

# *UCLA Interfraternity Council* *Risk Management Policy*



The following policies are established in order to create a safer and more responsible environment for the Greek Community at UCLA. It is designed to further assist fraternities in the efforts to reduce the risk for their members, hold member organizations accountable for their actions and set expectations for UCLA Interfraternity Council member organizations to uphold.

These policies contained within this document are in addition to each chapter's Inter/National policies, the Office of Fraternity and Sorority Life's policies and procedures, UCLA's Alcohol and Hazing Policies, the student code of conduct, and local, state and federal law. Chapters are expected to follow the highest standard policy.

All member fraternities affiliated through the Office of Fraternity and Sorority Life are required to abide by the regulations set forth. This policy is a guide for IFC chapter conduct.

Chapters in violation of this policy will be subject to a judicial review by the IFC Judicial Board, the Office of Fraternity and Sorority Life, the Office of Student Conduct, the Title IX Office and/or the Office of Equity, Diversity and Inclusion as appropriate.

The acronym IFC will hereby be used to notate the Interfraternity Council. The acronym FSL will hereby be used to notate the Office of Fraternity and Sorority Life.

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## **SECTION 1: HAZING**

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities.

Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.”

Resources:

**UCLA Hazing Website**

[www.hazing.ucla.edu](http://www.hazing.ucla.edu)

**UCLA Student Code of Conduct**

<http://www.deanofstudents.ucla.edu/Student-Conduct>

## **SECTION 2: SEXUAL ABUSE AND HARASSMENT**

An organization should not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy should not be allowed.

If a chapter is made aware of an allegation of sexual abuse and/or harassment by one of their members, it is recommended that the chapter notifies the IFC President and their council or staff advisor. It is recommended that the chapter put a pause on their social events until the chapter can ascertain if more information can be obtained by partnering with the Office of Fraternity and Sorority Life, UCPD, and/or the Title IX Office.

Chapter facilities must have the UC definition of consent and appropriate resources and options publicly posted and made available to any member or guest at in-house chapter events. Chapters should use the UC definition of consent which is that consent is informed, voluntary, revocable, and cannot be given when a person is incapacitated.

Resources:

**UCLA Title IX Office**

2241 Murphy Hall

[titleix@conet.ucla.edu](mailto:titleix@conet.ucla.edu)

(310)206-3417

[www.sexualharassment.ucla.edu](http://www.sexualharassment.ucla.edu)

**Sexual Violence and Sexual Harassment**

UC Policy:

<http://policy.ucop.edu/doc/4000385/S>

VSH

UCLA Local Procedures:

<https://ucla.app.box.com/s/hi4pbuzjc-h8a0aiaafj2pxix7bu36e85>

**UCPD**

601 Westwood Plaza

(310)825-1491

[www.ucpd.ucla.edu](http://www.ucpd.ucla.edu)

## **CARE Advocate Office**

John Wooden Center, 1st Floor  
[CAREadvocate@caps.ucla.edu](mailto:CAREadvocate@caps.ucla.edu)  
(310)206-2465

[www.sexualviolence.ucla.edu](http://www.sexualviolence.ucla.edu)

### **SECTION 3: BYSTANDER BEHAVIOR AND CONDUCT**

It is an expectation that IFC fraternities and their members intervene to either prevent or stop actions by their members and/or guests from participating in inappropriate behaviors including but not limited to hazing, improper conduct regarding alcohol and other drugs, and/or sexual harassment or sexual assault.

The IFC expects that members' actions reflect the values of their organizations and what it means to be a True Bruin. Should members' and/or their guests' behavior deviate from those values, it is expected that members of IFC fraternities intervene and communicate with chapter leadership and if appropriate, pursue chapter, council, and/or campus-based judicial proceedings.

Chapters should educate their members on the following intervention strategies to be an upstander.

- Direct: Challenge the behavior in the moment that it is happening
- Distract: Change the conversation or divert the attention of the person
- Delegate: Get others involved such as UCPD individuals nearby

### **SECTION 4: FIRE, HEALTH, AND SAFETY**

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post emergency numbers for fire, police and ambulance in common rooms and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house should be prohibited per the chapter's insurance policy.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.
6. For chapters holding invite parties at third party venues, you must work with the venue to comply with all policies.

### **SECTION 5: EDUCATION**

Each fraternity shall provide a copy of chapter and IFC Risk Management Policies to their members annually. A copy of said Risk Management Policy shall be available on the fraternity's website. For New Members, multiple mandatory forums will occur to educate on topics including but not limited to hazing, sexual violence and harassment, and IFC and its role in fraternity system.

### **SECTION 6: ALCOHOL AND DRUGS**

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or

manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.

3. Alcoholic beverages must either be:
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - b. Brought by individual members and guests through a bring your own beverage (“BYOB”) system. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any event.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities and any ritual or ceremony.
10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

## **SECTION 7: SOCIAL EVENTS POLICY**

### **SUBSECTION 1: DEFINITION OF TERMS**

1. Any chapter-sponsored or co-sponsored group using a form of transportation to leave a chapter house or the UCLA campus constitutes a bused event.
2. The term “event” will be interpreted as any function sponsored by an IFC chapter at the University of California, Los Angeles.

### **SUBSECTION 2: REGULAR EVENT TYPES**

#### 1. Philanthropy Events:

“**Philanthropy**” is defined as either a fraternity hosting, co-sponsoring or participating in a fundraising type event or sporting tournament such as but not limited to Capture-the-Flag, Tug-of-Wars, Bubble Soccer, An Inflatable Obstacle Course, etc. All philanthropy events must be alcohol free and may occur

on campus, off campus, or at a chapter facility with proper registration and approval from IFC and the University Administration.

2. Bussed events without alcohol:

**“Brotherhood Events”** are defined as events held by an individual chapter that is limited to chapter members, new members, and/ or alumni. These events may include more than one member chapter upon request and approval from the IFC VP of Risk Management.

**“Pledge/New Member Events”** are defined as activities primarily for pledges/new members or activities that are part of the pledge/new member program. Examples include pledge retreats and initiations.

**“Community Service Events”** are defined as a fraternity sponsoring or co-sponsoring a hands-on event outside of their chapter house, such as beach clean ups, a trip to the Boys and Girls Clubs, reading to children, etc.

**“Sober Event”** is defined as an event held between two chapters of Greek Life. Examples include trips to Laser Tag, Sky High, Paintballing, etc.

**“Recruitment Events”** are defined as activities held during any IFC recruitment period or activities held at any time where the primary purpose is membership recruitment. No alcoholic beverages can be present at recruitment events (including bedrooms/apartments and post-event parties) regardless of location.

3. Bussed events with alcohol:

**“Raid”** is defined as a social event, requiring the use of buses and the use of a third-party venue, between only two chapters of the Greek community.

**“Tri-chapter Raid”** are bused events which include alcohol and a third-party venue which include 3 organizations. These events are restricted to a combined attendance of 200 or fewer.

**“Pinning”** is defined as a ceremony to honor a life moment and is followed by a **“Raid”** between two individual chapters.

**“Crush Party”** is defined an event held by an individual chapter in which chapter members invite dates at a 2 to 1 ratio.

**“Date Party”** is defined as an event held in which chapter member invite dates at a 1 to 1 ratio. These events may be co-sponsored by two chapters upon request.

**“Tailgate”** is defined as transportation to and from a UCLA athletic event, and any social activities to take place before the athletic event.

***Only 4 chapters may register events with alcohol utilizing busses (excluding tailgates) on a given date on a first come first serve basis***

## SUBSECTION 4: BUS RULES AND THIRD-PARTY EVENT PROTOCOL

### 1. Transportation/Busses and Bus Parking

- a. Chapters shall not have busses load or unload on residential streets. Buses may load and unload only on Gayley or Hilgard.
- b. Busses may not stay parked with their engines running for more than fifteen (15) on any city street. If fifteen (15) minutes has lapsed the bus is required to circle until all parties are ready to be picked up.
- c. Busses are prohibited from traveling down residence streets. Busses must travel down "main" thoroughfare: IE: Hilgard Ave, Le Conte, Westwood, Gayley, Wilshire and Sunset ONLY!
- d. Music and Noise: Must be kept to a minimum to coincide with the Los Angeles Noise Variances.
- e. Refer to the approved bus companies through the State of California University of California. The approved list can be found by visiting SOLE at 105 Kerckhoff Hall. Chapters are encouraged but not required to use busses off of this list for events.
- f. Chapters may only load buses at times as assigned by the Vice President of Risk Management prior to the event.

### 2. Third Party Event Planners

- a. When scheduling a third-party vendor be sure that they are insured at \$1,000,000 for both General Liability and each individual occurrence.
- b. UCLA and FSL do not approve any event planners, using event planners is solely at the discretion of the chapter. Chapters are encouraged to work with their Inter/National Organizations for questions involving event planners.
- c. UCLA encourages all groups when applicable to host events at third party vendors to minimize risk and provide an alternative to events in chapter houses or apartments.

## SUBSECTION 5: SPECIAL EVENTS

1. **"Overnight"** or **"Weekender"** is defined as an overnight event (48-hour or less event) which is invitation only and adheres to a 1 to 1 ratio.
  - a. These events hold *high risk potential* where the burden of financial as well as risk management responsibility lies solely upon the Chapter, its President and its members- at-large.
  - b. Chapters will not sponsor these events with open invitation/registration
  - c. Chapters will not sponsor overnight/extended-stay off-site social events which, per IFC Guidelines, do not follow the strict BYOB and alcohol redistribution policy.
  - d. Chapters will not financially organize all aspects during an event for invited guests.
2. **"Formals"** are defined as off-site events to celebrate awards, accomplishments, Founder's Days, or historical fraternal event.
  - a. Must be registered according to the UCLA IFC Policy.
  - b. Must follow IFC and University Alcohol Redistribution Policy.
  - c. Must use a third-party vendor.
  - d. Involves a banquet or dinner, for which the purpose is to celebrate awards, accomplishments, Founder's Days, or historical fraternal events.
  - e. Located in areas for which the legal drinking age and all applicable California laws are followed regarding consumption of alcohol (Open container, redistribution of alcohol, etc.).
  - f. Brothers are allowed to invite only one guest.
  - g. The formal event is not advertised outside of brothers and their invited guests.

- h. Guests do not provide monetary compensation for attending the event.
- i. Formal events must be covered by Inter/National Fraternity Insurance Policies and be approved by their respective Inter/National Office, especially when held on or near bodies of water.

## SUBSECTION 6: IN HOUSE EVENTS

1. **“In-house Events”** are defined as a guest list event restricted to chapter members and their guests.
  - a. The size of these functions shall be limited to the individual members and no more than three guests per member with a maximum of 500 guests and attendees. Any event expecting over 500 guests and attendees must get explicit approval with the IFC VP of Risk Management.
  - b. Chapters, however, may not exceed the fire marshal’s limit and must comply with their Inter/National fraternity’s risk management policy if it has a stricter limit.
  - c. In-house events are to be limited to a single open and fluid area of the chapter facility as detailed by the chapter’s floor plan submitted to and approved by IFC.
  - d. All guests and members, both men and women, must check into in-house events by Interfraternity Council issued iPad or Barcode Scanner
    - i. Every guest entering an IFC registered event, including chapter members, must swipe or scan their BruinCard. In the event of a scanning error or if an individual is unable to present a BruinCard, the guest must manually enter their name (first, last) and university identification (UID) to enter the event. Non-UCLA students must enter their legal name (first, last) and email manually before entering an event. If a barcode scanner is used, guests’ names must be input manually next to their registered UID.
    - ii. Checking in with the iPad or barcode scanner does not guarantee entrance into a registered IFC event. Guest entrance is ultimately up to the discretion of chapter members.
    - iii. Any issues or concerns involving the iPads, barcode scanners, or guest lists should be brought to the attention of IFC. In the event that an iPad or barcode scanner runs out of battery or is deemed unusable, guests must be entered using a spreadsheet to check them in to the event.
    - iv. Unless devices are damaged before being administered, the chapter to which barcode scanners, iPads, cases, and card swipes are distributed will be responsible and liable for any loss or damage. Chapters must acknowledge the responsibility of iPad and barcode scanner usage before devices can be distributed.
  - e. The list must include the name of the member who invited the guest and is therefore personally responsible for that guest’s actions.
  - f. Being on the guest list does not guarantee admission to the event.
  - g. Identification must be checked at the door to ensure that all people on the guest list must be college students or over 18 (no high school students). Guests at or above the legal drinking age will be given distinctive wristbands to be administered by third-party security only to indicate they are of age to consume alcohol.
  - h. **“Pre-Recruitment Events” (“Welcome Back” Events)** are not permitted due to the Interfraternity Council no-event period.
  - i. It is unacceptable to create an open type of group or account, such as Facebook, where event details are posted, and people can join, or posting a flyer or other form of communication that gives out a phone number for people to call to get on a list or get a wristband, etc.
  - j. When hosting events, chapters must have posted signs explaining the definition of consent, as well

as listing the names and contact information of the chapter president as well as either the chapter risk manager, or one sober monitor for the event.

- k. These signs must be posted throughout the party area so that they are clearly visible throughout the event. Signs must also be posted at the bar, as well as in every bathroom being used during the event.

#### Checklist for Pre-In House Event Evaluation:

1. Make sure that there are 2 entrances and exits in and out of the chapter house. Only one entrance may be used by guests the other is for emergencies only.
2. Appropriately block off halls, stairwells, rooms and exists that are not in the designated party areas.
3. Clearly mark off the party area.
4. Make sure restrooms are clearly marked and able to use.
5. Provide sufficient amounts of trash cans, foods high in fat or protein, and bottled water.
6. Make sure that all sober monitors can be clearly identified and distinguishable (Reference “*Security Guards, Sober Monitors, and Bartenders*”) and are completely sober at all times.
7. Consent signs as per approval of the IFC must be displayed at the entrance of the event.
8. Make sure that the bar area is secured to prevent unauthorized acquisition of alcohol.
9. Guest must be not able to roam free during the registered event time. This is to prevent pre-partying and guests getting alcohol not from the bartender.
10. Once IFC breathalyzers are provided to chapters, they will be required to present them at the pre-party check. If these are lost, the chapter will be responsible to replace them.
11. Make sure numerous “risk management and consent signs” should be posted in a clearly visible location at the front entrance and bathroom.
12. If chapters are not up to standards, described above, at the start of events, then they may be restricted from hosting that event.

#### **SUBSECTION 7: TAILGATE POLICY**

1. Tailgate events are defined as events where transportation is used to and from a UCLA athletic event, and any social activities to take place before the athletic event.
  - a. Each chapter’s risk management team or tailgate coordinators must be sober for the duration of the event per the registration form
  - b. These individuals must communicate with UCPD, SAMs, and Pasadena PD and Fire Marshall as needed and be cooperative.
2. Each risk management team will identify a tailgate perimeter and speak with their neighboring UCLA/visiting team fans who may be tailgating nearby to provide information about the event
3. If receiving a noise complaint, chapters must turn off their speakers for the duration of the tailgate
4. A maximum of two IFC chapters for joint tailgates. These tailgates must be defined spatially from other individual tailgates.
5. For games that are determined by the IFC VP of Risk Management to be “high profile” game, the following expectations are to be met.
  - a. Identification (UCLA ID and/or government ID for those over 21 or non-UCLA attendants) must be checked by IFC-provided third party security prior to loading a bus to ensure that all people on the guest list are college students (no high school students) and every guest must be given a wristband.
  - b. Family members who are attending the tailgate events and are on the guest list will be allowed to attend.
  - c. Guests at or above the legal drinking age will be given distinctive wristbands to be administered by third party security only to indicate they are of age to drink.

- d. Only guests who reach the legal drinking age and have a wristband will be provided alcohol
- e. No glass bottles will be allowed (ex: beer bottles, wine bottles, etc.)

### **SUBSECTION 8: ADDITIONAL INFORMATION**

1. During the academic year, a no-event period may occur at any time as seen fit by IFC or FSL including but not limited to recruitment and the G.O.L.D. Academy.
2. For the purposes of these policies and other university policies governing events with alcohol, a gathering that needs to be registered is considered to be an event if there are more than 1/5<sup>th</sup> (one-fifth) of the chapter's members present.
3. Chapters may not sponsor or co-sponsor events outside the United States or "party destination" without approval from the IFC VP of Risk Management and FSL.
4. Chapters may not sponsor or co-sponsor events outside the United States where alcohol beverages are consumed.
5. Events may not be co-sponsored with any unrecognized/unregistered organization.
6. Events may be co-sponsored with a non-UCLA or non-Greek UCLA organization upon approval from the IFC VP Risk Management and FSL.
  - a. *The event must be registered and comply with the IFC Risk Management bylaws*
7. *For all events, co-sponsoring shall be defined as, including any of the following:*
  - a. Contributing monetarily to the event
  - b. Placing more than one chapter name on anything associated with the event (e.g., promotional fliers, t-shirts, pictures, contracts, banners, calendars, web-postings, Facebook groups, etc...)
  - c. A chapter may co-sponsor or co-finance functions with an organization not under the jurisdiction of this policy, but the social function MUST follow, in entirety, the guidelines and policies delineated within this document.

**Refer to below sections on "Alcoholic Beverages" and "Security Guards & Sober Monitors"**

### **SECTION 8: WHAT IS CONSIDERED AN EVENT?**

1. If the function is announced in Chapter.
2. If signs are posted in the facility about the function.
3. If e-mail, phone lists, text messages, Facebook, GroupMe, Evites or any other type of messages, mass communications are used to pass on information about the function.
4. If 1/5<sup>th</sup> (one-fifth) or more chapter members are involved.
5. If chapter funds are used.
6. If funds are collected from chapter members for the function.
7. If only select chapters, groups or people are asked to participate in the function.
8. If function is off chapter property that is either rented, leased or owned by members.
9. If chapter is at Chapter house and it is outside of an alcohol-free brotherhood/ritual event.
10. If the event is discussed amongst members 24 hours before the actual function.
11. Where row walks done to announce said function.
12. Is outside of a recruitment event. (Follow IFC/ specific rules for recruitment events and registering)
13. If any services are contracted to put on the function include but are not limited to third party event planners, bus companies, hotels, and security.

If your function meets **ANY** of the specifications above, it is considered an event. It is then subject to the Interfraternity Council Risk Management Guidelines and must be registered.

## **SECTION 9: SECURITY GUARDS, SOBER MONITORS, AND BARTENDERS**

Security guards are required for all in-house registered events with alcohol and events with more than two organizations. Security guards are responsible for:

1. Checking identification
2. Affixing wristbands (see above)
3. Making sure that persons under the age of 21 do not enter with alcoholic beverages
4. Making sure that guests do not enter with glass bottles
5. Making sure that the guests over 21 comply with the BYOB Guidelines
6. Patrolling inside the party to make sure that everyone at the party has a wristband and that only those with a colored wristband are consuming alcoholic beverages
7. The guards must deny entry and eject any obviously intoxicated persons and may eject all minors found in possession without warning. A log of ejections shall be maintained.
8. For events with less than 500 guests and attendees, two (2) security guards and a third-party bartender are required for the duration of the event. Events with over 500 guests or attendees must consult with the IFC Risk Management to determine an appropriate number of security guards and/or third-party bartenders.

IFC requires security guards to review any and all observed violations of these policies. Security guards shall have guard identification in their possession and wear clothing that clearly distinguishes them as security personnel.

Per event registration forms, each event is required to have two (2) executive board members act as sober monitors. For each 50 guests over 150 an additional sober monitor is needed. For parties, sober monitors must be comprised of executive board and active members and must be the members as defined on the submitted form for the event. No new members may serve as sober monitors.

**Expectations and responsibilities of Sober Monitors include but are not limited to:**

1. **SOBER MONITORS MUST BE COMPLETELY SOBER DURING THE DURATION OF THE EVENT**
2. Being stationed in different locations of the event to watch behavior and state of all guests and attendees.
3. Room checks in areas outside of the designated event area and removing guests or attendees from these areas.
4. Stationing a room with food and non-alcoholic beverages (Reference “*Alcoholic Beverages at Events*” for specific details).
5. Contacting UCPD, LAPD, or emergency medical services (Reference “*Alcoholic Beverages at Events*” for specific details).
6. Sober monitors should reflect upstander behavior and communicate with the event coordinators and chapter president (Reference *Bystander Behavior and Conduct*).
7. Assisting hired security with flow of guests and attendees at the main entrance.
8. At least two sober monitor members must be wearing the Risk Management arm-bands as issued by IFC.
9. *Best practice, but not required, is utilizing a rotation for sober monitors at a given event so that the same chapter members are not sober monitors at every event.*

**SECTION 10: Alcoholic Beverages At Events**

*Please refer above to “Alcohol and Drugs” for general substance protocol and regulations*

1. The service and/or consumption of alcoholic beverages are to be complementary to the event, and under no circumstances should an event have the consumption of alcohol as its primary purpose.
2. It is the fraternity's responsibility to see that all persons consuming or holding alcoholic beverages at a function are 21 years of age or older (must be wearing the proper wristband at events where wristbands are required). If members or guests under the age of 21 are caught in possession of alcoholic beverages they may be escorted off the premises under the security or chapter member's discretion.
3. At all functions where alcohol is consumed, the fraternity must provide an adequate supply of free, nonalcoholic beverages (in cans or plastic bottles) in a conspicuous location. Drinks other than bottled water must be chilled. An adequate supply is at least two unopened cases of minimum 24 standard beverage servings (12-ounce cans or bottles). If the event will be occurring for longer than 4 hours, an additional case will be required per additional hour of event duration. A partial hour will require an additional full unopened case.
4. All chapter facilities are required to zone off a designated “over-intoxication room” in which persons who have overindulged can be taken care off and given special access to food and water until further steps are necessary. The risk management team is in charge of monitoring the drunk tank and assisting persons in times of need.
5. For all events where alcohol is consumed, an adequate supply of food (preferably non-salty, high in fat or protein) shall be provided. An adequate supply would be one slice of pizza or two breadsticks per attendee. Other acceptable food includes food high in protein and/or carbohydrates such as chicken wings, sandwiches, meats, cheese and crackers, etc.
6. No one who is obviously intoxicated shall be admitted to a chapter event or allowed to board the bus for a chapter-related event held off-site. No person who is obviously intoxicated should be permitted to consume any alcoholic beverages.
7. The fraternity has an obligation to provide for the safety of any member or guest exhibiting intoxication. This might require taking the person home or allowing the person to spend the night and ensuring that someone is present to monitor their condition until they are sober. If the person is unconscious, is breathing irregularly, has a weak pulse, or has discolored skin, immediate medical attention should be sought.

- 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.
8. No one is permitted to leave an event with an open alcoholic beverage.
9. Drinking Games including but not limited Beer Pong, Beirut, Quarters, etc. are strictly prohibited.
10. In addition, any Inter/National IFC guidelines regarding co-sponsored events shall be followed by member organizations.
11. Chapters should not be negotiating with venues or event planners for wristbands for members who are under the age of 21. Chapters must be ethical and follow local, state and federal laws complying with legal drinking laws and policies. **Chapters should not encourage underage drinking at any time.**

## **SECTION 11: OFFICIAL REGISTRATION OF EVENTS**

### **SUBSECTION 1: EVENT CALENDARS**

1. Event calendars will be due by noon Friday of 9<sup>th</sup> week each quarter for the following quarter.
2. Calendars that are turned in past noon will be considered late and the chapter will be restricted to a total of four events for the quarter.
3. Event calendars must include but are not limited to raids, pinnings, formals, philanthropies, bus trips, invite parties, tailgates, of-campus brotherhood events, alumni events where the undergraduate chapter is attending, Founders Day celebrations, bid day celebrations, events with family members, etc.

### **SUBSECTION 2: REGISTRATION OF EVENTS**

1. **Brotherhood events do not need to be registered, unless a chapter is leaving the confines of the chapter house or Westwood Proper.**
  - a. All Brotherhood events that take place off campus must follow these guidelines:
  - b. Paperwork must be filed with IFC as a sober event and thus must be registered 5 days in advance per the registration form
  - c. Busses must be taken and approved through UCLA approved bus companies
  - d. No alcohol is to be consumed
2. **Philanthropy and Community Service Events must be noted on your events calendar.**
  - a. *Forms required:*
    - i. Philanthropy Event Registration forms must be submitted a minimum of **2 weeks** prior to the event.
    - ii. Community Service Event Registration forms must be submitted a minimum of **one week** prior to the event
    - iii. Prior to Philanthropy events that are large scale to include but are not limited to: tournaments, concerts, etc. philanthropy chairs must meet with both IFC and their respective staff advisor.
    - iv. Both Chapter Advisors and staff advisor should consult on the any liability forms before they are presented for students to sign. Forms should support and fall in line with current University and Inter/National Council policies.

- v. **THERE IS TO BE NO ALCOHOL** consumed post, during, or prior to any PHILANTHROPY EVENT OR COMMUNITY SERVICE EVENT!

3. **Raids, Pinnings, Tailgates, Special Events trips, Formals, In House Events** MUST be noted on your social calendar.

a. *Forms required:*

- i. IFC Forms are required for all events where alcohol will be consumed
- ii. All events must be registered with IFC by 12:00 P.M (noon) **5 days** prior to the social event.
  - 1. In-house events must be registered 5 days in advance by 4pm per the registration form.
- iii. The IFC registration forms are due in the IFC dropbox.
- iv. Form **MUST** be completed and signed in its entirety.
- v. Participating organizations are required to turn in separate forms. All signatures from the presidents, social chairs and advisors are required.
  - 1. IFC VP of Risk Management will consult with the participating chapter's council to ensure that forms are submitted honestly, fully, and on time.
- vi. All signatures are required by the deadline.

***Failure to complete paperwork, submit on time by given deadlines, forged advisors signatures and failure to obtain signatures will result in a postponement or cancellation of your event.***

### SUBSECTION 3: UCPD PARTY NOTIFICATION

- 1. The IFC needs to notify the UCPD at least 2 days prior to the expected date of the party. Failure to turn in event forms by the time required will result in immediate forfeit of invite party or other event.

## SECTION 12: COMMUNITY RELATIONS

### SUBSECTION 1: GLASS BOTTLES

- 1. Guests may not be permitted to enter with glass bottles, nor may members be carrying glass bottles in common areas during a party.
- 2. Chapters should not be throwing bottles at other chapter houses or persons.
- 3. Reports from chapters, law enforcement, advisors, neighbors, or chapter members. Throwing bottles at neighbors or passerbys may result in a fine of \$100 per bottle, a general fine to the chapter and a referral to the IFC Chief Justice for review.
- 4. Chapter who are found throwing glass bottles at Law Enforcement Officials or University Administrators maybe fined \$2000 and will be referred to the IFC Chief Justice and/or Fraternity and Sorority Life for review.

### SUBSECTION 2: NOISE

If the music or crowd noise is clearly audible 50 feet away from your house after 10:00 p.m. any day of the week, the chapter is in violation of the law, unless a valid noise permit is in effect.

- 1. If a neighbor complains that the noise is too loud, UCPD or LAPD may come and test the decibel level. If the noise exceeds the decibel limit, the fraternity event may be shut down at the officer's discretion or the attendees will be given a warning. If the police have to return after issuing a warning and the music is again above the limit, the event may be immediately closed down and the fraternity may be referred to the IFC Chief Justice.

2. Chapter related social events are not permitted at private residences.
3. Spill-over into the streets and surrounding properties is prohibited.
4. The event is not considered over as long as at least one third of the members and invited guests are still present or at 2:00 a.m. whichever occurs first.
5. Please be advised that at any time you can be given a citation for noise by UCPD or LAPD.

### SUBSECTION 3: CROWD CONTROL AND DISPERSAL

Crowd control and crowd dispersal is the primary responsibility of the fraternity. If the members and security guards need assistance, they can call the UCPD. Care should be taken to keep people out of the streets.

If a fight breaks out or is imminent, the UCPD should be called immediately. To the degree possible, fraternity members should leave it to the security guards and police to handle fight situations. Although it may sometimes be necessary for fraternity members to intervene in violent situations to help restrain and/or escort someone from the premises, use of clearly excessive force may lead to university judicial action and possibly expensive litigation, especially if anyone is seriously hurt in the process. Mutual combat is not considered self-defense.

For evening events, ALL music must be turned off at 2:00 a.m. turning on lights on the dance floor and turning off outside flood lights helps disperse the crowd. If the crowd is large, it may be useful for some of the members and security guards to form a line in the back of the party and gradually move the crowd toward the exits.

Security guards and/or fraternity officers should be assigned to patrol the exterior perimeter of the party to keep persons from entering from other than the established entrance. Although it is advisable to only have one entrance to a party, **the fraternity shall not lock doors or block exits so that the crowd would be hindered from quickly exiting in the event of a fire or other emergency.**

### SUBSECTION 5: LITTER, DECORATIONS, AND TARPS

In the interest of maintaining good community relations with neighbors, the host organization will keep trash from the event from being left or deposited on adjacent property, sidewalks, and street and will be responsible for cleaning up any trash within 12 hours following the event.

Within 24 hours of the event, the chapters will be responsible for taking down tarps, decorations, displays or another decorative item from the outside of the house. If items are too big for disposal in dumpsters, host chapters will work collaboratively with the City to make accommodations for debris to be hauled away.

- Chapters may not dispose of waste or party items in dumpsters that do not belong to the fraternity.
- *For disposal of bulk items call 3-1-1 to contact the city for arrangements*

Vandalism to a fraternity/sorority house by throwing paint, stealing letters, trampling flowers, stealing composites or chapter valuable, breaking windows, urination, fighting, disrespect to house mothers, etc. will be referred to the IFC Chief Justice for review.

## SECTION 13: ENFORCEMENT OF THE IFC RISK MANAGEMENT POLICY

Chapter(s) that violate this policy will be subject to a referral to the IFC Judicial Board and/or administrative review by Fraternity and Sorority Life, and/or through the UCLA Dean of Students Office.

Attendance is required for all scheduled social chair meetings, judicial board training programs, or other designated workshops that are provided by IFC and/or the Office of Fraternity and Sorority Life.

IFC, UCPD, and/or University Administrators have the right to shut down any function.

IFC and/or UCPD may do periodic checks before events begin to ensure chapters are following policy and to report any violations.

***Note:*** *These guidelines shall apply for violations of the IFC and/or University Risk Management Policies. Modifications to these guidelines and above enforcement are subject to change by the IFC President's Council in collaboration with the Office of Fraternity and Sorority Life as deemed necessary at any time.*

**All forms and resources can be found online at:**

[www.ifcucla.com](http://www.ifcucla.com)