



GOOD SPORTS



HENLEY FOOTBALL CLUB Incorp.



GOOD SPORTS

A Goods Sports Club committed to providing a healthier environment for families.

RESPONSIBLE SERVICE OF ALCOHOL POLICY

As a provider of alcohol we recognise that we have a significant legal duty of care, both to the consumer and wider community. This policy aims to provide a basis for the responsible use of alcohol by the **Henley Football Club** and this is seen as fundamental to the aims of the club.

To ensure that alcohol is managed responsibly by the club and its members, the following requirements will apply when alcohol is served by the club at the club or during a club function:

- We will abide by all the requirements and laws of the *Liquor Licensing Act 1977*. When the bar is open, accompanied underage people are allowed on the premises until 12 midnight.
- Our licensed premises will be personally supervised and managed by an approved “**responsible person**” (Bar Manager) at all times while the premises are open to the public. Whilst on duty at the premises, approved “**responsible persons**” will at all times wear the authorised identification badge provided by the Office of Liquor & Gaming Commission.
- We will ensure that all volunteers and staff working behind the bar will have completed Responsible Service of Alcohol (RSA) training. A list of those people is displayed behind the bar.
- We will provide more than 5 options for non-alcoholic drinks and a free water fountain.
- No all-you-can-drink or free-drink functions will be organised or held.
- We will provide ‘substantial’ food when the bar is open for more than 90 minutes and more than 20 people are present. Examples of ‘substantial’ food can include:
 - Soup
 - Toasted sandwiches
 - Pies, pasties and sausage rolls
 - Low fat hot dogs, hamburgers or pizza
 - BBQs
 - Full meal options (eg. chicken pieces/schnitzels with salad and chips).
- A **Safe Transport Policy** is also current for the HFC and a **Designated Driver Program** is being prepared. Contact the Bar manager for more details. Free calls to taxis are also available.
- Any person found supplying alcohol to under age people will be asked to immediately leave the premises and the surrounding grounds along with the underage people involved.
- Unattended drinks will be regularly removed from tables and other areas.
- All people purchasing alcohol must be able to produce a valid identification card (with picture and date of birth) on demand.

Use of the Facilities for Functions Organised by External Groups

The Clubroom Facilities including the bar (licensed premises) can be utilised by external groups provided they comply with our Liquor License. These functions can include birthday or engagement parties, conferences, shows and other events.

A fee (including GST) for such events is charged to the Function Organisers for the hire of HFC bar staff and a bond for the cleaning of the facilities. As specified above, all HFC bar staff have undertaken Responsible Service of Alcohol (RSA) training.

For 18th and 21st birthday parties and other functions when unaccompanied underage people could be in attendance and alcohol is being served, the following additional requirements come into force:

- The local Police Station is advised of the purpose of the event and a club contact (Bar Manager) provided to them. They are asked to visit regularly to check on the event and the surrounding areas.
- Hire of Security Guards (up to three depending on the number of people attending the event) by the function organiser. Contact details for experienced security companies will be provided if requested.
- All people purchasing alcohol who have produced a valid identification card (with picture and date of birth) will be provided with an identifying stamp or bracelet. Regular checks will also be made on people consuming alcohol. A person consuming alcohol without a valid ID will be asked to immediately leave the premises and the surrounding grounds.
- Entry to the licensed premises will be controlled through a single door (an Emergency Exit door is also in the room). Alcoholic drinks can only be consumed in the licensed areas, these will be marked with signs or external barriers.
- Underage attendees will NOT be allowed to return after leaving the premises. Security guards will be available to escort people to their vehicles if they need to pick up something.
- The Function Organisers will be responsible for glass loss and any damage to the clubrooms and surrounds, including a fee for cleaning up any vomit or other discharges.
- Where a bar tab is organised, participants will be asked to pay a nominal amount for alcoholic drinks to avoid 'free drinks' being offered and to limit the amount of alcohol consumed.

Policy Review

This policy will be reviewed bi-annually in conjunction with **HFC's Code of Conduct, Illicit Drugs and Safe Transport Policies** and **Complaints Procedures** to ensure they remain relevant, practical and that they reflects community expectations and legal requirements.

Signed Mark King
Club Chairperson



Date 6th December 2007

Signed David O'Sullivan
Club President



Date 6th December 2007