



Risk Manager Responsibilities

Updated 08/02

1. Pick up your risk manager materials from RLO. This includes a Risk Manager Checklist, Risk Manager shirt, wristbands, flashlight, and handstamper. These materials must be picked up by noon on the day of the event (or by noon on Friday for any weekend event). Failure to do so **WILL** result in the cancellation of the party. **The office will not be opened after hours.**
2. Wear the red Risk Manager shirt to help police and students identify you as the Risk Manager.
3. Do not drink while on duty, or **at least** five (5) hours prior to being on duty.
4. Arrive at least ten (10) minutes before the start of the event and never leave a party at any time for any reason.
5. Be familiar with the Davidson College Alcohol policy (found in The Redbook Student Handbook on Davidson College's website at www.davidson.edu/student/redbook/honorappa.html).
6. Give wristbands to the Primary IDer for the event. Make sure that the Primary IDer is TIPS trained and is aware of the responsibilities of his/her position and the policies for checking identification. IDers are not to be drinking while on duty nor for the five (5) hours prior to being on duty. Record the name of the Primary IDer and any other IDers on the Checklist throughout the evening.
7. Introduce yourself to the Primary Bartender. Make sure that the Primary Bartender is TIPS trained and is aware of the responsibilities of his/her position and the policies for serving alcohol (including issues of liability -- personal and organizational). Record the name of the Primary Bartender and any other bartenders on the Checklist throughout the evening. They must also initial the Checklist. Bartenders are not to be drinking while on duty nor for the five (5) hours prior to being on duty.
8. Introduce yourself to the Police Officer on duty and have him/her sign his/her name on the Checklist. He/she should arrive at least ten (10) minutes before the start of the event and should not leave before the end. He/she should not have any other duties/responsibilities except the event the both of you are working.
9. Verify the amount of alcohol with the amount listed on the copy of the Event Registration form. Verify the amount and type of alternative (non-alcoholic) beverages (not tap water) and (non-salty) food amounts. There should be sufficient alternative beverages and food to last through the entire event. If there are no food options available send someone to purchase an appropriate amount and indicate this on the Checklist.
10. Know where the telephone is in case you need to make an emergency call.
11. Wander through the house constantly, observing all aspects of the party.
12. Supervise the identification process of students and guests.
13. Supervise the enforcement of the appropriate BYO limits (as detailed in The Redbook), where applicable.
14. Prohibit students from checking in beverages in glass containers at BYO functions and being in possession of glass containers on Patterson Court.
15. Supervise the process by which the organization prohibits anyone without a wristband from entering the alcohol service area.
16. Monitor the consumption of alcohol by students and guests at the event. Steer them toward the alternative beverages and food, if needed. Inform the Primary Bartender if you feel that someone should no longer be served and solicit police assistance, if necessary.
17. Ask individuals to cease violations of policy (e.g. drinking while IDing or Bartending, not IDing correctly, running beers, serving students who are not wearing wristbands, not having a TIPS trained student behind the bar at all times, leaving wristbands unattended, etc.). Document all such incidents and solicit police assistance if needed.
18. Ask disruptive or inappropriate individuals to leave the party--solicit police assistance if necessary. This could include those who do not have a PCC sticker, belligerent or crude individuals who are starting arguments/fights, harassing others, damaging property and/or making sexually inappropriate comments or advances.
19. Ensure that intoxicated students who need to leave the party are escorted safely back to their residence by another party attendee or by an on-duty police officer (NOT the officer working the event).
20. Report ANY unusual behavior to police officer working the event.
21. Record the names of individuals involved in any of the above mentioned scenarios on the Checklist and Evaluation, whenever possible.
22. Ensure that the service of alcohol ends at 12:00 AM on weeknights and 1:30 AM on weekends and that all alcoholic beverages are removed and secured by 1:00 AM on week nights and 2:30 AM on weekends.
23. Ensure that the service of alcohol does not start up again after the shut down of service.
24. Determine whether students may stay and socialize beyond the scheduled ending time of a party based on whether or not you agree to stay. **Socializing may only continue if a Risk Manager is present, must not include the service of alcohol and must respect the Quiet Hours policies of the campus.**
25. Acquire left over wristbands, count the number of unused wristbands, and return to RLO the FULLY completed Risk Manager Checklist and Risk Manger shirt (we will launder it) along with the rest of the Risk Manager materials by noon on the first working day after the event. Failure to do so will result in **your** student account being charged for the missing materials.