



**Carleton**  
UNIVERSITY

Canada's Capital University

# Managing Student Event Risks

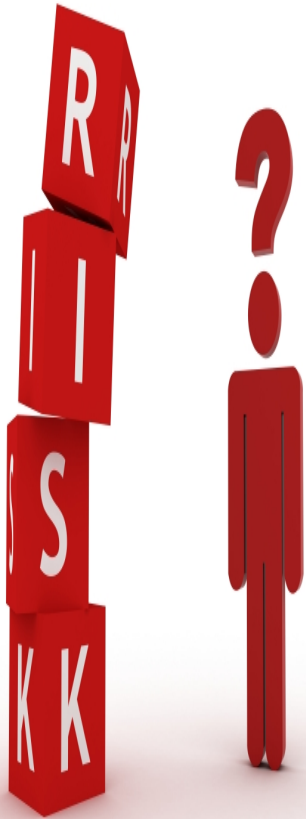
Or

Should We??????????

Presented by Tony Lackey, Director Risk and Insurance

# Why should we manage student event risks?

- Supporting students non academic learning
- Reputational Risk
- Moral obligation
- Liability – we will be brought in anyway





- Orientation
- Relationship Agreement with student associations
- Event risk management training for student clubs
- Alcohol Training
- Alcohol Risk Management Committee
- Event risk management process
- Student's Right and Responsibility policy
- Certificate of Insurance requirements

- Planning done through joint committee of student groups, university services and student affairs
- Coordinators hired by student association, paid and managed by Student Affairs
- All events monitored by risk management and student affairs

## Article Eleven

### Conduct

- 11.01** The Student Association and its Executive members shall at all times conduct and carry themselves in a professional and civil manner. Specifically, the Student Association and its Executive members agree to refrain, within reason, from engaging in any conduct or making statements, verbal or written, that disparage the University, that may bring the Executive member or the University into disrepute, or which may adversely affect the reputation of the University, or its students, or may diminish public confidence in the University.
- 11.02** The University shall have the right to discipline, suspend or expel Student Board of Directors and/or Executive members of the Student Association for any violation of Article Eleven in accordance with the University's policies including the Student Rights and Responsibilities Policy and Student and Visitor Campus Ban Policy.
- 11.03** Where a non-Carleton University member of the Student Association Board of Directors and/or Executive is in violation of University policies, the University may give notice that the Student Association is in Material Breach of this Agreement per Article 12.02.

## ■ Training session with clubs executives

### Topics:

- *Basic of risk assessment*
- *Types of liability*
- *Alcohol legislation and risks*
- *Contract liability*
- *Insurance*



- Mandatory for all staff involved in service of alcohol and security staff.
- Club executive encourage to take

## Covers:

- Alcohol and Cannabis policy
- Sexual Violence Intervention Training
- De escalating training
- Smart Serve

## ■ **Composition**

### **Representation from:**

- **Student associations**
- **Bar management**
- **Student Affairs**
- **Safety**
- **Risk management**

- Builds communications
- Help develop harm reduction communications
- Review incident at student run event to modify process and policy
- General operational discussion around student run events



## ■ On line application for all on and off campus events

### Require for all events of:

- All off campus events
  - Greater than 50 students on campus
  - Involving alcohol
  - Involving transportation
  - Involving high risk activities- athletics
  - Of campus speaker
- 
- Allows for review and conditions to be place on events
  - Allow for proper staffing to deal with after event activity
  - Ensure all University services are aware of event and have input

The Policy will:

- Identify student rights and responsibilities.
- Identify behaviour that is considered non-academic student misconduct.
- Ensure transparency, consistency and predictability in policies and procedures.
- Identify the process by which student non-academic misconduct will be addressed and the avenues of appeal.
- Ensure all members of the University have access to the Student Rights and Responsibilities Policy.

- Section 3 of the Carleton University Act 1952 states, “The objects and purposes of the University include the intellectual, social, moral, and physical development of its members, and the betterment of its community; however, the University has no general responsibility for the moral or social behaviour of its students.”
- Students are expected to be individually responsible for their actions whether acting individually or in a group. Students are considered by the University to have an obligation to make legal and responsible decisions concerning their conduct and to model and convey the University's expectations of conduct to their guests.

## CATEGORY 1 OFFENCES

- Depending on the specific conduct, a Category 1 Offence may be determined, upon the review of the facts, to be a Category 2 Offence.
- 1. Disruption**
  - 2. Unauthorized Entry and/or Presence**
  - 3. Damage and Destruction of Property (under \$500.00)**
  - 4. Unauthorized Use of Facilities, Equipment, Materials or Services**
  - 5. Misuse of University Equipment or Supplies**
  - 6. Misuse of Library or Computer Resources**
  - 7. Failure to comply**
  - 8. Failure to Identify**
  - 9. Mischief**

## **CATEGORY 2 OFFENCES**

- 1. Verbal/Physical Abuses, Threatening Behaviour and Dangerous Activity**
- 2. Inciting Violence**
- 3. Harassment**
- 4. Possession, Use or Distribution of False Identification, Documentation or University Branding**
- 5. False or Vexatious Charges.**
- 6. Misconduct Related to the Use of Alcohol/Drugs**
- 7. Hazing**
- 8. Theft, or Unauthorized Possession**

- Ban from facilities
- Written apologies
- Fines
- Restitution
- Suspension of extra curricular activities

# Certificates of Insurance

*Work closely with Student Associations in the management of certificates of insurance to help identify events*

ACORD CERTIFICATE OF LIABILITY INSURANCE					Form ID 2000E
PRODUCER Hudson & Sons, Inc. 4600 Coolidge Highway Royal Oak MI 48073 (248) 549-3519					DATE (MM/DD/YYYY) 1/1/2009
INSURED Sample Film Producer 1111 Thomas Ave Berkeley CA 94709					THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE				NAIC #	
INSURER A: Sample Insurance Company					
INSURER B: Sample Insurance Company					
INSURER C:					
INSURER D:					
INSURER E:					
<b>COVERAGES</b>					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR NO./PL. NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	121456789	1/01/2001	1/01/2010	EACH OCCURRENCE \$ 1,000,000
	MED EXP (Any one person) \$ 50,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMMODITY ADDL \$ 1,000,000				
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	23456789	1/01/2001	1/01/2010	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000
	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY - EA ACC \$ AUTO ONLY - AGG \$				
	SARAGE LIABILITY ANY AUTO				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	EXCESS UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROFESSIONAL SERVICE EXCEPTIVE OFFICER/EMER EXCLUDED? IF YES, SPECIFY UNDER SPECIAL PROVISIONS BELOW	34567891	1/01/2001	1/01/2010	<input checked="" type="checkbox"/> INSTANT. <input type="checkbox"/> OTHER PER \$1 EACH ACCIDENT \$ 500,000 \$1 DISEASE - EA EMPLOYEE \$ 500,000 \$1 DISEASE - POLICY LIMIT \$ 500,000
B	OTHER PROPERTY	456789123	1/01/2001	1/01/2010	(see DESCRIPTION if coverage applies to this certificate.)
<b>DESCRIPTIONS OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS</b> Sample Certificate Holder is named as Additional Insured and Loss Payee as their interests may appear....					
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>		
Sample Certificate Holder 1234 Main Street Royal Oak MI 48073			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING NEURER WILL ENDEAVOR TO MAIL 20 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		
ACORD 25 (2001/08)			© ACORD CORPORATION 1988		

- Athletic clubs – funding model
- Lots of events and are we catching them all
- Staffing