



POLICY – ALCOHOL MANAGEMENT

Policy Number:		Effective Date of this Version:	1 October 2013
Applies to:	Club Policy	Supersedes the Version Dated:	6 August 2012

Introduction

This policy aims to provide a basis for the responsible management of alcohol by the Gungahlin Jets Football Club. The club recognises the importance in holding a liquor permit in the value it adds to the club, enabling it to generate income and hold social functions, but in doing so the club also accepts the responsibilities and expectations of the community in strictly adhering to the liquor licensing laws.

Legislation

The *Liquor Act 2010* requires the club to hold a liquor permit to sell alcohol at club events. There are two types of permits that can be applied for if a limited amount of liquor is to be sold at a single premises. A non-commercial permit is for a not for profit organisation and may apply to a specific event if relevant.

The ACT Office of Regulatory Services requires two club “close associates” to be listed as the permit holders. A “close associate” is someone who holds or will hold an executive position in the permit holder’s business. A close associate is also someone who is able to exercise significant influence on the conduct of the business because they have directorial, managerial or executive decision making power in the permit holder’s business.

The Act requires licensees and permit-holders to keep an incident register. Incidents that must be noted in the register include:

- incidents involving violent, unlawful or anti social behaviour at licensed or permitted premises;
- incidents involving violent, unlawful or anti social behaviour in the immediate vicinity of the licensed or permitted premises where it involves a person who has recently left, or been refused entry to the premises;
- where a person has been removed from licensed or permitted premises;
- where a person requires medical assistance at the permitted premises after midnight and before the time prescribed by regulation; and
- the seizure of false identification.

The incident register must be kept on the premises, be bound, and pages individually numbered. Pages should not be removed from the incident register. You may use ‘a day to a page’ diary.

The permit is valid for no more than twelve months and is only valid for the events or dates/times listed. A copy of the Club’s 2013 liquor permit is attached.

Under a non-commercial liquor permit, the Act does not require persons serving at the bar to have completed a Responsible Serving of Alcohol course, however the club expects its policy on serving alcohol to be upheld by all

persons serving alcohol.

Further information on the legislative requirements and application process can be found at the website of the ACT Office of Regulatory Services www.ors.act.gov.au.

The application fee for a non-commercial liquor permit to sell alcohol with a retail value of up to \$5,000 is \$140. Cost of renewal is \$41.

Serving Alcohol

Alcohol will be served according to the requirements of the club's liquor permit and in accordance with the safety and wellbeing of patrons.

- The club will maintain a current liquor permit.
- The liquor permit will be displayed at the bar.
- Persons under the age of 18 years are not permitted to serve alcohol.
- The club will discourage excessive or rapid consumption of alcohol.
- Alcoholic drinks will be served in standard drink measures.
- The club will display posters on liquor permit regulations and education. These posters may be downloaded from the ORS website.

Promoting the responsible use of alcohol

- The club will actively demonstrate its attitude relating to the responsible use of alcohol.
- The club will not advertise, promote or serve alcohol at junior games or activities.
- The club will educate club members and supporters about the alcohol policy.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will provide at least one alcohol-free social event for families of junior club members.
- Alcohol advertising will only appear at the bar.
- The club will not promote alcohol through 'cheap drink' strategies, such as happy hours.
- The Club will discourage people from bringing their own alcohol to games and events.

Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated.
- Intoxicated patrons will be asked to leave the premises.
- Intoxicated persons will be refused entry into the premises.

Underage drinking

- Alcohol will not be served to persons under the age of 18 years.
- Staff will request proof of age, where appropriate.
- Only photographic ID will be accepted.

Safe Transport

- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration.
- Telephone calls will be made free of charge to arrange a taxi or other transport.
- Contact telephone numbers for taxi services will be displayed at the bar.

Fundraising, Functions and Prizes

- Promotions such as drink promotions, drinking competitions and all-inclusive cover charges should not be conducted on club premises.
- The club will not promote or provide alcohol or drink vouchers for player awards.
- Prizes for raffles and fundraising will not have an alcohol focus.

- The club will use food or canteen awards rather than alcohol as prizes for player performance.
- The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy.

Food

- The club will wherever possible actively promote and sell food whenever alcohol is available.

Bar Management

- Non and low alcoholic alternative drinks will be available at all times.
- Bar staff will not be permitted to drink alcohol while serving behind the bar.

Club Committee Responsibilities

The presence of Board and/or committee members is essential to ensure the operation of the bar and policy compliance. At least two duty Board/committee members (including at least one person nominated as permit holder) must be present at all club functions when the bar is open. Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries.
- Ensure compliance in respect of persons under 18 years of age on premises.
- Ensure intoxicated people are refused service and are asked to leave the premises.
- Ensure strict compliance with the club policy in accordance with the key provisions of the liquor permit.
- Record any incidents in the incident register.

Non-compliance

All club Board and committee members will enforce the alcohol management policy and any non-compliance will be handled according to the following process;

- Explanation of the club policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

Promoting the “Alcohol Management Policy”

The club will promote the alcohol management policy regularly by;

- Distributing a copy to all club members.
- Displaying a copy of the policy in the club social rooms.
- Periodic announcements to members at functions.

The club recognises the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavour to provide information to assist this process.