

UNB Fredericton Student Event Risk Management Policy

UNIVERSITY OF NEW BRUNSWICK



September 2016

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PREAMBLE/PURPOSE

All student(s) and student groups organizing events on or off campus are expected to support and contribute to a positive university experience. This policy and all supporting documents were created in collaboration between the UNB Student Union, UNB Student Services, UNB Recreation Services, Graduate Student Association, and other student groups.

This policy is intended to:

- a) Provide a framework for planning a student event;
- b) Promote the health and safety of student(s) or event participants in the organization and execution of events either on or off campus;
- c) Outline the appropriate procedures to follow in order to minimize risk for the student group, the organizers(s), event participants and the University when organizing events;
- d) Define the responsibilities and risk management practices required to promote care in the planning of activities for students(s) and student groups;
- e) Through adherence and compliance with the policy to lessen personal liability of any specific persons through compliance with coverage under applicable insurance policies.

SCOPE

This policy covers both on-campus and off-campus non-academic activities that are organized or sanctioned by the Recognized University Student Groups. This policy applies to all University recognized student groups or any of their members that plan and hold an event as defined in this policy.

DEFINITIONS

When used in this policy:

1. "Event" means a scheduled non-academic activity, occurring on or off campus, organized by student(s) that has one or more of the following characteristics:
 - a) Involves the expenditure of funds by a Recognized University Student Group;
 - b) Is sponsored and/or organized by a Recognized University Student Group.
2. "Low Risk Event " is an event as defined above, but one that also meets the following criteria
 - a) does not include transportation, physical activity, alcohol, any food that requires preparation and/or cooking, heating, or cooling and/or does not expose participants to any hazardous elements
 - b) involves fewer than 20 participants
 - c) does not pose a reputational risk to UNB
3. "Primary Event Organizer" (PEO) means the individual who has received appropriate training and is responsible for the planning and implementation of an event.

4. "Student Event Risk Management Committee" (SERM) is the committee responsible for the development, implementation, monitoring, and updating of this policy, in consultation with the University community.
5. "Student Event Review Committee" (SERC) is the committee responsible for developing, applying and monitoring policies and procedures needed to implement this policy.
6. "Departmental or Unit Review Team" (Review Team) is the team responsible for supporting, reviewing, approving or rejecting, and monitoring low risk events submitted from their own student recognized groups (e.g., the UNB Student Union, Residential Life, Recreation Services, Graduate Student Association).
7. "Risk management" means the process of planning, leading, organizing and controlling activities in order to minimize injury or harm to students, event participants, or bystanders, and minimize financial losses arising from legal responsibilities and liabilities to the primary event organizer, Recognized University Student Groups, the UNB Student Union, the Graduate Student Association, and the University.
8. "Recognized University Student Group" includes any one of the following organizations:
 - a) Student groups that have been recognized by the UNB Student Union;
 - b) Student groups that have been recognized by Residential Life;
 - c) Student groups that have been recognized by the GSA;
 - d) Sport clubs recognized by Recreation Services;
 - e) Student groups that have been recognized by UNB Student Services,
9. "Sponsoring Body" refers to the UNB Student Union, Recreation Services, UNB Residential Life, Student Services, and/or the Graduate Student Association in their role as a sponsor to a Recognized University Student Group.
10. "University space" is to be understood as defined in the UNB Fredericton Campus Space Policy.
11. "Student" means a person who is registered in a course of study approved by the Senate.
12. "Waiver" means a document to be signed by the participant(s) to acknowledge the inherent risk(s) associated with an event. Waivers must be completely filled out and must be specific to an event. Generic waivers will not be accepted.

In this document, words in the singular may, when the context so warrants, signify the plural.

RELATED DOCUMENTS

This document is to be read in conjunction with the following policies and statements:

- a) Laws of the Land, including but not limited to: the Criminal Code of Canada, Municipal by-laws, the Liquor Control Act;
- b) University of New Brunswick Alcohol Policy;

- c) UNB Student Union Clubs and Societies Policy;
- d) University of New Brunswick Environmental Health and Safety Policy;
- e) Fredericton Campus Space Policy
- f) Residential Life Contract;
- g) UNB Student Disciplinary Code;
- h) UNB Hazing Policy
- i) UNB Discrimination, Harassment, and Sexual Harassment Policy
- j) UNB Declaration of Rights and Responsibilities

RESPONSIBILITIES

All Members of the UNB Community

All members of the university community (students, faculty, staff, and administration) have a responsibility to create a safe environment at events as described in this policy.

Student Event Risk Management Committee

Student Event Risk Management Committee is responsible for:

- a) Developing, implementing, monitoring, and updating this policy in consultation with the University community;
- b) Reviewing practices and procedures associated with student event risk management and this policy;
- c) Disseminating information about this policy and its expectations;
- d) Ensuring that appropriate training opportunities are provided for Primary Event Organizers.

The membership of the committee consists of

- Assistant Vice-President Student Services (chair)
- Student Union Vice-President Finance and Operations or designate
- GSA Student President (or designate)
- Recreation Services, Sport Clubs Representative
- Chair of Student Events Review Committee
- Director, Risk Management
- Director of Residential Life

Student Event Review Committee

Student Event Review Committee is responsible for

- Developing, applying and monitoring appropriate procedures and practices required to implement this policy in consultation with the University community
- Reviewing all student event applications received from a Recognized University Student Group following established procedures and practices. Review of applications for low risk events may be delegated to the appropriate Review Team. (see below)i
- Providing feedback on all event applications to the appropriate Recognized University Student Group granting conditional or full approval as appropriate, or rejecting the application with explanation to the PEO or seeking further information by

- Providing appropriate training opportunities for Primary Event Organizers
- Providing assistance to Primary Event Organizers as requested in the development of student event applications
- Ensuring appropriate records management procedures are established and implemented, including for records maintained by each Sponsoring Body.

Responsibilities may be delegated to established sub-committees (e.g., SU Review Team, PEO Training sub-committee)

The membership of the committee consists of

- AVP Student Services or designate (chair)
- Senior Director of Student Life
- Director, Risk Management
- Representative of Campus Security
- Representative of Conference Services
- Director of Student Union Building
- Director of Facilities Kinesiology
- Student Union – Vice President Finance and Operations
- Student Union – General Manager
- Graduate Student Association President or designate
- Graduate Student Association House Manager
- U Rec – Sport Club Representative
- Manager of Recreational Sport Program
- Residential Life – Chair of Residence Representative Board of designate
- Director of Residential Life
- Chief of Campus Patrol

Quorum for reviewing event applications is a minimum of four SERC members, including one student member. If one of the four members is not from the Sponsoring Body, a representative of the Sponsoring Body may attend to answer questions and/or provide additional information. The representative does not have to be a member of SERC and will not participate in the decision making process.

Departmental or Unit Review Teams (Review Teams)

The Review Teams are responsible for:

- Reviewing all low risk student event applications submitted from the student groups they have recognized following established procedures and practices;
- Providing feedback on all event applications to the appropriate Recognized University Student Group by granting conditional or full approval as appropriate, or rejecting the application with explanation to the PEO or seeking further information;
- Providing appropriate updates on all low risk events to the Student Event Review Committee;
- Providing assistance to Primary Event Organizers as requested in the development of student event applications.

Recognized University Student Group

All recognized university student groups are responsible for

- Disseminating policies and procedures relating to risk management and the planning of events to all Primary Event Organizers and all event participants;
- Ensuring they always have at least one member fully trained as a Primary Event Organizer;
- Providing the resources to the Primary Event Organizer(s), to ensure the proper and effective implementation of this policy;
- Identifying the Primary Event Organizer for each event to the Student Event Review Committee.

Failure by the Recognized University Student Group to meet any of its responsibilities as set out in this policy, or to follow any applicable law, statute, regulation or policy, may result in the Recognized University Student Group facing sanctions under the applicable University of New Brunswick policies or policies of their Sponsoring Body and/or loss of privileges under this policy.

Primary Event Organizer

The primary event organizer of any event is responsible for:

- Attending mandatory primary event organizer training sessions provided under this policy;
- Ensuring that all the requirements of this policy are met including all requirements related to training, planning, seeking appropriate approval, and implementation of the event;
- Dealing appropriately and safely with any problems that might arise leading up to, during and following the event;
- Any breaches of this policy that may occur during the planning and implementation of the event;
- Attending the event;
- Refraining from consuming any drugs or alcohol on the day of the event, or during the event.

Failure by the Primary Event Organizer to meet his or her responsibilities as set out in this policy, or follow any applicable law, statute, regulation or policy, may result in the primary event organizer facing sanctions under the applicable University of New Brunswick policies or policies of their Sponsoring Body and/or loss of privileges as a PEO.

PROCEDURES

The event planning and risk management process involves the following steps:

- a) **Primary Event Organizer**- Planning and evaluating the risk associated with the event by completing the processes as outlined in the Student Event Planning Guide as appended and revised from time to time; submitting completed application for review;
- b) **Review Teams** (low risk events only) – reviewing completed applications according to established procedures and granting conditional or full approval as appropriate, or rejecting the application with explanation to the PEO or seeking further information;
- c) **SERC** (all events excluding low risk events) – reviewing completed applications according to established procedures and granting conditional or full approval as appropriate, or rejecting the application with an explanation to the PEO or seeking further information;

No event shall take place and no University space shall have a confirmed booking until the process set out in the Fredericton Campus Space Policy, the UNB Student Event Planning Guide, and the Student Events Review Committee Procedures are completed and approval is granted by the Student Events Review Committee. In the case of low risk events as defined by this policy, the appropriate Review Team may grant approval.

OFFENCES AND SANCTIONS

Failure of the Primary Event Organizer and/or the Recognized University Student Group to fulfill any of the responsibilities or procedures set out in this policy and by the Students Events Review Committee shall constitute an offence under one or more of these policies:

- a) UNB Student Disciplinary Code
- b) The Residence Contract; and/or
- c) The University of New Brunswick Student Union Clubs and Societies Policy

For information on the process for handling an alleged offence and possible sanctions, please refer to the specific policy or policies that apply.

INSURANCE

All event approvals must comply with the respective insurance provider's insured activities or exclusions as well as the insurance provider's stipulations by any recognized or sponsoring University group, unit, or department (e.g., Student Union or UNB in the case of Residential Life) that may grant event approval.

RECORDS

Records including forms, approvals, waivers, and incident reports shall be retained by the applicable University office for all events for a period of seven years from the date of the event following standard protocols for the protection of privacy.

APPENDICES

Appendix A. Student Event Planning Guide