups**

Every Student Group that is SOP'ed under a policy holder **must** have SRM training. This training session can be conducted by the SRM Coordinator one-on-one or in large groups and should focus on liability and SRM procedural issues that affect these groups as event planners only. Each student group must provide at least **one** representative from their executive/leadership structure that will agree to the following:

1. To read and become familiar with the SRM Handbook for Student Groups
2. To ensure that their student groups events are meeting SRM guidelines
3. To be held responsible to the SRM Committee if their Student Group fails to adhere to SRM Policies and Procedures

### **10. MONITORING**

It is the responsibility of Primary Organizers to monitor their events, and ensure they are safe and comply with SRM procedures and policies. It is recommended that the Primary Organizer share this responsibility with **event venue monitors** (forms provided in appendix). For extremely risky events where the location or group or activity carry with them a higher level of risk to the SRM Policy manual, then it is recommended that a member of the SRM Committee also attend the event.

### **11. RECORDS**

All Event Planning Forms and PO Contracts must be kept on file for a minimum of **seven years**. Waivers and other necessary contracts may be discarded after **seven years**. All Policy Holders are required to manage their own records and submit a copy of every Event Proposal Form and PO Form they receive. The SRM Coordinator shall oversee the record keeping in the CSA office

### **12. PROCESS FOR REVIEW OF MANUAL**

Although this document is not a constitution and is not a legal document, it is important to have a strong and reliable process for renewal. Each Policy holder is required under their constitutions to follow and obey this manual, therefore it is imperative that there is a procedure for changing the manual. SRM policies and procedures are the foundation for our ability to have insurance coverage and any changes to them, cannot be taken lightly as it may affect our insurance in the future.

The SRM Coordinator or the SRM Committee as a whole may, if it is necessary, re-examine any of the policies and procedures or even the wording of them in the SRM Manual. It is recommended that any comprehensive review does not take place until the Winter semester as that will allow for members of the SRM Committee to become more familiar with the effectiveness of this manual. It is also recommended that any

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changes to the manual only be implemented for the following year. Until such time, the SRM Committee is empowered to have **Standing Policies** that guide the actions of the individual year.s SRM Committee. These working policies may not overwrite the major themes of this manual and are more for procedural matters that influence the SRM Committee meetings, etc.

If the SRM Committee should decide to review any of the policies and procedures in this manual the following actions **must** take place:

1. The SRM Committee shall discuss the changes. If necessary, the committee should draft a **Ad Hoc Policy Review Committee**, comprised of SRM Committee members, the SRM Coordinator and any other individuals the committee deems necessary. An Ad Hoc Committee would be necessary if in-depth discussion of the matter is not suited for a regular scheduled SRM meeting
2. Any changes to the SRM Manual **must** be examined and critiqued by: The University Insurance Manager, Office of Student Affairs, Our Insurance Broker, and any available legal council. Although the consultation of these groups is extremely important for ensuring the strength of SRM on campus, the Insurance Broker is the only group for which suggestions must be followed.
3. Each member of the Committee shall investigate whether their respective policy holders will empower them to approve any changes as they are the SRM representatives. If the policy holder wishes to approve the changes themselves, then the representative must present them at a Council meeting of the policy holder.
4. A new SRM Manual should be presented to the Committee with reasonable time for members to examine the changes. A final approval for the implementation of the manual for the incoming school year, must be a unanimous vote in favour by all attending members. If this does not happen, the SRM Coordinator must do all that is possible to find a compromise that all policy holders can agree to.

Reviewing waivers and contracts must take place at least every 5 years or as needed as case law changes. Changes to waivers and contracts **must** receive legal counsel as they will be examined by a court should a claim arise.

*The Most recent occasion the waivers and contract were reviewed were:  
Winter 2005*

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### **13. NECESSITY FOR ADHERENCE TO SRM POLICY**

#### **i) Liability**

Anyone who is involved in the planning of an event can personally be held liable for accidents incurred. The following people and organizations could be held legally responsible for occurrences at the event:

- The individual(s) who is the Primary Organiser
- The event planning committee (from organisers, to ticket sellers, etc.)
- The student club or group
- The student body with authority for the club
- The Student Risk Management Committee
- The Office of Student Affairs
- The University of Guelph

#### **ii) The Importance of Risk Management**

The overriding goal of risk management is to prevent injury to all participants in the activity (including staff, spectators, participants and others). It encourages modification of an event, if necessary, to enhance safety. In addition, it is intended to prevent financial loss to all those liable. A corollary advantage is that it may also reduce the cost of insurance and liability of organizers.

*If SRM policies and procedures are NOT followed, the event organizers can be held personally liable and will not be backed by the University or by the SRM committee in a court of law*

#### **iii) Penalties for Policy Holders**

Although policy holders have added responsibilities to manage the SRM process they are not exempt from penalties for non-compliance. Instances where policy holders may be penalized at the committee level fall under two areas:

1. **The Committee Level:** by not fulfilling responsibilities as a committee representative
2. **The Event Level:** by not following policies and procedures as an event planner, or by having a large number of student groups under their jurisdiction having received penalties for non-compliance

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In the **Handbook for Student Groups**, there is a more detailed description of penalties for non-compliance at the **Event Level**. There is also a description on what grounds a group may appeal a decision of the SRM Committee. However, because of the importance of maintaining the integrity and strength of the SRM Committee, the following is a list of recommendations for dealing with infractions by policy holders at the **Committee Level**:

1. Meet with the President of the policy holder
2. Probation and prohibiting Risky Events
3. Meet with the Council for the policy holder
4. Cancel the ability of the policy holder and all its student groups to book rooms and other spaces on-campus
5. Explore alternative options through the Office of Student Affairs and/or with legal counsel

The above list is in the order that the actions should take place. For example, if the SRM Coordinator meets with the President of the policy holder, and no solutions occur or the infractions continue, the SRM Coordinator should then place the policy holder on probation and restrict their risky events. The SRM Coordinator is responsible for initiating these actions, in consultation with the SRM Committee. For confidentiality reasons, discussions surrounding Committee Level penalties may take place over email, if it is the will of the SRM Committee. The SRM Coordinator may also seek assistance outside of the Committee to assist with these recommendations if necessary.



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PROCEDURES  
MANUAL

A HANDBOOK  
FOR UNIVERSITY OF GUELPH  
STUDENT GROUPS &  
CLUBS

**Student Risk Management Policies and Procedures Manual:  
B) A Handbook for Student Groups and Clubs**

**I) What is Student Risk Management (SRM)?**

1. Preamble
2. Definitions
3. Liability and SRM Necessity
4. The SRM Committee
5. The Insurance Policy

**II) Guidelines for Student Groups**

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  2. Submitting Forms
  3. Approval of Events
  4. Penalties For Non-compliance
  5. Appeals
- C) Appendices

## **Student Risk Management Policies and Procedures Manual: B) A Handbook for Student Groups and Clubs**

### **I) What is Student Risk Management (SRM)?**

#### **1. PREAMBLE**

This document lays out the rules and regulations that govern student initiated events. It explains the student insurance policy, defines risk, and establishes guidelines for event implementation. Adherence to this procedure is critical for student groups to maintain their insurance policy. Without such insurance, student groups would not be able to run events without putting themselves in a vulnerable situation in terms of liability. The rules and regulations apply to all student groups or associated groups or clubs that fall under the jurisdiction of the following organizations:

1. The Central Student Association (CSA)
2. Interhall Council (IHC)
3. College of Physical and Engineering Science Students Council (CPESSC)
4. College of Social and Applied Human Sciences Student Alliance (CSAHS-SA)
5. College of Arts Student Union (CASU)
6. Student Federation of the Ontario Agricultural College (SF-OAC)
7. College of Biological Sciences Students Council (CBSSC)
8. College of Management Economics Student Association (CMESA)
9. Central Veterinary Student Association (CVSA)
10. The Regional Campuses (Alfred, Ridgetown and Kemptville)

*If your Club is registered with any of the above groups, then you have insurance for your events. This means that you **MUST** adhere to the SRM Policies and Procedures outlined in this document.*

#### **2. DEFINITIONS**

**i) Risky Event** - Any activity involving alcohol, transportation off campus, physical activity, on campus event nearing venue capacity\*and/or any event involving on site food preparation\*\*/\*\*

**ii) Risk Management** - the process of planning, leading, organizing, and controlling your resources and activities in order to effectively minimize the adverse effects of accidental losses. This would entail:

- Identifying risks and potential dangers specific to an event
- Examining risk management techniques in order to prevent losses from happening, or to reduce their frequency and severity
- Selecting and implementing the chosen techniques
- Monitoring and improving the programme as your needs change

\* See special events, Section C subsection 1, of the Appendices

\*\* Excluding all Hospitality Services and approved caterers: all of whom do not need approval

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**iii) Student Risk Management** - The overriding goal is to prevent injury to all participants in the activity (including staff, spectators, participants and others). SRM encourages modification of an event, if necessary, to enhance safety. In addition, it is intended to prevent financial loss to all those liable.

### **3. LIABILITY AND SRM NECESSITY**

Any individual, including but not limited to the following, can be held liable for failing to use reasonable care in the coordination or supervision of an event:

- The individual(s) who is the Primary Organizer(s)
- The event planning committee (from organizers, to ticket sellers, etc.)
- The student club or group
- The student body with authority for the club
- The Student Risk Management Committee
- The Office of Student Affairs
- The University of Guelph

*It is for this reason that your club must understand: A) the need to have insurance coverage and B) the ways to ensure that if a claim against your club should arise, that your club and its event organizers are protected by that insurance. By following the rules and regulations laid out in this manual, you will achieve this. Failure to do so will result in penalties for non-compliance.*

### **i) The Emergence of Student Risk Management - Present Day**

In order for Student-run events to have insurance coverage, it was necessary for students to have regulations in place to reduce the level of risk that comes with insuring student run events. Events involving youth as participants and organizers carry a great amount of liability. In order to guarantee an insurance company that students could effectively and responsibly monitor and safeguard their own events, the SRM Policies and Procedures were developed. They are overseen by those Student Groups that pay for the insurance coverage; the **Policy Holders** (A.1) for the student insurance.

Student Risk Management Policies and Procedures exist to:

1. Attempt to **minimize** the risky nature of Student run events and identify the inherent risks involved with these events
2. Provide a guarantee to an insurance company that Students are in fact responsible members of the community that can be insured
3. Provide written documentation of events proving that organizers and participants are taking necessary precautions and responsibility for their actions
4. Ensure that the Policy Holders are taking the necessary steps to minimize their liability and the liability of any associated student groups if a claim should arise, by following the procedures and policies outlined in this manual

5. To ensure that University of Guelph student groups are aware of the necessity for risk management and the importance of reducing risk

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### **4. THE SRM COMMITTEE**

#### **i) Who sits on the SRM Committee?**

Each Student organization mentioned earlier sits on the SRM Committee. Each organization pays for the insurance and has an **equal** say on the Committee as every other organization. SRM exists because these Student Groups have jointly committed themselves to promote safety and risk management. Each organization that is a member of the SRM Committee must provide a SRM Representative to sit on the committee. They are the primary contacts for student clubs. The SRM Coordinator is the Chair of these meetings.

*Each College Student Council, the CSA, and Interhall all have equal ownership over this policy. This means that each student club also has equal ownership.*

#### **ii) What does the SRM Committee do? What are its Responsibilities?**

1. Discusses the SRM policy, and reviews, makes recommendations, and approves on event proposals from student clubs
2. Implements penalties for non-compliance if necessary
3. To protect the health and safety of all members of our community and the wider public from any hazards associated with the operations of the University and the student group
4. To protect the Student Groups organisers and volunteers in the event of a liability claim
5. Ensure associated groups are complying with the SRM procedures
6. To provide information and education on risk management and liability to student groups.
7. The continued identification and examination of risk among Student Groups and their associated clubs. This includes:
  - a. setting and reviewing policy
  - b. producing recommendations for subsequent year's Committee
  - c. reviewing events for liability exposures (alcohol, trips, etc.)
8. Develop and manage policy and procedures with regard to risk management.

#### **iii) SRM Meetings**

- Meetings are held weekly
- Meetings are open to all students interested in attending. It is recommended that they notify the SRM coordinator in advance, especially if there are particular issues they wish to discuss

## Student Risk Management Policies and Procedures Manual: B) A Handbook for Student Groups and Clubs

### 5. THE INSURANCE POLICY

The Policy Holders purchase a third party bodily injury and property damage insurance policy. This insurance policy is separate from the University of Guelph's insurance covering University-sanctioned events. Anyone who is involved in the planning of an

Event can be held personally liable. In response to a clear risk management process, the students. Insurer will defend and pay on behalf of any protected persons who are legally required to pay as compensatory damages for covered bodily injury, property damages, or tenant liability. This arrangement could be placed at risk if there is lack of adherence to the SRM procedures and policies.

For a complete look at what our insurance policy covers and does not cover, see it in the Appendix.

*We have an insurance policy because we have SRM policy. As a Student Group at the University of Guelph, you are responsible for following SRM policy so that you can exist on campus. If a group follows the SRM procedures, it protects itself. If it does not follow the procedures, or if it does not use SRM procedures at all, then the student club is running an event at their own risk. This means that event organizers can be held **personally** liable in a court of law. If an incident should occur, and SRM procedures were not followed, our insurance may not respond.*

## Student Risk Management Polices and Procedures: A Handbook for Student Groups and Clubs

### II) Guidelines for Student Groups

#### 1. TRAINING

All Student Clubs are required to attend training for Student Risk Management in the Fall semester. This is organized and conducted by the SRM Coordinator. If your club does not receive SRM Training, then the SRM Committee will prohibit your club from running risky events as defined in Section B.4, Penalties for Noncompliance.

*Each Student Group or Club must provide at least **one representative** from their executive/leadership structure to get SRM Training. This person **MUST**: 1) Read and become familiar with the SRM Manual, 2) Ensure that their Student Groups' events are meeting SRM guidelines, and 3) Be held Responsible to the SRM Committee if their Student Group fails to adhere to SRM Policies and Procedures.*

It is recommended that your student club's SRM representative is also the individual on your executive/leadership structure that organizes the majority of your events. If this is not possible, it is expected that your SRM representative is in close communication with your event organizers.

#### 2. SUBMISSION OF FORMS

When submitting SRM forms to your policy holder (College government, CSA or Interhall), the following requirements must be met:

1. Forms must be submitted and approved **two weeks in advance before the event takes place**. Make sure you know when the SRM Committee meets so that you can get your forms in on time. If you are unsure, it is always safe to get a Date Stamp on them.
2. **Forms must be filled out for Risky events**. Any events that are **not deemed risky** should be submitted in paper form to your PSO for approval.
3. Every submission must include an **Event Planning Form** and a **Primary Organizer Contract**. These can be found in the Appendix of this manual or online at [www.csaonline.ca/srm](http://www.csaonline.ca/srm)
4. The most important elements of submitting forms are:
  - a. Details about the event, including contact information for the organizers and the venue
  - b. Address the inherent or foreseeable risks with this event
  - c. Address the precautions that you can take to minimize these risks
5. **NO advertising of the event can take place before it is approved by SRM**

#### Guidelines for Student Groups

## **Student Risk Management Policies and Procedures Manual: B) A Handbook for Student Groups and Clubs**

### **3. APPROVAL OF EVENTS**

#### **i) Status of a Club**

Although there may be some variation from year to year, the Student Clubs that fall under this policy have a Standing with the SRM Committee; either **Good Standing, Poor Standing, Probation or Suspension** with the SRM Committee. If you have not received written notification from the SRM Coordinator, then your Club is in Good Standing. A Poor Standing is determined by the level of risk that is associated with your club. This means that if your club has a record of infractions for non-compliance it may be placed on Poor Standing with the committee.

A Poor Standing with the SRM committee will inherently result in added restrictions to your clubs ability to run events of a risky nature (see penalties for non-compliance)

#### **ii) Levels of Risky Events**

Levels of risk will be determined by the SRM Committee. To reduce the risk of an event it must abide by the following (all found in the Appendix):

1. If alcohol is involved, adherence to the University's Alcohol Policy
2. If buses are being provided, adherence to the Bus Policy
3. Adherence to Event Planning Critical Path
4. Ensure Appropriate Waivers and Contracts are signed

#### **iii) Approval of Events**

Approval or Rejection of events should be based on:

1. Their adherence to SRM policies and procedures
2. The status of the Student Group that is organizing the event
3. The level of Risk associated with the event and the level of precautions the organizers are taking to minimize those risks
4. Any Standing Policies that the Committee may have

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**4. PENALTIES FOR NON-COMPLIANCE**

The following chart is the framework that the SRM Committee bases its decisions on for removing a group or club from Good Standing. Infractions incurred are taken on a case by case basis and vary in severity.

Status	Notices	Penalties	Conditions to be Met
Good Standing	Verbal warning Written warning 3 <sup>rd</sup> infraction move to poor standing	- none as of yet when infractions occur re-training might be necessary	- re-training - small
Poor Standing	Verbal warning Written warning 3 <sup>rd</sup> infraction move to probation	- event check frequency is updated - may make event proposal deadline earlier - risky events will be closely monitored	- re-training - progress meetings and reports - deadlines must be met in order to run events/be able to move up to good standing
Probation	Verbal Warning Written Warning 3 <sup>rd</sup> infraction move to suspension	- not allowed to run risky events - all non-risky events come to the SRM committee	- all event proposals must be in 2 weeks prior to event date - being removed from probation is at the discretion of the SRM committee
Suspension	No more warnings	- no events can be run by the group - depending on severity UC booking privileges can be revoked and a recommendation can be made to college/IHC/CSA that funding be removed	- leaving suspension status is dependant on an appeal and approached on a case by case basis - suspension can be appealed each semester

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The SRM Committee also reserves the right to implement further restrictions if the conditions warrant so on any of the above Notices. The SRM Committee, in collaboration with the University's Office of Student Affairs, has the ability at the University of Guelph to do any of the following:

1. Recommend that a club or student group not be allowed to run events during Orientation Week
2. Restrict a club or student group's use of University resources
3. Revoke a group's ability to book rooms or other spaces on-campus
4. Recommend to its governing body (College government, CSA or Interhall) to have the club temporarily **suspended** from its office space or any funding it receives from the University. This option will only be considered in extreme circumstances where the club has a substantial record of penalties and failing to comply with SRM procedures. This option will also be considered if the group runs an event which has a sizable impact that it affects our insurance policy.

These forms of penalties stress the importance of adherence to SRM policy. If your club or group does not follow the policy, you risk the insurance for all student clubs that fall under the policy.

### **5. APPEALS**

Any Student Club or group may appeal status move of the SRM Committee. Appeals are to be presented at a regularly scheduled SRM Committee meeting; however the SRM coordinator must be notified 24 hours in advance to the meeting in question. An opportunity will be made to hear both sides of the case, however only one appeal will be heard per meeting. Information packages will also be provided by the SRM Coordinator outlining the case for both sides. This should be provided in advance. The grounds for an appeal are:

1. That the decision was unreasonable in light of the evidence presented
2. That the penalty or action imposed was unreasonable in light of the circumstances of the case
3. That there was a lack of procedural fairness

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- 1. University of Guelph Alcohol Policy and Practices**
- 2. Bus Policy**
- 3. Our Insurance Policy**
- 4. Event Planning Critical Path and Planning Recommendations**
- 5. Crowd Control Recommendations**
- 6. Fire Prevention Recommendations**
- 7. Event Planning Form**
- 8. Contracts**
- 9. Waivers**
- 10. Incident Report Form**

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### **1. University of Guelph Alcohol Policy and Practices**

Effective: May 1, 2000  
Applicable Legislation: Liquor License Act of Ontario  
August 14, 1998

#### **Intent**

To encourage the responsible use of alcohol on campus, the University of Guelph is committed to providing and maintaining an environment which minimises the extent to which the consumption of alcohol on campus harms members of the University community and disrupts the teaching/learning/living environment.

#### **Definition**

The University of Guelph recognises the unique social needs can reasonably be met. In this regard, provision for the sale and service of alcoholic beverages on campus is a privilege accorded only to the extent that there is compliance with all internal rules, regulations and statutory requirements.

The University's goals with respect to alcohol use proceed from its commitment to development of self-responsibility and respect for others. While the University is concerned for the welfare of its members, alcohol use is primarily the responsibility of individuals. All University community members have an obligation to use alcohol responsibly and legally.

The University will:

- Promote self-responsibility in the use of alcohol;
- Discourage high-risk alcohol related practices through appropriate policies and procedures in the areas of prevention (policy and education), intervention, and discipline;
- Respect the needs of those who are non-drinkers or underage;
- Support the law in the administration of and access to alcohol on campus;
- Discourage financial dependence on alcohol-related special events both on and off campus by university groups.

#### **Implementation**

The authority and responsibility for the administration of procedures and programs to provide for the implementation of this policy is assigned to the University's Liquor License Administrator and that Officer will provide regular reports to the Vice-President, Finance & Administration concerning the status of the policy.

#### **Service Policy**

Service practices in licensed venues in the Province of Ontario are prescribed in the regulations set out in the Liquor License Act of Ontario. To this end all licensed facilities will serve alcohol in a manner which does not violate these regulations.

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In addition the University, in an attempt to reduce risk and create responsible drinking practices has prescribed certain service practices that go beyond the limits imposed by the Liquor License Act for their facilities serving alcohol on campus. The following is an outline of these service practices.

- Facilities designated with high-risk times (Brass Taps and BullRing) will be controlled by door staff equipped with counters during high risk times (9:00 p.m. - 2:00 a.m.)
- Where appropriate hosts will be asked to sign in guests; there will be a maximum of two guests per host.
- Table service to be restricted to one drink per patron per order. Self-service . two drinks per person per order.
- No drink will be served in containers that hold only 1 ounce of product.
- No drink of spirits will contain more than 1-1/2 ounces of alcohol.
- No service of pitchers of beer to less than 3 patrons.
- No service of pitchers after the point in time which is ½ hour before scheduled hours of closing.
- No admittance to facilities after the point in time which is ½ hour before scheduled hours of closing.
- No last call.
- A list of banned individuals to be shared and enforced by all on campus venues and campus Security Services.
- Discipline Guidelines (Appendix A)\* . form part of the operating policy for on campus licensed facilities. \*Appendices are available from the Central Student Association.

### **Advertising/Sponsorship**

Advertising of alcohol can be seen as occurring in three distinct segments of the University environment, namely, Licensed Establishments, Non-licensed Areas and Student Housing Services.

Licensed Establishments:

All advertising in licensed establishments must conform to the regulations set out in the Liquor License Act of Ontario and applicable University Policies.

Non-Licensed Areas:

- Brewery/distiller sponsorship with respect to the announcement of events via posters, T-shirts, balloons, and other accessories related to the event will not be permitted.

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- Advertising of events must be responsible, in good taste and will not promote alcohol as the focus of the event.
- Brewery/distiller sponsorship of activities such as player of the game will not be allowed.
- Print publication of beverage alcohol advertising of all kinds will not be allowed.
- The blatant promotion of alcohol as the focus of an event is prohibited (Bash, Drunk, etc.).
- Permanent signage reflecting brewery/distiller advertising will not be allowed.
- Brewery/distiller sponsorship of alcohol awareness and educational effort is permitted as long as the University retains editorial control.

### Student Housing Services:

Advertisements must be responsible, in good taste and are prohibited from promoting alcohol consumption as the focus of the event.

A BYOB event may advertise an admission charge (if any).

Advertisements associated with an organised event must not refer to the following (or anything similar to the following):

- Drunk (inebriation slang)
- Sex (or any sexual reference)
- Violence

Advertisements may appear inside the host building only (see definition .Host Building.).

Advertisements for the event must not appear in the Unclassified, on the cannon, on any other University print or broadcast media, or any external print or broadcast.

Any application for exceptions for advertising must be submitted in writing to the Director of Student Housing Services at least two weeks prior to the event. If this policy is violated, advertisements will be removed at the expense of the Primary Organiser, and may lead to cancellation of the event and/or future event privileges.

Sponsorship by the manufacturers or representatives of alcoholic beverages of any event involving the use of alcohol in residences is not permitted.

No marketing of alcoholic beverages, or manufacturers. brand logos and trademarks is permitted in any form, except on beverage containers and on the cases in which alcohol is packed.

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\*Some examples of marketing activities not permitted: Signs, banners, posters, advertising a manufacturer of alcoholic beverages or any alcoholic beverage. Hats, bags, balloons, openers, cork screws, cigarette lighters, and coasters which bear an image or engraving which features the name or logo of an alcoholic beverage or the manufacturer of same.

### **Special Events**

Special events are held in various locations on campus including but not restricted to, Peter Clark Hall, Creelman Hall, the Athletic Centre, Twin Pad Arena and Johnston Green. These activities, many times, fall into a riskier classification because of their size and the type of venue and must adhere to the following policies:

- All special events that are determined high risk will require policing. The number of police will be determined in consultation with the Director of Security Services and/or the City of Guelph Police.
- The self-serve method of operation at special events will be limited to two drinks per customer per order.
- All serving practices for licensed facilities on campus will apply to special events, with the exception of single drinks per order as noted in (ii) above.
- All staff will be hired by either the University Centre or Hospitality Services. Volunteers may only be employed in low risk situation positions and must be Smart Served trained.
- A 1:30 ratio of Smart Serve trained staff to attendees must be maintained at all special events.
- Promotional material will be limited to advertising of a specific function with no mention or suggestion of it being oriented to alcohol. Such references as pubs, bashes, wipe-outs, etc. is not allowed.
- A guest sign-in procedure must be maintained for all high-risk events.
- The Director of Hospitality Services or the Director of the University Centre, in consultation with the Director of Security Services, will determine final requirements for high-risk special events to be held in their respective areas of responsibility. An appeal may be made to the holder of the University liquor licence if deemed necessary.

### **Education**

Unlicensed Areas:

- a) Student Affairs staff will provide alcohol education and training for management of events involving alcohol. Training will continue to be provided for student leaders, including Orientation staff and volunteers, Interhall Executive, Residence Assistants, College Student Government executive, Central Student Association executive and Peer Helpers.

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- b) Entering students will receive educational materials and workshops that address the primary and secondary consequences of irresponsible alcohol consumption, especially over-consumption and binge drinking, and their opportunity to make choices about their drinking style. These programs will be offered during START, Orientation and through other programs geared to new students.
- c) Wellness Education staff will make educational programs available. These programs will be offered throughout the academic year, and include Alcohol Awareness Weeks and Safe Break Periods.
- d) DrinkWise will continue to be offered as a remedial education program for students who are experiencing problems because of their drinking behaviour.

Licensed Areas:

1. All University Guelph staff involved in the service of beverage alcohol must be Smart Serve trained.

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### **2. BUS POLICY**

(Adapted from Interhall Council's Bus Policy)

#### **Article One: Bus Trip Protocol**

- a) Tickets sold must not exceed the capacity of the bus(es) traveling to the event. The only exception to this is that outlined in Article Two (b).
- b) Bus Monitors:
  - I. Two Bus Monitors per bus are required at all times.
  - II. Each individual must complete a Bus Monitor contract prior to the event departure. The contracts are to be submitted to the SRM co-ordinator upon the completion of the event and kept on file.
  - III. The Primary Organiser must brief the Bus Monitors of their duties and responsibilities. Incident report forms and plastic bags will be handed out for each bus at this time.
  - IV. While boarding, one Bus Monitor will be positioned outside the bus to control entry. The second Bus Monitor will be positioned inside of the bus and will keep a count of the number of participants on board.
  - V. Bus Monitors must ensure that no alcohol is brought onto the bus. Bus Monitors must do this without physically searching the participants or their belongings.
  - VI. Bus Monitors will have control over directing the bus driver in opening and closing bus doors and they can stop loading the bus if they feel the situation is unsafe.
  - VII. Bus monitors must ensure that all those entering the bus have completed a proper waiver form. Bus monitors will collect these waivers.
  - VIII. Once the bus is loaded, one Bus Monitor should be at the back door in order to ensure that no one leaves via the emergency door. The second Bus Monitor will position themselves at the front door. Both Bus Monitors will ensure that the rules of the bus are respected. All incidents or accidents must be documented and reported to the Primary Organiser before the conclusion of the event.
  - IX. When dropping off at the end of the night, no line monitors will be present and it will become the responsibility of the Bus Monitors to ensure that the area around the bus is safe and that the bus can pull away from the stop.
- c) Barricades

- I. All bus trips with more than 200 participants must use adequate barricades to ensure that the pick-up area is controlled and safe.
- II. Barricades are obtained free of charge through Physical Resources.
- III. Line Monitors should take down the barricades at the conclusion of the pickup, as they will be problematic if still standing when students are dropped off.

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d) Line Monitors

- I. All events requiring barricades (as described in Article One c)) must use Line Monitors.
- II. A minimum of two Line Monitors is required for each pick-up location.
- III. One Line Monitor will serve as Chief Line Monitor. This person will supervise the other Line and Bus Monitors.
- IV. Line Monitors are responsible, with the bus drivers, to co-ordinate the buses so that a maximum of two are loaded at one time.
- V. Line Monitors must ensure that barricades around the pick-up area are respected. They will also ensure that the barricades are taken down after all pick-ups.
- VI. Line Monitors will ensure the area around the bus is safe before the bus pulls away.
- VII. The main duty of Line Monitors is to maintain control of those waiting to enter the bus and assist the Bus Monitors in ensuring everyone boards the bus safely.

e) Waivers

- I. Individual waiver forms are required for each participant boarding the bus. These waivers must be completed properly before boarding the bus.
- II. Waivers must be collected by the Bus Monitors and returned to the Primary Organiser at the conclusion of the trip.
- III. The wording of the waiver must comply with the Student Risk Management Policy of the University of Guelph.

**Article Two: Bus Event Bookings**

- a) The Primary Organiser will book buses a minimum of three days in advance of the event.
- b) In order to give direction to those members booking shuttle buses, the following formula has been devised:
  - 1 bus 250 tickets max.
  - 2 buses 500 tickets max.
  - 2 buses + 1 bus at peak time\* 700 tickets max.
  - 2 buses + 2 buses at peak time 900 tickets max.

3 buses + 3 buses at peak time 1100 tickets max.

\*For example a trip which starts at 9pm would reach peak time at approximately 10pm.

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- I. The number of tickets sold per bus is never to exceed 250.
- II. Err on the side of booking the max. number of buses and then cancelling that afternoon, rather than trying to call in an extra bus at the last minute.
- III. Remember to include the Bus Monitors in the numbers and do not exceed the capacity of the bus.

### **3. OUR INSURANCE POLICY**

#### **Limits of Insurance**

\$6,000,000	Annual total policy limit respecting Bodily Injury, Property Damage, Tenants Liability, and Medical Expenses combined.
\$2,000,000	Each occurrence relating to Bodily Injury, Personal Injury, Property Damage, Incidental Medical Malpractice.
\$2,000,000	Each occurrence relating to Advertising liability.
\$10,000	Each person relating to medical payments.
\$1,000,000	Each claim relating to employee benefits error and omissions.
\$250,000	Each location relating to tenants legal liability.
\$2,000,000	Each claim relating to non-owned automobiles.
\$50,000	Each claim relating to legal liability for damage to hired automobiles.
\$0	Each claim relating to expenses insured for fire fighting.

#### **Definitions**

**Advertising Liability:** Libel, slander or defamation; any infringement of copyright or of title or of slogan; piracy or unfair competition of idea misappropriation under an implied contract; any invasion of right or privacy; committed or alleged to have been committed during the policy period in any advertisement, publicity article, broadcast or telecast by or on behalf of the insured and arising out of the Named Insured's advertising activities.

**Automobile:** 1) any self-propelled land motor vehicle, trailer or semi-trailer (including its equipment mounted on or attached thereto) which is principally designed and is being used for transportation of persons or property on public roads; 2) any vehicle while being used in any speed or demolition contest or in any stunting activity or in practice or preparation for any such contest or activity; 3)

any automobile, motorised snow vehicle or its trailers with respect to which a motor vehicle liability policy is in effect or is required by law to be in effect or would have been in effect but for its termination upon exhaustion of its limit of liability.

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Bodily Injury:	bodily injury, sickness, disease, disability, mental anguish, mental injury or shock sustained by any person which occurs during the Policy Period, including death at any time resulting there from
Personal Injury:	injury, other than bodily injury, arising out of one or more of the following offences: a) false arrest, detention, or imprisonment; b) malicious prosecution; c) wrongful entry into, or eviction of a person from any premises that the person occupies; d) oral or written publication of material that slanders or libels a person or organisation or disparages a person's or organisation's good, products or services; or e) oral or written publication of material that violates a person's right of privacy; or f) humiliation; or g) discrimination, unless insurance thereof is prohibited by law; committed during the Policy Period, in the conduct of the Named Insured's business.
Property Damage:	a) physical injury to or destruction of tangible property caused by an occurrence during the Policy Period, including the loss of sue thereof at any time resulting therefrom, or b) loss of use of tangible property which has not been physically injured or destroyed provided such loss of use is caused by an occurrence during the Policy Period.
Protected Persons:	official student leaders (executive officers and directors) but does not cover volunteer actions that have not been directly requested by the student leaders.
Tenant Liability:	property damage to premises we rent or occupy but don't own, when the protected person is legally at fault for the damage. Does not include damages of property when it is not the protected person's fault.

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### 4. EVENT PLANNING CRITICAL PATH AND PLANNING

#### RECOMMENDATIONS

- Choose a date for event
- Check if your event conflicts with other student group events

#### Prior to event (steps to follow)

1. Identify the risks involved with the event
2. Identify the steps needed to minimise those risks
3. Book the venue
4. Find volunteers to work the door, sell tickets, and to assist in running the
  - a) event (if applicable)
5. Book buses (if applicable)
6. Find line and bus monitors
7. Ensure line, bus and event venue monitor contracts are signed by the
  - a) appropriate volunteers/staff
8. Fill out the Event Planning Form
  - a. Indicate on the form the inherent risks of the event. Duplicate these onto
    - a) the Risky Event Waiver (if applicable)
    - b. Indicate precautions you are taking to minimize these risks
9. Submit the form to your SRM rep for the SRM Committee meeting *a week*
  - a) *prior to the event*
10. Find out from your SRM rep when and how you can expect a response
  - a) from them.
  - c. If it is approved, *Go to Step 11.*
  - d. If it is NOT approved, make necessary changes and *Go to Step 9.*

#### NOW THAT YOUR EVENT IS APPROVED...

11. Advertise
12. Print tickets with the appropriate type of waiver on the back (if applicable)

#### During event

- Have all necessary supplies at the venue (a cash box and a float for ticket sales, pens for signing waivers, hand stamps, a container for waivers/forms, emergency contact names and numbers, etc.)
- Make sure all volunteers, line and bus monitors are aware of their responsibilities
- Each participant MUST sign a waiver prior to participating in the event (if applicable)

- Keep all waivers in a safe place
- Have incident reports on hand

**After event**

- Make sure that all participants can get home safely

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- The following day, submit all signed waivers, incident reports, contracts, etc. to the your SRM rep, NOT the SRM Coordinator

**5. CROWD CONTROL RECOMMENDATIONS**

The main objective of the crowd control policy is to provide adequate security at an event.

**Prior to event**

- Notify Security Services of the event location, the nature of the event, and the event duration.
- Primary organisers should organise training for all security, ushers, ticket takers, etc.
- Anticipate behavioural characteristics of the expected audience. Avoid periods of high crowd congestion and mass movement.
- Ensure that a system exists to address the entire crowd.
- Entrance to the event should take place where the crowd narrows to a point. (trying to stop a large crowd of people is extremely difficult)
- Develop a contingency plan in the event that the crowd is larger than anticipated and exceeds the safety requirements for the location.

**During event**

- Post security and/or ushers at exits and throughout the venue. Ensure that they are clearly identifiable. Design hand signals or other non-verbal means of communications for volunteers to request help from security.
- Ensure periodically that event attendance does not exceed venue capacity.
- Quickly remove anyone disrupting the peace. Take note of the person who was ejected and report to security, and the Primary Organiser.
- Document any incidents that occur and report them to the Primary Organiser, and the SRM Committee.
- Report all problems or occurrences to the Primary Organiser and the SRM Committee ASAP.

**After the Event**

- Debrief with your group or event planners about the evening, make notes of where to improve for next time.

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### **6. FIRE PREVENTION RECOMMENDATIONS**

- Ensure that event staff is posted throughout the venue and is capable of observing all fire and safety hazards.
- Ensure that event planners and all volunteers are aware of the venue capacities, fire regulation policies, and emergency exits.
- At the beginning of each shift, event staff should ensure that their area remains clear of fire and safety hazards.
- Prohibit smoking.
- Ensure that all event staff are aware of how to alert fire personnel in the event of an incident and where to find the nearest fire extinguisher.
- In the event of an incident:
  - Immediately pull the fire alarm.
  - Assist people in getting out of the area in an organised and calm manner.
  - Alert Security Services of what is burning, how quickly it seems to be spreading.
  - Keep crowds away from the fire.
  - Keep an access route clear for fire equipment. Have a volunteer direct the trucks to the fastest route to the fire.
  - Complete a report to document the events that led up to, during and after the fire and present it to the Primary Organiser and SRM Committee.