

**Embry-Riddle Aeronautical University**  
**Prescott, Arizona**  
**Fraternity and Sorority Life**  
**Risk Management Policy**



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## Article I. Purpose

- A. This risk management policy has been developed and adapted by the fraternity and sorority community at Embry-Riddle Aeronautical University, Prescott Arizona to serve the following purpose:
1. Create safe and fun environments for chapter members and guests.
  2. Empower chapter members to hold themselves, guests, and other members accountable for actions and behaviors.
  3. Develop a membership informed of loss prevention and risk management practices.
  4. Instill members with knowledge, willingness, and desire to comply with policies aimed at the creation of safe environment.

## Article II. General Definitions

- A. **Perceived Chapter Event:** An event in which an observer would associate a specific fraternity or sorority with said event. A perceived chapter event can be defined as but is not limited to any of the following:
1. **Non-Alcoholic Event:** An event hosted by a chapter in which alcohol is not present.
  2. **Alcoholic Event:** An event where attendees are consuming alcohol or where alcohol is present.
    - i. **Impromptu Alcoholic Event:** An alcoholic event which occurred with less than two (2) business days' notice. This event must be a Bring-Your-Own-Beverage (BYOB) Event.
  3. **Bring-Your-Own-Beverage (BYOB) Event:** An alcoholic event which permits acceptable alcohol beverages to only one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers or one (1) four-pack of 187ML wine bottles brought by a member or guest who is legally able to consume an alcoholic beverage. Hard alcohol is prohibited.
  4. **Third Party Vender Event:** An alcoholic event hosted by a chapter at a licensed third party vender.
  5. **Open Party:** An alcoholic event with unrestricted access by guests, without specific invitation.
  6. **Philanthropic Event:** An event planned, organized, funded, or sponsored by one or more chapters. This event is designed with the intention of donating time or resources to the funding of a specific organization.
- B. **Guest:** A person who is not a member of the hosting chapter and is attending an event. Guests may be under the age of 18 only at non-alcoholic events. (e.g. sibling's weekend).
- C. **Attendee:** Members or guests who attend an event.
- D. **Guest List:** An official list of potential attendees.
- E. **Sober:** 0.00 blood alcohol content and not under the influence of illicit/illegal drugs.
- F. **Hard Alcohol:** An alcoholic beverage produced by distillation of grains, fruit, or vegetables that have already gone through alcoholic fermentation. This includes any alcoholic beverages that are more than 15% alcohol by volume (30 proof).
- G. **Beer:** An alcoholic drink made from yeast-fermented malt flavored with hops.

- H. **Wine Cooler:** An alcoholic beverage made from wine and fruit juice, often in combination with a carbonated beverage and sugar.
- I. **Wine:** An alcoholic beverage made from fermented grape juice.
- J. **Drinking games:** Includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares", "beer crawls", or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol in rapid concession.
- K. **Tavern/Bar:** An establishment generating more than half of annual gross sales from alcohol.

### **Article III. Alcohol and Drugs**

- A. The possession, use, and/or consumption of alcoholic beverages, during all chapter events, or at any event an observer would associate with the fraternity or sorority must be in compliance with applicable local, state, and federal laws.
- B. No alcoholic beverages should be purchased through or with chapter funds nor should the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.
- C. Open parties are prohibited.
- D. No members, collectively or individually, should purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- E. The possession, sale or use of any illegal drugs or controlled substances during a fraternity or sorority event or at any event that an observer would associate with the fraternity or sorority are prohibited.
- F. No chapter will co-sponsor an event with an alcohol distributor or tavern at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising.
- G. A chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list.
- H. No chapter should co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- I. All recruitment or rush activities associated with any chapter should be non-alcoholic. No recruitment or rush activities associated with any chapter should be held at or in conjunction with a tavern/bar or alcohol distributor.
- J. No organization or member or pledge, associate/new member or novice should permit, tolerate, encourage or participate in "drinking games."
- K. No alcohol should be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother–little brother" events or activities, / "big sister–little sister" events or activities, "family" events or activities and initiation.
- L. All events where alcohol is present shall be bring your own beverage (BYOB) or third party vendor events. Alcohol must be kept in a centralized location and must be distributed by a sober individual of legal drinking age.
- M. Hard alcohol and kegs, including but not limited to communal alcoholic containers, are never permitted at chapter events unless a third party vendor is utilized.
- N. All events co-sponsored with a National Panhellenic Council organization must be non-alcoholic or third-party vendor events.

- O. If philanthropic events have alcohol present, the alcohol must be provided by a Third-Party Vendor.

#### **Article IV. Policy on Hazing**

- A. All forms of hazing are prohibited by Embry-Riddle Aeronautical University both on and off campus.
- B. Hazing is defined as any action taken or situation created intentionally by an individual, club, or organization, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule; and the act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in an organization.
- C. Such activities may include but are not limited to the following:
  - 1. Use of alcohol
  - 2. Paddling in any form
  - 3. Creation of excessive fatigue
  - 4. Physical or psychological shocks
  - 5. Quests
  - 6. Treasure hunts
  - 7. Scavenger hunts
  - 8. Road trips or any other such activities carried out on or off campus
  - 9. Wearing of public apparel which is conspicuous and not normally in good taste
  - 10. Engaging in public stunts or buffoonery
  - 11. Morally degrading or humiliating games or activities
  - 12. Any other activities which are not consistent with academic achievement, University policy, local, state or federal law.
- D. The willingness of an individual to participate in any such activity or the degree of affiliation within an organization notwithstanding, any and all such activities or similar in deed or purpose may be considered an act of hazing.
- E. Any suspicions of the above mentioned activities or any other activities which may be construed as hazing should be reported to the Dean of Students Office immediately. Those with questions or concerns regarding the policy on hazing may contact the Dean of Students Office or the Coordinator of Fraternity and Sorority Life to seek clarification or approval of an event or activity.

#### **Article V. Sexual Harassment and Violence**

- A. Members of the ERAU, Prescott fraternity and sorority community will not tolerate or condone any form of sexual harassment or violence on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on or off campus which are demeaning to individuals of any gender, including but not limited to verbal harassment, sexual assault or misconduct by individuals or members acting together.
- B. To report an incident of sexual harassment or violence, please contact the Title IX Coordinator at [prtitle9@erau.edu](mailto:prtitle9@erau.edu) or 928-777-3747, contact Campus Safety & Security at 928-777-3333, or complete the reporting form found online on the left side of the ERNIE

home screen. The Coordinator of Fraternity and Sorority Life is available as a resource to assist you with the reporting process.

- a. To speak with someone confidentially about reporting options or experience, contact the Campus Counseling Center at 928-777-3312 or Campus Health & Wellness at 928-777-6653.

## **Article VI. Fire/Health/Safety**

- A. All event spaces should meet all local fire and health code and standards.
- B. For all BYOB events chapters should post the following phone numbers in case of emergencies in common spaces during the event:
  - a. 911
  - b. Prescott Fire Department: 928-777-1700
  - c. Prescott Police Department non-emergency: 928-777-1900
  - d. Prescott Valley Police Department non-emergency: 928-772-9261
  - e. Chino Valley Police Department non-emergency: 928-636-4223
  - f. Yavapai County Sheriff's Office: 928-771-3260
  - g. Yavapai Regional Medical Center: 928-445-2700
  - h. Life Line Ambulance Services Inc.: 928-445-3814
  - i. FSL Coordinator's Cell Phone: 920-946-0698
  - j. Safe Ride: 928-708-0800

## **Article VII. BYOB and Third Party Vender Event Registration**

- A. All events with alcohol must be registered 365 days a year (366 days in a leap year).
- B. All events with alcohol must be registered on Control Tower by 5 p.m. no later than two (2) business days before the event.
- C. All BYOB or third party vendor events require a guest list including legal first and last names of attendees be submitted via email to the Coordinator of Fraternity and Sorority Life by 5 p.m. no later than one (1) business day prior to the event. Guest list must match the guest total on the event registration form.
- D. When using a third-party vendor, a Third-Party Vendor Form must be completed and uploaded in the event registration form (See Appendix A: Third Party Vendor Form).

## **Article VIII. BYOB and Third Party Vender Event Management**

At any alcoholic event, the following criteria will be followed:

- A. Guest List
  1. Chapters will use the Guest List Roster provided (See Appendix B: Guest List Sign-in/out Roster Example)
    - i. The Guest List Roster must be submitted to Fraternity Sorority Life Coordinator at least one (1) business day prior to the event. (See Article VII. BYOB and Third Party Vender Event Registration)
  2. Chapters will use the Guest List Sign-in/out Roster (See Appendix B: Guest List Sign-in/out Roster Example) to monitor the event. Individuals not on the Guest List Roster that was submitted are not allowed to attend the event, even if they sign in/out.
    - i. The Guest List Sign in/out Roster must be submitted to Fraternity Sorority Life Coordinator within one (1) business day following the event.

3. The maximum number of people allowed at an event at any given time is 200 people regardless of the number of individuals on the Guest List Sign-in/out Roster.
  - i. Exceptions may be approved by the Coordinator of Fraternity and Sorority Life prior to the event.
- B. Sober Monitors
  1. All events with alcohol present will have at minimum two (2) sober monitors. For event with more than thirty (30) attendees, the chapter will be required to provide at least a 15:1 ratio of attendees to sober monitors.
    - i. For example: An event with eighty (80) attendees will require six (6) sober monitors.
- C. Door Monitors
  1. Chapter(s) must maintain two (2) sober door monitors at the designated entrance open to attendees. Door monitors will be chapter members or contracted personnel and must be in addition to sober monitors.
  2. Door monitors must:
    - i. Deny admittance to those who are not on the guest list.
    - ii. Deny admittance to any individual who does not have a valid government or college identification.
    - iii. Deny admittance and exit to those with open alcoholic containers.
    - iv. Deny admittance to intoxicated people or anyone under 21 who has believed to have been drinking.
    - v. Require all attendees to sign in and out of the event to ensure that all attendees are accounted for at the close of the event.
    - vi. Limit the number of individuals at the event at any given time to no more than 200, unless an exception was approved by the Coordinator of Fraternity and Sorority Life.
    - vii. Ensure all alcohol is left at a single check-in point and see that a sober monitor of legal drinking age takes the beverages to the distribution location.
    - viii. Ensure that all persons of legal drinking age are given a wrist band or appropriately marked.
- D. In addition to water, at least one non-alcoholic beverage and food will be provided at no cost to attendees through the chapter treasury. The chapter should provide a sufficient amount for all attendees.
  1. If dinner is part of the event, additional food is not required but is encouraged.

## **Article IX. Impromptu Alcoholic Event Registration and Management**

- A. For any impromptu alcoholic event, chapters will be expected to follow Article VIII. BYOB and Third Party Vender Event Management to the best of their ability. Chapters will need to provide reasoning for any section not followed.
- B. The Coordinator of Fraternity and Sorority Life should be notified about the impromptu alcoholic event via email as soon as possible, but no later than 24 hours following the event start time.
- C. The FSL Event Registration Form, found on Control Tower, must be completed by the chapter no later than 24 hours after notifying the Coordinator of Fraternity and Sorority Life.

- D. A meeting with the chapter president and risk management chairperson, as well as any other relevant parties must be scheduled with the Coordinator of Fraternity and Sorority Life no later than one week after the event.
  - a. Relevant parties will be determined by the Coordinator of Fraternity and Sorority Life based on the FSL Event Registration Form.

## **Article X. Education**

- A. Social chairpersons, risk management chairpersons, and presidents of all chapters are required to attend the Risk Management Training Session hosted by the Coordinator of Fraternity and Sorority Life in cooperation with the Executive Vice President of IFC or the Vice President of Accountability of PHC. This session will take place the second week of classes each semester.
  - a. Chapters with representatives who did not attend the Risk Management Training Session will be prohibited from hosting or attending events with alcohol until the proper chapter representatives meet with the Coordinator of Fraternity and Sorority Life and the Executive Vice President of IFC or the Vice President of Accountability of PHC at an agreed upon date to regain compliance.
  - b. Chapter compliance with the Risk Management Training Session will be valid until the date of the next semester's session.
- B. Each chapter and its members must read this Risk Management Policy before the chapter is able to host any BYOB or third party vendor event. The chapter president, social chair, and risk management chair must sign the Risk Management Policy Agreement prior to any BYOB or third party vendor event (See Appendix C: Risk Management Policy Agreement). This must be on file with the Coordinator of Fraternity and Sorority Life.
- C. Chapter must have their risk management/crisis plan on file with the Coordinator of Fraternity and Sorority Life before the chapter is able to host any BYOB or third party vendor event.
- D. Chapters may request a presentation about this Risk Management Policy from an IFC/PHC officer or the Coordinator of Fraternity and Sorority Life at any time.

## **Article XI. Good Faith**

- A. No policy can cover all of the possible situations which may arise nor will this policy supersede chapter's inter/national policy. Each chapter is expected to know and follow their respective inter/national policies as well. If a part of this policy contradicts a chapter's inter/national policy that chapter will need to speak with the Coordinator of Fraternity and Sorority Life along with their inter/national organization. When this policy is not specific in a certain point, chapters are expected to conduct their activities in the spirit of social responsibility embodied in this policy. Chapters in violation of this policy's intent will be subject to review and sanctions by the appropriate judicial board.

## **Article XII. Good Samaritan Policy**

- A. A chapter that seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may be eligible for mitigation of charges related to violations of organizational policies. To be eligible for this potential mitigation, the chapter will be required to meet in person or by phone with a national staff member or an alumni volunteer designated by the



fraternity. A chapter may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

### **Article XIII. Spirt Rock**

- A. A chapter may paint the rock between the times of 8:00pm to 12:00 am.
- B. If there are 2 or more members of another fraternity present, you cannot paint the rock.
- C. If the rock is painted by a chapter, it is required that the must be completely covered and must look presentable.
- D. A chapter may only paint the rock and nothing else around it.

## Third Party Vendor Form

The hosting chapter will be in compliance with the risk management policies of Embry-Riddle Aeronautical University, Prescott and FIPG when they hire a third party vendor to serve alcohol at their function if the following items are documented:

### THE VENDOR MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve a liquor license to sell on the premises where the function is to be held.  
**Attach copies of state and local licenses to this form.**
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The certificate of insurance must also show evidence that the vendor has, as part of their coverage, “off premise liquor liability coverage and non-owned and hired coverage.” The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor, as well as the national fraternity with whom the local chapter is affiliated and Embry-Riddle Aeronautical University.  
**Attach a copy of the certificate of insurance to this form and highlight required clauses.**
3. Agree to cash sales only, collected by the vendor, during the function.
  - i. Cash sales is defined as bar service where all attendees purchase their own alcoholic beverages, regardless of payment method.
  - ii. Non-alcoholic beverages or food may be sponsored by the chapter, if desired.
4. Assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - i. Checking identification card upon entry;
  - ii. Not serving minors;
  - iii. Not serving individuals who appear to be intoxicated;
  - iv. Maintaining absolute control of all alcoholic containers present;
  - v. Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the chapter);
  - vi. Removing all alcohol from the premises.

**This form must be signed and dated by both the chapter president and the vendor. In doing so, both parties agree to the statements above and understand that if the statements are not followed, the chapter will be considered non-compliant with policy.**

\_\_\_\_\_  
Chapter’s Name (printed)

\_\_\_\_\_  
Vendor’s Company Name (printed)

\_\_\_\_\_  
Chapter President’s Signature and Date

\_\_\_\_\_  
Vendor’s Signature/Company and Date

Appendix B: Guest List Sign-in/out Roster Example



Guest List Sign-in/out Roster  
for BYOB and Third-Party Vendor Registered Events

Chapter: \_\_\_\_\_ Date of Event: \_\_\_\_\_

By signing below I attest that I am either of legal age to consume alcohol  
or I will not be consuming alcohol at this event.

Name of Attendee: (List in alphabetical order by last name)	Date of Birth	Sign-in Signature	Sign-in Time	Sign-out Time
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\*\*\*EXAMPLE\*\*\*

Actual template can be found on Control Tower  
under the “Fraternity and Sorority Life” page



## Risk Management Policy Agreement

Chapter: \_\_\_\_\_

Date: \_\_\_\_\_

All members and new member/associates of this chapter have read and understand the Embry-Riddle Aeronautical University, Prescott Arizona Fraternity and Sorority Life Risk Management Policy.

We the undersigned officers agree to uphold this policy.

### **Chapter President:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Chapter Social Chair:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Chapter Risk Management Chair:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BYOB EVENT RESOURCE SHEET

### DOOR AND SOBER MONITOR DUTIES:

- Deny admittance to those who are not on the guest list.
- Deny admittance to any individual who does not have a valid government or college identification.
- Deny admittance and exit to those with open alcoholic containers.
- Deny admittance to intoxicated people or anyone under 21 who has believed to have been drinking.
- Require all attendees to sign in and out of the event to ensure that all attendees are accounted for at the close of the event.
- Limit the number of individuals at the event at any given time to no more than 200, unless an exception was approved by the Coordinator of Fraternity and Sorority Life.
- Ensure all alcohol is left at a single check-in point. A sober monitor of legal drinking age must take the beverages to the distribution location.
  - Maximum of one six-pack of 12-ounce beers or one four-pack of wine coolers or one four-pack of 187ML wine bottles per attendee of legal drinking age.
- Ensure that all persons of legal drinking age are given a wrist band or appropriately marked.

### SIGNS OF ALCOHOL POISONING:

- Confusion
- Vomiting
- Pale or blue-tinged skin
- Slow or irregular breathing
- Unconsciousness
- Seizures
- Low body temperature
- Loss of coordination

### IF YOU SUSPECT ALCOHOL POISONING:

#### DO

- Call 911 right away, even if all signs are not present.
- Be aware that a person who is passed out may suffer from permanent brain damage or die.
- Keep them awake, if possible.
- Keep them in a seated position, if possible.
- If they are conscious and can swallow, encourage them to slowly drink water.
- If they are unconscious, roll them to their side so they won't choke on their own vomit.
- Get them a blanket to keep them warm.

#### DON'T

- Leave them alone.
- Give them coffee or caffeinated beverages.
- Give them food because they may choke.
- Encourage them to throw up because they may choke on their own vomit.
- Have them "walk it off" because they could fall and seriously harm themselves.
- Give them a cold shower because that could increase hypothermia.
- Have them "sleep it off" because symptoms will likely get worse.

# **BYOB EVENT RESOURCE SHEET**

## **NUMBERS TO KNOW:**

- 911
- Prescott Fire Department: 928-777-1700
- Prescott Police Department non-emergency: 928-777-1900
- Prescott Valley Police Department non-emergency: 928-772-9261
- Chino Valley Police Department non-emergency: 928-636-4223
- Yavapai County Sheriff's Office: 928-771-3260
- Yavapai Regional Medical Center: 928-445-2700
- Life Line Ambulance Services Inc.: 928-445-3814
- FSL Coordinator's Cell Phone: 920-946-0698
- Safe Ride: 928-708-0800

## **BEST PRACTICES FOR INTERACTING WITH OFFICERS**

- Be reassured that if your event is following the Risk Management Policy and your event is not excessively noisy, you should not be breaking any laws or policies.
- Treat the responding officer(s) politely and with respect.
- If the residents of the home are available, it is best if they talk with the officer(s). Otherwise, have a sober monitor or door monitor interact with the officer(s).
- Politely ask what the reason for their visit is
  - i.e. What law(s) or policies do they believe you have broken
- Unless they have a search warrant, officers may not legally enter an off-campus residence without consent (some exceptions exist). Consent may be given by any individual, even if they do not live there.
- Do not touch or act threateningly towards an officer.