

Kappa Kappa Psi

Risk Management Handbook



Iota Pi Chapter
California Polytechnic State University
San Luis Obispo, California

Risk Management Handbook

Introduction

Risk management is first and foremost concerned with student safety. This handbook intends to outline conduct in a manner that exhibits care and concern for members and guests of the organization as well as for the surrounding community. The goal of risk management is not to prevent members from having fun; instead, it is to help members reduce potential hazards while having fun. We aim to use these tools to prevent problems from occurring.

Risk is something that must be managed, not eliminated. As a member of this organization, you must help your peers understand how important it is for the fraternity to be concerned with risk management. Members must take personal responsibility for their actions to help ensure the safety of others. Everyone must use good common sense and take steps to manage the risks that are inherent in fraternity events.

Official Fraternity Events

Kappa Kappa Psi is a dry service fraternity. As such, all events organized and/or hosted by Kappa Kappa Psi must be free of alcohol and controlled substances. The following Official Fraternity Event policies must be followed for any event planned, hosted, or advertised using fraternity time or resources.

1. Official Fraternity Events shall be defined as those that are planned by members of Kappa Kappa Psi during scheduled meeting time, those that are hosted using chapter funds, or those that are advertised in the name of Kappa Kappa Psi or advertised using chapter resources (email alias, website, calendar, etc.).
2. No alcohol shall be allowed at any Official Fraternity Event.
3. Any person in attendance at an Official Fraternity Event that possesses alcohol or whom appears visibly intoxicated shall be asked to leave immediately.
4. Any member of Kappa Kappa Psi in attendance at an Official Fraternity Event that possesses alcohol or whom appears visibly intoxicated shall have his/her actions reviewed by the Executive Council and shall be subject to disciplinary action.
5. All Official Fraternity Events that are advertised to members of Kappa Kappa Psi or to members of the Cal Poly Bands shall be advertised as dry events.
6. There shall be no possession, use, and/or sale of illegal drugs or controlled substances at any Official Fraternity Event or event that could be associated with Kappa Kappa Psi. Possession, use, or sale of illegal drugs or controlled substances shall result in immediate disciplinary action.

Private Events

Members of Kappa Kappa Psi have the right to host their own private events for other members of Kappa Kappa Psi, members of the Cal Poly Bands, and/or any others as they see fit. For these events, it is the responsibility of the event host(s) to provide for the safety of all event attendees and to ensure that all campus, city, county, and state laws are followed. However, because a presence of six (6) or more members of Kappa Kappa Psi links an event with the fraternity, the following Private Event policies must be followed for any event where six (6) or more members of Kappa Kappa Psi are present. Failure to follow any of these policies jeopardizes the existence of the fraternity.

General Private Event Policies

1. Any event at which six (6) or more members of Kappa Kappa Psi are present must conform to all policies outlined in this document. Such events will be referred to in this document as “Private Events”.
2. Members are discouraged from living in a unit with six (6) or more members of the fraternity.
3. The possession and/or use of alcoholic beverages while participating in any Private Event shall be consistent with all campus, city, county, and state laws.
4. There shall be no possession, use, and/or sale of illegal drugs or controlled substances at any Private Event or event that could potentially be associated with the organization.
5. Kappa Kappa Psi does not promote or condone underage drinking or the purchase of alcohol for anyone under 21 years of age.
6. If someone is found to have given an underage person an alcoholic beverage at a Private Event, the following action shall be taken:
 - a. For the first offence, the drink shall be removed from the underage person and both the giver and receiver of the drink shall be warned and reminded of the underage drinking policy.
 - b. For the second offence, the drink shall be removed from the underage person and both the giver and receiver of the drink shall be asked to leave the event.
7. Kappa Kappa Psi does not condone driving under the influence of any alcohol or drug. Any member who fails to comply with this is subject to immediate disciplinary action.
8. At least one Sober Driver shall be designated for each Private Event who shall be available to pick up and drop off members who are incapable of driving themselves for the duration of the event.
9. Private Events shall have a guest list consisting of current fraternity and band roster members.
 - a. The President and one Chapter Adviser may approve additions of alumni or guests to the guest list prior to a Private Event.
 - b. Any person wishing to attend the Private Event who does not appear on the guest list must be sponsored by a current fraternity or band roster member. The sponsoring member must take all responsibility for his/her guest's actions and must register the guest with the Sober Brothers/Members at the Private Event. Each current fraternity or band roster member can only sponsor one (1) guest at a Private Event.

10. The fraternity shall appoint Sober Brothers in cooperation with the Cal Poly Bands' Sober Members so that at least three (3) Sober Brothers/Members are present at every Private Event.
11. No music shall be played at any Private Event after 2:00 am.
12. Any noise coming from a Private Event (music and/or voices) should be low enough that it cannot be heard from the street.
13. No kegs shall be present at Private Events.
14. No glass containers shall be allowed at Private Events.
15. No member shall initiate any form of fighting at any Private Event or event that could potentially be associated with the organization.
16. If someone's alcohol consumption reaches an irresponsible level (slurring of speech, trouble with motor movements/balance, aggressiveness, etc.) the following actions shall be taken:
 - a. If they are in possession of alcohol, it shall be immediately confiscated.
 - b. They shall be escorted by a Sober Brother/Member to a safe residence and be looked after for the remainder of the evening.
 - c. If alcohol poisoning is at all suspected, action shall be immediately taken. 911 shall be called, or a Sober Driver, accompanied by at least one Sober Brother/Member, shall take the individual to the nearest hospital so appropriate care can be administered.
17. A first aid kit must be present at Private Events. The fraternity shall provide a designated kit.

Door Regulation Policies

1. There shall be one Sober Brother/Member at the front entrance at all times. The Sober Brothers/Members at the event may take turns in shifts to monitor the entrance.
2. No non-members of the fraternity or of the Cal Poly Bands shall be allowed to enter after midnight regardless of the guest list.
3. No one under the age of 21 shall be allowed to bring alcohol to a Private Event.
4. No individuals whom are visibly intoxicated shall be allowed to enter.
5. Sober Brothers/Members working the door shall make sure that all guests who enter the Private Event are on the guest list.
6. Sober Brothers/Members working the door shall prohibit anyone to leave the event with an open container of alcohol.

Sober Brother Responsibilities

1. A Sober Brother shall never be under the influence of any alcohol or drugs.
2. A Sober Brother shall enforce the policies outlined within this document from the time an event begins to the time the event finishes.
3. A Sober Brother shall make sure that door regulation policies are enforced.
4. A Sober Brother shall keep an eye on every individual at the event.
5. If a Sober Brother suspects that an individual has had too much alcohol, he or she shall adhere to the policies outlined in this document.
6. If a Sober Brother observes an underage person with alcohol, he or she is to adhere to the policies outlined within this document.
7. A Sober Brother shall ensure that there is easy access to the exit of the property at all times.

Responsible Use Seminar

1. Kappa Kappa Psi, in conjunction with the Cal Poly Bands, shall hold an annual seminar during band camp on alcohol, drugs, sexual assault, and risk management.
2. All Active, Associate, and Conditional members of the fraternity are required to attend the seminar. Members who miss the seminar or who join the fraternity after the seminar is held shall be required to review the material covered in the seminar.
3. If a member is absent from the seminar without valid excuse from the President and Chapter Adviser(s), the member shall be subject to disciplinary action.
4. Members are encouraged to ask any questions they have but must be respectful to the person(s) giving the seminar.

Consequences of Non-Compliance

Non-compliance with any of the aforementioned rules or with any of the policies of the Cal Poly Bands shall result in notification of the Chapter Adviser(s), Directors of Band, and other authorities as needed and appropriate action shall be taken. Potential levels of consequence are as follows:

1. Warning – verbal or written.
2. Probation from the fraternity with terms set by the Executive Council and Chapter Adviser(s).
3. Suspension from the fraternity with terms set by the Executive Council and Chapter Adviser(s).
4. Permanent Expulsion from the fraternity.
5. Any other consequences deemed necessary by the Executive Council and Chapter Adviser(s).

Failure to comply with any of these guidelines shall result in immediate disciplinary action. Additionally, failure to follow these guidelines jeopardizes the existence of the fraternity as a whole.

Kappa Kappa Psi Risk Management Contract

I, _____, have read the Kappa Kappa Psi Risk Management Handbook in its entirety and agree to comply with all the policies contained within it. I realize that failure to comply with any of these policies could result in immediate probation, suspension, or expulsion from the fraternity as well as any other disciplinary action deemed necessary by the Executive Council and Chapter Adviser(s).

Member Signature

Date

President Signature

Date