

Zeta Xi Risk Management Plan and Policies

Overview:

The Zeta Xi chapter of the Sigma Chi International Fraternity is dedicated to the safety of its members, guests, campus, and community. The Zeta Xi chapter understands that many organizational activities have some level of risk exposure. The policies, procedures, and recommendations that follow are intended to help the chapter, its officers, and its brothers appropriately plan, carry out, and follow-up on chapter activities with the safety of members and guests as a key focus.

The Zeta Xi chapter is dedicated to following the policies set out by our International Fraternity,

Risk Management Foundation, host institution, and local authorities. The purpose of this document is to synthesize and summarize key components of these policies so that our leaders and membership are more fully aware of the expectations and potential serious consequences related to risk management.

Table of Contents

 1. Alcohol and Drug Misuse & Abuse

 2. Event Planning

 3. Crisis Management

 4. Hazing

 5. Sexual Misconduct

 6. Violence, Fights, and Assaults

 7. Transportation Guidelines

 8. Chapter House and Off-campus Property Safety

 9. Philanthropy Events and Athletic Events

 10. Disaster and Emergency Preparedness (shooter, weather, etc.)

 11. Firearms

 12. Accountability

 13. Legal Documents

 14. Insurance Services

Risk Management Focus Areas

A Fraternity chapter could have a variety of risk management areas. The elimination of all potential sources of risk for a fraternity chapter is impossible. Educating on risk management and awareness, reducing exposure, and mitigating risk is our focus. This broad risk management policy addresses many of the most common and relevant risk management areas:

1. Alcohol and Drug Misuse & Abuse

a. Highlights and Key Issues

 i. All chapter events must be BYOB, no group purchasing;

 ii. No facilitation or condoning of underage drinking or illegal drug use;

 iii. Misuse of alcohol is conduct unbecoming of a Sigma Chi.; and

 iv. Sigma Chi resolves to eliminate the misuse of alcohol by its membership.

b. Policies, Stances, and Supplemental Information

 1. [Risk Management Foundation Policy on Alcohol and Drugs](http://sigmachi.org/rmfalcoholanddrugs)

 2. [Sigma Chi Policy on Alcohol and Drugs](http://www.rmfeducation.org/blog/sigma-chi-policy-alcohol-and-drugs)

 3. [Sigma Chi Position on Alcohol](http://www.rmfeducation.org/blog/sigma-chi-position-alcohol)

 4. <https://catalog.csun.edu/policies/university-policy-on-alcohol-andillicit-drugs/>

2. Event Planning

a. Highlights and Key Issues

 i. All chapter events must be BYOB, no group purchasing;

 ii. Third-party vendors and hired security are encouraged; and

 iii. Guest-lists should be maintained for all events at entrance and exit

b. Policies, Stances, and Supplemental Information

 1. BYOB Guidelines ([NIC BYOB Guidelines](https://www.dropbox.com/s/76mwt1i1xkskdof/BYOB_Guidelines_NIC.pdf?dl=0))

 2. Host Liquor vs. Liquor Legal Liability explained ([Planning for a](https://www.dropbox.com/s/pane16l42td3c1t/Host%20Liquor%20v%20Liquor%20Legal%20Liability%20Article.docx?dl=0)

 [Chapter Event w/Alcohol](https://www.dropbox.com/s/pane16l42td3c1t/Host%20Liquor%20v%20Liquor%20Legal%20Liability%20Article.docx?dl=0))

 3. 3rd-party Vendor and catering alcohol service guidelines ([3rd](http://www.rmfeducation.org/sites/default/files/downloadables/3rd%20Party%20Vendor%20Checklist-03.18.pdf)

 [Party Vendor Checklist](http://www.rmfeducation.org/sites/default/files/downloadables/3rd%20Party%20Vendor%20Checklist-03.18.pdf))

 4. [RMF Top Ten Planning Tips](http://www.sigmachi.org/sites/default/files/EDU/Risk%20Managers/RMF_Top_Ten_Party_Planning_Tips.pdf)

 5. <https://www.csun.edu/mic/permits-and-policies>

 <https://www.csun.edu/special-events>

3. Crisis Management

a. Highlights and Key Issues

 i. Be prepared. Form a crisis management team that consists of key officers

 and define the roles of each crisis management team member.

 ii. Compile a list of contacts for University and Fraternity advisors (to include local and campus emergency responders, Greek Life office, Grand Praetor, CADV, RMF, etc.)

 iii. Chapter’s plan should be reviewed in chapter meeting setting at least once each school term

b. Policies Stances and Supplemental Information

 1. Chapter Emergency Contacts: AJ Henderson - Consul: (818) 515-8959

 Colin Melnick - Risk Manager: (858) 602-9186

4. Hazing

a. Highlights and Key Issues

 i. Sigma Chi has a zero-tolerance policy on Hazing

 ii. Defining hazing is difficult; consult Sigma Chi and University policies

 iii. [Hazing is illegal in 44 states](http://www.stophazing.org/university-college-policies/states-with-anti-hazing-laws/): Chapter officers can be sued

b. Policies, Stances, and Supplemental Information

 1. [Statement of Position Concerning Pledge Training & Ritual](https://docs.google.com/document/d/1elDyqoizIMdH1F0p_0BJXZiw2gsWKyRqdWRX5OCNWVE/pub) (List of Prohibited Activities)

 2. Penal Code §245.6 is California's law against hazing. It makes it illegal to participate in initiation activities that are likely to result in serious bodily injury to a current, former or prospective student.

 3. [Hazing Exclusion](http://www.rmfeducation.org/blog/rmf-insurance-program-hazing-exclusion) - [RMF Insurance Program](http://www.rmfeducation.org/blog/rmf-insurance-program-hazing-exclusion)

5. Sexual Misconduct

a. Highlights and Key Issues

 i. Violence Against Women Act (VAWA) - originally known as the Campus

 Sexual Violence Elimination (SaVE) Act, requires that education be delivered on this topic annually to college student.

 ii. Title IX - Overview relating to sexual misconduct

 iii. Understanding Consent, Sexual Abuse and Consequences (FHSI.jrfco.com)

b. Policies, Stances, and Supplemental Information

 i. Policy on Members and Sexual Misconduct ([Policy download](http://sigmachi.org/sexualmisconductpolicy))

 ii. Policy on Human Decency and Dignity ([Policy download](http://sigmachi.org/humandecencyanddignity))

 iii. Taking a Stand: Preventing Sexual Misconduct on Campus – challenges chapter members to recognize the warning signs and proactively intervene in situations where sexual misconduct may occur.

 iv. What You Can Do (FHSI.jrfco.com)

 v. Sexual Assault Exclusion - RMF Insurance Program

 1. “No insurance coverage afforded by this policy shall apply to any insured for any claim arising out of, in any way related to, or in any way resulting from any type or form of “Sexual Abuse or Misconduct”.

 vi. https://catalog.csun.edu/policies/nondiscrimination-policy-and complaint- procedures/

6. Violence, Fights, and Assaults

a. Highlights and Key Issues

 i. Fights and assaults account for the largest percentage of RMF chapter liability claims and lawsuits, at an average cost of $30,000 per claim.

 ii. The consumption of alcohol and late-night events are the two greatest predictors of campus and fraternity fights.

 iii. Brothers should not be bouncers., call campus security or 9-1-1 if a situation requires additional authority or there is an impending physical altercation.

b. Policies, Stances, and Supplemental Information

 i. Draft security contract to be provided at a later time\*

 ii. <https://catalog.csun.edu/policies/violence-in-the-workplace/>

 iii. [https://statelaws.findlaw.com/california-law/california-assault-and-batterylaws.html](https://statelaws.findlaw.com/california-law/california-assault-and-battery-laws.html)

7. Transportation Guidelines

a. Highlights and Key Issues

 i. Recognized designated drivers are not covered by the RMF;

 ii. Pledges are forbidden from serving as designated drivers for the chapter

 iii. Designated drivers must be 20 years or older and should sign a liability waiver;

 iv. Road trips and out-of-town formals present an extremely high risk, and not covered by the RMF

b. Policies, Stances, and Supplemental Information

 1. [Transportation Policy and DD Programs](https://docs.google.com/document/d/1IajiJqs7XpaerYMnPNI-WoytW2sCc0vW3PPJlR7tbAk/pub)

 2. [Roadtrips and Out-of-town events](https://docs.google.com/document/d/1auoX-6dGS9XDeWk2_g2zVbxnOX8zZPsGX9ebhKgSkMg/pub)

8. Chapter House and Off-campus Property Safety

a. Highlights and Key Issues

 i. There should be a thorough walkthrough of the property every season and before people leave for breaks

 ii. Smoke detectors and extinguishers should be checked every 6 months

 iii. Water damage accounts for 74% of property claims. Protect sprinkler heads and elevate equipment and other valuable items from the floor.

 iv. Approximately 40% of RMF claims are related to slips, trips, and falls. This can be greatly reduced by repairing stairs, surfaces, and handrails.

b. Policies, Stances, and Supplemental Information

 1. [Chapter House Safety](http://www.rmfeducation.org/blog/chapter-house-safety)

 2. [Campus Fire Safety](http://www.rmfeducation.org/blog/campus-fire-safety)

 3. [House Closing Checklist - Summer](http://www.rmfeducation.org/blog/house-closing-checklist-summer)

 4. [House Closing Checklist - Winter](http://www.rmfeducation.org/blog/house-closing-checklist-winter)

 5. [Trustee Inspection Checklist](http://www.sigmachi.org/sites/default/files/EDU/Risk%20Managers/Trustee_Inspection_Checklist.pdf)

9. Philanthropy Events and Athletic Events

a. Highlights and Key Issues

 i. Fight Nights -The RMF insurance program excludes fight night events.

 ii. Any athletic event, philanthropic or otherwise, is not covered by the RMF. (Intramurals, Fun Runs, water activities, and Derby Days chases); Individual, voluntary

 participants covered by their personal health insurance

 iii. It is encouraged to create a liability Waiver for these events

 iv. Special event coverage can be purchased; contact the RMF for more information or

 search for vendors online

b. Policies, Stances, and Supplemental Information

 i. [RMF Fight Night Stance](https://docs.google.com/document/d/1vJzqG2ETMpi-SiCs9stU7nnrfIszFIyM8QY0H5VZkzM/pub)

10. Disaster Preparedness and Emergency Planning (shooter, weather, etc.)

a. Highlights and Key Issues

 i. Although events might seem unlikely, it is important to have a plan in place

 ii. Disaster plans should be reviewed at a chapter meeting each semester

b. Policies, Stances, and Supplemental Information

 i. [Disaster Preparedness and Emergency Planning](https://docs.google.com/document/d/1WPabM29hYaPXLb6q7org9cYs7ailXJT3Q-ycw8ab740/pub)

11. Firearms

a. Highlights and Key Issues

 i. RMF and Sigma Chi Fraternity strongly recommend that each House Corporation and

 Chapter have a clear policy prohibiting firearms and ammunition on recognized

 fraternity premises orbringing them to fraternity events.

 ii. The policy statement prohibiting firearms should also include guidelines for members

 to follow should they become aware of firearms being on the premises.

 iii. To further enhance Chapter, House Corporation, Fraternity, and RMF protection, we

 recommend that house corporations include a blanket no firearms policy in their

 lease agreements between the house corporation and chapter and/or lease

 agreements with individual members of the chapter.

b. Policies Stances and Supplemental Information

 i. <https://www.nraila.org/gun-laws/state-gun-laws/>

 ii. <https://catalog.csun.edu/policies/student-conduct-code/>

12. Accountability

a. Highlights and Key Issues

 i. If a brother or group of brothers is found to be in violation of these risk management guidelines, chapter leadership should make him/them aware of the violation, and if

 possible, stop the behavior without physical confrontation

 ii. The chapter should first hold the brother accountable to his actions with the

 appropriate consequences as laid out by the chapter by-laws

 iii. The chapter should then notify the Greek Life coordinator, chapter advisor, and

 Grand Praetor of the action that was taken

13.Legal Documents

a. Highlights and Key Issues

 i. RMF staff is willing to review contracts or agreements that your chapter might be

 entering. It is prudent to have multiple people review any documents of this nature.

 ii. Contracts, Leases, and Agreements - the signing of any legal documents should be in

 the name of your local chapter only (e.g. Xi Alpha Chapter of Sigma Chi Fraternity).

 Chapters and House Corporations do not have the authority to execute agreements or

 contracts on behalf of Sigma Chi Fraternity or Risk Management Foundation. They can

 only sign an agreement for their specific chapter. Thus, it is imperative that the

 chapter designation (Ohio Alpha, Texas Beta, etc.) is used when signing such

 documents. If an agreement is signed in the name of simply “Sigma Chi”, it can create

 a misunderstanding that an agreement or event involves or is controlled by the

 General Fraternity. All contracts or agreements apply to this situation. Some examples

 may include: rental / lease agreements, 3rd-party vendor contracts, DJ contracts,

 security contracts, university recognition statements, etc.

b. University Recognition Statements - some colleges and universities use recognition

 statements in order for organizations to agree to a certain set of guidelines. Many times,

 these agreements can have important insurance implications. Therefore, before chapter

 officers sign these types of agreements they should be forwarded to RMF for review.

c. Liability Waivers - A well-written waiver, signed voluntarily by an adult participant, could

 protect an organization from liability for negligence. On the other hand, a waiver will not

 always provide protection; often courts hold that a waiver is not enforceable and the

 provider must stand trial for negligence. It should also be noted that the chapter’s general

 liability policy would not cover this event. This is because it is a voluntary athletic event

 beyond the scope of standard operations. If an injury were to occur, the individual(s) would

 have to file under their own health insurance. RMF plans provide a sample waiver at a later

 date.

d. [RMF FAQ](http://www.rmfeducation.org/faq)

14. Insurance Services

a. Accessing your Standard Certificate of Insurance

 i. Login to [rmfeducation.org](http://www.rmfeducation.org/) using your Sigma Chi credentials. Under the ‘Chapter

 Documents’ section you can access your standard COI

b. Requesting Additional Insured

 i. Please submit [form](http://www.rmfeducation.org/request-additional-insured-certificates) 21-days prior to requested date of coverage

c. [Incident Reporting Form](http://www.rmfeducation.org/claim-accident-form)

 i. The Chapter President should complete this form within 24 hours of any incident or

 injury.

d. [RMF FAQ](http://www.rmfeducation.org/faq)

The basis for this document was legally provided by the Sigma Chi fraternity. It can be found at:

http://www.rmfeducation.org/sites/default/files/downloadables/

RMFRiskManagementTemplate.doc