SMSS SPECIAL EVENT POLICY

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Preamble

The Student Medical Society of Saskatchewan (SMSS) represents a diverse group of over 400 medical students. We strive to provide our members with a memorable and meaningful medical school experience. As future medical professionals and leaders within our community, the SMSS is committed to fostering a culture that supports inclusive events, ensures healthy choices, encourages health promotion, and develops professional skills that our community expects of physicians and future leaders.

I: Purpose

The purpose of this policy is to create a safe, inclusive, and supportive environment for all members of the Student Medical Society of Saskatchewan (SMSS) during events and activities, including those that serve alcohol and are organized or sanctioned by the SMSS. This policy encourages respect for diverse values, beliefs, religions, and choices while promoting education on the potential harms of substances, including alcohol.

II: Scope

This policy applies to events hosted, organized, or sanctioned by the SMSS.

III: Policy Statement

3.1. Inclusivity and Safety

3.1.1. The SMSS is committed to fostering an inclusive and safe environment for all members. Events and activities should respect and accommodate the diverse values, beliefs, religions, and choices of participants.

3.1.2. All events must comply with the University of Saskatchewan's policies and the SMSS's code of conduct to ensure the safety and well-being of all attendees.

3.2. Substance Education

3.2.1 The SMSS will educate members on the potential harms of substances, including alcohol, to promote informed decision-making.

3.3. Alcohol at Events

3.3.1. If alcohol is being served by SMSS members, they must provide proof of completion of valid Serve it Right certification (or equivalent)

3.3.1. Events involving alcohol must secure appropriate insurance coverage through the University of Saskatchewan Student Union (USSU)

3.3.1. Exceptions to this requirement may be made if proper insurance coverage is offered through an event organizer or venue, subject to the review and approval of the SMSS President, the appropriate Division Head, and the VP Finance.

3.3.1. If insurance outside of the USSU is obtained, proof of insurance must be submitted to the SMSS VP Finance no less than two (2) weeks before the event.

IV: Event Application Process

4.1. Event Application Submission

4.1.1 Organizers of alcohol-related events must submit an event application to the SMSS VP Finance no less than three (3) weeks before the scheduled event date.

4.1.2 The application must include details of the event, including the date, location, expected attendance, and any relevant insurance documentation.

4.1.3 If seeking reimbursement of alcohol-related expenses, complete the Alcohol Pre-approval Form no less than two (2) weeks before the event date.

4.2. Review and Approval

4.2.1 The SMSS President, the appropriate Division Head, and the VP of Finance will review the event application to ensure compliance with this policy and the USSU Student Group Insurance Policy.

4.2.2 Approval will be granted if the event meets all safety, inclusivity, and insurance requirements.

V: Responsibilities

5.1. Event Organizers

5.1.1 Ensure all events comply with this policy and other relevant guidelines.

5.1.2 Refrain from using any intoxicating substances to oversee the event, maintain safety, and manage unforeseen events and circumstances

5.1.2.1 Exception if an appropriate and agreed-upon surrogate is named

5.2. SMSS Executive

5.2.1 The President, VP Finance, and, if applicable, the appropriate division Head will review and approve event applications.

5.2.2 Ensure compliance with the USSU Student Group Insurance Policy and other relevant guidelines.

5.2.3 Promote education on substance use and foster an inclusive and safe event environment.

VI: Compliance and Enforcement

6.1 The SMSS Executive Committee is responsible for enforcing this policy. Non-compliance with the policy may result in the cancellation of the event or removal from SMSS Position

VII: Review

7.1 The SMSS Executive Committee will review this policy annually to ensure its effectiveness and alignment with the values and policies of the SMSS and the University of Saskatchewan annually and as needed.

Reference

- USSU Student Group Insurance Policy