

POLICY for the RESPONSIBLE USE of ALCOHOL

| | |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Policy Volume | Volume E- General Institutional Policies/Protocols/Guidelines |
| Policy Chapter | E3: Responsible Use of Alcohol Policy |
| Responsible Committee/Unit/Division/Faculty | Division of Student Services and Development |
| Responsible Chairperson/Director/Manager | Chairperson of Student Services Council |
| Dates of First and Subsequent Council Approvals | 2007, 2011, 2014 (Student Services Council) 2007, 2008; 2011 (RU Council) |
| Policy Approval Pathways (e.g. committee, Senex, Senate, Council) | Division of Student Services and Development, Board of Residences, Student Services Council, Senate, Council |
| Revision History: Approved Reviews | Revised April 2011 / July 2015 / July 2018 |
| Review Cycle (e.g. every 2/5/7 years etc) | Every 2 years |
| Next Review Date | 2028 |

1. POLICY PARTICULARS

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1. Policy Title | POLICY for the RESPONSIBLE USE of ALCOHOL |
| 1.2. Policy Statement (State in a single paragraph the policy mandate and how this relates to the University Mission and Vision) | <p>Recognising that students are young adults, able to make choices about their personal life-style, the University encourages an enlightened, mature and responsible approach to alcohol consumption. Recognising that there has been an improvement in the responsible use of alcohol and that the Division of Student Services and Development has made a concerted effort to continue to raise awareness in this regard, concern has been expressed about excessive levels of the use of alcohol by our students. Concerns include historical reputation, high-risk drinking among students, the impact of this drinking on academic achievement, personal safety, addiction and student attrition.</p> <p>This concern is a national concern regarding high-risk drinking amongst higher education students and not just amongst Rhodes University students.</p> |
| 1.3. Reason for Policy (What this policy aims to achieve) | <p>The Division of Student Services and Development wishes to create a living and learning student support system and an environment which is inclusive and is conducive to a healthy life-style, personal growth, development and academic success for Rhodes University students.</p> <p>This document recognises that the excessive use of alcohol contributes to a spectrum of health, behavioural and social problems, and has negative effects toxicity and the potential to create dependency. Its impact on behaviour (sometimes resulting in violence, injuries, GBV and even death).</p> <p>The period of early adulthood is a phase of freedom, adaptation to new environments, new relationships and financial and academic challenges. All may be exacerbated by heavy alcohol consumption. This policy aims to counteract these effects.</p> |
| 1.4. Policy Objective/s (What are the measurable objectives of this policy) | <p>This policy aims to create and maintain a safe and pleasant campus environment which supports the health and well-being of students. Specifically, the objectives are to: -</p> <ul style="list-style-type: none"> a. encourage students to make healthy choices with regards to alcohol consumption, and to promote personal responsibility, self-esteem and respect and consideration for oneself and the community; b. create an atmosphere free from pressure to drink, which encourages abstinence or low-risk social drinking and discourages high-risk drinking; c. increase awareness about the dangers of heavy drinking and make students aware of the legal consequences of certain actions that could lead to a lifelong criminal record, i.e. driving in a state of inebriation, assault and sexual assault (if either partner is inebriated this is an aggravating factor and not a mitigating factor) or any offence where found guilty in a court of law; |

| | |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> e. Encourage alternatives to drinking, creating choice and a balanced social programme; f. promote a caring environment which will support those experiencing alcohol- related difficulties; g. develop a partnership with stakeholders, including the SRC, Counselling Centre, Health Care Centre, Residence Heads, Police, Proprietors of local drinking establishments, and the Makhanda community. |
| 1.5. People affected by this Policy (e.g. All units of the University) | All University students |
| 1.5. Who should read this Policy (People who need to heed this policy to fulfil their duties) | All University students |
| 1.6. Implementers of this Policy - (Who will manage the implementation of this policy) | <p>IMPLEMENTATION & MONITORING:</p> <p>The Division of Student Services and Development, through the Student Services Council, will ensure that the various strategies outlined in this policy are implemented.</p> <p>* Specific task-linked responsibility rests at several levels, as follows:</p> <ul style="list-style-type: none"> ○ Controlling marketing, sponsorship: Registrar, Director Student Services and Development; ○ Encouraging Alternatives: SRC; University at large ○ Serving of alcohol on campus: Registrar, Residence Life staff, SRC, Clubs, Societies; ○ Raising awareness: Division of Student Services and Development, SRC, Residence Heads, Counselling Centre, Health Care Centre; Proctors and Prosecutors; ○ Providing support services: Health Care Centre, Counselling Centre. |
| 1.7 Website address/link for this Policy | |

2. RELATED DOCUMENTS FORMS AND TOOLS

(University Policies, Protocols and Documents (such as rules/policies/protocols/guidelines related to this policy))

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Relevant Legislation (Legislation/Regulatory requirements/Organisational Reports – name these) |
| Student Disciplinary Code; Rules for social functions; Makana Local Municipality By-Laws |
| Other Documents (Legislation/Regulatory requirements/Organisational Reports) |
| National Liquor Policy 2016, Liquor Act No 59 of 2003 as amended by Act 5 of 2021 |
| Related Policies |
| Student Disciplinary Code |
| Related Protocols |
| |
| Forms and Tools (documents to be completed in support of this policy implementation) |
| Documents pertaining to procedures for implementation, as well as monitoring and evaluation, to be developed and negotiated with stakeholders, following approval of this policy. |

3. POLICY DEFINITIONS

(Technical or Conceptual terms used in the policy)

| No | TERM | DEFINITION |
|-----|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1 | House Function | A social gathering taking place within the precincts of a residence organised and attended by the students in that residence. |
| 3.2 | Hall Function | A social gathering taking place within the precincts of a hall (or any of the constituent residences of that hall) organised and attended by students in that hall. |
| 3.3 | Prosecutor | A suitably qualified person, appointed by the Vice-Chancellor for such a period as the Vice-Chancellor may from time to time determine, to investigate and assess contraventions of this Code and represent the University before a Proctor or a Disciplinary Appeal Board and to make written representations to a Disciplinary Appeals Committee. |
| 3.4 | Proctor | A suitably qualified person appointed by the Vice-Chancellor may from time to time determine, to preside at a disciplinary hearing. |
| 3.5 | Residence | A building belonging to or leased by the University housing students either on or off the campus, but excluding digs. |
| 3.6 | Student | <p>As defined in Clause 2 of the Student Disciplinary Code, means the following persons:</p> <ul style="list-style-type: none">a) Any person who is registered as a student at the University.b) Any person who has been accepted by the University with a view to them becoming a registered student.c) Any person who has left the University where the question of the propriety of a degree improperly obtained, or of conduct during an examination, is in issue.d) Any person contemplated in (a) to (c) above when disciplinary proceedings (including any appeal proceedings) are finalised. |

4. PRINCIPLES GOVERNING THIS POLICY

| OVERVIEW |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rhodes University strives to carry out the following, as far as is reasonably practicable: |
| 4.1. Rhodes University is committed to encourage students to make healthy choices as regards to alcohol consumption, and personal responsibility, self-esteem and respect and consideration for oneself and the community. |
| 4.2. The University therefore is also committed to creating an atmosphere free from pressure to drink, which encourages abstinence or low-risk social drinking and discourages high-risk drinking. |
| 4.3. Rhodes University is committed to increase awareness about the dangers of heavy drinking and make students aware of the legal consequences of certain actions that could lead to a lifelong criminal record, i.e. driving in a state of inebriation, assault and sexual assault (if either partner is inebriated this is an aggravating factor and not a mitigating factor) or any offence where found guilty in a court of law. |
| 4.4. The University is committed to controlling the marketing, promotions and sponsorships of alcohol on campus. |
| 4.5. The University encourages alternatives to drinking, creating choice and a balanced sporting and social programme. |
| 4.6. It also recognises that some students may experience alcohol related difficulties and is therefore committed to promote a caring environment, which will support those experiencing such difficulties. |
| 4.7 The University also recognises that communication and collaboration is critical to the pursuit of a responsible drinking agenda. It is therefore committed to develop partnerships with stakeholders. Including the SRC, Counselling Centre, Health Care Centre, Residence Heads, Police and Proprietors of local drinking establishments, and the Makanda community. |

5. DIRECTIVES FOR IMPLEMENTING THIS POLICY

(Actions and processes by which the objectives of the policy will be achieved.)

Clause 3.1 of the Student Disciplinary Code states that : All policies and procedures governing students must be consistent with the Student Disciplinary Code. In the case of any inconsistency with this code, the Student Disciplinary Code prevails.

Clause 4.8 (a) states that: A student may not contravene the offences section of the Liquor Act 15 of 2003.

Specific strategies are outlined in terms of 6 areas:

- raising awareness
- encouraging alternatives and choice
- encouraging responsible consumption of alcohol on campus
- limiting harm in the drinking environment
- controlling marketing, promotions and sponsorship
- providing campus support services

5.1. Raising awareness

- 5.1.1** The Division of Student Services and Development will provide appropriate information on alcohol-linked issues in the Orientation Booklet and Student Support Booklet.
- 5.1.2** Advice on alcohol will routinely be included in the annual Resident Student Assistant and house committee training workshops and in workshops for all first-years during orientation week.
- 5.1.3** The SRC will be actively involved in promoting a message of responsible drinking (**See Appendix A**).
- 5.1.4** The Health Care Centre and Counselling Centre will display appropriate notices in public spaces and promote the benefits of a healthy lifestyle.
- 5.1.5** This policy will be widely distributed to all members of the University community, and will be posted on the University website, with a link to the Division of Student Services and Development website.
- 5.1.6** This policy **must** be read in conjunction with the Student Disciplinary Code.
The Student Disciplinary Code prevails if any inconsistency with this policy exists and shall be referred to at a hearing involving breaches.

5.2 Encouraging alternatives and choices:

- 5.2.1** The University community will encourage events which promote “low-risk” social drinking and give special support to alcohol-free events in terms of provision of venues and resources.’
- 5.2.2** Residence Cluster Coordinators, SRC, Residence Student Assistants and House Committees will actively seek to arrange social events where no alcohol is served.
- 5.2.3** All social events on campus must provide suitable non-alcoholic refreshments for students.
- 5.2.4** The University will give attention to providing after-hours alcohol-free environments on campus (e.g. a coffee bar).

5.3 Encouraging responsible consumption of alcohol on campus

- 5.3.1** No function (including Hall and Inter-Residence functions) which involves the consumption of liquor may be held during Orientation Week, the first five days of the first term, swot week and the examination period without applying clause 4.8 (c) of the student disciplinary code which states that a student may not consume alcohol on any part of the University property without the written permission of the Vice-Chancellor, or such other person to whom the Vice-Chancellor has in writing delegated the authority to control possession or use of alcohol. In terms of Clause 4.8 (c) of the Student Disciplinary Code, the Vice-Chancellor has delegated in writing such authority to the Director: Student Services and Development, Residence Cluster Coordinators and the Manager: RU Sport.

5.3.2. No function except for sports league fixtures may be held on campus after the "last day for social events—" as stipulated in the applicable Rhodes University Calendar for each semester, except when permission is given by the Registrar.

5.3.3. With the permission of the Residence Cluster Coordinators and when Residence Heads are in residence, alcoholic punch may be made for functions. The alcohol concentration of alcoholic punch must not exceed 8.5% v/v, following the instructions for mixing as set out in **Appendix B**, entitled "Application to Serve Alcoholic Beverages at a House / Hall Event". Participants at a function are permitted to have 1 cup (i.e. 250 ml) of 5.3 – 8.5% v/v punch, 2 cups (i.e. 500ml) of 3.1 – 5.2% v/v punch, and any number of cups of punch that is 3% v/v or below, bearing in mind that the rapid consumption of alcohol is not allowed.

5.3.4. The Registrar's permission must be obtained to serve alcohol at any official University event other than Hall and Residence functions, which must be approved by the Residence Cluster Coordinators and a Sports Function which must be approved by the Manager: Rhodes Sport.

5.3.5. The Manager: Rhodes Sport may after applying their mind grant permission for sports clubs to serve limited amounts of alcohol at small functions.

5.3.6. Drinking in public on campus is prohibited.

5.3.7. At large sporting events, drinking of alcohol (no spirits) will only be permitted in designated areas (e.g. on the stands) and organisers should arrange for additional security to ensure that this requirement is adhered to. No glass bottles may be used.

5.3.8. All drinking clubs of any kind involving students on or off campus are prohibited.

5.3.9. Student Clubs and Societies must follow the Division of Student Services and Development guidelines relating to the serving of alcohol at their functions. These will be promulgated annually.

5.3.10. Events involving excessive consumption of alcohol are prohibited, and all SRC societies are prohibited from holding such events.

5.4. Limiting harm:

5.4.1. Students and staff who serve alcohol to students are deemed to have read and understood this policy.

5.4.2 Alcohol may not be served to intoxicated persons.

5.4.3 Halls may only serve punch where the containers are supervised. Any punch being mixed, must be mixed in the presence of a Residence Head.

5.4.4 Non-alcoholic drinks, and food, must be served / on sale at all events and venues where alcohol is served.

5.5.5 No glass is permitted in areas of the campus which are declared glass-free zones, including all sports fields and University lawns.

5.5. Controlling marketing, promotions and sponsorships:

5.5.1 Student societies and Sports Clubs should seek alternatives to alcohol companies for sponsorship.

5.5.2 Sponsorships from alcohol companies should preferably be in monetary form and not material form. Sponsorships should imbue the culture and ethos of the Higher Education sector. Where sponsorship is in the form of a product, a monitoring system should be in place to restrict free drinks to two per person.

- 5.5.3** Prizes may not take the form of alcohol (e.g. cases of beer).
- 5.5.4** Off-campus drink suppliers, pubs and bars should preferably be requested not to offer special alcohol promotions which result in high-risk drinking.
- 5.5.5** Advertisements from SRC societies and Sports Clubs promoting alcohol consumption are not permitted (reference to the Policy for Advertising on campus for students). This prohibition extends to the use of electronic media such as Facebook and X.
- 5.5.6** Sports Clubs and Societies functioning under the auspices of the SRC shall not identify access to free or cheap alcohol as a primary incentive to join or attend meetings or functions.
- 5.5.7** Societies wishing to use their funds for cocktail parties or receptions must obtain prior permission from the Director: Student Services and Development with an exception for the wine tasting society. Not more than 30% of society funds may be spent on alcohol.

5.6. Providing support services

- 5.6.1** The Health Care Centre and Counselling Centre, Residence Cluster Coordinators, Residence Heads, Residence Student Assistants and Student Leadership should play a key role in identifying and referring students who appear to have alcohol-related problems and providing them with confidential and effective support.
- 5.6.2** The Counselling Centre will help students to form self-help support groups.
- 5.6.3** Students worried about their own use or another person's use of alcohol should be encouraged to seek confidential assistance on or off campus.
- 5.6.4** Students appearing before Residence disciplinary authorities and Proctors for disciplinary offences which are alcohol related should be strongly advised to seek confidential assessment and Counselling.

6 ROLES AND RESPONSIBILITIES

(Roles and responsibilities of Key personal/Divisions/Faculties/Departments)

| ROLE | RESPONSIBILITY |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROLE 1 Director of Student Services and Development | <p>1.1 Will provide appropriate information on alcohol-linked issues in the Orientation Booklet and Student Support Booklet.</p> <p>1.2 Advice on alcohol will routinely be included in the annual student leadership training and in workshops for all first years during orientation week.</p> <p>1.3 Widely distributed to all members of the University community, and post on the University website, with a link to the Division of Student Services and Development website.</p> <p>1.4 In collaboration with the SRC, actively seek outside sponsorship, promote awareness about responsible consumption of alcohol.</p> <p>1.5 The University will give urgent attention to providing after-hours alcohol-free environments on campus (e.g. a coffee bar).</p> |
| ROLE 2 Head: Counselling Centre | <p>2.1 Providing professional counselling and support within the context of confidentiality as legally required.</p> <p>2.2 Regularly display appropriate notices in public spaces and promote the benefits of a healthy lifestyle.</p> <p>2.3 Offering special training workshops on alcohol-linked problems and the value of brief interventions.</p> <p>2.4 Liaising with the various Departments to ensure students' needs are met.</p> <p>2.5 Referring students to the Health Care Centre if and when the need arises.</p> <p>2.6 Encouraging and assisting students to form self-help support groups.</p> |
| ROLE 3 Head: Health Care | <p>3.1 Regularly display appropriate notices in public spaces and promote the benefits of a healthy lifestyle.</p> |

| | |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Centre | <p>3.2 Identifying and referring students who appear to have alcohol-related problems and providing them with confidential assistance and support.</p> <p>3.3 Offering training workshops on alcohol-linked problems and promoting the value of brief interventions.</p> |
| <p>ROLE 4 Manager: Residence Life, Student Support and Development, Residence Head and Cluster Coordinator</p> | <p>4.1 Residences or halls organising social functions to abide by the policy and the rules for social functions.</p> <p>4.2 In the case of a social function termed "Open-Party", other than the Cluster Coordinator and the Residence Head concerned, the consent of the Director of Student Services and Development is necessary.</p> <p>4.3 In the case of an event or a party such as the annual Give 5 campaign and the Great Field party, which is held in the precincts of the campus, the proposed event or party must be tabled at the Safety and Events Committee where a security plan is clearly stipulated by the Cluster coordinator and the Residence Head concerned, and approved by the Director of Student Services and Development.</p> |
| <p>ROLE 5 Manager: RU Sport Administration</p> | <p>5.1 Permission must be sought from the Manager: RU Sport as delegated by the Vice-Chancellor in writing in terms of clause 4.8(c) of student disciplinary code for sports clubs to serve limited amounts of alcohol at functions.</p> <p>5.1 Ensuring that at large sporting events, drinking of alcohol (<u>no spirits</u>) and where no glass bottles are used, will only be permitted in designated areas (e.g. on the stands).</p> <p>5.2 Ensuring that the organisers should arrange for additional security to ensure that this requirement is adhered to.</p> |
| <p>ROLE 6 Student Representative Council</p> | <p>6.1 Actively ensure the responsible use of alcohol to the student body.</p> <p>6.2 Annually informing student societies to follow the Division of Student Services and Development guidelines relating to the serving of alcohol at their functions.</p> <p>6.3 Encouraging student societies and sports clubs to seek alternatives to alcohol companies for sponsorship.</p> <p>6.4 In partnership with the Director of Student Services and Development:</p> <p>6.5.1 Monitoring adherence to this policy;</p> <p>6.5.2 Recommending changes to this policy;</p> <p>6.5.3 Participating in the assessment of impact of promoting responsible drinking;</p> <p>6.5.4 Promoting greater awareness of alcohol use in the institution.</p> |
| <p>ROLE 7 Director: Office of the Vice-Chancellor</p> | <p>The Director: Office of the Vice-Chancellor shall oversee student discipline at the University, and may request updates on all matters involving student discipline at all levels and communicate such updates to the Vice-Chancellor.</p> |
| <p>ROLE 8 What is the role of the Residence staff ? Policy for the responsible use of alcohol</p> | <p>8.1 Actively ensure the responsible use of alcohol to the student body.</p> <p>8.2 Annually informing student residences to follow the Division of Student Services and Development guidelines relating to the serving of alcohol at their functions.</p> |

| | |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>8.3 Encouraging students at residences to seek alternatives to alcohol companies for sponsorships.</p> <p>8.4 In partnership with the Director of Student Services and Development:</p> <p>8.4.1 Monitoring adherence to this policy;</p> <p>8.4.2 Recommending changes to this policy;</p> <p>8.4.3 Participating in the assessment of impact of promoting responsible drinking; Promoting greater awareness of alcohol use in the institution.</p> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

7 CONTACTS

| Area of Concern | Division/Faculty/Department | Telephone | Email |
|---------------------|-------------------------------------------------|-----------|---------------------------|
| Dr P Tondi | Student Services and Development | Ext 8100 | Pakiso.tondi@ru.ac.za |
| Dr C Lewis | Counselling Centre | Ext 7070 | Christine.lewis@ru.ac.za |
| Ms H Ferreira | Health Care Centre | Ext 7217 | h.ferreira@ru.ac.za |
| Mr Mvuyisi Sigila | RU Sport | Ext 8865 | Mvuyisi.sigila@ru.ac.za |
| Ms Mzikazi Noholoza | Residence Life, Student Support and Development | Ext 8183 | Mzikazi.noholoza@ru.ac.za |
| SRC President | Student Representative Council | Ext. 7081 | srcpresident@ru.ac.za |

8 POLICY REVIEW PROCEDURE

(Actions and processes by which the policy will be reviewed)

The Division of Student Services and Development will review this Policy, in consultation with the Legal Unit, as may be required by legislation, organisational changes and stakeholder concerns, at least every two years. **This Committee should include the following people, or their nominees:**

- **President and / or SRC Residence Counsellor**
- **Chair of the Student Sports Council**
- **Manager: of Counselling Centre**
- **Manager: of Health Care Centre**
- **Manager: RU Sport**
- **2 Cluster Coordinators (one male and one female)**
- **A University Prosecutor**
- **Director: Student Services and Development**
- **Director: Office of the Vice-Chancellor**
- **Manager: Residence Life**

The Committee will submit the revised policy to the Board of Residences, Student Services Council, Disciplinary Committee, SENEX and then to Senate and Council for consideration. If revisions are recommended and approved, a copy of the revised policy must be widely distributed and the web version must be updated.

Communication of the review process

The Student Services Council and the Division of Student Services and Development will engage students through the Board of Residences bor@lists.ru.ac.za; studentnews@lists.ru.ac.za; and societychairs@lists.ru.ac.za.

Updates will also be posted on the Division of Student Services and Development webpage

9 POLICY CONTEXT: RELEVANT DOCUMENTS CITED/CONSULTED/ADOPTED

| | |
|---|------------------------------------------------------|
| 1 | Student Disciplinary Code |
| 2 | National Liquor Policy 2016 |
| 3 | Liquor Act No 59 of 2003 as amended by Act 8 of 2021 |
| 4 | |
| 5 | |

I

| | |
|---|--|
| 6 | |
| 7 | |

LIST OF APPENDICES:

APPENDIX A:

EDUCATION REGARDING THE RESPONSIBLE USE OF ALCOHOL:

BEFORE YOU GO OUT:

- Eat a full meal.
- Take a limited amount of money with you.
- Think about whether you will drink, what you will drink and how much you plan to drink.
- Do not mix medication and alcohol.
- Plan how you will get home safely.

WHILE YOU ARE OUT:

- Be aware of what you are drinking, watch where your drink comes from and keep it with you at all times.
- Avoid mixing alcoholic drinks.
- Watch yourself for signs of intoxication (ringing in the ears, dizziness, slurred or slow speech, unsteady walking).
- Consume one alcoholic drink or less per hour.
- Sip your drink slowly and focus on enjoying the taste.
- Alternate between alcoholic and non-alcoholic drinks all night.
- Don't let others persuade you to have more to drink than you had planned.

APPENDIX B

APPLICATION TO SERVE ALCOHOLIC BEVERAGES AT A HOUSE/HALL EVENT

Note: This form must be completed by all persons intending to serve alcohol at a house or hall event.

Please note that only the following alcoholic beverages may be served: beers, ciders, wine.

Alcoholic Punch is only permissible under the following conditions

1. Punch must be made under direct supervision of Cluster coordinator or Residence Head
2. There must a person responsible for the punch throughout the event

| | |
|---------------------------------------------------|--|
| Name of Event/Activity | |
| Name and contact details of organizer | |
| Name of person responsible for punch | |
| Name of Residence/Hall | |
| Date of the event | |
| Start time | |
| End time | |
| Total number of participants expected | |
| Name of Venue | |
| Drinks to be served (including quantities) | |

I _____ (Student organiser) declare that the above-mentioned function, is an organised house event, which every resident of the house is welcome to attend. I further declare that only the list of alcoholic beverages stated above will be served during this event. Drinks will strictly be served at the venue specified above.

Student organiser's signature _____ Date _____

I _____ (Residence Head) declare that the above mentioned function, and list of alcoholic beverages, has my approval and that I will be in attendance during this function.

Residence Head's signature _____ Date _____

I _____ (Cluster Coordinator) declare that the above mentioned function, and list of alcoholic beverages, has my approval.

Cluster Coordinator's signature _____ Date _____

MIXING INSTRUCTIONS

Participants at a function are permitted to have 1 cup (i.e. 250 ml) of 5.3 – 8.5% v/v punch, 2 cups (i.e. 500ml) of 3.1 – 5.2% v/v punch, and any number of cups of punch that is 3% v/v or below, bearing in mind that the rapid consumption of alcohol is not allowed.

First, discuss and decide what %v/v you are targeting. This will affect how many cups a participant may have (see 5.3.3 of this Policy).

Now follow these mixing steps, which must be carried out under the supervision of a warden:

- Step 1. Calculate the total amount of ethyl alcohol in all the alcohol containers.
- Step 2. Calculate the total amount of liquid in all the alcohol containers. Then add alcohol to the punch container.
- Step 3. Calculate the amount of non-alcoholic liquid (fruit juice, water, etc) that you'll need to add to achieve the target %v/v, rounding up. Then add non-alcoholic liquid to the punch container.

Step 1

The “%v/v” of a drink, sometimes called the “Alcohol By Volume” (ABV), is the percentage of the liquid which is ethyl alcohol. By law, this figure must be indicated on the container.

Multiply the volume of each container, in ~~milliliters~~ millilitres, by the v/v value written on that container, and divide by 100. Then add up these values.

Example:

- A 750ml 22%v/v drink contains $750 \times 22 \div 100 = 165$ ml of ethyl alcohol.
- A 500ml 20%v/v drink contains $500 \times 20 \div 100 = 100$ ml of ethyl alcohol.
- A 2L 25% v/v drink contains $2000 \times 25 \div 100 = 500$ ml of ethyl alcohol.

- A 250ml 20%v/v drink contains $250 \times 20 \div 100 = 50\text{ml}$ of ethyl alcohol.

If all of the above drinks will be used in the punch, then the total amount of ethyl alcohol is $165 + 100 + 500 + 50 = 815\text{ml}$.

Step 2

Add up the total volume of all alcoholic drinks, in milliliters

Empty all the alcohol into the punch container.

Example:

If you have bottles/containers with 750ml, 500ml, 2L, and 250ml, then your total volume is $750 + 500 + 2000 + 250 = 3500\text{ml}$.

You can empty the entire 3.5L of alcoholic liquid into a punch container.

Step 3

Divide the total alcohol content (from Step 1) by the target v/v value, multiply by 100, and subtract the total amount of liquid that you already have (from Step 2). This will give you the total amount of non-alcoholic liquid that you should add to the punch.

Add this much fruit juice / water / etc to the punch container.

Example:

Assume that you are targeting a 5%v/v level. You have 815ml of ethyl alcohol (from Step 1). You have a total volume of 3500ml (from Step 2).

Divide the ethyl alcohol by the target v/v value, multiply by 100, and subtract the total volume.

CALCULATION: $(815 \div 5 \times 100) - 3500 = 12600\text{ml}$.

Add 12.6L of non-alcoholic liquid to the punch container.

The punch is now ready to be served.

|