

Awareness Team Policy

The Awareness Team exists to ensure the safety, well-being, and accountability of all students attending Tippy events by providing sober monitors who can respond to concerns, emergencies, or any issues that arise during these events.

Authority

- a. SAGE and the Ombudspersons oversee the Awareness Team in consultation with DASI and the Bar Society to ensure transparency and coordination over the creation, membership and functioning of the Awareness Team.
- b. SAGE/OMB may determine procedures, select members, and adjust the team's operations at their discretion to meet the organization's needs and uphold safety standards.

Composition and Membership

- a. There is no fixed limit to the number of members who may serve on the Awareness Team.
- b. Membership shall be determined by SAGE/OMB based on interest, reliability, and suitability for the role.
- c. For each Tippy event, there must be a minimum of two (one male, one female) sober Awareness Team members present.
- d. Members will be assigned or volunteer for events at the beginning of each term, with flexibility to switch or trade assignments as needed.

Roles and Responsibilities

- a. Serve as designated sober monitors at Tippy events.
- b. Be available as the first point of contact for students requiring assistance, support, or intervention during the event.
- c. Monitor safety and conduct throughout the event, ensuring a respectful and inclusive environment.
- d. Communicate promptly with SAGE/OMB regarding any incidents or concerns that arise.
- e. Maintain confidentiality regarding all incidents, discussions, and personal information encountered while performing Awareness Team duties.

Procedures

1. Training and Briefing of Awareness Team Members

- a. All Awareness Team members will receive a briefing before the start of each term and prior to their first assigned event.
- b. Training will cover: protocols, responding to concerns that happen at Topsy events, confidentiality expectations, and communication procedures with SAGE, the Ombudspersons, DASI, and the Bar Society.

2. Incident Response and Documentation

- a. In the event of an incident, members must ensure the immediate safety and well-being of all individuals involved.
- b. Incidents must be reported promptly using the official Ombudsperson incident report form.
- c. Documentation should include the date, time, location, individuals involved (if appropriate), description of the incident, and any actions taken.
- d. Reports will be stored securely and shared only with authorized individuals for review and follow-up.
- e. Confidentiality must be strictly maintained throughout all stages of the reporting and follow-up process.