

**STUDENT RISK**  
**MANAGEMENT**

**HANDBOOK**

(Last Edited September 28<sup>th</sup> 2002)

## Student Risk Management Procedures

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## A) WHAT IS STUDENT RISK MANAGEMENT (SRM)?

### 1. DEFINITION

*A risky event is defined as any activity involving alcohol, transportation off campus, and/or physical activity.*

Risk management is 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 the 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

In short, Student Risk Management is the process of injury prevention to students or event participants. In addition, it is intended to prevent financial loss to all those liable.

## 2. LIABILITY AND SRM NECESSITY

Anyone who is involved in the planning of an event can personally be held liable for accidents incurred. These people are legally obligated and responsible for occurrences at the event. The order of liability is:

- The Primary Organiser
- The event planning committee (from organisers, to ticket sellers, etc.)
- The student club or group
- The student college government
- The Student Risk Management Committee
- The Office of Student Affairs
- The University of Guelph

Student Risk Management exists to protect you, your peers, and your organisation. By following the steps outlined in this binder you demonstrate that you were aware of the risks associated with an event and that you took the proper precautionary measures. These proactive measures will reduce the likelihood of legal recourse against those involved in the implementation of an event.

### **3. HISTORY**

#### **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) are 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.

#### **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 Financial Services (now Risk and Insurance Manager) 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.

#### **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.

#### 4. THE POLICY

Our 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.

Issued to: University of Guelph Student Groups  
Broker: J & H Marsh & McLeann, Limited, Toronto, Ontario

##### 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.

- 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 therefrom.
- 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 use 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.

## 5. POLICY HOLDERS

Currently the following Student Groups collectively purchase a third party Bodily Injury and Property Damage Insurance policy:

The Central Student Association (CSA)  
The Interhall Council (IHC)  
The College of Physical and Engineering Science Students Council (CPES)  
The College of Social and Applied Human Sciences (CSAHS)  
The College of Arts Student Union (CASU)  
The Student Federation of the Ontario Agricultural College (SFOAC)  
The College of Biological Sciences Students Council (CBSSC)  
The Central Veterinary Student Association (CVSA)  
The OMAFRA Colleges (Alfred, Ridgetown and Kemptville)

### Responsibilities

The Student Groups listed above have the authority to extend coverage to their respective clubs, societies, and councils. In doing so they recognise that:

- They accept responsibility for the actions of these associated groups.
- They are responsible for ensuring these associated groups are complying with the SRM procedures.
- Abuse or lack of compliance of SRM by an associated 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 and its respective associated groups.

### Training

To qualify for insurance coverage and therefore have the ability to run events, the following must take place.

- An annual training session to be held in early September.
- Each Student Group must send two representatives.
- Each associated group must send one representative.
- If no representative is present, penalties for non-compliance will be initiated.

The training session intends to re-introduce representatives to the SRM procedure and remind them what is required for compliance.

## 6. THE SRM COMMITTEE

The Student Risk Management (SRM) Committee is responsible for the continued identification and examination of risk among Student Groups and their associated clubs. This includes:

- setting policy
- producing recommendations for subsequent year's Committee
- reviewing events for liability exposures (alcohol, trips, etc.)

### Objectives

- 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.
- To protect the Student Groups organisers and volunteers in the event of a liability claim.
- To provide information and education on risk management and liability to student groups.
- To take reasonable steps to provide safe and enjoyable events for participants

### Membership

The SRM Committee consists of at least one representative from each of the following SOR'd groups:

The Central Student Association (CSA)

The Interhall Council (IHC)

The College of Physical and Engineering Science Students Council (CPES)

The College of Social and Applied Human Sciences (CSAHS)

The College of Arts Student Union (CASU)

The Student Federation of the Ontario Agricultural College (SFOAC)

The College of Biological Sciences Students Council (CBSSC)

The Central Veterinary Student Association (CVSA)

The OMAFRA Colleges (Alfred, Ridgetown and Kemptville)

and University Advisors.

SRM exists because these Student Groups have jointly committed themselves to promote safety and risk management. The group must develop and manage policy and procedures with regard to risk management.

### Responsibilities

Each member of the SRM Committee has a responsibility to uphold the policies and procedures as outlined in this document. The following is a list of positions and their respective responsibilities:

### **1) The CSA Operations and Finance (O&F) Commissioner:**

- Co-ordinates the first meeting of the committee in the fall semester.
- Works with the SRM Co-ordinator and the SRM Advisor to plan and implement a training session for the SRM representatives and alternates early in the fall semester.
- Beginning of fall semester, ensures that Risk Management and the SRM Committee are promoted on campus by way of newspaper articles, displays, visits to all student groups, etc.
- Assists the SRM Co-ordinator in enforcing SRM policies.
- Remains in communication with all student groups between meetings through email, office hours, and phone mail.

### **2) The SRM Co-ordinator:**

The SRM Co-ordinator is an honorarium paid position that is appointed annually in the fall semester by the SRM Committee. Although this person works closely with the CSA O&F, the position is independent from the CSA and is accountable to the SRM Committee, who can revoke the appointed position in the event of contract violation.

- Enforces SRM policies.
- Acts as the Chair of the SRM Committee meetings.
- Organises meeting times, dates, and locations.
- Arranges agendas for the meetings.
- Remains in communication with all student groups between meetings through email, office hours, and phone mail.
- Handles requests for information on new initiatives.
- Oversees and maintains the overall SRM process.
- Responsible for maintaining the records
- Works with the CSA O&F and the SRM Advisor to plan and implement a training session for the SRM representatives and alternates early in the fall semester.
- 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.
- Oversees last minute approval of student group events (as described under section 7. Approval of Events)

### **3) The Advisors:**

The two Advisors to the SRM Committee are the University Risk and Insurance Manager in charge of administering the insurance policy and a representative from the Office of Student Affairs whom assists the SRM Committee and its members with the mandate. Both Advisors should be invited to the first few meetings in the fall semester to ensure that all SRM representatives are comfortable with their understanding of the Risk Management process.

#### **4) The SRM Representatives:**

Each Student Group must submit the names and contact information of two individuals to the SRM Co-ordinator. One individual is the SRM Representative and the second is the Alternate. Both individuals will be required to attend a training session at the beginning of the fall semester.

The SRM Representatives:

- 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 Student Groups and associated groups have filled out all documentation in full for each event run.
- Ensure that the SRM Co-ordinator receives all documentation at the SRM Committee meeting immediately prior to the event date.
- Act as a liaison between the SRM Committee and the student group that they represent.
- Will be knowledgeable regarding the events being proposed to the SRM Committee. If the SRM Representative is not fully informed of the event, they will bring the Primary Organiser before the Committee.

#### **SRM Meetings**

- Fixed weekly or biweekly meetings, to be decided at the discretion of the SRM Committee.
- Attendance at these meetings by each Committee member (or Alternate) is absolutely mandatory.
- If an SOR'd group fails to provide a SRM representative or Alternate for at least two meetings, then the status of that group within the policy will be re-evaluated by the SRM Committee.

#### **SRM Records Management Policy**

Application forms and any relevant information pertaining to the application must be kept on file for a minimum of five years following the event. Applications for events where an incident occurred will be kept for seven years. In the interest of keeping all relevant SRM information in one central location, all forms must be handed over to the SRM Co-ordinator at the SRM Committee meeting immediately prior to the event. The SRM Co-ordinator is responsible for maintaining the SRM records room located in the CSA Operations and Finance Commissioner's office on the second floor of the University Centre. The SRM Records room will prevent important information from becoming unavailable as Student Group turnover occurs, and will make one organisation (i.e. the CSA) responsible for ensuring that all necessary information is accessible. This room will ensure that there is a reliable paper trail to follow in the unfortunate event that documentation is required.

## 7. APPROVAL OF EVENTS AND EXCEPTIONS

### Approval of Events

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

- The event organisation form for a risky event or a non-risky event
- The Primary Organiser contract
- Waiver forms that were completed closer to or after the event

Quorum for voting on the approval of activities and/or motions will consist of two thirds of the members of the Committee. All votes require 50% plus 1 to pass. Approval of the events will be granted or not based on the SRM standards.

### Exceptions

#### Typical events:

If an event is similar in nature to events previously approved by the SRM Committee, the Student Organization's SRM representative may grant event approval without an SRM Committee meeting, pending receipt of all required documentation.

#### Last minute events:

If an event has been scheduled to take place prior to the next SRM Committee meeting, the Student Organization's SRM representative in consultation with the SRM Coordinator may grant event approval pending receipt of all required documentation.

## **8. PENALTIES FOR NON-COMPLIANCE**

### **Committee Level**

If a committee representative misses a meeting with or without notice, the SRM Committee will direct the SRM Co-ordinator to send a letter of warning to the president of the student group.

If a second meeting is missed, the student group, the appropriate college president, the SRM Co-ordinator, the CSA Operations and Finance Commissioner, the University Risk and Insurance Manager and the representative from the Office of Student Affairs will have a meeting. The meeting will serve as a warning to the student group and the college of the repercussions of a third offence. The student group will also be put on suspension.

If a third meeting is missed, the SRM Committee will make a recommendation to the SRM Co-ordinator, the CSA Operations and Finance Commissioner, and the Office of Student Affairs that the student group's SRM status be removed. In this case, the student group will no longer be covered by the University insurance policy and as such, will not be permitted to run University sanctioned events on or off campus. All paid premiums and monetary contributions to the SRM Committee would be forfeited. In addition, the student group will be forced to obtain their own third party liability and property insurance policy that would have to be approved by the University. Obtaining such coverage is an extremely difficult task, as the majority of companies do not carry this unique policy.

### **Event Level**

At the first indication that any of the SRM procedures have been violated, the SRM Committee will direct the SRM co-ordinator to send a letter of warning to the president of the student group. Carbon copies of this letter will be kept on file and sent to the CSA Operations and Finance Commissioner and the Office of Student Affairs.

At the second indication of SRM procedural violations, the student group, the appropriate college president, the SRM Co-ordinator, the CSA Operations and Finance Officer, the University Risk and Insurance Manager and the representative from the Office of Student Affairs must have a meeting. The meeting will serve as a warning to the student group and the college of the repercussions of a third offence. The student group will also be put on suspension.

At the third indication of SRM procedural violations, the SRM Committee will make a recommendation to the SRM co-ordinator, the CSA Operations and Finance Officer, and the Associate VP of Student Affairs that the student group's SRM status be removed. In this case, the student group will no longer be

covered by the University insurance policy and as such, will not be permitted to run University sanctioned events on or off campus. All paid premiums and monetary contributions to the SRM Committee would be forfeited. In addition, the student group will be forced to obtain their own third party liability and property insurance policy that would have to be approved by the University. Obtaining such coverage is an extremely difficult task, as the majority of companies do not carry this unique policy.

NOTE: The degree of penalties listed above is condusive to the severity of the violation.

## B) ADDITIONAL POLICY INFORMATION

### 1. UNIVERSITY OF GUELPH ALCOHOL POLICY AND PRACTICES

Effective: May 1, 2000

Applicable Legislation: Liquor Licence 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.

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.

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.

\*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 1:30ratio 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:

1. 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.
2. 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.
3. 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.
4. 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.

## **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) travelling 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 vomit 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 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.

- VI. Bus monitors must ensure that all those entering the bus have completed a proper waiver form. Bus monitors will collect these waivers.
  - VII. 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.
  - VIII. 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 pick-up, as they will be problematic if still standing when students are dropped off.
- 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.

- 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.

## C) PLANNING RECOMMENDATIONS

### 1. 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.

#### After event

- Report all problems or occurrences to the Primary Organiser and the SRM Committee.

### 2. 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 is aware of how to alert fire personnel in the event of an incident.
- 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.

### 3. EVENT PLANNING CRITICAL PATH

- Choose a date for event
- Check if your event conflicts with other student group events
- Does your event involve alcohol, transportation off campus, and/or physical activity?
- If yes, then it is a **RISKY** event:

#### **Prior to event**

- Identify the risks involved with the event
- Identify the steps needed to minimise those risks
- Book the venue
- Find volunteers to work the door, sell tickets
- Book buses
- Find line and bus monitors
- Fill out the line and bus monitor contracts
- Advertise
- Print tickets (with the appropriate type of waiver on the back)
- Fill out the Risky Event Organisation Form
- Submit the form to your SRM rep for the SRM Committee meeting immediately prior to the event

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

#### **After event**

- Make sure that all participants can get home safely
  - The following day, submit all signed waivers, incident reports, bus monitor, line monitor contracts, etc. to the CSA O&F Officer to be kept on file for 3 years in the SRM Records Room
- If no, then it is a **NON-RISKY** event:

#### **Prior to event**

- Identify the risks involved with the event
- Identify the steps needed to minimise those risks
- Book the venue
- Find volunteers to work the door, sell tickets
- Advertise
- Print tickets (with the appropriate type of waiver on the back)
- Fill out the Non-risky Event Organisation Form
- Submit the form to your SRM rep for the SRM Committee meeting immediately prior to the event

#### **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 are aware of their responsibilities
- Each participant **MUST** sign a waiver prior to participating in the event
- Keep all waivers in a safe place
- Have incident reports on hand

#### **After event**

- Make sure that all participants can get home safely
- The following day, submit all signed waivers, incident reports, etc. to the CSA O&F Officer to be kept on file for 3 years in the SRM Records Room



## D) FORMS / WAIVERS / CONTRACTS

### 1. RISKY EVENT ORGANISATION FORM

*NOTE: a risky event is one that includes the use of alcohol, transportation off campus, and/or physical activity.*

#### Event Approval

Approval by SRM Committee: Yes No

SRM Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Event Type

Name of Student Group: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Inherent Risks of the Event: \_\_\_\_\_

Precautions Taken to Avoid Risks: \_\_\_\_\_

Estimation of Participant Numbers: \_\_\_\_\_

#### On campus event

Name of Venue: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # at Venue: \_\_\_\_\_

Name of Contact at Venue: \_\_\_\_\_

#### Off campus event

Mode of Transportation Bus Taxi Other: \_\_\_\_\_

Company Name: \_\_\_\_\_

Copy of Insurance on File: Yes No

Insurance Policy Number: \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # at Venue: \_\_\_\_\_

Name of Contact at Venue: \_\_\_\_\_



Physical activity or overnight event

Mode of Transportation      Bus      Taxi      Other: \_\_\_\_\_

Company Name: \_\_\_\_\_

Copy of Insurance on File:    Yes    No

Insurance Policy Number: \_\_\_\_\_

Name of Overnight Venue: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # at Venue: \_\_\_\_\_

Name of Contact at Venue: \_\_\_\_\_

If Bus Trip:

Primary Organiser has read the SRM bus policy

Ordered barricades from Physical Resources

Checked for conflicting events being run by other student groups, made arrangements to keep groups separate

Bus Monitor contracts to follow (2 Bus Monitors per bus)

Line Monitor contracts to follow (2 Line Monitors per loading area)

Event complies with crowd control regulations

Special precautions taken:

\_\_\_\_\_  
\_\_\_\_\_

Event complies with fire prevention recommendations

Special precautions taken:

\_\_\_\_\_  
\_\_\_\_\_

**Advertising**

Posters

Email

Classroom talks

UC Space

Other: \_\_\_\_\_

**Tickets**

On campus event: Print On Campus Waiver on back of ticket

Off campus event: Print Off Campus Waiver on back of ticket

Physical Activity or Overnight event: Use Physical Activity or Overnight Waivers

Print on tickets:      Bring health card, personal identification

   The choice to drink is yours

**Primary Organiser Contract**

Name of Primary Organiser: \_\_\_\_\_

Primary Organiser Contract: \_\_\_\_\_

I, \_\_\_\_\_ hereby agree to act as the  
primary organiser on \_\_\_\_\_ (date) for the  
\_\_\_\_\_ (student group) trip to  
\_\_\_\_\_ (destination).

I am fully aware that:

- 1) I will be responsible for organising the event.
- 2) I will ensure that the planning of the event complies with Student Risk Management policy.
- 3) I will ensure that the event is run within Student Risk Management policy.
- 4) It is my responsibility to ensure that each volunteer involved with the event is aware of his or her responsibilities.
- 5) The Primary Organiser will be held accountable to the president of their organisation and the SOR'ed body under which it falls, the Student Risk Management Committee, the Office of Student Affairs, and the University of Guelph.

I agree to uphold all the requirements of being the primary organiser and agree not to consume any alcohol the day of the event until the event ends and all of the participants have safely dispersed.

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

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## 2. NON-RISKY EVENT ORGANISATION FORM

*NOTE: a non-risky event is one that DOES NOT include the use of alcohol, transportation off campus, and/or physical activity.*

**Event Approval**

Approval by SRM Committee:    Yes    No

SRM Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Event Type**

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Estimation of Participant Numbers: \_\_\_\_\_

On campus event

Name of Venue: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # at Venue: \_\_\_\_\_

Name of Contact at Venue: \_\_\_\_\_

Event complies with crowd control regulations

Special precautions taken:

\_\_\_\_\_  
\_\_\_\_\_

Event complies with fire prevention recommendations

Special precautions taken:

\_\_\_\_\_  
\_\_\_\_\_

**Advertising**

Posters

Email

Classroom talks

UC Space

Other: \_\_\_\_\_

**3. ON CAMPUS EVENT WAIVER**

Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement

BY SIGNING THIS LEGAL DOCUMENT, YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE – PLEASE READ CAREFULLY!

In Consideration of Approval to Participate in \_\_\_\_\_ I, \_\_\_\_\_ hereby release and forever hold harmless the University of Guelph, all Student Organisation Registrars and all clubs and groups under their jurisdiction, from responsibility for lost or stolen property or bodily injury. I accept full responsibility for my actions. I understand that I am responsible for my own transportation to and from the event. I fully acknowledge that the University of Guelph will be saved harmless from any costs or inconvenience with my own transportation home. I accept full responsibility for my actions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Parent or Guardian (if under 18 years of age): \_\_\_\_\_

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**4. OFF CAMPUS EVENT WAIVER**

Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement

BY SIGNING THIS LEGAL DOCUMENT, YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE – PLEASE READ CAREFULLY!

In Consideration of Approval to Participate in \_\_\_\_\_ I, \_\_\_\_\_ hereby release and forever hold harmless the University of Guelph, all Student Organisation Registrars and all clubs and groups under their jurisdiction, from responsibility for lost or stolen property or bodily injury. I accept full responsibility for my actions and understand that there will be no consumption of alcohol on the bus. I understand that the bus will be leaving the venue at the time specified by the bus monitor. Should I choose not to show up at the bus at the specified time, it will leave the venue without me. Should I decide not to return with the group, I must make the bus monitor aware of this and I will be responsible for myself and my own transportation. I fully acknowledge that the University of Guelph will be saved harmless from any costs or inconvenience with my own transportation home. I accept full responsibility for my actions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Parent or Guardian if under 18 years of age): \_\_\_\_\_

## 5. PHYSICAL ACTIVITY OR OVERNIGHT WAIVER

Activity: \_\_\_\_\_

Overnight:    Yes                      No

Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement. By signing this document you will waive certain legal rights, including the right to sue – please read carefully!

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

For purposes of this agreement “THE RELEASEES” refers to the University of Guelph, Central Student Association, Colleges and their respective student groups.

I hereby agree to the following:

- I am aware that there is potential risk of injury involved in participating in the above-mentioned activity.
- I freely accept and fully assume all such risks, dangers and hazards associated with or related to the above-mentioned physical activity including such possibilities as personal injury, death, property damage or loss.
- To release the releasees from any and all liability for any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer as a result of my participation in the above mentioned activity, due to any cause whatsoever, including negligence, breach of contract or breach of any statutory or other duty of care.
- To hold harmless and indemnify the releasees from any and all liability for any damage to property of, or personal injury to, any third party, resulting from my participation in this event.
- This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity resulting from my participation in this event.
- In entering into this agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST THE RELEASEES.

Signed this \_\_\_\_\_(day) \_\_\_\_\_(month), \_\_\_\_\_(year).

Participant signature: \_\_\_\_\_

Witness name: \_\_\_\_\_

Witness signature: \_\_\_\_\_

**6. BUS MONITOR CONTRACT**

I, \_\_\_\_\_, hereby agree to act as a bus monitor  
(print name)

on \_\_\_\_\_ for the \_\_\_\_\_  
(date) (student group)

trip to \_\_\_\_\_.  
(destination)

I am fully aware that it will be my responsibility to ensure that:

- 1) All participants have signed waivers before loading the bus.
- 2) No alcohol is brought onto the bus.
- 3) Every person is aware of the time the bus will be leaving the venue.
- 4) Every effort is made to ensure that all participants are on the bus before it departs from the venue.
- 5) The individuals who get on the bus at the venue are the same passengers who arrived on that bus.

I agree to uphold all of the requirements of a bus monitor and agree not to consume any alcohol on the day of the event until the bus arrives safely back at the University of Guelph and the event has officially concluded.

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**7. LINE MONITOR CONTRACT**

I, \_\_\_\_\_, hereby agree to act as a line monitor  
(print name)

on \_\_\_\_\_ for the \_\_\_\_\_  
(date) (student group)

trip to \_\_\_\_\_.  
(destination)

I am fully aware that it will be my responsibility to ensure that:

- 1) All participants remain within the barricades while boarding the bus.
- 2) All participants board the bus calmly and safely.
- 3) No alcohol is brought onto the bus.

I agree to uphold all of the requirements of a line monitor and agree not to consume any alcohol on the day of the event until all participants are on the bus and the barricades are no longer required.

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**8. INCIDENT REPORT FORM**

Submit the Incident Report Form to the CSA Operations and Finance Officer the morning following the incident.

The CSA Operations and Finance Officer will make a copy for the file, and submit the second copy to the University Risk and Insurance Manager.

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Event Description: (Student Group) \_\_\_\_\_  
(College) \_\_\_\_\_  
(Type of event) \_\_\_\_\_  
Student's Name: \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
Age: \_\_\_\_\_  
Sex: M( ) F( )

Full description of all events prior to and including the incident:  
(Specify injuries, weather, surroundings)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response to the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and contact information of Witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature (if possible): \_\_\_\_\_

Primary Organiser \_\_\_\_\_

Date: \_\_\_\_\_

## 9. BULK EVENT WAIVER FORM

*NOTE: To be used for any risky event where a large number of participants are expected to attend, and individual event waiver forms and tickets with waivers attached are not being used.*

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

PRIMARY ORGANISER: \_\_\_\_\_

**Please read carefully and fill out before you participate in this event.**

I hereby release and forever hold harmless the University of Guelph, all Student Organization Registrars and all clubs and groups, under their jurisdiction from responsibility for lost or stolen property, bodily injury; including but not limited to: breaks, sprains, dislocated joints, head injury and death. I accept full responsibility for my actions and understand the rules outlined by the organizers or bus monitors. I understand that all risks involved in the event will be outlined to me before participation in the event and I agree to participate in the event using my free will and good judgement.

	NAME	STUDENT ID #	HOME PHONE #	SIGNATURE
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