

University of Windsor Campus Alcohol Policy

Received by: Senate - June 4, 2003
Approved by: Board of Governors Executive - August 18, 2003
Resubmitted to: Office of the President – August 16, 2004

1. Fundamentals

1.1 Philosophy

The University of Windsor is committed to fostering a campus environment in which there is an atmosphere of learning and a sense of community that promotes the adoption of health enhancing attitudes and behaviours. It recognizes that personal well being enhances academic success and can set a pattern for life long healthy living.

With respect to alcohol, we endorse policies and programs that promote **responsible choice** and take into account the following:

The most effective campus initiatives for promoting low risk drinking behaviours and safe environments are those developed by stakeholders.

These initiatives encompass policies, educational programs, access to resources for those with alcohol-related problems and enforcement of sanctions.

Alcohol is a potentially addictive drug. Using alcohol safely requires an individual to have a general knowledge of its action as well as an understanding of his/her personal attitudes and reactions to its use.

The decision to consume or not consume alcohol is a personal one. However individuals are responsible for their actions while under the influence of this drug, and intoxication is not an excuse for misconduct or for infringing upon the rights of others.

Excessive alcohol use carries an increased risk of negative outcomes for both consumers and for others who come into contact with them. It is neither a safe nor healthy practice and should not be implicitly or explicitly sanctioned.

The University has an obligation to ensure that consumption of alcohol on campus is governed by the provisions of the Liquor License Act of Ontario, that all legal requirements are followed and that best practice procedures are in place to safeguard the well being of those present at all University of Windsor sanctioned events where alcohol is served.

This policy is applicable to the entire university community.

1.2 Purpose

To provide the University of Windsor campus community with a framework within which to deal with alcohol-related practices including education, management and legal liability. Through this policy, the Campus Alcohol Policy Committee promotes low risk consumption as well as primary and secondary education and prevention of alcohol abuse.

1.3 Objectives

To promote low-risk drinking behaviour through educational programs, by providing a campus climate that encourages self-responsibility, and by providing access to resources for those concerned about their alcohol use.

To establish the criteria under which organizations and groups may operate under the university's liquor license.

To provide appropriate procedures and education to individuals or groups wishing to hold events on campus or in affiliation with the university in order to ensure that all legislation pertaining to events where alcohol is being consumed is properly understood and strictly complied with.

To ensure that all service and consumption of alcohol in licensed establishments on campus conforms to the provisions of the Alcohol and Gaming Commission of Ontario and the Liquor License Act of Ontario, as well as specific pub agreements.

To ensure a balance of wet and dry facilities and programs so that all student/staff consumers and abstainers will be adequately served and protected.

To address appropriate liability issues with the aim of protecting members of the University of Windsor community from harm and the university from litigation.

To provide guidelines for alcohol-related advertising on the University of Windsor campus.

2. Campus Alcohol Policy Committee

2.1 Mandate

The University of Windsor Campus Alcohol Policy Committee is a committee with representation from students, staff, and faculty. Its goal is to support development of social norms and expectations in relation to alcohol use on our campus that: a) promote low risk consumption; b) reduce the negative outcomes of excessive use and c) provide advice and support to groups dealing with alcohol-related issues.

The Committee is responsible for:

- the development of campus policies on alcohol and other substances;
- ensuring the development and implementation of campus educational programs for alcohol and other substances;
- ensuring that help for those concerned about their alcohol or substance use is available;
- collecting data and evaluating the effectiveness of policies and educational activities;
- ensuring campus-wide awareness of the Campus Alcohol Policy; and
- reviewing, on an annual basis, the Campus Alcohol Policy.

The Committee will report annually to the Senate Student Committee and to the Board of Governors, through the President.

The administration of this policy shall be the responsibility of the Vice-Provost, Students and Registrar.

2.2 Committee Membership

Vice-Provost Students and Registrar
Director, Student Development and Support
Director, Health Services
Health Educator
Department Head, Residence Life
Director, Student Counselling Centre
Director, Campus Police
Catering Manager, Food, Housing and Conference Services
Athletics and Recreational Services Representative
University of Windsor Students' Alliance Representative
Organization of Part-Time University Students Representative
Graduate Student Society Representative
CEASE (Committee to End the Abuse of Substances in Essex County) Community Representative
FOCUS Community Representative

3. Management of Alcohol on Campus

The following general principles govern the management of alcohol on campus:

- This policy covers the use of alcohol across campus including students, staff, faculty, conferences, department functions etc.;
- All consumption of alcohol is governed by the Ontario Liquor License Act;
- No marketing practices may encourage increased consumption (e.g. oversized drinks, double shots, drinking contests, volume discounts, reduced drink prices, free drink tickets);
- Alcohol may not be served in public places without a license or special permit;
- Pub managers, special event sponsors, and residence event sponsors are required to prepare an annual report for the Campus Alcohol Policy Committee, to be forwarded through the Director of Student Development and Support (Appendix G);
- The consequences of failing to comply with this policy, with the Liquor License Act or with other related legislation, are outlined in the Enforcement/Sanctions section of the policy;
- Alcohol may not be used as a prize, a perk, an incentive or for the personal gain of any event organizers;
- Events on campus where alcohol is served must be reviewed by Campus Police prior to the event to ensure appropriate levels of security.

The service, sale, possession and consumption of alcoholic beverages on campus are limited to the locations designated in this policy:

- On-campus licensed locations (i.e. The Thirsty Scholar, Grad House). Well managed facilities on campus are likely to provide a safer environment than off-campus facilities, as well as offering opportunities to encourage responsible choices regarding alcohol use
- University of Windsor residences - subject to the Residence Alcohol Policy (Appendix C)
- The University of Windsor Faculty Club
- Participants in Athletics/Recreational Services Programs ^B subject to the Athletics and Recreational Services Alcohol Policy (Appendix D)
- Special Events held in various locations on campus where alcohol service is provided by Catering Services as the University of Windsor license holder (Appendix B). The location must meet the standards set out in the Liquor License Act.

3.1 Under-age students in licensed facilities/at licensed events

The Liquor License Act allows persons under the age of 19 to be present in licensed facilities where food is being served, although the license holder may elect to deny entry to those under the legal drinking age.

The Campus Alcohol Policy allows for underage attendance in licensed facilities **with the express permission of the license holder**. Adherence to the Thirsty Scholar Alcohol Policy is required for all University of Windsor students (Appendix E).

3.2 Best Practices

It is incumbent upon the organizer of any event at which alcohol is served to follow best practice procedures in order to mitigate risks with respect to the service and consumption of alcohol. As such, organizers are required to comply with the following:

- The consumption of alcoholic beverages will not be the primary focus of the event;
- Alcohol will not be used to promote the event;
- Alternatives to alcohol must be offered;
- The service of alcoholic beverages will be managed responsibly and all staff who serve alcohol will be appropriately trained (e.g. Smart Serve, crowd control and emergency procedures);

- Organizers are required to obtain a copy of The Windsor Workbook to be familiar with, and to follow the guidelines as they relate to planning events.

Areas licensed to serve alcoholic beverages will:

- Make current practices and procedures known to employees and patrons;
- Prepare an annual report detailing current practices and procedures and provide these to the Campus Alcohol Committee for review by February of each academic year.

3.3 Special Events

During special events such as large outdoor activities or concerts, the university will provide alcohol service for campus groups. These events may require special precautions and arrangements to be decided by the License Holder in conjunction with other relevant offices such as the Vice-Provost, Students and Registrar (or designate) and the Director of Campus Police.

3.4 Special Occasion Permits

No person or organization may apply for a Special Occasion Permit without the permission of the license holder. Upon approval from the license holder, application for a Special Occasion Permit may be made by organizations, departments and divisions affiliated with the University. It is the position of the Liquor License Board of Ontario that a license holder, particularly where a catering endorsement has been granted, should utilize their license on a majority of occasions. However, where events of community significance are concerned, the University may support the application. The decision to support will reflect the size, timing and nature of the event.

Although the University may set conditions and guidelines for the sale and service of alcohol during a special event, it is the organizer who is ultimately responsible for meeting the obligations under the Act and is considered the licensee for that event.

For the benefit of all parties, special event requests and requests to apply for a Special Occasion Permit should be made well in advance of the activity to allow for proper consideration, consultation and planning.

4. Advertising and Sponsorship

The promotion and advertising of alcoholic products, brewers or distillers, is restricted to events held in licensed areas on campus (e.g. the Thirsty Scholar), and in magazines or newspapers distributed on campus. Alcoholic beverages cannot be provided free of charge for promotional purposes. Sponsorship by brewers, distillers or licensed premises must comply with other campus advertising policies. Sponsorship by alcohol manufacturers of safe-drinking programs is permitted, provided that the name of the safe-drinking program and its message take prominence over the name of the manufacturer.

5. Enforcement and Sanctions

All student groups and organizations, student leaders and employees of licensed establishments on campus will be familiar with the Campus Alcohol Policy and the sanctions for non-compliance (Appendix A).

Violations to the Campus Alcohol Policy will be addressed through a combination of educational and punitive sanctions. Conduct which may be sanctioned includes but is not limited to, illegal possession, use, distribution, manufacture or sale of alcohol. Sanctions range from oral or written admonition to expulsion. Sanctions imposed under this policy do not diminish or replace penalties under civil or criminal law.

Student leaders and organizations are responsible for the conduct of their club members during events they sponsor, and shall follow the policies and guidelines of the Liquor License Act and the

University of Windsor Campus Alcohol Policy. In the event of property or personal damage, restitution and/or denial of authorization for future events may be considered as part of the required sanctions.

Any individual, student group, staff member or faculty found to be in violation of this policy may be subject to sanctions or loss of privileges, through the appropriate procedures.

Faculty and staff seeking confidential assistance and information on alcohol services may seek assistance through the EAP program in Human Resources. Community resources for faculty or staff are listed in Appendix F.

Varsity athletes and students participating in Campus Recreation activities must adhere to the Athletics and Recreational Services Alcohol Policy (Appendix D). Violations of this policy may result in disciplinary action as determined by the Division, or as outlined in the Campus Alcohol Policy.

Students violating the Campus Alcohol Policy may be subject to one or more of the following sanctions:

- A warning from Campus Police;
- Completion of the Alcohol Response-Ability Program (at their own cost);
- A fine for public drunkenness (\$120 at present);
- Completion of Alcohol Education Workshops provided through Campus Police;
- Clinical and professional consultations with Medical and Health Services or the Student Counselling Centre;
- Referral to a substance abuse program;
- Summary and formal procedures in accordance with Senate Bylaws. Such penalties may include reprimand, probation, suspension or expulsion.

Sanctions will be progressive, educational and individualized. The sanctions will be tailored to the severity of the behaviour, circumstances, and impact on the community (harm to self, harm to others and/or property damage).

Sanctions are cumulative. Multiple offences which occur within and across departments will be considered cumulative and be sanctioned more severely (i.e. individual offences in campus licensed premises, residence halls and Athletics and Recreational Services are cumulative). Therefore, students who have prior judicial records or have multiple violations of policies may receive more severe sanctions.

APPENDIX A

SANCTIONABLE BEHAVIOURS

Alcohol Policy Violations

- Illegal possession or consumption of alcohol
- Drunken, violent or disorderly conduct
- Damage caused to University of Windsor premises or to property of a member of the University community on the University premises
- Illegal distribution, manufacture or sale of alcohol
- Individual or organized efforts/actions to encourage or facilitate inebriation
- Individual or organized efforts/actions to place drugs in other's drinks

Sanctions for Non-Compliance

May include one or more of the following, depending on the severity of the behaviour:

First Offense

- Warning from Campus Police
- Meeting with Vice-Provost Students and Registrar, or designate
- Completion of Alcohol Response-Ability Program (at their own cost)
- Completion of Alcohol Awareness Education Workshop through Campus Police
- Fine for public drunkenness (\$120, at present)
- Clinical and professional consultations with Medical and Health Services or the Student Counselling Centre
- Referral to substance abuse program
- Summary and formal procedures in accordance with Senate bylaws

Second Offense

- Meeting with Vice-Provost, Students and Registrar, or designate
- Completion of Alcohol Awareness Education Workshop through Campus Police
- Fine for public drunkenness (\$120, at present)
- Clinical and professional consultations with Medical and Health Services or the Student Counselling Centre
- Referral to substance abuse program
- Summary and formal procedures in accordance with Senate bylaws

Third Offense

- Clinical and professional consultations with Medical and Health Services or the Student Counselling Centre
- Referral to substance abuse program
- Summary and formal procedures in accordance with Senate bylaws

NOTE: Enforcement of the Alcohol Policy for University of Windsor employees rests with the Department of Human Resources and the appropriate Vice-President, or his/her designate.

APPENDIX B

CATERING SERVICES ALCOHOL POLICY

The Catering Services Alcohol Policy was formulated to avoid the possibility of legal liability associated with alcohol, and to establish firm but sensible procedures for preventing risk.

It is the responsibility of the Licensee to ensure that the rules and regulations of the Liquor License Act are followed. Failure to abide with the enclosed policy by any user group may place the University's liquor license in jeopardy, may lead to associated civil liability and/or result in the termination of use of the licensed on-campus facilities.

No alcohol may be purchased or consumed on a licensed premise except that which is provided under the terms of the license. Gambling, drunkenness, riotous, quarrelsome, violent or disorderly conduct is prohibited.

No person under the age of nineteen is allowed on a licensed premise and prior to serving anyone, proof must be obtained ensuring the individual is of legal age. At any time an inspector of the Liquor Board may request evidence as to the age of any person on the premise.

No licensee, agent or employee shall request or receive material gain from any manufacturer or agent of alcohol. All Liquor must be served and sold under the supervision of a bartender or authorized employee who has undergone Smart Serve training.

No more persons than the stated capacity of a licensed premise shall be present at any one time. The University does not condone any event sponsored by a student group which is associated with inappropriate alcohol consumption practices including pub crawls, drinking contests, bus trips, etc.

NOTE: No persons under the age of 19 will be admitted to an event at which alcoholic beverages are being served, unless a full meal is being provided.

Availability, Sale & Service of Liquor

Alcohol may not be advertised except by referring to the event as "licensed under L.L.B.O." You may not make reference to "free booze, bash, all you can drink" or anything else that implies that there may be excessive drinking involved. In accordance with the LCBO, the holder of the license may not give alcohol as a prize resulting from a draw. Competitions, which involve the consumption of liquor, are not permitted (e.g. drinking games).

Off Campus Events

It is recommended that student groups hold all liquor functions on campus. However, if you hold a liquor event off campus:

- When applying for a special occasion permit, you may not use the UWSA, The Thirsty Scholar, or the University of Windsor name on the application. All events must be in the name of the individual who is booking the event.
- Events held in a licensed facility off-campus may use the group name as long as the group ensures that the Liquor License Act is adhered to. If transportation is arranged, alcohol may not be consumed on route. Drinking games or contests are not permitted.

Event Staff

To order to prevent digression of liquor laws and to support the reasonable decorum of student social events occurring on the University of Windsor campus, the following regulations, duties and procedures have been outlined concerning the role of Campus Police and Event Staff.

Small Events (less than 200 people)

1-4 Event Staff, to be determined by Campus Police

1 Campus Police Officer if deemed necessary

Large Events (more than 200 people)

5-10 Event Staff, to be determined by Campus Police

Minimum 1 Campus Police Officer, as deemed necessary

Security and event staff requirements will be determined by Campus Police, taking into account the following:

- The facility and size of the location, and the number of exits
- The number of individuals estimated to attend the event
- The type of event (i.e. wine and cheese, movie night, dance)
- The time and duration of the event
- The previous incident history of events hosted by the group

NOTE: All costs for Campus Police or Event Staff must be absorbed by the individual or group hosting the event. Hourly rates are adjusted annually, and quotes will be provided when staffing requirements have been finalized.

APPENDIX C

RESIDENCE ALCOHOL POLICY

Alcohol may only be consumed by persons of the legal drinking age in private rooms, lounges (except Cartier's 1st floor foyer / lobby area), apartments or licensed areas and must not be taken outside such areas. Alcohol may not be consumed in stairwells, lobbies, elevators and public areas including the grounds and parking lots of the University.

The possession of beer bottles is prohibited in residence. A beer bottle is defined as a glass container to contain any alcoholic beverage considered to be "beer", "lager" or "ale". Should problems arise from the use of other glass alcohol bottles (i.e. injuries, damages) the Office of Residence Services may be forced to ban those glass containers on either a building-by-building or all buildings basis. Should a ban become necessary, it will form a part of these Understandings and Agreements.

Alcoholic beverages in glass containers designed for personal consumption (not considered to be beer bottles) are permitted in residents' private rooms only (i.e. coolers, cider bottles). Consumption in approved lounges and other licensed areas must be from sealable plastic containers.

Residents and/or their guests may not participate in room crawls or drinking games. Kegs or large volume containers (e.g. "bubbas" or "Texas Mickies") are not permitted in residence.

The Residence Alcohol Policy for events is in effect for all functions and may be obtained from the Residence Manager of the building. All parties or group activities must have the written approval of the Residence Manager.

All provincial liquor regulations will be enforced regarding the sale and consumption of alcohol including the supply and consumption of alcohol to persons under the legal age.

NOTE: Individuals or groups planning events in residence should refer to the Residence Policy for Events with Alcohol

APPENDIX D

ATHLETICS AND RECREATIONAL SERVICES ALCOHOL POLICY

Purpose

Student recreation participants and student-athletes are affected by alcohol use and abuse in a variety of ways. Individuals who use or abuse alcohol may suffer from a number of short and long-range medical, behavioural and social problems. In addition to affecting the health and safety of students and staff, alcohol use and abuse exacts a tremendous cost in its interference with performance.

Operating Principles

The Division of Athletics and Recreational Services will not provide alcohol to student recreation participants or student-athletes at any athletic or recreation function or sponsored event. Student recreation participants and student-athletes of legal age may choose to purchase/consume alcohol in moderation at any department related functions.

The Division of Athletics and Recreational Services will prohibit any student recreation participant, student-athlete, coach or staff member from entering or using any department facilities, or sport related venues relative to their recreation or athletic teams participation while under the influence of alcohol.

The Division of Athletics and Recreational Services prohibits the consumption of alcohol on team buses, public or private vehicles. There is absolutely zero tolerance for any drivers of vehicles.

Alcohol-Related Incidents

Alcohol is the dominant drug of choice for student-athletes. Consumption of alcohol is illegal in Ontario by anyone under the age of 19. If a student recreation participant and/or student-athlete's involvement with alcohol threatens the health, safety or success of fellow participants, teammates and/or the University, the Division of Athletic and Recreational Services will take action. Any time there is an allegation that a student recreation participant, student-athlete or team may be involved in an unhealthy association with alcohol he/she or they shall be subject to disciplinary action which may include suspension or dismissal from the team or the league.

Assistance

The University of Windsor Division of Athletics and Recreational Services is invested in addressing alcohol-related problems by offering assistance to the student participant or student-athlete in any and all phases of the individual's problem.

APPENDIX E

THE THIRSTY SCHOLAR ALCOHOL POLICY

Entrance Policy

Entry into the Thirsty Scholar is limited to:

- University of Windsor students in possession of a valid Student Card and valid proof of age
- St. Clair College students in possession of a valid Student Card and valid proof of age
- University of Windsor faculty, staff and alumni

Patrons with valid Student Cards are permitted to sign-in at maximum of 4 guests at one time. Students under the legal drinking age cannot be signed into the establishment on Thursday evenings.

Patrons will be denied entry if they display signs of prior alcohol consumption or undesirable conduct.

Minors Policy

Students under the age of 19 are permitted in the Thirsty Scholar weekdays prior to 8pm.

Evenings after 8pm, students must present a valid Student Card and proof of age to enter the establishment. Students will receive a wristband before they enter, and will not be granted alcohol service.

Underage students are not permitted in the establishment on Thursday evenings.

House Policy

Patrons will receive a wristband and a stamp before they enter depending on the age of the student and the event taking place. Without the appropriate wristband and stamp, students will not be granted alcohol service.

Beverages cannot be taken off the premises. Patrons in possession of their own alcohol, illegal drugs, or caught vandalizing or stealing property will be ejected and may be charged.

The right to remain in the establishment will be suspended if a patron displays undesirable conduct or fails to comply with the request of a staff member.

Anyone caught violating any of the above policies will be subject to penalties as determined by the Thirsty Scholar Management and/or the University of Windsor.

APPENDIX F

COMMUNITY RESOURCES

Essex County Addiction Assessment Referral Service

Windsor Regional Hospital
1453 Prince Road
Windsor, Ontario N9C 3Z4
Phone (519) 257-5125

Drug and Alcohol Treatment Information Line (DART)

1-800-565-8600
www.dart.on.ca

APPENDIX G

ANNUAL REPORTING REQUIREMENTS ON-CAMPUS ESTABLISHMENTS THAT SERVE ALCOHOLIC BEVERAGES

In compliance with the Campus Alcohol Policy, approved by the Board of Governors Executive in August 2003, campus areas licensed to serve alcohol will prepare an annual report detailing current practices and procedures to be forwarded to the Campus Alcohol Policy Committee by February of each academic year.

These reports should include detailed information on:

- The types and dates of training provided to servers so that the service of alcoholic beverages is managed responsibly. This should include the number of servers trained, what training is provided to servers hired throughout the year (e.g. Smart Serve, crowd control and emergency procedures, specific requirements tailored to the setting, usual patrons and requirements of the particular establishment and/or event)
- Efforts made to provide alternatives to serving alcohol and promote non-alcoholic activities.
- The practices used to limit the number of alcoholic beverages consumed within a specific time frame such as restrictions on multiple drink orders and “last call”.
- The options available for dealing with intoxicated guests, particularly with respect to their safe return home.
- The methods used to ensure that underage patrons are not served alcohol, and the facility’s policy for dealing with people who serve underage patrons on the premises.
- The rules for guests who are not members of the University community, with particular emphasis on sanctions for those whose guests abuse the facility’s rules and policies.
- The methods by which policies are communicated to employees and patrons.