



Name	<b>PADHC Alcohol Management Policy</b>		
Document No:	PO—006	Version:	004
Approved by:	Management Committee		
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## **ALCOHOL MANAGEMENT POLICY PORT ADELAIDE DISTRICT HOCKEY CLUB INC.**

### **1. PURPOSE**

This policy aims to provide a basis for the responsible use of alcohol by the Club and is considered fundamental to the aims of the Club.

The policy outlines our procedures for a balanced and responsible approach to the service, supply, consumption and promotion of alcohol at Club games, special events, functions and other Club-related activities. It represents our Club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our Club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any Club games, special events, functions and other activities where alcohol may be consumed.
- Upholds the reputation of our Club, our sponsors and partners.
- Understands the risks associated with alcohol misuse and our role in minimising this risk.
- Complies with a valid liquor licence and associated terms and conditions.

### **2. RATIONALE**

The Port Adelaide District Hockey Club recognises the legal responsibilities and the financial and social benefits of holding and/or operating a liquor licence in the community.

Level 3 Accreditation under the Good Sports program requires us to implement practices and policies regarding the responsible management of alcohol. As such, we will adhere to liquor licensing laws and the criteria of the Good Sports program.

### **3. CONDUCT EXPECTATIONS**

This Policy applies to all areas and functions within the control and management of the Club – even if the function is offsite. Whilst engaging in Club activities, members, volunteers and visitors:

- 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 years to consume alcohol.
- Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Will not provide alcohol only as an award to a player or official for any reason.
- Will not post images on social media of themselves or others drinking alcohol irresponsibly at Club-related activities.

## **4. ALCOHOL MANAGEMENT**

Our Club will ensure that:

- The Club currently holds a Limited Club Licence (No. 51308794) and will ensure that this licence is maintained.
- The Club's liquor licence is displayed as near as practical to the entrance of the clubroom.
- 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 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.

### **4.1 Serving Alcohol**

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

- A committee member will be present at events where alcohol is served.
- Only RSA trained bar servers with current qualifications will serve alcohol.
- Standard drink measures are used for non pre-packaged alcohol (e.g. drinks in glasses).
- Servers are aware of standard drink sizes and are competent in measuring standard drinks.
- The service of double measures of spirits is discouraged.
- People aged under 18 years do not serve alcohol.
- Excessive or rapid consumption of alcohol is not encouraged. This means we do not conduct happy hours or drinking competitions.

### **4.2 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 our Club.
- 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.

#### **4.3 Underage drinking**

- Alcohol will not be served to persons aged under 18 years.
- Bar servers and committee members will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- Only photo ID's will be accepted as 'proof of age'.
- Our Club will not encourage the drinking of alcohol in the Club change rooms to reduce the risk of minors being served alcohol illegally.

#### **4.4 Availability of Non-Alcoholic and Low Alcohol Beverages**

The Club recognises that alcohol is not the only revenue stream available and actively encourages the sales of alternative products to that of alcohol.

- Tap water is provided free of charge.
- At least four non-alcoholic drinks and one low-alcoholic drink option is always available and are at least 10% cheaper than full strength drinks.
- Non-alcoholic drinks are clearly visible and adequate in variety and supply.

### **5. FUNCTIONS**

Our Club will encourage safe celebrations and events by:

- Not conducting functions where a minimum amount of liquor sales is required.
- Not promoting or hosting 'all you can drink' functions.
- Not providing alcohol-only drink vouchers for functions.
- Limiting the number of drinks included in the price of function tickets to a maximum of four, as recommended by the Australian Health and Medical Research Council.

Advertisements for functions will promote safe celebrations by:

- Not over emphasising the availability of alcohol or referring to the amount of alcohol available.
- Not encouraging rapid drinking or excessive drinking.
- Giving equal reference to the availability of non-alcoholic drinks.
- Displaying a clear start and finish time for the function.
- Including a safe transport message, where possible and relevant.

## **6. SAFE TRANSPORT**

Our Club recognises that driving under the influence of alcohol and/or drugs is hazardous to individuals and the wider community.

Accordingly, our Club implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy.

We ask that all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol.

## **7. SMOKE FREE**

The Club has a separate Smoke Free Policy that is reviewed regularly in conjunction with this Alcohol Management Policy.

## **8. 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.

## **9. AWARDS / PRIZES**

Our Club will avoid providing awards (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

## **10. PROMOTING THIS POLICY AND RESPONSIBLE USE OF ALCOHOL**

Our Club will:

- Educate members, volunteers and visitors 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 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 [achieve/maintain] the highest Good Sports accreditation.

## **11. NON-COMPLIANCE**

Club committee members will uphold this policy and any non-compliance, particularly in regard to 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 committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function.

## 12. POLICY MANAGEMENT

The presence of committee members is essential to ensure the compliance with this policy and liquor licensing laws. At least one duty committee member who is RSA trained is required to be present at all Club functions when the bar is open.

## 13. REVIEW OF POLICY

The Club will review this policy annually or as often as it determines necessary and will make any changes it determines necessary or desirable.

## 14. ACCESS TO POLICY

This policy will be available for viewing by any member of the Club via the Club website ( [www.padhc.com.au](http://www.padhc.com.au) ) or a copy will be provided upon request.

## 15. RELATED POLICIES AND PROCEDURES

Policy
<ul style="list-style-type: none"><li>• PADHC Safe Transport Policy</li><li>• PADHC Smoke Free Policy</li><li>• PADHC Alcohol Management Incident Register</li></ul>

## 16. CHANGE HISTORY

Version	Approval date	Approved by	Change
001	April,2002	Management Committee	Original
002	13 January 2016	Management Committee	Existing policy reviewed, updated and transferred to New Policy format.
003	15 February 2017	Management Committee	Reviewed – no change
004	21 March 2018	Management Committee	Existing policy reviewed and updated.



# PADHC INCIDENT REGISTER

Date	Incident/Persons Involved	Response	Persons on Duty	Position in Club