



<b>SUBJECT:</b> Student Clubs Liability and Risk Management	<b>POLICY NO:</b> CLUBS - 6	<b>LAST REVISED:</b> June 24, 2015
<b>APPROVED BY:</b> General Council	<b>NO. OF PAGES:</b> 1	<b>DATE ORIGINATED:</b> February 15, 2009

**Policy**

The Saskatchewan Polytechnic Students' Association Inc. recognizes the need to ensure that Student Clubs take the appropriate measures to minimize the risk of liability for the Student Club and the SPSA.

**Procedure**

1. Student Clubs cannot enter into agreements, written or verbal, without permission:
  - a. No one other than a duly authorized representative of the SPSA can sign on behalf of the SPSA.
  - b. If an agreement is proposed, they must be reviewed, approved, and signed by an authorized SPSA representative.
  - c. Student Club Executive members will personally assume responsibility for loss or damage in the event they sign an agreement and acknowledge that this will be kept on file.
  - d. Student Clubs are to provide the SPSA with all copies of agreements they have signed in the past and are in force. The SPSA will review these and take the necessary steps to avoid liability.
  - e. All SPSA partners/affiliates will be notified that only an authorized representative of the SPSA is permitted to sign agreements and the SPSA will not be responsible for losses and/or damage assumed by others, (i.e. Clubs).
  
2. If a Student Club has booked an off-campus facility (ie. Student bar, hotel, etc. or an event they must adhere to the following:
  - a. The facility must add the SPSA to their insurance policy for the duration of the event and the Club must get insurance from insurer.
  - b. The policy must be for at least \$1 million dollar coverage.
  - c. Hard copy of either type of coverage must be provided to the SPSA at least five (5) days prior to the event.
  - d. Failure to secure appropriate coverage will result in the event being cancelled.
  - e. Student Club Executive members will be held personally liable should they not secure appropriate coverage and continue with the event against SPSA wishes.