

WANNEROO GIANTS BASEBALL CLUB

SERVICE OF ALCOHOL POLICY



DRAFT

Initial Draft - September 2017

Document Control Record

Version	Date Released	Pages Affected	Remarks
1.0	30 September 2017	All	Initial Draft

Printed copies are uncontrolled, original copy is available through the Club Secretary

Service of Alcohol

This policy has been created to :

1. Ensure that WGBC adheres to the legislation set out in the Liquor Licensing Act WA
2. Protect members, visitors and committee members from any loss, financially or otherwise that may result from not following guidelines for the responsible service of alcohol
3. Ensure that there is a safe and enjoyable environment for all members, visitors and committee notwithstanding the consumption of alcohol.

GUIDELINES

1. All parties serving alcohol on behalf of WGBC will read the Club's Drugs and Alcohol Policy and the Service of Alcohol Policy prior to serving alcohol on behalf of the Club.
2. The Bar Manager will be qualified as a **manager** for RSA.
3. The Bar Manager is primarily responsible for obtaining the appropriate licence required for operation of the Bar and any Club functions. The club will cover the cost of the manager's course for the Bar if this is required.
4. **At least** one qualified manager will be on duty at all times alcohol is served.
5. Any WGBC person serving alcohol at the club or at any Club function or venue will be over the age of 18 years and WILL not drink alcohol while on bar duty.
6. Any WGBC person serving alcohol in the club or at any other function or venue will possess a current RSA Certificate, will follow the instructions of the BAR Manager (or manager on duty) and will follow the guidelines set out for the responsible service of alcohol.
7. Any person who intends to serve alcohol on behalf of the club will provide the Bar Manager with a copy of their current RSA Certificate **before** they are permitted to serve alcohol.
8. The Bar Manager will retain and keep updated a copy of the RSA Certificates of any members who intend to serve or are serving alcohol on behalf of the club.
9. The Bar Manager (or other licensee that may be on duty at the time that alcohol is served) is the person primarily responsible for ensuring the consumption area is clearly defined.
10. Food will be available and the consumption of food encouraged at all events where alcohol is served.
11. Free potable water and cups will be provided on the bar at all time alcohol is served.
12. Low cost non-alcoholic drinks will be available at all functions where alcohol is served.
13. RSA posters will be displayed at every event where alcohol is served.

14. The contact number for a local taxi company will be clearly displayed at the bar area and bar staff will encourage use of taxis or other transport options where appropriate.
15. The licensee will not leave the premises where alcohol is served until all patrons have left the venue safely.

Appendix 1.

INCIDENT REPORT

Name of Licensed Premises:

Date of Incident: Time of Incident: : am/pm

Location of Incident:

Name of each crowd controller and/or employee of the licensee involved in the incident:

Name of approved manager who was on duty when the incident took place:

Type of Incident

patron drunk

patron asked to leave

patron removed

juvenile no ID fake ID

patron refused entry because drunk violent quarrelsome disorderly indecent

refused patron is violent quarrelsome disorderly indecent attempts to re-enter

injury to staff patron

complaint re: noise other

indecent behaviour

other

Details of the Incident	Action taken

Which authorities were notified?

WA Police Emergency Services (please specify) _____

Racing, Gaming & Liquor Other _____

I declare that all details are true and correct and no relevant information has been omitted

Signature of person reporting incident	Position	Date
Signature of Licensee/Approved Manager <i>(if not person reporting the incident)</i>	Position	Date