

# OUR COUGAR

# FAMILY



## ALCOHOL

# MANAGEMENT POLICY



Managed by: Cockburn Basketball Association

Responsible Person: TT

Version: V1.0

Scheduled Review Date: 1 April 2025

**BUSINESS AREA: Governance/Operations**

**TITLE OF DOCUMENT: Alcohol Management Policy**

**DOCUMENT CODE: 016-POL-CG**

**Approval Of Policy/Rules Documents**

Approved by **Tyrone Thwaites**, Cockburn Basketball Association **CEO** on **18 April 2023**

**POLICY:** Cockburn Basketball Association Board Approved and Minuted V01 on 31 May 2023 at the scheduled board meeting.

Version	Date Approved	Next Review	Amendments
V01	31/05/2023	May 2025	



## **INTRODUCTION**

This policy outlines 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 the Cockburn Basketball Association (the 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 the club:

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

## **RATIONALE**

**Cockburn Basketball Association (the Club)** recognises the legal responsibilities and the financial and social benefits of holding and/or operating a liquor license 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.

The Club is committed to creating a safe, respectful, and positive club environment where players, officials, members, and families can thrive.

## **GENERAL PRINCIPLES**

Club and Club Restricted liquor licences are granted to a society, club, institution, or other body of persons which is incorporated or deemed to be incorporated under the *Associations Incorporation Act 2015*. These licences authorise the sale of liquor to club members and their genuine guests and visitor, with the sale of liquor secondary to the primary objects of the club.

Club and Club Restricted liquor licences are subject to the following conditions:

- an up to date register of members must be available for inspection at the club premises.
- the club must ensure that its rules are not contravened.



Liquor may only be sold and supplied to:

- a member of the licensee club and to the guests of that member in the company of that member, for consumption of the licensed premises. A member cannot be accompanied by more than five guests (or other number imposed on the licence) at any one time;

A club restricted licence has the following restrictions:

- It may not sell packaged liquor.
- Other conditions as imposed by the Director of Liquor Licensing.

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.

## **CONDUCT EXPECTATIONS**

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, happy hour, and cheap drink promotions).
- 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.

Documents required to be kept, and should be accessible by all staff to produce if requested by an authorised officer:

- Approved plans for the licensed premises.
- Incident Register.
- Training Register.
- Harm minimisation documents.



## 1. ALCOHOL MANAGEMENT

The club will ensure that:

- A current and appropriate liquor licence is maintained and will comply with liquor license requirements and all applicable local by-laws.
- Alcohol will only be served during the times specified on the liquor license.
- The club's liquor licence is displayed as near as practical to the entrance of the clubroom or beside the bar/canteen (as required by relevant state law).
- All mandatory 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.
- RSA trained bar servers with current accreditations will serve alcohol.
- An **Approved Manager** is only deemed approved once they have obtained a Restricted or Unrestricted Approved Manager ID Card from the Department of Racing, Gaming & Liquor
- Servers of alcohol will not consume alcohol when on duty. Approved Managers will need to produce their approval card at the request of an authorised officer. If the Approved Manager does not have their approval card at that time, they may bring their approval card into a police station for sighting by an authorised officer within two days.
- **Temporary Manager**, where an Approved Manager is absent for any reason, the licensee or Approved Manager may appoint another person to act as a Temporary Manager for a period of:
  - up to seven consecutive days; or
  - no more than seven days in any 28-day period.

If the licensee appoints an individual as a temporary manager, who intends to apply for approval as a manager, that person can work up to seven days in a 28-day period before they must fully lodge the application.

To be appointed as a Temporary Manager, an RSA is required, and:

- The details need to be displayed in the same manner as the Approved Manager on duty requirements.
- The details need to be noted in the Incident Register
- 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 or activities.



## 1.1 SERVICE OF ALCOHOL

Alcohol will be served according to the club's liquor license with the safety and well-being of members and visitors the priority. The club will ensure:

- 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), where possible.
- The service of double measures of spirits is not encouraged.
- Excessive or rapid consumption of alcohol is not encouraged. This means we do not conduct happy hours or drinking competitions.

## 1.2 INTOXICATED PEOPLE

For the purposes of this policy, a person is defined as in a **state of intoxication** if their 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 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 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 the club's incident register.

## 1.3 UNDERAGE DRINKING

- Alcohol will not be served to persons aged under 18 years.
- Bar servers will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- Only photographic identification will be accepted as 'proof of age'.
- The club will not encourage the drinking of alcohol in the club change-rooms to reduce the risk of minors being served alcohol illegally.



#### **1.4 AVAILABILITY of NON-ALCOHOLIC & LOW ALCOHOL DRINKS**

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

- Water is provided free of charge (where available).
- At least four non-alcoholic drinks and one low-alcoholic drink option are always available.
- Healthy drink options will be provided, where possible.
- Non-alcoholic drinks are clearly visible and adequate in variety and supply.

#### **1.5 EVENTS**

The 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.

Advertisements for functions will promote safe celebrations by:

- Not overemphasising 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.

#### **1.6 EDUCATION**

The club will provide an opportunity for:

- Coaches, officials, members, and volunteers to be educated about the risks and harms associated with alcohol.
- The club will promote services that are available to members to deal with alcohol-related issues (e.g., local community health provider such as GPs).
- Whilst engaging in club activities, members, volunteers, and visitors will be educated on the risks of posting images on social media of themselves or other drinking alcohol irresponsibly at club-related activities and the consequence of it.



## **1.7 SAFE TRANSPORT**

The club recognises that driving under the influence of alcohol and/or drugs is hazardous to individuals and the wider community. Accordingly, the club implements safe transport options that are reviewed regularly in conjunction with this Alcohol Management Policy.

## **1.8 CLUB TRIPS**

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 and the values of the club.

## **2.0 PROMOTING THIS POLICY AND RESPONSIBLE USE OF ALCOHOL**

The club will:

- Educate members, volunteers, and visitors about the policy and the benefits of having such a policy.
- Ensure this policy is easily accessible and will promote it via the website.
- Actively demonstrate its attitude relating to the responsible use of alcohol and promote positive messages.
- Alcohol brands and products will not be advertised and not be placed on club apparel.
- Actively participate in the Alcohol and Drug Foundation's *Good Sports* program with an ongoing priority to maintain the highest Good Sports accreditation.

## **2.1 NON-COMPLIANCE**

Board members will uphold this policy, and any non-compliance, particularly regarding Licencing 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 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.

## **2.2 POLICY MANAGEMENT**

The presence of a bar manager, person who has current RSA qualifications, whenever the bar is open and is selling alcohol, is essential to ensure compliance with this policy and liquor licensing laws.