



PORT DISTRICT FOOTBALL CLUB Inc.

FOUNDED 1979 - INCORPORATING SEMAPHORE CENTRALS (1898) & EXETER (1924-1978)

Port District Football Club Inc.

Alcohol Management Policy

October 2013

CLUB

The Port District Football Club Inc. (PDFC) recognises that:

- as providers of alcohol under a liquor license we have a duty of care to all patrons visiting the club venue and the wider community.
- alcohol mismanagement and misuse can be hazardous to health

PDFC recognises the legal responsibilities, financial benefits and social benefits of holding a liquor license in the community. Accordingly, the following policy shall apply when alcohol is served by the club:-

General

The club will ensure that:

- a current and appropriate Liquor License is maintained
- the Liquor Licence and all legal signage will be displayed as required by law
- the names of RSA trained bar staff will be clearly displayed at the bar
- an incident register will be maintained (behind the bar) and any incident will be recorded on the register.

Service of Alcohol

The club will serve alcohol according to the Liquor Licensing Act 1997 and the Code of Practice and will ensure:

- Responsible Service of Alcohol (RSA) trained people will be on the premises at all times when alcohol is served
- the club does not encourage excessive consumption of alcohol
- Alcohol will not be served to any person who is intoxicated or drunk
- Servers will follow RSA training procedures when refusing service to an intoxicated patron.
- If a patron becomes intoxicated (and is not putting other patrons at risk with their behaviour) they will not be served alcohol but will be provided with water and options for safe transport home from the club (where available).
- If a patron becomes intoxicated (and is putting other patrons at risk due to their behaviour) they will be asked to leave the premises immediately and offered safe transport options (where available).
- Alcohol will not be served to persons aged under 18 years.
- Servers and committee members will ask for proof of age whenever the age of a patron requesting alcohol is in doubt.
- Only the following current photographic Identification (ID cards) will be accepted as proof of age:
 1. Driver's License
 2. Proof of Age Card
- Any incidents will be recorded in the incident register

Alcohol Alternatives

The Club actively encourages the sales of alternative products to that of alcohol.

- Tap water will be provided free of charge
- At least four non-alcoholic drinks and one low-alcohol drink option will always be available and priced at least 10% cheaper than full strength drinks

Policy Management

The presence of a bar manager/committee member is essential to ensure the operation of the bar and alcohol policy compliance. The bar manager or one committee member who is RSA trained are required to be present at all club functions when the bar is open.

It is up to discussion with the Executive Committee, whether security is required for specific events, however Liquor Licencing always encourage security for extraordinary events and service of alcohol. Under no circumstances is the club to allow portrayal of security by persons other than those licenced to do so. Badges or other items of apparel to intimate security is only allowed if licenced for Security.

Policy Communication / Promotion

Effective communication of the club's Alcohol Management Policy is vital in establishing its acceptance by our patrons, in minimising policy breaches and in providing an environment safe from alcohol-related harm.

The club will promote the Alcohol Management Policy regularly by publishing a copy of the policy on the website

Non Compliance

All club committee members and other identified club personnel will ensure implementation and monitoring of the Alcohol Management Policy. Any non-compliance will be handled according to the following process:

- explain the club policy to the person/people breaching the policy, including identification of the section of policy not being complied with
- continued non-compliance with the policy should be handled by the club committee member or other identified club personnel using their discretion to decide the appropriate action to be taken. Action may include asking the person/ people to leave the club facilities or function.

Closing Procedures

The Liquor Licence held for PDFC inhibits service of any alcohol past 12am on any night except on Sunday 8pm, unless special licence has been approved and issued prior from the Office of Consumer and Business Affairs.

- Depending on number of patrons and with the Bar Manager/Executive Committee Member judgement, last drinks are to be called at least 5 minutes prior to closing time. Patrons may then only purchase one more drink each from the bar.
- Calls should be made to all patrons to remind them of free phone call to ring a taxi or bar staff may offer to call for patrons too intoxicated. Bar staff/Executive Committee members should be wary of those intoxicated and remind them of alternative ways home.
- At closing time the shutters are to be brought down and the till locked.
- Bar area to be locked, whilst cleaning up of tables etc, whilst patrons leave.
- Once all patrons have left the building, Bar Manager is to lock the clubroom doors whilst attending final till ring offs and close down and packing cash away.
- All cash is to be locked in safe prior to bar Manager locking all areas within the clubrooms and securing the clubrooms via monitored alarm.