ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**RISK MANAGEMENT POLICY**
EFFECTIVE DATE:	**DECEMBER 1, 2021**
REVISED DATE:	**AUGUST 7, 2025**
APPROVAL DATE:	**AUGUST 7, 2025**

DEFINITIONS

Members:
All voting members of the Associated Students, Inc. of California State University San Marcos (ASI) Board of Directors members, employees, and volunteers.

Operations:
All ASI events, programs, services, and initiatives.

PURPOSE

The purpose of this policy is to protect the interests of the Associated Students, Inc. of California State University San Marcos (herein called ASI) by providing a safe environment for members of ASI, its employees, guests and other participants in activities and services provided by ASI. An ongoing review of all activities shall be made by those employees involved to determine that safety regulations, appropriate staffing, and proper equipment are utilized in any activity.

POLICY

I. ASI professional staff may be delegated authority and responsibility by the ASI Executive Director to carry out this policy in routine operations.
II. The ASI Executive Director/Designee may consult with appropriate risk management authorities before approving any operation which can be defined as new, unusual or suggesting risk to ASI.
III. Sufficiently trained staff shall be assigned to the operation(s) to ensure that the potential for injury and/or property damage is minimized.
IV. The policy may be evaluated as necessary to reflect substantial organizational, financial or physical changes or any change required by law or by other governing policy.
V. ASI Cougar Pantry space, bike, van, and initiative operations will be governed by their own guidelines and procedure, which will include risk management and mitigation.

PROCEDURE

Insurance and Legal Coverage

1. The Executive Director/Designee, along with delegated ASI staff, shall identify and assess risk exposure.
2. To protect the financial security of ASI and its officers and employees, the ASI Executive Director/Designee shall secure for ASI various forms of insurance and in sufficient amounts to protect those areas insured. Limits for all lines of coverage shall be in amounts sufficient to meet all California State University (CSU), University, and any other requirements, if appropriate.
3. ASI shall retain legal counsel for advisement to the ASI Executive Director/Designee. Programs which may have unusual risk exposure shall be presented by the ASI Executive Director/Designee to the California State University San Marcos (CSUSM) Vice President of Student Affairs, Integrated Risk Management, and California State University Risk Management Alliance (CSURMA)/Auxiliary Organizations Risk Management Alliance (AORMA).
4. The ASI Executive Director/Designee will ensure that supplemental risk insurance is required for special events in accordance with recommendations from CSURMA/AORMA
5. When coverage is not available through any insurance source, programs may not take place.
6. For those operations and/or programs which are conducted by Contract and Agreement, operations and programs shall always be in compliance with insurance and indemnity hold harmless requirements stipulated in those Contract and Agreement documents. Stipulated requirements shall denote insurance that shall be carried by the Contract holder contractor, naming ASI as well as "All operations performed at California State University San Marcos. The State of California, the Trustees of the California State University, California State University San Marcos, the California State University San Marcos Foundation (CSUSMF), California State University San Marcos Corporation (SMCOR), Associated Students, Inc. of California State University San Marcos (ASI) and their respective officers, agents, employees, and volunteers of each of them are included as additional insureds." which are to be held harmless by the Contractor for all Contractor operations and programs which are conducted in conjunction with ASI.
    i. Applicable operations and/or programs that require a contract include any on-campus efforts that include an off-campus vendor coming onto campus for a charge or not and/or if participants are giving service or performance at a charge/no charge.

I. Identification, Assessment of Risk, and Mitigation of Risk

1. ASI members shall:
    a. Complete safety and risk management training annually.
    b. Complete an ASI Risk Assessment Form and Post – Event Evaluation for each ASI sponsored event. This form will automatically be distributed to the ASI Executive Director/Designee for review.
    c. Reasonable steps shall be taken to reduce and mitigate risk exposure in ASI operations and programs.

1. If any incident does occur at an ASI Event or ASI Co-hosted event, ASI Professional staff lead will submit an ASI Event Incident Form.

d. Risk Assessment Forms and Post- Event Evaluations must be submitted if event has or is:
    1. Prepared/Hot Food (or any non-prepackaged food items)
    2. Outward facing ASI sponsored event with exception of tabling only events with no to minimal risk associated.
    3. Public or minors will be attendees
    4. Vendors coming onto campus for event
    5. Animals
    6. Alcohol
    7. Physical Activity that might pose a risk
    8. ASI internal event that has any of the above items that will serve any non-ASI employees or representatives, including ASI volunteers. Depending on the nature of any of the activities at an event, a risk form may be required.

2. ASI Executive Director/Designee shall:
    a. Review ASI Risk Assessment Forms upon receipt and determine if additional consultation is required.
    b. Consult with the CSUSM University Police Department, CSUSM Integrated Risk Management, and and Safety, Health, and CSUSM Sustainability as appropriate.
    c. Analyze and take appropriate reasonable action to determine that each program adheres to this policy. Issues which cannot be resolved may be referred to the CSUSM Integrated Risk Management.

RELATED DOCUMENTS

I. The California State University Risk Management Authority (CSURMA)/Auxiliary Organizations Risk Management Alliance (AORMA)
https://www.csurma.org/

II. CSUSM Risk Management Policy
http://www.csusm.edu/policies/active/documents/risk_management.html

III. The California State University, Office of the Chancellor, Risk Management and Public Safety Policy
https://calstate.policystat.com/policy/6590643/latest/

IV. California State University San Marcos Corporation Human Resources Illness and Injury Prevention Program (IIPP)
https://www.csusm.edu/corp/hr/hr/injury.html

V. California State University, Office of the Chancellor, Compilation of Policies and Procedures for CSU Auxiliary Organizations
https://www.calstate.edu/csu-system/auxiliary-organizations/Documents/auxiliary-organization-compliance-guide.pdf