

St. Michael's College Student Union (SMCSU) Alcohol Policy

Effective Date: September 3rd, 2025

Approved by: SMCSU President, Vice President, Vice President Community Life & Administrative Advisor

Review Cycle: Annually in July, or as required

1. Purpose & Scope

SMCSU is committed to the health, safety, and well-being of students, staff, and guests. The purpose of the SMCSU Alcohol Policy is to guide how the provision and consumption of alcohol at SMCSU events covered by this Policy should be managed. This policy applies to all SMCSU sanctioned events and operations located on or off campus.

The objective is to promote student safety, uphold legal responsibilities, and create an inclusive, respectful atmosphere at all SMCSU events. This policy aligns with University of Toronto guidelines and provincial laws to ensure responsible alcohol service and conduct. All Members of the Union are accountable for their own decisions regarding alcohol use; they are also responsible for knowing, understanding, and complying with applicable University policies and provincial laws related to alcohol.

At SMCSU, our goal is not only to host safe events, but also to build a positive, supportive community. This policy is here to protect everyone's well-being, while recognizing that students may sometimes make mistakes. If issues arise, our first priority will always be to have a respectful conversation with those involved, to understand the situation and encourage better choices in the future. We believe in correction over punishment, and we are committed to ensuring that our approach helps students feel included, respected, and safe, while upholding the standards of our community and the laws we are bound by.

2. Governance & Accountability

1. **Oversight:** The President of SMCSU is responsible for alcohol policy enforcement and post-event reporting.
2. **Policy Review:** This policy will be reviewed annually by the SMCSU President and VP Community Life, in collaboration with the Administrative Advisor.
3. **Incident Reports:** All alcohol-related incidents must be documented using an official Incident Report Form, to be submitted to the SMCSU President within 24 hours post-event.
4. **Disruptive Behaviour:** Behaviour that interrupts the flow of an event or makes others feel uncomfortable/unwelcome (e.g., loud interruptions, refusal to follow event rules, disrespect to staff/volunteers, repeated minor misconduct). Typically does not cause physical harm or severe emotional harm but requires staff intervention.
5. **Severe Incidents:** Behaviour that poses a serious threat to the safety, dignity, or well-being of others (e.g., harassment, assault, theft, medical emergencies linked to reckless behavior, deliberate damage to property). Requires immediate escalation to SMCSU executive oversight and possibly external authorities (USMC Administration, Campus Police, EMS).

3. Promotion of Safe Practices

SMCSU shall encourage responsible use of alcohol through:

1. Education and awareness programs that identify the risks associated with alcohol provision and consumption;
2. Strict adherence to legal requirements and University policies affecting alcohol provision and consumption at University venues and events;
3. Encouraging a balance in favour of "dry" facilities, events and programs;
4. Maintaining guidelines for alcohol-related advertising on campus which conform to the Campus Alcohol Policy.

4. Legal Compliance

In all circumstances, on or off campus, where alcohol is provided by the University or its representatives or where alcohol is provided by a third party on premises over which the University or its representatives have care and control including the power to admit or exclude others, the following practices must be followed:

1. No person under 19 years of age is to consume alcohol, or be served or supplied with alcohol;
2. Government issued photo identification with proof of age must be produced on request by anyone wishing to be served or to consume alcohol; for non-Ontario residents, two government issued identification cards must be presented;
3. A monitoring system must be in place to ensure that alcohol is not consumed by underage guests or consumed to excess by those who are of age;
4. No person is to be served who appears to be intoxicated;
5. No person who is visibly intoxicated may be permitted to leave the venue until reasonable steps have been taken to ensure the person's safe accompaniment or transport;
6. No activities are to be permitted that involve a reasonably foreseeable risk of harm;
7. All alcohol service must comply with the Liquor License and Control Act (LLCA);
8. All servers must be Smart Serve certified;
9. Events must follow UofT's Alcohol Policy.

5. Entry Requirements

1. **ID Requirements:** Attendees must present:
 - a. Valid government-issued photo ID (19+ to consume alcohol); for non-Ontario residents, two government issued identification cards must be presented;

- b. University of Toronto T-Card
- 2. **Bag Policy:**
 - a. No backpacks permitted; storage areas may be available;
 - b. Small bags (e.g., purses) are allowed but subject to inspection.
- 3. **Re-entry:**
 - a. Re-entry will not be allowed at any time unless subject to staff approval.

6. Alcohol Use Regulations

1. **No Outside Alcohol:** Any alcohol found will be confiscated and the attendee denied entry.
2. **Underage Drinking:** Absolutely prohibited. Underage attendees will be marked and monitored.
3. **Sharing Alcohol with Minors:** Grounds for immediate removal and permanent event ban.
4. **Intoxicated Entry:** Visibly intoxicated individuals will be denied entry.
5. **Prohibited Substances:** Possession or use of illegal drugs, cannabis, or indoor vaping is prohibited.

7. Responsible Alcohol Use

1. **Food & Water:** Free water and food will be available at all events.
2. **Non-alcoholic Beverages:** Will be offered to support inclusive participation.
3. **Safe Spaces:** Each event may have a designated “quiet zone” monitored by sober volunteers.
4. **Safe Rides:** SMCSU will provide information or arrangements for taxis, Uber vouchers, or promote UofT safe ride programs.

8. Staff & Volunteer Conduct

1. **Duty Assignments:** A portion of staff must remain sober and fully on duty throughout the event.
2. **Conduct:** All staff must avoid visible intoxication and be ready to manage incidents.
3. **Briefings:** All staff and volunteers must attend a mandatory safety and policy training before each event.
4. **Check-in/Out Logs:** All staff must sign in and out for accountability.

9. Disciplinary Measures

Offense	Consequence
• Outside alcohol	• Denied entry
• Underage drinking	• Immediate removal + report
• Sharing alcohol with minors	• Immediate removal + permanent ban
• Visible intoxication on entry	• Denied entry
• Disruptive behavior	• Event removal + written warning
• Repeat/severe violations	• Disciplinary action
• Severe incidents (e.g., harassment, assault, medical emergency)	• Escalation to USMC Administration, Campus Police, or EMS

- **Appeals:** Students may appeal bans in writing within 7 days to the SMCSU President and USMC Administration.
- **Incident Reviews:** All incidents are reviewed by the President, VPCL, and USMC Administration within one week post-event.

Disciplinary Process

1. Initial Response (Corrective First):

- a. For most disruptive behaviours, the individual will be approached by staff or SMCSU executives for a **respectful, private conversation**.
- b. The purpose is to de-escalate, explain expectations, and give the individual a chance to correct their behaviour.

2. Follow-Up Meeting:

- a. After the event, the SMCSU President will arrange a short meeting with the student to discuss the incident, reinforce expectations, and decide if any written warning or further action is appropriate.

3. Written Warnings & Conditions:

- a. If behaviour repeats or if the first incident was moderately serious, a written warning may be issued.
- b. Conditions may be attached (e.g., agreement to certain conduct expectations at future events).

4. Escalation (for Severe Incidents or Repeat Cases):

- a. For serious or repeat misconduct, SMCSU may temporarily suspend event access.
- b. Long-term or permanent bans will be considered only in consultation with USMC Administration and will not be automatic, but situational.

5. Appeals:

- a. Students may appeal any restrictions or bans within 7 days to the SMCSU President, who will review with the VPCL and USMC Administration.

10. Incident Response Protocol

Levels of Escalation:

Level	Handled By	Examples	Action
1 - Minor	Staff/Volunteers	Lost item, event rule question	Resolve or report to President
2 - Moderate	VPCL/President/VP	Intoxication, re-entry refusal, rule defiance	Intervene and monitor
3 - Severe	USMC Staff / Security	Medical emergency, assault, violence	Immediate escalation

- **Communication Tool:** Staff must use the designated SMCSU communication platform (e.g., Teams Groupchat) for real-time updates.

11. Event Pre-Approval & Documentation

- **All alcohol-serving events must be pre-approved by:**
 - SMCSU Executive Committee
 - Administrative Advisor
- **Required Documentation:**
 - Risk Assessment Form
 - Event Logistics Plan
 - Staffing Schedule
 - Safety & Emergency Plan

12. Inclusivity Statement

All SMCSU events will offer alcohol-free programming and alternative activities. Students who do not consume alcohol should feel fully welcomed and engaged, not just with regards to the event and programming itself, but amongst fellow guests and the conversations that occur as well.

13. Communication and Transparency

- Policies will be published on the **SMCSU website** and included in all major event promotion materials.
- Students can submit concerns or feedback via the President at **president.smcsu@gmail.com**.