



KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

RISK MANAGEMENT PROGRAM



Risk Management Program Kappa Sigma CHAPTER/COLONY

NAME Contacts:

Grand Procurator- NAME- EMAIL

Risk Management Chair- NAME- EMAIL

Purpose:

The purpose of this Risk Management Program is to foster a safe and healthy environment at all events and occasions where the Kappa Sigma Brothers of this CHAPTER/COLONY NAME are present.

Goals:

The goal of this program is to comply with all federal, state, local, and National laws, and Kappa Sigma CHAPTER/COLONY NAME by-Laws, are observed. The Kappa Sigma Code of Conduct must be followed at any CHAPTER/COLONY events.

What Constitutes an Event:

1. Is the Event being planned by members of CHAPTER/COLONY?
2. Is the Event endorsed or sponsored by the CHAPTER/COLONY?
3. Is the Event communicated to the CHAPTER/COLONY?
 - At a Meeting or electronically.
4. Is the Event financed by the CHAPTER/COLONY?
5. Are members of the CHAPTER/COLONY attending the Event?
6. Is the Event being hosted a known Chapter house?
 - House, Apartment, Chapter annex, off-campus house



7. Is the Event occurring before or after a CHAPTER/COLONY Event?

If any of the above are true, the event would be considered a CHAPTER/COLONY Event.

Special Event Insurance Coverage:

Special Event Insurance is a short-term General Liability insurance policy that covers a specific Event you are hosting. Examples below

1. Athletic Events for philanthropy events (5k's, basketball tournaments, flag-football tournaments, softball tournaments, etc.)
2. Concerts
3. Formals or semi-Formals
4. Date Functions
5. Mixers or exchanges
6. Parent's Weekend or Mom/Dad's Weekend
7. Events held at a Third-Party Venue

If any above criteria are met, the CHAPTER/COLONY should complete the [Kappa Sigma Event Form](#).

Contracts:

CHAPTER/COLONY should refrain from signing Contracts until they are reviewed by the appropriate advisor. Contracts should be executed in the official name of the CHAPTER/COLONY. Once reviewed by the appropriate advisor only the Grand Master or in his absence the Grand Procurator, Grand Master of Ceremonies, Grand Scribe or Grand Treasurer are the only members of the Chapter who may contractually bind any agreement or contract. By majority vote of the undergraduate chapter at a properly constituted meeting of sufficient quorum, another member may be approved or designated to sign on behalf of the Chapter. Any other member of the Chapter who signs an agreement does not have the authority to bind the Chapter to such agreement and incurs all penalties financial or otherwise for himself.



Risk Management Team:

This team will be comprised of the individuals who enforce, ensure, and comply with all rules and laws. The size of the team will fluctuate depending on need. At no time will less than three individuals comprise this team. This team will be selected by the risk management chair and risk committee to ensure that all brothers know the risk management program and are all contributing to Kappa Sigma events. During large events there should be designated Sober Monitors. These monitors should be known to all members prior to any large event.

- Sober Monitors should not consume alcohol.
- There should be one monitor for every 20 attendees.
- If the event is co-sponsored with another fraternity or sorority both organizations should have monitors to ensure safety and compliance of all guests.
- New members (Pledges) should not server as monitors.

General Procedure for Events:

A. Guest Lists should be generated for each function.

1. Guest Lists should not exceed two guests for each member in attendance. (Alumni, spouses and parents invited by the Chapter are not counted as guests for purposes of this Standard.)
2. An Event consisting of a mixer or exchange with a maximum of three additional national (insured) men's or women's fraternity or sorority chapter may occur without regard for the limitation of the above standard when attendance is limited to members and pledges of all chapters and hosted at a third-party venue, licensed and insured for the distribution of alcohol.
3. Guests who are already impaired should not be allowed into the event.

B. Entrances

Have one (1) well-lit entrance controlled and monitored by the Risk Management team. We recommend hiring outside security that is contracted and licensed. If professional security is unavailable IDs should be checked by Risk Management team members at the entrance.



Members and guest should show proof of legal drinking age. A picture ID with a birth date should be required. Risk Management Audit will be performed before all events consisting of an examination of the emergency exits, venue proximity to emergency service, etc.

C. BYOB Best Practices

CHAPTER/COLONY and its members must follow the Code of Conduct, and any University/College policies associated with alcohol at Events. The following stipulations should apply per person: maximum of six (6), twelve (12) ounce containers of beer/wine coolers/malt beverages. No glass bottles. No kegs or hard alcohol is permitted for BYOB.

D. Wristbands

Members and guests that are or legal drinking age should receive a non-adjustable and event specific wristband. When checking in at entrance the member and any guest should be checked off the Guest List. Members and guests not of legal drinking age or who do not bring in alcohol should not receive a wristband and should be marked with a hand stamp after checking in. Members and guest without a wristband should not be consuming alcohol. Anyone attending without and wristband or hand stamp should be asked to leave by the Risk Management Team.

E. Food and non-alcoholic beverages

The chapter should provide non-alcoholic beverages in an amount at least equal to the total number of people in attendance at the event. All food and on-alcoholic beverages should be free to all attendees. Non-alcoholic beverages should be served from closed containers.

F. Guidelines

The fraternity will not provide any alcohol to people under the age of 21 at social events. The fraternity will follow qualifications outlined by the Kappa Sigma Code of Conduct. All state laws and fraternity bylaws will be followed. During the last 45 minutes of an event, alcohol service should stop. If a guest should be removed from the premises because of an incident related to alcohol, a member of the Risk Management Team will accompany this person to their home, and report to



the Grand Procurator when this person has been safely returned home. If they are dangerously intoxicated, the proper authorities will be notified and/or they will be taken to the proper facilities such as a local hospital for medical attention. An Accident/Injury Report should be completed by the Grand Master within 24 hours of the incident in KappaSig.Net. If a guest or brother injures themselves during an event, it is up to the Risk Management team to ensure that they receive proper medical attention or are taken to the proper facilities such as a hospital or student health for medical attention. An Accident/Injury Report should be completed by the Grand Master within 24 hours of the incident in KappaSig.Net.

Crisis Management Plan:

Cooperate fully with the needs of public safety officers (police, medical, or fire).

Contact officials (Alumnus Advisor, District Grand Master, HQ, University Staff).

Events at Third Party Venue with Alcohol:

All of the following procedures will be followed with third-party venues.

- A. When a venue is booked, an Executive Committee member will provide management with a copy of the Risk Management Plan, both the one was specifically written for that event, proof of insurance, and this general procedure.
- B. The Risk Management team will introduce themselves to the venue management, bartenders, and employees.
- C. The Risk Management team will work with the venue to ensure that our risk management program and their policies are followed.
- D. If the venue serves alcohol to people over 21, it must be a cash bar.
- E. No alcohol will be provided by the fraternity in any shape or form.
- F. All IDs must be checked and underage guests must be designated with an X or a hand stamp on their hand.
- G. The CHAPTER/COLONY should request that the venue provide their Certificate of Insurance to ensure the venue is properly insured.



Authority:

The Risk Management team shall have power to:

1. Stop any individual from drinking if it is seen fit.
2. Prevent an individual from creating a disturbance to an event.
3. Stop the abuse of illegal substances.
4. Stop underage drinking. Any underage individuals who participate will be removed from the premises.

Abuse of Authority:

Any member of the Risk Management team or a brother of Kappa Sigma, who abuses these responsibilities or powers shall be removed and the Grand Master of the CHAPTER/COLONY will be notified.

The violating individual will be immediately removed from the team. The Alumnus Advisor should also be notified.

Incident Reports:

In the case of any incident that occurs at a fraternity function, within a 24-hour period, an incident report will be filled out on KappaSig.Net and reported to the District Grand Master.

Social Media:

Brothers will not post any photos, videos, or other forms of media that violate the guidelines presented in the Code of Conduct or the guidelines highlighted in this program