SGPS Event Sanctioning Information Guide

A resource to assist with the completion of the SGPS Event Sanctioning Form

December 2, 2021
Table of Contents

Purpose...........................................................................................................................................3
Who must sanction their events?..........................................................................................................3
When should the online event form be submitted?.............................................................................3
Are there guidelines for advertising the event?....................................................................................3
What happens if I do not submit my event for sanctioning?.................................................................3
How do I complete the event sanctioning form?...................................................................................4
  Event Details Section ..........................................................................................................................4
  Event Logistics..................................................................................................................................5
  Beverages, Alcohol, and Food ............................................................................................................6
  Physical Activity ...............................................................................................................................6
  Covid-19 Safety Plan ........................................................................................................................7
Suggested Safety Measures .................................................................................................................7
Minors (under the age of 18)...............................................................................................................8
25+ Attendees .....................................................................................................................................8
Travel ..................................................................................................................................................8
Certificate of Insurance ......................................................................................................................8
City Facilities.......................................................................................................................................9
Purpose
The SGPS offers event sanctioning as a service to our membership in order to assist them in holding safe events. The event sanctioning process ensures that all event organizers are familiar with the University's policies and processes in particular the Student Code of Conduct, Alcohol Policy, COVID-19 processes and protocols and requirements. It also allows event organizers to receive support from the SGPS around planning and risk management for the event (i.e., waivers for participants, COVID-19 safety plans, etc.). Finally, and most importantly, sanctioned events will be insured by the SGPS’ insurance policy.

Who must sanction their events?
Any group planning to hold an event that involves members of the SGPS in an official capacity must have its event sanctioned. Examples include:
- Events being organized and hosted by the SGPS
- SGPS Member Societies (defined as a professional faculty, school, department, division, or institute of the University recognized by the SGPS as a member society)
- Ratified SGPS Member Society Clubs (i.e. Law Student Society Clubs)
- Ratified SGPS Member Society Committees
- Department Student Councils

When should the online event form be submitted?
All requests should be submitted at least 3 weeks prior to the event. Forms submitted less than 3 weeks prior to the event may risk not being able to be reviewed. Incomplete forms or forms with incorrect information will be returned for completion prior to conducting a review, which will delay the sanctioning process. It is important to make sure that your form is complete, and the information provided is correct, prior to submission.

Are there guidelines for advertising the event?
All advertisements must abide by the following advertising guidelines, as per Section 5 of the University's Alcohol Policy to receive official event sanctioning:
- Advertisements must not depict the consumption of alcohol as the primary or sole purpose of an event or initiative
- Advertisements must not coerce or explicitly encourage students to consume alcohol
- Advertisements must present an event or initiative in a positive way, so as to provide an inclusive and safe environment for all potential participants
- Groups consent to the removal of advertisements that are deemed in contravention of these guidelines, the Liquor License Act of Ontario, or the Student Code of Conduct

References to the SGPS or use of the SGPS logo is not permitted unless the SGPS is sponsoring the event and the SGPS provides approval of the usage.

What happens if I do not submit my event for sanctioning?
You will not be permitted to use your SGPS/Queen's/SGPS Member Society affiliated name with the event. The Event Organizers will be personally liable for any loss or damage incurred as a result of the unsanctioned event.
How do I complete the event sanctioning form?

**Event Details Section**
The purpose of this section is so that the SGPS can evaluate the risks and give feedback on the timeline and specific events in the itinerary. This section should have a lot of detail, so much detail that any individual who wishes to recreate your event on their own can do so with the details in this submission.

**Background information**
- A brief description of the event outlining its purpose and history. This response should be no more than 100 words.

**Event reoccurring**
- If your event will run on a reoccurring basis (e.g., bi-weekly, monthly, etc.) then you must list when it will first run and all subsequent dates it will run.
- If your event is one that is reoccurring over longer periods (annual, every 2 years, every 5 years etc.), then you must list when it first ran, all the subsequent dates it ran prior to this time.

**Security measures**
- Description of event security – brief description of the security for the event such as student constables, registration/check-in desks, event tickets, etc.

**Intended Audience**
- Describe the audience this event will be marketed towards. For example, will this event be solely for SGPS members in a specific department, open to all Queen’s students and/or staff, etc.
- All event participants will be required to show proof of vaccination and a green check on the SeQure app to the event organizers before being permitted entry to the event. Individuals who are unvaccinated or did not complete the seQure app screening will not be permitted to attend SGPS sanctioned events. This is applicable to both on campus and off campus events.

**Start Date/Time, End Date/Time and Location of event**
- This is especially important to secure insurance. If you are hosting in multiple locations, please include all address lines or contact sanctioning@sgps.ca
- You need to specify which campus or if you will be hosting off-campus. We also request you attach a copy of a contract. This is for liability reasons and to ensure that the terms of agreement are beneficial and appropriate for both parties.
- For your event to be sanctioned at a public, off-campus venue, it must offer a closed-off, dedicated space only for your group of attendees for the entire duration of the event. You will need to provide us with proof of security at the venue if Student Constables are not able to be there. Examples are banquet halls, conference rooms, private sectioned area, etc.
- The reason for requiring a dedicated space is to ensure that the event can be carried out without interruptions and uninvolved populations to not disturb the general community. Also, you will be required to contact trace, check vaccination status, and screen for COVID-19 through the SeQure app which you cannot do efficiently and accurately if your attendees are mixed with general public.

**Names and phone numbers of primary event organizers.**
- This information is required so we can contact you for approval of your event and if we have any questions/concerns. We can work with the event organizers to address areas of risk.
**Event Logistics**

All the information provided will be used to evaluate whether preventative steps can be taken to lower the risk of the event (ex. Adding a refreshment break during outside events in the heat of the summer, etc.).

**Event setup/event take-down**

- Provide details on how the event will be set up and taken down. If there is large equipment being moved around, think about appropriate safety measures. If there is IT equipment, consider whether or not you will need external supports to set it up. Outline what measures will be in place to ensure adequate clean-up and leaving the venue how you found it.
- Describe any equipment drop-offs or pick-ups that will occur.
- Many accidents can occur during setup and takedown of an event, especially when handling large and/or heavy equipment. It is essential that team members setting up are taking the appropriate safety measures, and that untrained individuals are not setting up specific equipment.
- Volunteers must be informed that they are not required to take part in setup/takedown if they feel unsafe or unable to participate for medical reasons.

**Event Timeline**

- Describe how the event will run, provide an itinerary of the event (if you have not attached it in the area provided) with times, operations if you have rotations running through.
- A timeline with all checkpoints and tasks that will be performed on the day of the event. This should include a rough outline of the event day (hour by hour and/or by activity). This will help us to understand how the event works and flows.
- If you already have an itinerary prepared, you may email it to sanctioning@sgps.ca
- The floor plan will help us gauge if the space is used adequately and will adhere to public health guidelines including the requirement for 2 metre distancing.

**Contingency plan**

- As we are in a pandemic and circumstances are unpredictable, it would be wise to have a contingency plan in case your event needs to change venues, move to a virtual setting, etc.
- This section allows you to highlight your communication plans and phone tree should your event have to be cancelled.

**Number of attendees**

- Expected number of participants: these are people registering/buying a ticket for your event and will be attending as an event organizer or participant.
- Number of Event Organizers/Number of Volunteers: these are individuals that are either executives or representative from the member society that will be attending the event and/or facilitating it.
- This is to ensure we are meeting room capacity restrictions for the indicated location of event (especially if its on-campus – if it is off-campus we ask you attach the contract which should indicate capacity).

**Capacity Limits**

- Your total count of participants in a venue includes number of volunteers and executives (e.g., for on campus events 25 participants, 8 executives, and 20 volunteers in 1 rotation exceeds indoor capacity limits permitted under Queen’s current guidelines).
- This is useful information for us to know to cross-reference with the space that you booked on or off campus.
- If you are organizing rotations, multiple venues, etc. We need this information to evaluate risks for your event.
**Beverages, Alcohol, and Food**
The presence of alcohol adds an extra risk to an event; however, these risks can be lowered if proper measures are set in place.

**On-Campus**
- Please see the updated Queen’s guidelines found here - [https://www.queensu.ca/vpfa/covid-19/campus-re-opening-and-operating/meeting-and-event-protocols](https://www.queensu.ca/vpfa/covid-19/campus-re-opening-and-operating/meeting-and-event-protocols)

**Off-Campus**
- To have beverages and/or alcohol at your off-campus venue, it must be the vendor employed at the venue that is the beverage provider and the venue must already be established as a beverage/alcohol provider.
- In this case, please outline in the event form how beverages will be distributed with masking and social distancing required.
- All events involving alcohol will require the event organizer to remain sober for the duration of the event, as well as a contingency fund of $100 being set aside to assist individuals who are intoxicated in getting home safely.
- You will also have to provide a copy of the vendor’s Smart Serve license to sanctioning@sgps.ca

**Food**
- Food may only be distributed at an off-campus venue that is already licensed as a food provider and may not be catered at a venue for drop-off.

**Food On-Campus**
- Please see the updated Queen’s guidelines found here - [https://www.queensu.ca/vpfa/covid-19/campus-re-opening-and-operating/meeting-and-event-protocols](https://www.queensu.ca/vpfa/covid-19/campus-re-opening-and-operating/meeting-and-event-protocols)

**Food Off-Campus**
- To have food at your off-campus venue, it must be the vendor employed at the venue that is the food provider and the venue must already be established as a food provider.
  - OR: Food will be allowed at off-campus venues only in cases where the venue is already established as a food provider (i.e. a bar or restaurant) and the food is made in-house by either employees or by a vendor employed at the venue. This means that no outside catering will be allowed at off-campus events.
- In this case, please outline in the event form under your COVID-19 Safety Plan how food will be distributed with masking and social distancing required.

**Physical Activity**
If your event involves physical activity, it is necessary that you identify which of the three different categories your event falls into in order that risk can be assessed.

The 3 different types of physical activity are:
- **Light Physical Activity Level**: Refers to activities that pose little to no risk (walking, light outdoor recreational activities, etc.). It is still important to outline on the form what physical activity is involved in your event, even if it would be considered light.
- **Moderate Physical Activity Level**: Refers to activities that pose a substantial level of risk. These activities could include more intensive recreational activities (i.e. light running/jogging,
dancing, etc.). Events with moderate levels of physical activity will need all participants to sign a waiver. Waivers can be provided by the SGPS by request. Please contact sanctioning@sgps.ca for more information. Further safety precautions will need to be taken by event organizers for events including moderate physical activity.

- **Vigorous Physical Activity:** Refers to activities that are high-risk and could incite injury. Vigorous physical activities include ice hockey, rock climbing, etc. These events will rarely be sanctioned because it is difficult to mitigate the risks associated with vigorous physical activity. There may be options for separate insurance policies (at your cost) if you wish to organize individual events that include vigorous activity.

If you are unclear about which category your event fits into, please contact sanctioning@sgps.ca

**Note:** Conditions of event sanctioning approval will take into considerations all aspects of the types of physical activity involved at the event and your COVID-19 Safety Plan.

**Covid-19 Safety Plan**
Event organizers are required to have a detailed COVID-19 safety plan in place. The plan will assist you with identifying safety protocols for student-led event operations on and off campus. The event sanctioning form will take you through a series of questions that will help develop your plan to reflect guidelines for fall 2021 student-led events. This plan may be required to be updated as public health guidelines evolve. This plan is to be completed by the event organizer. A copy must be shared with all team members.

This plan will be subject to third-party scrutiny. Event organizers for on campus events should have a copy with them during the event and it must be made available to anyone who asks to see it. Provide as much detail as possible to ensure protocols are clearly articulated. It is expected that you will utilize the resources below in the development of your plan.

**Return to Campus Guidelines**
Refer to the Queen’s Safe Return to Campus information website for up-to-date information and additional resources including the Return to Campus Guidelines to help you plan for a safe return to on campus events.

**Key Public Health Guidance**
Public Health regulations surrounding on-campus activity can be found under campus operating guidelines. The safety plan prompts you to address each area to plan your event adhering to these guidelines.
Please direct questions relating to the completion of this safety plan template to sanctioning@sgps.ca

**Suggested Safety Measures**
- Specify support staff, such as first aid, crowd control, supervisors, so the SGPS is aware of added controls and supports in place for the patron’s and organizer’s safety.
  - Whether Queen’s First Aid has been contacted to ensure that they are present and prepared for the type of event/physical activity, and so event organizers know to refer participants to first aid.
- Ensure all proper equipment is supplied for safety in the given conditions.
- Participants must be instructed to bring their health card in case people need to go to the hospital or access emergency services.
• Protocol for an emergency should be established to ensure safety measures are in place for all participants, including those with disabilities, and all entrances/exits are all accessible.

Registration Forms
All events must require registration by all participants. The registration form serves two purposes:
1. it allows for contact tracing should a COVID-19 exposure occur at the event, and
2. it allows for individuals to complete the SGPS waiver process which we require for all in-person events.

Please contact sanctioning@sgps.ca to receive the waiver language for your event registration form. The form must be approved by the SGPS before it can be distributed to participants and the results of the form must be sent to sanctioning@sgps.ca 48 hours prior to the start of the event.

Individuals who do not pre-register prior to the results of the registration form being sent to the SGPS will not be able to attend the event.

Minors (under the age of 18)
Any events involving minors will require parental consent via the completion of a waiver before the minors can attend the event. The waiver must be signed prior to the date of the event. As with all other event participants, the minor must be fully vaccinated and a seQure app screening must be done by them or on their behalf. They will not be permitted to attend an SGPS sanctioned event if this is not done. For support with waivers, please contact sanctioning@sgps.ca

25+ Attendees
25+ attendees is considered a large event under the scope of event sanctioning.

For events with a large number of attendees, it is important to be aware of the capacity of the venue in relation to the fire code and COVID-19 restrictions. If security personnel are attending the event, they will also have to be aware of the official capacity and number of projected attendees beforehand so they can properly count the number of people in the venue.

Conditions of event sanctioning approval will take into considerations of projected number of attendees expected at the event and your COVID-19 Safety Plan.

Travel
Due to COVID-19, the SGPS is not sanctioning any events involving travel. Events within Kingston will require that individuals provide their own transportation to the venue which will not be covered by under sanctioning.

Certificate of Insurance
If your event is organizing a conference or event off-campus, some venues (for example municipal owned properties, hotels) will require a certificate of insurance from the SGPS. To receive this certificate, you must first send a copy of the rental contract provided by the venue to sanctioning@sgps.ca. The rental contract will need to include the SGPS as the party that is entering into the contract as otherwise our insurance cannot issue a Certificate of Insurance. We cannot
make a request for a COI without a contract as there are clauses in the contract regarding insurance and indemnification that need to be read and understood prior to issuing the COI.

It is acceptable to include the name of the club following the SGPS name so that it is clear which entity the venue is dealing with. It is required that requests for a certificate of insurance from the SGPS are made at least 2 weeks in advance of the events occurrence.

City Facilities
You may host your events at city facilities such as ice rinks, sports fields, parks, picnic areas, etc. Please visit this page with details regarding the booking details and the rental rates for all the facilities.

You will need to book city space by emailing contactus@cityofkingston.ca. They will provide you with booking forms that you will then need to send to facilitybooking@cityofkingston.ca.

If you have amplified sound, you will need to complete a Noise Exemption Request. Please note, there is a cost of approximately $318.25 (as of September 2021) to have your application processed, and someone may be required to attend a City Council meeting to provide and overview of the event and answer questions.