

# **SGPS Event Sanctioning Information Guide**

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



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## Purpose

The SGPS offers event sanctioning as a service to our members to assist them in holding safe events. The event sanctioning process ensures that all event organizers are familiar with the University's policies and procedures, particularly 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 (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 three weeks before the event. Forms submitted less than three weeks before the event may risk not being reviewed.**

Incomplete forms or forms with incorrect information will be returned for completion before conducting a review, which will delay the sanctioning process. It is crucial to ensure that your form is complete and that the information provided is correct before 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
- Promotions must positively present an event or initiative 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

Any promotional material regarding the event must clearly state that only fully vaccinated (see Queen's definition) individuals may attend and that vaccine receipt QR codes will be checked at the door.

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 due to 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 information 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 runs on a reoccurring basis (e.g., bi-weekly, monthly, etc.), you must list when it will first run and all subsequent dates.
- If your event is reoccurring over more extended periods (annual, every two years, every five years etc.), then you must list when it first ran all the subsequent dates it ran before 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.
- **Event organizers will be responsible for checking that attendees' complete the SeQure app COVID-19 screening process. Only attendees who provide proof of a green check on the SeQure app will be able to attend.**
- **All event participants will be required to complete the COVID-19 screening on the SeQure app.**
- **Individuals who do not complete the seQure app screening will not be permitted to attend SGPS sanctioned events. This applies 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](mailto: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 the 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 cannot be there. Examples are banquet halls, conference rooms, private sectioned areas, etc.
- The reason for requiring a dedicated space is to ensure that the event can be carried out without interruptions and uninvolved populations not to disturb the general community. Also, you will be required to screen for COVID-19 through the SeQure app, which you cannot do

efficiently and accurately if your attendees are mixed with the general public.

#### **Names and phone numbers of primary event organizers.**

- This information is required to 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 large equipment is being moved around, think about appropriate safety measures. If there is IT equipment, consider whether or not you will need external support 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 the setup and takedown of an event, especially when handling large and/or heavy equipment. It is essential that team members 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 participate in setup/takedown if they feel unsafe or unable to participate for medical reasons.

#### **Event Timeline**

- Describe how the event will run and provide an itinerary (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](mailto:sanctioning@sgps.ca).

#### **Contingency plan**

- As we are in a pandemic and circumstances are unpredictable, it would be wise to have a contingency plan if 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: people are registering/buying a ticket for your event and attending as an event organizer or participant.
- The number of Event Organizers/Number of Volunteers: These are either executives or representatives 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 the event (especially if it's on-campus – if it is off-campus, we ask you to email the contract to [sanctioning@sgps.ca](mailto:sanctioning@sgps.ca), which should indicate capacity).

### Capacity Limits

- Your total count of participants in a venue includes several volunteers and executives (e.g., for on-campus events, 25 participants, eight executives, and 20 volunteers in 1 rotation exceed indoor capacity limits permitted under Queen's current guidelines).
- This is helpful information for us to cross-reference with the space 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 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>.

### 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. The venue must already be established as a beverage/alcohol provider. If you are holding your event outdoors at a City of Kingston park, you are required to complete the [City's facilities booking process](#) and abide by the requirements of that process for food and beverages.
- In this case, please outline how beverages will be distributed with masking and social distancing required in the event form.
- **All events involving alcohol will require the event organizer to remain sober for the duration of the event and a contingency fund be set aside to assist intoxicated individuals in getting home safely. The size of the contingency fund is based on the number of event attendees.**
- You will also have to provide a copy of the vendor's liquor license to [sanctioning@sgps.ca](mailto:sanctioning@sgps.ca).

### Food

- Food may only be distributed at an off-campus venue already licensed as a food provider and may not be catered to 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>.

### 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.
  - If you are holding your event outdoors at a City of Kingston park, you are required to complete the [City's facilities booking process](#) and abide by the requirements of that process for food and beverages.

## *Physical Activity*

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

The three 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 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 physical activity levels will need all participants to sign a waiver. The SGPS will provide the waivers. Please get in touch with [sanctioning@sgps.ca](mailto: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 high-risk activities 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](mailto:sanctioning@sgps.ca).

**Note: Conditions of event sanctioning approval will consider 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 to help develop your plan to reflect student-led events guidelines. 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 to develop 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](mailto:sanctioning@sgps.ca)

## Suggested Safety Measures

- Specify support staff, such as first aid, crowd control, and 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 cards in case people need to go to the hospital or access emergency services.
- Protocol for an emergency should be established to ensure safety measures for all participants, including those with disabilities, and all entrances/exits are 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 individuals to complete the SGPS waiver process required for all in-person events.

Please get in touch with [sanctioning@sgps.ca](mailto:sanctioning@sgps.ca) to receive the waiver language for your event registration form. The SGPS must approve the form before it can be distributed to participants, and the results of the form must be sent to [sanctioning@sgps.ca](mailto:sanctioning@sgps.ca) 48 hours before the event's start.

Individuals who do not pre-register before 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 before 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 get in touch with [sanctioning@sgps.ca](mailto: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 essential 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 to count the number of people in the venue correctly.

Conditions of event sanctioning approval will consider the 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](mailto:sanctioning@sgps.ca). The rental agreement will need to include the SGPS as the party entering into the contract as otherwise, our insurance cannot issue a Certificate of Insurance. We cannot request a COI without a contract as there are clauses in the contract regarding insurance and indemnification that need to be read and understood before issuing the COI.

It is acceptable to include the member society's / club's name 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 two weeks in advance of the event's 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](mailto:contactus@cityofkingston.ca). They will provide you with booking forms that you will need to send to [facilitybooking@cityofkingston.ca](mailto:facilitybooking@cityofkingston.ca).

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