

<p>Central Texas College District _____ Club Student Club Risk Management Policies and Procedures</p>
<p>Policy No. 100</p>

I. PURPOSE

_____ Student Club of Central Texas College (hereinafter “Club”) desires to create a safe environment for all through risk management training and Club member responsibility.

II. SCOPE

This policy applies to all Club members.

III. POLICY

A. Club Sponsor

Is defined as a full time faculty, exempt employee, or part time employee/ adjunct faculty with ten or more years of service. Club sponsors must be older than 21 years of age and cannot be students at Central Texas College.

Club Sponsor is responsible for ensuring all safety measures taken during all Club meetings and activities by providing:

1. Resources for proper administration of a safety program.
2. Full support of all safety procedures.
3. Participation in CTCD’s Club Risk management training.
4. Club safety training and hazard elimination practices.
5. Knowing and enforcing applicable state or federal safety regulations applicable to college and to its Clubs.

Club Sponsor shall attend the annual college risk management training for Clubs and will keep abreast of health and safety issues and concerns that may have an impact on Club and perform annual reviews of the effectiveness of their Club’s current safety programs.

B. Club Officers

Club officers are responsible for safety oversight for themselves and their members, to include:

1. Providing full support for all safety procedures.
2. Actively participating in college risk management safety training for Clubs and practicing hazard elimination.

C. Club Members

Club members are responsible for their safety and for promoting safety practices within the Club.

Club members are invited to attend the annual college risk management training for Clubs.

D. Risk Management Training

1. Annually the college shall provide risk management training for which attendance is mandatory for all Club sponsors and all Club officers, and open to all Club members.
2. At least annually, Club sponsor and officers shall provide general risk management training to all Club members in the following areas:
 - a. Prohibition of alcohol and illegal use of drugs at all Club meetings and activities either on or off campus.
 - b. Anti-hazing policies and reporting or inappropriate behavior.
 - c. Prohibition on harassment, sexual harassment and sexual abuse and reporting of inappropriate behavior.
 - d. Prohibition of weapons at all Club meetings and activities.
 - e. Fire safety and evacuation and lockdown procedures.
 - f. Requirements for travel for Club meetings and activities.
 - g. Appropriate behavior at Club activities.

3. At least annually, Club shall provide risk management training in the following areas specific to Club activities:
 - a. Possession and use of alcoholic beverages and illegal drugs
 - b. Hazing
 - c. Sexual abuse and Harassment
 - d. Fire and other safety issues
 - e. Travel
 - f. Behavior at parties and other events.
 - g. Adoption of the risk management policy, Policy No. 100

- E. No later than October 15th the Club shall provide college through Student Life, with a copy of the training agenda and current roster of all members. Student Life shall maintain this information.

- F. Failure of the Club to attend or hold the mandatory risk management training will result in Club sanctions to include suspension and possible removal of Club status by college.