

National and Regional Event Risk Management Policy

Passed September 2004

Last Amended February 2011

Definitions

1. National Event: National Events are defined as National Convention, Alumni Convention and Alternative Break Project.
2. Regional Event: Regional events are defined as Regional Conferences and inter-chapter events.
3. Phi Sigma Pi Nationally Sponsored Activity is any activity, meeting, or function at a National Event that meets **any** of the following criteria:
 1. Organized, administered, sponsored or co-sponsored by Phi Sigma Pi;
 2. Appears on the National Event Agenda;
 3. Held in any conference or meeting rooms on the host property.
4. Phi Sigma Pi Regionally Sponsored Activity is any activity, meeting, or function at a Regional Event that meets **any** of the following criteria:
 1. Organized, administered, sponsored or co-sponsored by Phi Sigma Pi;
 2. Appears on the Regional Event Agenda;
 3. Held in any conference or meeting rooms on the host property.

National Event Emergency Management

1. Each attendee will complete an emergency contact form to attend the National Event submitted to the National Office prior to registration.
2. In the event that an emergency situation occurs, a member of the National Council or National Staff shall be notified immediately. The National President and Executive Director shall be made aware of all emergency situations.
3. An incident report must be completed after any emergency situation by National Office.
4. The National Staff or a member of the National Council will ensure that prompt reporting to our insurance company, Jim R. Favor & Company, is completed –toll Free: (800) 344-7335 – Fax: (303) 745-8669.

National Event Attendee Regulations

1. People in attendance at any function of a National Event must be registered, have fully paid for the National Event or portion of that National Event, and have submitted the required liability waiver document, unless otherwise permitted by the National Office.
2. Attendees must be Collegiate Members, Alumni, or special guests of Phi Sigma Pi. Special guests shall be approved by National Office. Initiates shall not be in attendance.

3. Attendees must maintain an appropriate level of respect for all Collegiate Members, Alumni, special guests, National Council, National Staff, and host property staff.
4. Collegiate Members in attendance must be from an Active Chapter and follow their respective Chapter's risk management policy.
5. Attendees must follow all host property policies and regulations.

Regional Event Emergency Management

1. Each attendee will complete an emergency contact form to attend the Regional Event submitted to the National Office prior to registration.
2. In the event that an emergency situation occurs, a member of the National Council or National Staff shall be notified immediately. The National President and Executive Director shall be made aware of all emergency situations.
3. An incident report must be completed after any emergency situation by the National Office.
4. The National Staff or a member of the National Council will ensure that prompt reporting to our insurance company, Jim R. Favor & Company, is completed –toll Free: (800) 344-7335 – Fax: (303) 745-8669.

Regional Event Attendee Regulations

1. People in attendance at any function of a Regional Event must be registered, have fully paid for the Regional Event or portion of that Regional Event where applicable, and have submitted the required liability waiver document.
2. Attendees must be Collegiate Members, Alumni, or special guests of Phi Sigma Pi. Special guests shall be approved by National Office. Initiates shall not be in attendance.
3. Attendees must maintain an appropriate level of respect for all Collegiate Members, Alumni, special guests, National Council, National Staff, and host property staff.
4. Collegiate Members in attendance must be from an Active Chapter and follow their respective Chapter's risk management policy.
5. Attendees must follow all host property policies and regulations.

Alcohol & Drugs

1. The possession and/or use of alcoholic beverages and/or illicit use of controlled substances is strictly prohibited at all organized Phi Sigma Pi Nationally Sponsored Activities (as defined above) unless otherwise designated by National Council.
2. Alcoholic beverages may be permitted at Phi Sigma Pi Nationally Sponsored Activities as designated by National Council where the majority of attendees present are alumni of Phi Sigma Pi, only if it is sold on a cash or individual basis by a third party vendor. Unruly or intoxicated behavior by anyone in attendance will not be permitted.
3. The possession and/or use of alcoholic beverages in any situation must be in compliance with any and all applicable federal, state, county, city laws, and host property policies and regulations.
4. No attendee, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under the legal drinking age of 21 years old).

5. The possession, sale, or use of any illegal drugs or illicit use of controlled substances is strictly prohibited.
6. Anyone arriving at a Nationally or Regionally Sponsored function already under the influence of alcohol or any controlled substance shall not be admitted to the function and will be subject to disciplinary procedure.

Sexual Harassment/Abuse

1. Phi Sigma Pi does not tolerate or condone sexually abusive behavior or language by Members whether physical, mental, or emotional. This is to include any actions that are demeaning to any person, which would constitute sexual harassment of any type or form.
2. Unwelcome sexual advances, requests for sexual favors, and other sexually offensive verbal or physical contact will not be condoned or permitted.
3. Sexual harassment and abuse is illegal and any individual who sexually abuses or harasses another Collegiate Member, Alumni, or guest of the Fraternity is criminally and personally liable for his/her own actions.
4. Any form of physical or verbal abuse will not be tolerated.

Reporting and Investigative Procedures

1. Any violation of Fraternity policies must be reported to a member of National Council or National Staff within 24 hours of the violation.
2. Once reported, the National Office will begin the investigation procedure in accordance with the Sanction Procedures section of the National Operating Policies.