



## Theta Delta Chi International Fraternity

# Event Risk Management Guide

### Thinking about Event Risk Management:

Risks are any actions that have a potential to result in negative consequences for others or ourselves.

Risk management doesn't mean that the risk will go away. Even the seemingly safest programs or activities can have unanticipated consequences. What risk management is, however, is a proactive effort conducted in advance of an action or event in an effort to minimize the potential for harm or negative results.

### The Risk Manager:

The Risk Manager is a leadership position with enormous responsibilities. Your job is to work with your executive board to design plans for managing the various risks associated with the life of the Charge. You will need to work closely with your house manager, your social chair, recruitment chair, brotherhood chair, philanthropy and service chair, new member educator, or whomever the event chair happens to be. You will also need to attend all college or university programs dealing with risk management. You might even need to work with your local police, campus police or neighborhood association. Having all of those phone numbers and building a positive relationship with all of them will be a benefit to you, when and if, the time arises you need to work together on an issue.

It only goes to say, you, along with other members of the executive board, need to be role models for what is acceptable and appropriate.

Keeping the best interests of the Charge, guests, individual members and alumni in mind will be very important. Sometimes, people will not be happy with your decisions but you will need to have the support of the rest of the executive board when making the tough calls.

Overseeing the risk aspects of all Charge activities to facilitate the well-being and safety of members and guests is a primary responsibility of the risk manager.

**It is recommended that all events have a risk management plan implemented throughout. The following guidelines will help you more effectively manage your risk. Your host institution and Theta Delta Chi policies, along with all applicable laws and ordinances need be considered when developing your risk management plan.**

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## Creating your Event Risk Management Plan:

1. It is recommended that every event should have a risk management plan
2. Use the Holmes Murphy Event app to create your risk management plans: HM Event



3. Create one plan for non-alcohol events such as a brotherhood event
4. Create one plan for most of your social functions that are in the same location and usually operate the same way.
5. Create a plan for each event that does not fit the other two categories such as a formal event at a hotel or an off-site event
6. Create a general crisis plan
7. Review each plan with the entire Charge at least once a semester or before each event.

## Responsibilities of the Risk Manager:

1. Oversee the risk aspects of all Charge activities to ensure members' and guests' well-being and safety at all times in accordance with University and Theta Delta Chi policies.
2. Plan and promote programs dealing with issues the Charge might face regarding health, wellness and safety.
3. Create, educate Charge members on, and enforce a Risk Management Plan for all Charge events.
4. Oversee all sober monitors as outlined by local host institution.
5. Attend all University and Theta Delta Chi risk management events and trainings.
6. Coordinate accident and investigation reports when necessary.
7. Maintain a list of emergency numbers along with health and wellness information including counseling to members, especially concerning free services.

**Our insurance broker is Holmes Murphy. They have developed resources to help risk managers, social chairs and event planners to conduct successful and safe events. Many of these resources are interactive and take between 5-10 minutes to walk through and will answer many questions you may have about your event.**

- [Interactive Event Planning Resources:](#)
  - [What Constitutes an Event?](#)
  - [Party Themes](#)
  - [Building a Guest List](#)
  - [Contracts and Third-party Vendors](#)
  - [How to Implement a BYOB Event](#)

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- [Event Monitors](#)
- [Designated Driver Programs](#)
- [Event Planning Resources:](#)
  - [ABCs of Contracts](#)
  - [BYOB Checklist](#)
  - [Building a Guest List Guide](#)
  - [Competitive Eating Contest](#)
  - [Contract Template for Hiring Third-Party Vendors](#)
  - [Crisis Management Template](#)
  - [Designated Driver Guidelines](#)
  - [Event Monitor Guidelines and Program](#)
  - [Event Planning Guide Checklist and Template](#)
  - [Fundraisers and Third-Party Events Template](#)
  - [Participant Release Form – \(Download PDF from HM Website\)](#)
  - [Party Theme Suggestions, Guidelines and Planning](#)
  - [Security Vendor Checklist](#)
  - [Special Event Policy](#)
  - [What Constitutes an Event Checklist?](#)

## **BEST PRACTICES FOR GOOD EVENT RISK MANAGEMENT**

There are BEST PRACTICES to consider when planning any sort of social activity or event. These practices should be considered whether these events or activities are with or without guests, irrespective of alcohol being present. This list of BEST PRACTICES should be considered when doing a brotherhood event, a philanthropy or service project or even with a third-party vendor such as a paintball event.

Among the best practices for good Risk Management are:

- ALWAYS have a risk management plan
- Review your plan on a regular (monthly) basis with all members of the Charge
- Review and Revise your Risk Management Plan with a committee on a semesterly basis
- Review Theta Delta Chi policies with the Charge on a semesterly basis
  - Alcohol and Drugs
  - Hazing
  - Fire, Health and Safety
  - Sexual Assault and Violence
  - Sexual Harassment
- Trained and available sober monitors or security
- Provide food and water
- Complete all required OFSL or IFC forms for an event
- Provide waivers for participants if needed

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- Plan a Risk Management program for the Charge or IFC semesterly
- Host a “Perfect Party” event with the IFC annually

## References and Resources:

Holmes Murphy: Event Planning Guide

<http://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2019/10/Event-Planning-Guide-Updated-1.pdf>

Holmes Murphy: Resources Sorority – Fraternity

<https://www.holmesmurphy.com/fraternal/resources/resources-sororities-fraternities/>

West Liberty University: Risk Management

<https://westliberty.edu/student-life/riskmanagement/>