



# ALCOHOL & SMOKING MANAGEMENT POLICY

## BURNIE BOWLS CLUB

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### 1. PURPOSE

This Policy outlines our procedures for a balanced and responsible approach to the service, supply, consumption and promotion of alcohol and our requirements regarding smoke-free environments at club games, special events, functions and other club-related activities. It represents our club's commitment to its members, volunteers and guests, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This Policy will also assist our club to:

- Ensure adult behaviour is a positive influence on younger players and spectators.
- Meet its duty of care in relation to the health and safety of our members, volunteers and guests who attend any club games, special events, functions and other activities.
- Uphold the reputation of our club, our sponsors and partners.
- Understand the risks associated with alcohol misuse and smoking and our role in minimising this risk.
- Comply with liquor licencing and tobacco legislation.

This policy applies to all our **members, Board and Committee members, coaches, officials, other volunteers and guests.**

### 2. RATIONALE

**BURNIE BOWLS CLUB** recognises the legal responsibilities and the financial and social benefits of operating a liquor licence in the community. Our club also recognises that second-hand tobacco smoke is hazardous to people's health and people who do not smoke have the right to be protected from exposure to tobacco smoke at our games, events, functions and other activities.

Our club has achieved Level 3 Accreditation under the *Good Sports* program which requires us to implement practices and policies regarding the responsible management of alcohol and smoke-free environments. Accordingly, we will adhere to tobacco and liquor licensing laws and the criteria of the *Good Sports* program.

### 3. GENERAL PRINCIPLES

- A risk management approach will be taken in planning events and activities involving the sale, supply or consumption of alcohol. Such events and activities will be conducted and managed in a manner consistent with liquor licensing legislation and this Policy.
- Alcohol misuse can lead to risk taking, unsafe, unacceptable and/or illegal behaviour. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this Policy or any other Policy of the club.

### 4. CONDUCT EXPECTATIONS

Whilst engaging in club activities, **committee members, club members, players, coaches, officials, other volunteers and guests:**

- Will not smoke, regardless of where the club activity is held.



- Will accept responsibility for their own behaviour, take a responsible approach and use good judgment when alcohol is available.
- Will encourage and assist others to use good judgment when alcohol is available.
- Will not compete, train, coach or officiate if affected by alcohol.
- Will not provide, encourage or allow people aged under 18 to consume alcohol.
- Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Will not provide alcohol as an award to a player or official for any reason.
- Will not post images on social media of themselves or others smoking and/or drinking alcohol irresponsibly at club-related activities.

## 5. SMOKING

The following areas at our club are smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All catering and eating and drinking areas

Smoke free areas will be signed (where possible) and promoted in club materials.

In addition:

- Cigarettes and other tobacco products will not be sold, including from vending machines, at any time at or by our club.
- Club functions, including social and fundraising events and meetings, held at or away from club facilities will be smoke free.

## 6. ALCOHOL

Our club will ensure that:

- A current and appropriate liquor licence is maintained.
- The club's liquor licence is displayed as near as practical to the entrance of the clubroom or beside the bar (as required by law).
- All mandatorily required liquor licence signage will be displayed in each area covered by the club's licence.
- The names of Responsible Service of Alcohol (RSA) trained personnel will be displayed near the bar.
- Servers of alcohol will not consume alcohol when on duty.
- Information posters about '[Standard Drink measures](#)' will be displayed prominently near where alcohol is served.
- An Incident Register will be maintained (at the bar/canteen) and any alcohol-related incidence will be recorded on the register.
- Substantial food (requiring preparation and/or heating) will be available when alcohol is available for more than 90 minutes and more than 15 people are present. Healthy food options will be provided, where possible.
- Alcohol is not advertised, promoted, served or consumed at junior games, events, functions or activities.



### 6.1 Service of Alcohol

Alcohol will be served according to the club's liquor licence with the safety and well-being of members and guests the priority. Our club will ensure:

- Only RSA trained bar servers with current qualifications will serve alcohol.
- Standard drink measures are used for non-pre-packaged alcohol (eg drinks in glasses), where possible.
- Servers are aware of standard drink sizes and are competent in measuring standard drinks.
- The service of double measures of spirits is discouraged.
- People under 18 do not serve alcohol.
- Excessive or rapid consumption of alcohol is not encouraged. This means we do not conduct happy hours, cheap drink promotions or drinking competitions.

### 6.2 Intoxicated People

For the purposes of this Policy, a person is defined as in a **state of intoxication** if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of alcohol.

- Intoxicated people will not be permitted to enter our club premises.
- Alcohol will not be served to any person who is or appears intoxicated.
- Servers will follow RSA training procedures when refusing service to an intoxicated person.
- 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 the club, where available.
- If a person becomes intoxicated (and **is** putting other people at risk due to their behaviour) the person will 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.
- Any alcohol-related incident and any action taken will be recorded in our club's incident register.

### 6.3 Underage Drinking

- Alcohol will not be served to persons aged under 18.
- Servers and committee members will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- Only photo IDs will be accepted as 'proof of age'.
- Our club will not encourage the drinking of alcohol outside of the bar area to reduce the risk of minors being served alcohol illegally.

### 6.4 Availability of Non-Alcoholic and Low Alcohol Drinks

Our club recognises that not all club members may drink alcohol and alcohol is not the only revenue stream available. Our club actively encourages the sale of alternative products to that of alcohol and will ensure that:

- Water is provided free of charge.
- At least four non-alcoholic drinks and one low-alcoholic drink option are always available and priced at least 10% cheaper than the cheapest full-strength drink. Healthy drink options will be provided, where possible.
- Non-alcoholic drinks are clearly visible and adequate in variety and supply.



## 7. FUNCTIONS

Our club will:

- Not conduct functions where a minimum amount of liquor sales is required.
- Not conduct 'all you can drink' functions.
- Not provide alcohol-only drink vouchers for functions.
- **Not include alcohol in the price of function tickets**

Advertisements for functions will:

- Be promoted as smoke free.
- Not overemphasise the availability of alcohol or refer to the amount of alcohol available.
- Not encourage rapid drinking or excessive drinking.
- Give equal reference to the availability of non-alcoholic drinks.
- Display a clear start and finish time for the function.
- Include a safe transport message, where possible and relevant.

## 8. SAFE TRANSPORT

Our club recognises that driving under the influence of alcohol is illegal and hazardous to individuals and the wider community. We therefore require all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol

Our club will:

- Promote strategies that encourage members to plan how they'll get home safely before they go out eg pre-arranged transport.
- Include safe transport messages on relevant club activity and event invitations or flyers.
- Ensure the MC for events or club committee members advise attendees that the club is a Good Sports accredited club, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol.
- Ensure telephone calls can be made free of charge to call a sober person to provide transport from the club or venue.

## 9. CLUB TRIPS

Our 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 and the values of the club.

## 10. AWARDS/PRIZES

Our club will avoid providing [awards](#) (eg at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

## 11. POLICY PROMOTION

Our club will:

- Educate members, volunteers and guests about our Policy and the benefits of having such a Policy.
- Ensure this Policy is easily accessible and will promote it via **our website, newsletters, social media, announcements during events and functions.**



- Actively demonstrate its attitude relating to smoke-free environments and the responsible use of alcohol and promote positive messages through its social media platforms.
- Pursue non-alcohol sponsorship and revenue sources.
- Actively participate in the Alcohol and Drug Foundation's *Good Sports* program with an ongoing priority to **maintain** Level 3 accreditation.

## 12. NON-COMPLIANCE

The Executive Officer will enforce this Policy and any non-compliance, particularly regarding Licensing Laws, will be handled according to the following process:

- Explanation of the 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 RSA or Board members, who will use their discretion as to the action taken, which may include asking the person/people to leave the facilities or function.

## 13. POLICY MANAGEMENT

The presence of a **bar manager or person who has current RSA qualifications**, whenever our **bar is open**, is essential to ensure compliance with this Policy and liquor licensing laws.

## 14. POLICY REVIEW

This Policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

### SIGNATURES:

Signed: \_\_\_\_\_  
Club President

Date: 17 June 2019

Signed: \_\_\_\_\_  
Executive Officer

Date: 17 June 2019

Next Policy review date is

### ENQUIRIES REGARDING OUR POLICY:

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Visit: [www.goodsports.com.au](http://www.goodsports.com.au) for information regarding the Good Sports program.