



# POLICY AND IMPLEMENTATION PLAN

<b>NAME</b>	Service of Alcohol
<b>Date of last revision</b>	August 2020
<b>Committee Approval date</b>	October 2020
<b>Date of next review</b>	October 2023
<b>Responsibility</b>	Licensee/ Bar Manager

## Our Commitment

Gippsland Lakes Yacht Club (GLYC) is committed to a Responsible Service of Alcohol and will maintain a balanced and responsible approach to the service, supply, promotion and consumption of alcohol at all Yacht Club activities and events.

GLYC acknowledges the role that our club has to play in building a strong and healthy community. To this end, GLYC is committed to ensuring that all members, visitors and volunteers abide by this policy, understanding its importance and accepting that breaches of it will result in the club taking disciplinary action.

## Purpose

The purpose of this policy is to outline the fundamental principles which underpin the service of alcohol at GLYC and to provide guidelines as to how these principles will be implemented.

## Policy statement

The GLYC Committee of Management has determined that GLYC is not a BYO venue. This means that members and visitors are not permitted to bring or consume their own alcohol within the Yacht Club environment, including inside the buildings and within the grounds, thus ensuring that alcohol consumption is safely monitored at all times.

A Risk Management approach will be taken in planning events and activities involving the sale, supply or consumption of alcohol. Such events will be conducted in a manner consistent with our liquor licence and this policy

This policy will ensure that our club:-

1. Complies with the terms and conditions of our Liquor Licence
2. Meets its duty of care in relation to the health and safety of members, volunteers and visitors who attend club sailing days, special events, functions and other associated activities where alcohol may be consumed
3. Understands the risks associated with alcohol misuse and our role in minimising this risk
4. Upholds the reputation of our club, our sponsors and our partners.

## Guidelines for Implementation

### The GLYC liquor licence

The Victorian Commission for Gambling and Liquor Regulation (VCGLR) is the regulatory body for liquor control and liquor licensing within Victoria.

*GLYC's liquor licence is a Renewable Limited Licence and, subject to the conditions specified in this licence, authorises the licensee to supply liquor:*

- on the licensed premises to a member of the club or a guest of a member for consumption on the licensed premises;
- on a part or parts of the licensed premises to a person attending a pre-booked function for consumption in the area where the <sup>[ ]</sup><sub>[SEP]</sub>function is being conducted (NB. This implies that service and consumption of alcohol will be restricted to areas within our licensed Red Line).

Further conditions include:

- The licensee shall not cause or permit undue detriment to the amenity of the area to arise out of, or in connection with the use of the premises to which the licence relates during or immediately after the trading hours authorised by this licence.
- The licensee shall ensure that the level of noise emitted from the licensed premises shall not exceed the permissible noise levels for entertainment noise as specified in the State Environment Protection Policy.
- The licensee is authorised to supply liquor at a pre-booked function organised by an outside organisation and conducted at the premises, subject to the licensee:
  - maintaining a register of the pre-booked functions to which this licence applies with the register detailing the date, time, area and name of the function organiser
  - displaying a sign identifying that the room/area of the premises is operating under this approval for a pre-booked function.
  - The licensee is authorised to supply liquor on the club premises on any day Between 12 noon and 12 midnight
- Persons under the age of 18 years are permitted on the licensed premises other than in the company of a responsible adult in relation to preparation for and participation in sporting activities only. This approval does not include social activities but does include presentation functions. The approval applies during the trading hours specified above but no later than 10 p.m. on any day.

**Duty of care and minimising risk - Requirements of Bar Servers**

In order to ensure that our bar servers are fully cognisant of their responsibilities to the safety and well-being of patrons when working the Bar, The GLYC Committee of Management has mandated the following training requirements for all bar servers

- All GLYC bar servers are to be [Responsible Service of Alcohol \(RSA\)](#) trained. The Licensee / Bar Manager will provide prospective Bar Volunteers with details of RSA Courses for the volunteer to undertake RSA training, prior to being listed on the GLYC Bar Roster. GLYC will support the training of volunteers by paying out-of-pocket expenses incurred by volunteers undertaking RSA training.
- All GLYC bar staff are to maintain up-to-date RSA training by completing the VCGLR, on-line refresher course every 3 years from their initial RSA training.
- All bar staff are to have a current Working with Children Check (WWCC).
- Bar staff are to provide the GLYC with copies of current RSA and WWCC certificates.
- The Licensee in conjunction with the Club Secretary, will maintain a register of RSA and WWCC certification for all bar staff. This register will record the name of the licensee (Nominee), all serving staff and a copy of their current RSA and WWCC certificates.

- Volunteers will be kept informed of expectations and GLYC processes and procedures relating to the service of Alcohol .

All bar staff agree to abide by this policy and its contents. Only those who do so will be endorsed as a member of GLYC Bar Staff.

### **Service of alcohol**

The guidelines for serving alcohol are to ensure the safety and wellbeing of every person that attends the club premises. Alcohol will be served in accordance with the club's values and requirements of the club's liquor licence, which includes but is not limited to:

- Bar staff are not to consume alcohol whilst on duty.
- The GLYC liquor licence and other mandated signage will be displayed at the bar
- Alcohol consumption will only be allowed within the licensed areas. (As per the "Red Line Area" shown on our Licence).
- The bar will only be open when a Bar Staff Member has been rostered on duty.
- Alcohol will only be served in standard drink measures and the service of spirits will be limited to a maximum of double measures.
- Promoting the Responsible Consumption of Alcohol. This includes discouraging excessive /rapid consumption and not conducting "happy hours" or drinking competitions
- Ensuring water is always be available (free of charge) whenever the bar is open
- Ensuring Snacks are always be available (for purchase) whenever the bar is open, and substantial food is available when the bar is open for prolonged periods
- Ensuring low and non-alcohol drinks are available (for purchase) and clearly visible to patrons whenever the bar is open
- Alcohol is not advertised, promoted, served, or consumed at junior games, events, functions, or activities.
- The club will not endorse any celebrations, functions or end of season events that involve excessive consumption of alcohol.
- Whilst engaging in club activities, members, volunteers and visitors:
  - Will not award alcohol for performance to minors (aged less than 18 years,)
  - Will not post images on social media of themselves or others drinking alcohol irresponsibly at club-related activities.

### **Underage drinking**

- Alcohol will not be sold or supplied to a person aged under 18 years.
- Staff will request patrons to provide an approved form of photographic ID if they believe a person may be aged under 18 years. The ONLY approved forms of Photographic ID are:
  - A current Australian driver's licence with a photograph
  - A current passport
  - A "Proof of Age Card" or "Photo Card" issued by any Australian state or territory
  - An Australian "Learner Driver Permit" card with a photograph.
  - Keypass Card

### **Intoxicated patrons**

Alcohol will not be served to any person who is displaying signs of intoxication as described by the VCGLR, including: ".....slurred speech, impaired balance, poor coordination, reduced inhibition, becoming aggressive or belligerent, and exhibiting inappropriate behaviour and it is reasonable in

the circumstances to believe that the impairment results from the consumption of alcohol. Inappropriate behaviour includes becoming loud, boisterous, argumentative; annoying other patrons and staff; using offensive language; spilling drinks, fumbling and difficulty in picking up objects; swaying, difficulty walking straight, bumping into furniture or other people; rambling conversation; loss of train of thought, difficulty in paying attention; not hearing or understanding what is being said; drowsiness or dozing while sitting at the bar or table.”

- Bar staff will follow procedures provided in their RSA training for recognising and dealing with intoxicated patrons; this includes refusing to serve alcohol to any patron they believe is becoming intoxicated.
- Patrons will not supply alcohol to any other person who is intoxicated or who has been refused service by bar staff.
- Intoxicated patrons are not allowed entry to the Club premises.
- If a person becomes intoxicated (and is not putting other people at risk with their behaviour) the person will not be served alcohol but will be provided with water and options for safe transport home from our club, where available.
- If a person becomes intoxicated (and is putting other people at risk due to their behaviour) the person shall be asked to leave our club premises immediately and offered safe transport options, where available. Police may also be contacted to remove the person, if required.

### **Safe transport**

Our club recognises that driving under the influence of alcohol and/or drugs is hazardous to individuals and the wider community. GLYC encourages all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol.

### **Upholding the reputation of the club**

#### Noise and Amenity

GLYC respects our neighbours and requests that all patrons do the same when entering or leaving the premises.

- Bar staff are to monitor noise levels to ensure compliance with all prescribed noise level requirements.
- Bar staff will monitor the behaviour of patrons on the GLYC premises.
- GLYC undertakes to provide appropriate lighting around the venue for the comfort and safety of patrons.
- GLYC has a fire safety evacuation plan which is maintained and reviewed on a regular basis.
- GLYC maintains a GLYC Bar, Incident Register (See Appendix A) recording all incidents relating to Bar activities.

#### Consultation with the Community

GLYC takes pride in being a responsible community citizen in the local business community and will continuously adhere to practices that support this commitment, including, but not limited to

- GLYC is a GippSport Good Sports Club.
- GLYC keeps abreast of issues relating to the responsible service of alcohol in our local community.
- GLYC regularly receives VCGLR updates on responsible service of alcohol issues.

### Responsibilities of club members

Whilst GLYC resolves to undertake to educate club members about the alcohol policy through promotion in the club newsletter, website / social media sites and within the club walls, it is the responsibility of each individual to access this information and accept responsibility for their own behaviour. Thus:-

- GLYC members agree to recognise and abide by our strict Non-BYO Policy
- GLYC members aged under 18 years of age are not to consume alcohol on GLYC premises
- GLYC members are not to supply alcohol to intoxicated persons or anyone aged under 18 years of age
- All GLYC members are expected to consume alcohol responsibly at the club, at all club functions and whenever representing GLYC
- GLYC members are not to arrive at a GLYC event or represent GLYC at other functions, under the influence of alcohol
- GLYC members are not to encourage others to drink excessively or take part in activities that involve excessive consumption of alcohol
- GLYC members agree to act in ways that ensures the safety and well-being of every person that attends the club premises.

### **Non-Compliance**

Club committee members will uphold this policy and any non-compliance, particularly in regard to Licencing Laws, will be handled according to the Club's disciplinary processes.

## APPENDIX A

### GLYC BAR INCIDENT REGISTER FORMS

These forms will be used to record any *incidents* that occur with respect to GLYC Bar activities.

Copies of the *Incident Register Forms* will be available in the *Bar Operations Manual* located in both the *Loft* and *Downstairs* bars.

Maintaining a *GLYC Bar Incident Register* will help with understanding events that may affect the safety of our members and guests as well as helping identify work, health and safety issues associated with *Bar activities*, and assist GLYC to further develop risk reduction strategies.

It is the responsibility of all GLYC Committee Members and Bar Volunteers to use and maintain the register.

It is the responsibility of the Club's Nominee to regularly inform/remind all GLYC members of the register so they may understand its importance in supporting GLYC to be a safe and responsible club.

#### When to complete the incident register

A *GLYC Bar Incident Register Form* will be completed at the time an incident occurs or at the earliest opportunity after the incident.

Date, time and location	Description of incident and persons involved Reported by	Person making Incident	Actions taken including any First Aid Provided,	Details of Witness(es) to the Incident including
Example 1500Hrs 20/02/20 GLYC	Individual unable to provide ID at bar	Sarah Jones (bar server)	Individual refused alcohol – informed of club's legal responsibility	John Smith, GLYC Secretary