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**SIGMA PHI EPSILON FRATERNITY**

**RISK MANAGEMENT PROCEDURES**

**DESIGNATION CHAPTER**

**COLLEGE/UNIVERSITY**

**DATE**

**RISK MANAGEMENT POLICIES OF SIGMA PHI EPSILON FRATERNITY**

Sigma Phi Epsilon cares about the safety and well being of its members. Members of SigEp take a ritual oath to exhibit respect, care and concern for themselves and others. Fulfilling this oath ensures all members have a rich and meaningful SigEp experience.

SigEp is committed to eliminating risky behaviors associated with alcohol and drug use, hazing, sexual abuse and physical assault and has adopted the following risk management policies. These policies apply to all Fraternity entities and all levels of Fraternity membership.

Failure to comply with these policies signifies a conscious decision to forfeit insurance coverage and can result in individual and chapter disciplinary action, including charter revocation. All members and volunteers should review the following policies carefully.

**Alcohol and Drugs**

1. The possession and/or use of alcoholic beverages while participating in any Fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity must be consistent with all campus, city, county, state, federal laws, Fraternity policies and must comply with either the North American Interfraternity Conference BYOB Checklist or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased with chapter funds, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the chapter. Pooling of funds, “passing the hat,” or maintaining “slush funds” is not permitted. The purchase and/or use of a bulk quantity or common source(s) of alcoholic beverages (e.g., kegs, case(s) of beer/wine) is prohibited.
3. No Fraternity members, individually or collectively, shall purchase for, serve, or sell alcoholic beverages to any minor (e.g., those under the legal drinking age).
4. No chapter can associate the Fraternity's name with any event sponsored by an alcohol distributor, charitable organization, or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
5. No chapter can co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
6. No alcohol may be present at any event associated with Fraternity recruitment.
7. No alcohol may be present at any “open event” where there is unrestricted access by non-members of the Fraternity.
8. No member shall permit, encourage or participate in “drinking games.” Drinking games include but are not limited to the consumption of shots of alcohol, liquor or alcoholic beverages; the practice of consuming shots equating to one’s age; “beer pong;” “century club;” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
9. No alcohol is allowed at any member development activity or Ritual ceremony. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, Ritual Rites of Passage and initiation.
10. The possession, sale or use of illegal drugs or controlled substances, including prescription drugs obtained without a prescription, is strictly prohibited.

**Hazing**

No member or chapter shall engage in, tolerate or condone any act of hazing involving any member or non-member of the Fraternity. Condoning includes both willful participation and failure to report hazing. Acts of hazing are defined as:

"Any action taken or situation created, whether on or off fraternity premises, to produce mental or physical discomfort, embarrass­ment, harassment or ridicule. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law or ritual, the regulations and policies of the educational institution or applicable local, state, or federal law. Permission or approval by a person being hazed is not a defense.”

**Sexual Assault and Abuse**

No member or chapter shall engage in, tolerate or condone any form of sexist or sexually abusive behavior, be it physical, mental, or emotional in nature. This includes any actions that are demeaning to women or men including, but not limited to verbal or physical harassment and sexual assault by individuals or members acting together.

No members or chapter shall encourage, support or participate in any action that demeans, belittles, or damages, in any manner, another person. The employment or use of strippers, exotic dancers or similar, at a fraternity event is prohibited.

**Physical Assault and Abuse**

No member or chapter shall engage in, tolerate or condone any form of fighting or physically abusive behavior.

**Fire, Health and Safety**

1. Members and chapters must comply with all local fire and health codes.
2. The use of fire is only permitted during Ritual ceremonies that are in The Ritual and Guide of Sigma Phi Epsilon and the Public Ceremonies of Sigma Phi Epsilon Fraternity. *These ceremonies must be conducted as prescribed.*
3. The construction and/or use of pools, ponds, towers, slip and slides, rope bridges or similar self-constructed structures is strictly prohibited on Fraternity property, at any Fraternity event or at any event an observer would associate with the Fraternity.
4. The possession and/or use of firearms or explosive devices on chapter premises are expressly forbidden.
5. Members (both undergraduate and alumni) operating rental vehicles or non-owned vehicles (which are not owned by the driver) for transportation to and from Fraternity events or programs will not be covered under SigEp’s General Liability insurance policy.

**Liability Insurance Coverage**

Individuals in violation of the Risk Management Policies of Sigma Phi Epsilon; those acting outside of the scope of their membership duties; and/or those in violation of federal, state, county, city, local or institutional laws and regulations may void their protection under the Fraternity’s insurance program. These individuals will be personally liable and must retain their own attorneys for their defense. Additionally, their actions may jeopardize other members, individuals and/or other entities protected by SigEp’s General Liability Insurance Policy.

The National Board of Directors is authorized to amend or modify these policies in order to meet the contractual needs of the Fraternity’s insurance policy.

**DESIGNATION CHAPTER RISK MANAGEMENT PROCEDURES**

The chapter should complete the [Social Event Planning Guide](http://www.sigep.org/resourcedocs/Social-event-planning-temp.pdf). Based on the information in the guide, create procedures specific to your chapter. Additional resources are also listed under some of the categories below and can be found in the [Member Safety Resource section on sigep.org](http://sigep.org/member-safety/).

**PROCEDURES FOR BYOB**

Additional Resources: [BYOB Guidelines](http://sigep.org/wp-content/uploads/2016/10/BYOB-NIC-guidelines-2010.pdf)

**PROCEDURES FOR THIRD PARTY VENDOR EVENT**

Additional Resources: [Event Contract and Third Party Vendor Guidelines](http://sigep.org/wp-content/uploads/2016/11/Event-Contract-and-Third-Party-Vendor-Checklist.pdf)­

**PROCEDURES FOR BUILDING A GUEST LIST**

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**PROCEDURES FOR IDENTIFYING GUESTS OF LEGAL DRINKING AGE**

Additional Resources: [BYOB Guidelines](http://www.sigep.org/resourcedocs/risk-management/BYOB-NIC-guidelines-2010.pdf)

**PROCEDURES FOR WORKING THE DOOR**

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**PROCEDURES FOR IDENTIFYING THE OFFICER IN CHARGE**

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**PROCEDURES FOR IDENTIFYING SOBER MONITORS**

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**RESPONSIBILITIES OF SOBER MONITORS & SOBER OFFICERS**

Additional Resources: [Sober Monitor Guidelines](http://sigep.org/wp-content/uploads/2016/10/Sober-Monitors.pdf)

**EXPECTATIONS FOR HIRED SECURITY**

Additional Resources: [Security Vendor Checklist](http://sigep.org/member-safety/)

**CONDUCT EXPECTATIONS AT SOCIAL EVENTS**

**PROCEDURES IF A MEMBER/NEW MEMBER/GUEST VIOLATES THE CONDUCT EXPECTATIONS**

**PROCEDURES FOR ALTERNATIVE TRANSPORTATION (NOT REQUIRED)**

Additional Resources: [Designated Driver Guidelines](http://sigep.org/wp-content/uploads/2016/11/DesignatedDriverPrograms-2017.pdf)

**PROCEDURES FOR CO-SPONSORING EVENTS WITH OTHER ORGANIZATIONS (NOT REQUIRED)**

**ADDITIONAL RISK REDUCTION PROCEDURES**

Additional risk reduction ideas can be found in the [Member Safety Resource section](http://sigep.org/member-safety/).

CRISIS MANAGEMENT PROCEDURES OF SIGMA PHI EPSILON FRATERNITY

SigEp is not immune to the tragedies and crises that have struck the college fraternity population over the past decade. As leaders and volunteers working with student chapters, we must be prepared to meet the needs of any crisis we face. Here are some basic guidelines in case of an emergency.

Educate members before a crisis

**Teach Risk Management and Crisis Management to the membership.**

All of SigEp’s risk management policies and procedures should be reviewed with new members as part of the new member education program. Review these policies and procedures with the entire membership at the beginning of each semester. The first concern should be the health and safety of each member, and the chapter in general. All members must know who is in charge and be prepared to follow instructions.

**Complete the Commitment to Chapter & Individual Responsibility Certificate at CLA.**

In order to reinforce the importance of managing our risk as an organization, make sure to sign the Commitment to Chapter & Individual Responsibility Certificate and return it to Headquarters.

**Identify the leader BEFORE the problem happens.**

At the chapter level, the chapter president should take charge in the event of a crisis. The chapter president should consult with key volunteers, Headquarters staff, and other members who possess more expertise or insight. The final decision, however, must rest with the chapter president. If the chapter president is not present, the next ranked officer is in charge. All chapter officers should know where to find a copy of the chapter’s emergency procedures.

**CRISIS HOTLINE NUMBER 1-800-767-1901**

WHEN A CRISIS OCCURS …

1. The chapter president (or officer next in line if the president is not present) takes charge.
2. Call emergency number(s), usually 9-1-1, so appropriate emergency personnel (police, fire, and ambulance) can respond. Cooperate fully with the needs of any public safety organization seeking to help you or protect your safety.
3. Restrict access to the chapter house at once. The president must have complete control of the situation, and be aware of who is in the area. Permit only your members and appropriate officials to enter.
4. Assign one or more responsible members to calmly guard the door.
5. Do not tamper with any part of the area involved in the incident specifically which might be construed as evidence or involved with the incident.
6. Call the Crisis Hotline number, 1-800-767-1901, to report the incident.
7. Notify your chapter counselor (Insert information):

**Chapter counselor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Home/work/cell telephone:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Assemble your members in a group (in case of fire, assemble outside, in front near the street). All should remain calm. Explain there is an emergency, but that it is under control. Remind members that only the president or chapter counselor can speak for the Fraternity—members are not to speak to anyone (including friends, girlfriends, parents, or the university) about the crisis.
2. Do not discuss details, speculate on events or otherwise elaborate on the situation. Often, litigation follows crisis. Statements made could later be used in court.
3. Contact appropriate campus officials (insert information):

**Campus official name/title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Home/work/cell telephone:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Fully cooperate with appropriate authorities.
2. All clothing with the Fraternity’s name should not be worn during the investigation period.
3. Submit all requested information about the incident to the Headquarters staff in a timely manner.

Dealing with the media

* If contacted, only the president or chapter counselor should speak for the chapter.
* Avoid “no comment” as it leads to speculation. Instead, make a simple statement: “We are aware that an incident occurred and are cooperating fully with the police and university officials who are investigating.”
* Keep repeating the above statement if you are pursued further. Do not give in because you are asked the same question several different ways.
* Never release names or admit liability.
* Depending on the circumstances, the Headquarters staff may take over any direct contact with the media including the issuance of a press statement.

Serious injury or death of a member

* DO NOT NOTIFY THE PARENTS. Medical or police personnel who are trained in this will notify the family. You should always have parent/guardian information on file available to provide proper authorities. After you know that the family has been notified, it is appropriate for a chapter representative to call and share your concern.
* In the event of a death, do not remove any personal items from the room. Do not let members enter the room. Allow only authorized personnel to enter the room. If possible, keep the door locked. Ask the family what their wishes are in regard to the member’s possessions. You may offer to pack them in boxes, but it is more likely that the family will want to do this themselves. Before they arrive, be sure that any borrowed items are returned. When the family arrives, have empty boxes available and offer your help. Understand that this is a difficult time for them and they may want privacy.
* Coordinate member attendance at the funeral or memorial service. Along with your chapter counselor, discuss with the family or the family’s clergyman the possibility of conducting Sigma Phi Epsilon’s memorial service, which is available through Headquarters.
* In the case of serious injury or illness, find out the visitation wishes of the family and coordinate this with members of the chapter.

Follow-up

University staff is usually available for member counseling and general assistance. Individual and group counseling is strongly recommended following any crisis situation.

EVENT CONTRACT and THIRD PARTY VENDOR CHECKLIST

The Fraternal Information and Programming Group (FIPG) and SigEp’s insurance broker (Willis) recommends chapters utilize the following checklist when planning third party vendor events in order to document compliance with the SigEp’s Risk Management Policy.

1. The Vendor must be properly licensed by the appropriate local and state authority. This might involve both a liquor license and temporary license to sell on the premises where the function is to be held. OBTAIN A COPY OF THE LICENSE FROM THE VENDOR.
2. The Vendor must be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above “certificate of insurance” must also show evidence that the Vendor has, as part of his coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.” The certificate of insurance should name as additional insured and Certificate Holder (at a minimum) your undergraduate chapter, as well as the National Fraternity (Sigma Phi Epsilon Fraternity). OBTAIN A COPY OF THE CERTIFICATE OF INSURANCE ON AN ACORD FORM 125.
3. The Vendor must agree in writing to cash/credit sales only to individuals over the legal drinking age, collected by the Vendor, during the function.
4. The Vendor must assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
5. Checking identification cards upon entry;
6. Not serving to minors;
7. Not serving individuals who appear to be intoxicated;
8. Maintaining absolute control of ALL alcoholic containers present;
9. Collecting all remaining alcohol at the end of a function (no excess alcohol — opened or unopened — is to be given, sold or furnished to the chapter); and
10. Removing all alcohol from the premises.

5. The contract with the Vendor (if requested):

 a. Should only be executed in the name of the undergraduate chapter (e.g. Virginia Alpha Chapter of Sigma Phi Epsilon Fraternity). Do NOT use “Sigma Phi Epsilon Fraternity” or the name of your local Alumni and Volunteer Corporation to execute the contract.

 b. Limit the obligation to defend or indemnify the Vendor to the sole negligence of the undergraduate chapter.

 c. Only include additional insured requirements that assume responsibility for the actions of the undergraduate chapter, not the Vendor or other third parties.

OBTAIN A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form should also be signed and dated by both the President and the Vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with SigEp’s Risk Management Policy.

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President’s Signature Date

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Vendor's Signature/Company Date

*If requested, SigEp will review the contracts for your events. Please send an electronic copy of the contract to Kathy Johnston, risk management director, at Kathy.johnston@sigep.net.*

**SECURITY VENDOR CHECKLIST**

It is recommended that you hire professional security for your events. Off-duty police officers are preferred when and where possible, but if you hire an outside security company, the following checklist will help you hire security that is adequately bonded and professional, and will provide the best risk management strategy for your event.

**THE VENDOR MUST:**

1. Be properly licensed and bonded by the appropriate local and state authority. OBTAIN COPIES OF VENDOR’S STATE AND LOCAL LICENSES.

1. Be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance broker. Ideally, the certificate of insurance should name as additional insured (at a minimum) the local chapter of the Fraternity hiring the vendor as well as the national Fraternity (Sigma Phi Epsilon Fraternity). OBTAIN A COPY OF THE CERTIFICATE OF INSURANCE ON AN ACORD FORM 125.
2. Provide only security guards who have passed a background check. If possible, utilize security guards who have received training in fraternal risk management policies.
3. Provide a minimum of one security person for each 100 guests.
4. Assume in writing all the responsibilities that the security company will provide, including but not limited to:
5. Checking identification cards upon entry against guest lists
6. Managing all entrance/exit points of the venue
7. Removing guests who are disrupting the event
8. Preventing guests from leaving with alcohol
9. Responding to any disruptions that take place at the party in conjunction with local law authorities.
10. Conduct periodic sweeps of parking lots and other exterior areas.

OBTAIN A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED ABOVE.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with Sigma Phi Epsilon’s requirements.

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Chapter President’s Signature Date

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Vendor's Signature/Company Date