

Risk Info 25-26

Tldr for Risk: Every on-night, 1 primary risk officer will be sober and present at the event as a point person for all risk related questions and concerns. If you ever have any questions related to your risk shift, need a cover, can't get into contact with the primary risk on-call, or want to chat about risk, please feel free to call or text Ellie. Each active member of Sigma Delta will be required to do 2 risk shifts to attend formal.

Primary Risk Team:

Marina Frayre (312-866-1994)	President
Ellie Oyeboode (443-764-5948)	Vice President
Alexa Schelmbach (609-305-2121)	Wellness
Taylor Werner (203-767-5674)	Social
Eliza Miller (608-960-1511)	Social
Anna Manta (315-416-7204)	Social

Role of Primary Risk:

Every on-night, there will be one primary risk officer "on call". This means that they will be sober and present at tails/ the event as a resource for any and all things related to risk. The day of the event/ tails, a photo of the risk officer with their number attached will be sent in the risk Groupme so that you know who is on risk that night. If you cannot find or get into contact with the primary risk for the night, call Ellie

Expectations of Risk for Members

1. Each active member is required to complete 2 risk shifts in order to attend formal.
 - a. Sign-up and keep track of your risk shifts [HERE](#)
2. Stay on door/stair/bar until the person taking the next shift comes
3. If you cannot make your risk shift, find a cover
 - a. If can't find a cover, text Ellie ASAP
 - b. Update the [risk spreadsheet](#) with the name of the person covering your shift and text Ellie who is covering your shift.
4. We understand that things come up all the time <3
 - a. try to be proactive about finding covers and keep Ellie in the loop but don't stress about missing a shift :)

Glossary of Risk Terms:

Registered Event:

1. Dartmouth administration has been notified of the event (and aware that alcohol will be served)
2. We register if we plan to have a large number of people at the house (ie: semi, band, supers, etc.)
3. More responsibility
 - a. SNS will come (1-2 times)
 - b. People on door will hand out wristbands to people 21+
 - c. Max capacity of 150 people
4. There are 3 tiers for registering an event
 - a. The VP is responsible for registering events
 - b. For more information reference [this document](#)

Unregistered Event:

1. In the eyes of the college we are not hosting an event
2. SNS not expected to show up (but they still could)
3. No bar duties

TIPS:

1. Training for alcohol safety and responsibility
2. Required training for all people on bar at registered events
 - a. Must be 21+ to get TIPS trained
3. If you are already 21 or are turning 21 during 25F, you can request TIPS training [HERE](#)

Risk Shifts at a Glance:

1. Door

- a. 2 people on door for each hour
- b. Door duties differ depending on whether we are registered or unregistered
 - i. more details provided below
- c. Open the door for people and watch them as they leave
 - i. Keep an eye on general wellbeing
 - ii. Step in if it looks like anyone needs help
- d. Look out for SNS
 - i. Text risk groupchat and regular groupme if SNS is here

2. Stairs

- a. 2 people on stairs for the whole hour of risk shift
 - i. 1 person in the window halfway up the stairs (responsible for 2nd floor)
 - ii. 1 person at the top of the 3rd floor stairs (responsible for 3rd floor)
- b. Make sure that people do not bring batch downstairs
 - i. Zero batch should be getting past you
- c. If SNS comes, “clear” the floor
 - i. Get everyone on floor 2 & 3 to go into room
 - ii. Ensure that no one is going up or down stairs
 - iii. Close all doors
 - iv. Throw out any batch that is on your floor

3. Bar

- a. 2 people on bar for each hour that we are registered
- b. Requirements
 - i. TIPS trained (must have physical or digital copy of certification on you)
 - ii. 21+
- c. Serve alcohol
 - i. Be mindful of how often people are coming up to bar
 - ii. Watch out for visible signs of intoxication
 - iii. You can decide whether you want to pour the alcohol or serve unopened cans
 - iv. Only give whiteclaw to people unable to drink beer (eg: celiac)

Detailed Description of Risk Shifts

Door (if registered):

ALWAYS WANTED TO BE A BOUNCER?!?! Well today is your lucky day because you are on door for Club Sigma Delt. As we mentioned above, door duties are a little different when an event is registered. For instance, both people need to be on door for the whole hour of your shift, you must check Dartmouth IDs at the door, and you have wristbands to give out!

Please show up 5 minutes before your shift starts <3 The people before you are not allowed to leave until you show up, so please try to be on time :) Door shifts for registered events means that 2 people will be on door for the full hour.

Expect SNS to come (keep an eye out at front & back door). When SNS arrives, immediately text

1. Risk groupme
2. Regular groupme
3. The day of risk groupchat that was created by Ellie

While one of you is texting the necessary groupchats, the other one should stall SNS until the primary risk person arrives (give them your IDs, ask how their night is going, bat your eyelashes, etc.) Get creative with stalling but make sure to be sneaky about it.

Okay back to general door duties. Please check Dartmouth IDs at the door. If they do not have a Dartmouth ID they are not allowed to enter the space. When checking IDs, if a person is 21+ they get a wristband (woooohooo). It is a college rule that you physically put a wristband on the people who are 21+, so don't just give a person a wristband.

Note: Personally, I think it could be weird and uncomfy to put a wristband on someone, so just hand out wristbands UNLESS SNS is here. Then you should actually put the wristband on them

As people are leaving Sigma Delt, open the door for people, tell them to have a good night, etc. Also, make sure to watch people as they leave, keeping an eye on general wellbeing. If someone looks like they might be in an uncomfortable situation or may need assistance, step in. Also, if someone is visibly upset consider checking in <3 Use your best judgement here; I know it can feel awkward and/or intrusive to step in without knowing the full picture of a situation but door duties are a critical way to help members of the Dartmouth community <3

Door (if unregistered or at another Greek House):

Are you a WAXA looking to assert your dominance at Tails? Do you like opening doors? Well boy oh boy do we have the risk shift for YOU! Door duty when we are unregistered or at another Greek house is still an essential role, but it is MUCH more chill.

As always, please show up 5 minutes before your shift starts <3 The people before you are not allowed to leave until you show up, so please try to be on time :)

Door shifts for unregistered events can be divided into one of two ways:

1. 2 SDs are on door together for the full hour (perfect for a gab session)
2. You can divide the door shift into two 30 minute shifts each (perfect if you want some alone time)

While it is not expected that SNS will come, you should still keep an eye out and immediately text:

1. The risk groupme
2. Regular groupme
3. Day of risk groupchat that was created by primary risk

Your general responsibilities are simple yet important. Open the door for people as they come and go, keeping an eye on general wellbeing and stepping in if it looks like anyone needs assistance. Use your best judgement here; it can feel awkward and/or intrusive to step in without knowing the full picture of a situation but door duties are a critical way to protect and help members of the Dartmouth community!

Bonus points if you make friends with people from other houses that are on door with you ;)

Stairs:

I heard that you are mad Psi U gets to have all the fun stopping people from going upstairs. Well not anymore because we too have stairs duties!

Please show up 5 minutes early to your shift so that the person before you can leave <3 Each stairs shift is 1 hour, and you will be stationed either on the 2nd floor or 3rd floor of Sigma Delta. If you are on the 2nd floor, you can hangout in the window ledge halfway up the stairs. If you are on the 3rd floor, you can pull up a chair and sit at the top of the 3rd floor stairs.

When you are on stairs your #1 responsibility is ensuring that ZERO batch gets past you. Some people may try to push past you or ignore you :(If this happens, feel free to yell, collect, do anything you need to

do to stop people from bringing the batch down to the main floor or the basement (pls be respectful tho!!)

Keep an eye on the risk groupchat & groupme. If SNS comes, each person on stairs will need to “clear the floor” Basically, you will get everyone on your floor to move into the rooms. You will ensure that all doors are closed, especially those with batch in them.

Note: previous policy calls for us to throw out remaining batch when “clearing a floor” I leave this to your discretion, but it is important to note that Dartmouth has a STRICT policy on hard alcohol. This means that if SNS comes upstairs and discovers our batch we are FUCKED.

Another important aspect of your job on stairs is to watch the people going into and coming out of rooms. If you observe any uncomfortable or worrying situation, step in or text/call the primary risk officer on-call. Also, if a non-member is snooping around our floors and/or acting suspicious, step in. This is our house and we want everyone who comes into it to respect the privacy of the members who have rooms here <3

Bar:

OH MY GOSH YOU ARE A TOTAL ROCKSTAR!!! Seriously, the 25-26 risk team sends 10000 hugs your way for being 21+ and TIPS trained. So now that you are a super awesome and cool bartender, let's look at what the risk shift entails.

Please show up five minutes early to your shift <3 This is especially important if you are taking a bar shift later in the night because the previous people on bar are not allowed to leave until you show up. For every bar shift, there will be 2 people on bar (yay friends!!). Each bar shift lasts 1 hour.

SNS will show up one to two times during the night where they will ask to see:

1. Your ID (must be 21+)
2. A copy of your TIPS training

Additionally, people on bar are not allowed to consume alcohol or be under the influence of substances, so if SNS is here, hide your beer. As a more general rule, limit your drinking to 1-2 drinks (or none at all) when you are on bar because your role is very important to ensuring the safety of all individuals at our event.

Being on bar means that you have a unique opportunity to observe the event. Since you are literally serving alcohol, you have the ability to keep track of how much people are drinking. While it is not necessary to keep track of the number of drinks that every person has had (lol that would be impossible) it is important to take note of the frequent flyers at the bar (and cut them off if need be). Additionally, if someone is visibly intoxicated, please don't give them more alcohol.

As the member on bar you have full control over how the alcohol is served. Are we low on Keystone? Maybe pour the beers into cups to make the alcohol stretch further. Are there infinite hands grabbing for beers? Maybe it would be best to just hand out cans of beer directly. Either way the choice is up to you :)

Note: You should always pour the beer in front of the person you are serving. Giving out pre-poured cups of beer is NEVER okay. Additionally, some people do not feel comfortable accepting beer/alcohol that has already been poured. Ensure that all guests know they can ask for a closed container.

Note: gluten intolerance/ celiac is a thing *gasp* We should always have a rack of White Claw in the Kitchen that we give to these guests. Please only give White Claw to guests who are unable to drink beer bc/ it is \$\$\$