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**Policy 07/2017**

# **Alcohol Management Policy**

**Original Policy Developed: August 2016**  
**Update Approved by the Board: July 2017**  
**Review date: August 2018**



## **1 Background**

Softball WA is committed to the responsible service and consumption of alcohol. This policy outlines the way in which Softball WA will serve alcohol at our facilities and/or during Softball WA functions (including offsite functions).

This policy and the related Softball WA Alcohol Code of Conduct also outlines the required behaviour of representative team's personnel (including all players, coaches and other officials), especially regarding teams containing under-age players.

This policy applies to all activities, functions and events organised by Softball WA, or in which Softball WA is officially represented. Its scope covers all players, coaches, officials, volunteers, and employees.

This policy should be read in conjunction with the Softball WA Alcohol Code of Conduct for members, coaches, officials, parents and players, which is attached as Appendix 1.

## **2 Policy Objectives**

**This policy will ensure that Softball WA:**

- Is compliant in its duty of care obligations in relation to the health and safety of our members and guests who attend Softball WA competitions and events.
- Is compliant in its duty of care responsibilities in respect to under-age members of representative teams during the entire duration of team event participation (whether travelling interstate or playing at home).
- Upholds the reputation of Softball WA and the wider Softball community, our sponsors and partners.
- Communicates to all members a wide-reaching understanding of the risks associated with alcohol misuse and Softball WA's role in addressing and minimising this risk.



### **3 Roles and Responsibilities of Softball WA**

#### **3.1 Softball WA will ensure that:**

- A current and appropriate liquor licence is maintained, and that all obligations arising from such liquor licence are upheld, including Responsible Service of Alcohol training and associated guidelines.
- Bar servers of alcohol are not permitted to consume alcohol when on duty.
- Information posters about 'Standard drink measures' will be displayed prominently near where alcohol is served.
- An Incident Register as required by the liquor licence will be maintained at the bar/canteen and any alcohol-related incident will be recorded on the register.
- All representative team members (players, coaches, and other officials) are expressly informed of, and consent to, this policy and the SWA Alcohol Code of Conduct as a condition of appointment and/or selection to the Softball WA representative team.

### **4 Service and consumption of Alcohol**

#### **4.1 Alcohol will be served according to Softball WA's Liquor Licence with the safety and well-being of members and guests. Softball WA will ensure:**

- Only RSA trained bar servers with current qualifications will serve alcohol.
- An Approved Manager will be on duty when the bar is open.
- People under the age 18 will not serve alcohol.
- Persons under the age of 18 will not be allowed behind the bar under any circumstances.
- Excessive or rapid consumption of alcohol is not encouraged and Softball WA will not condone or conduct:
  - Happy hours
  - Cheap drink promotions
  - Drinking competitions.
- The service of double/triple measures of spirits will be discouraged.



- When serving non pre-packaged alcohol (e.g. drinks in glasses), standard drink measures will be used at all times.
- Where possible, alcohol will cease being served at least an hour before the designated time for close of the function. Non-alcoholic beverages will continue to be made available during the last hour of service.
- Alcohol will only be permitted to be consumed in licenced areas.
- Free drinking water will be provided when the bar is open.
- Consumption of alcohol in change rooms of Softball WA controlled facilities is strictly prohibited at all times.

## 5 Functions

### 5.1 Softball WA will not:

- Conduct functions where a minimum amount of liquor sales is required.
- Conduct 'all you can drink' functions.
- Provide alcohol-only drink vouchers for functions.
- Include alcohol in the price of tickets.

### 5.2 Advertisements for functions will:

- Not overemphasise the availability of alcohol or refer to the amount of alcohol available.
- Not encourage rapid drinking or excessive drinking.
- Give equal reference to the availability of non-alcoholic drinks.
- Display a clear start and finish time for the function, and the time of closure of alcohol sales.

## 6 Availability of Non-Alcoholic and Low Alcohol Drinks

### 6.1 Softball WA recognises that alcohol is not the only revenue stream available and actively encourages the sale of alternative products to that of alcohol.

- Tap water will be provided free of charge (where available).



- At least four non-alcoholic drinks and one low-alcoholic drink option will always be available and priced at least 10% cheaper than the cheapest full strength drink.
- Non-alcoholic drinks should be clearly visible and adequate in variety and supply.

## 7 Food

Substantial food (more than chips, nuts and similar snacks) will be available for purchase when alcohol is available for more than 90 minutes or more than 15 people are present (e.g. soup, toasted sandwiches, pizza, BBQ, salad rolls).

## 8 Safe Transport

8.1 **Softball WA recognises that driving under the influence of alcohol or drugs is illegal and hazardous to individuals and the wider community. Softball WA will ensure the following actions are undertaken:**

- Approved Manager / bar staff will encourage all patrons to take safe transport home.
- Taxi phone numbers will be displayed in the club.

## 9 Representative Team Events

- For the purpose of this policy, an “under-age” participant is defined as less than 18 years of age.
- This policy applies to all activities of Softball WA representative teams (“State teams”), whether travelling interstate or participating in events conducted within Western Australia.
- For representative team events, the policy applies for the entire duration that the team is formed and active. “Active” includes all training sessions, and the duration that the team is formed for an actual event. For the avoidance of doubt in relation to teams including under-age participants, this is defined as the period from when the first under-age participant is handed over into the duty of care of the team coaches and officials by a parent/guardian, until all under-age participants are returned to the care of parents/guardians.



- Consumption or possession of alcohol is **strictly prohibited** for all members (players, coaches and other officials) of any **representative teams Under 19 and below**.
- Consumption of alcohol is **strictly prohibited** for the designated **Team Manager of any team**, in order to ensure that the duties and obligations of the Team Manager can be upheld at all times (including, but not limited to, ensuring the ability to summons emergency medical assistance to any member of the team).
- Should a representative team that is of an age group category above U19 (eg U23, Open) contain one or more team members that are under age then the Team Manager **plus one other official** (to be formally designated on a daily basis as the “**designated official**”) are **strictly prohibited** from consuming alcohol so as to ensure that continuity of duty of care is maintained at all times. Should there be no team official volunteering to be the “designated official” on any given day, the Team Manager is authorised under this policy to appoint one of the other team officials as the “designated official” and the appointed official will thus be obligated in accordance with this policy without recourse. Either the Team Manager or the “designated official” is to ensure supervision of the underage team member(s) is maintained at all times.
- This policies also applies where the “team” is reformed or re-assembled at a later stage for a follow-up event (eg an Awards or Presentation night), and applies for the duration of that event, until such time as all under-age participants are returned to the care of parents/guardians. In such circumstances, the Team Manager responsibilities and obligations are extended to the duration of the event, including the Team Manager duty of care responsibilities for underage team members.
- Softball WA will monitor and ensure any team activities strictly adhere to responsible behaviour and alcohol consumption in accordance with the Softball WA Alcohol Code of Conduct, principles of this policy and the aims of the association.

## **10 Management of alcohol service at Softball WA controlled facilities**

- All service of alcohol within Softball WA controlled facilities will conform to Responsible Service of Alcohol (RSA) procedures and guidelines.



- For the purposes of this policy, “appears/ing intoxicated” is deemed to be as to the reasonable satisfaction of the on-duty Bar Manager according to RSA guidelines.
- Persons appearing intoxicated may be refused permission to enter the premises.
- Alcohol will not be served to any person who appears intoxicated.
- Bar servers will follow RSA procedures when refusing service to an intoxicated person.
- A person that appears intoxicated and is **not** putting other people at risk with their behaviour will not be served alcohol, but will be provided with water and options for safe transport home from the club (where available).
- A person that appears intoxicated and **is** putting other people at risk due to their behaviour will be asked to leave the premises immediately and offered safe transport options (where available). Police may also be contacted to remove the person, if required. Where a person is asked to leave the premises in these circumstances, this will be deemed an “alcohol-related incident”.
- Any alcohol-related incident and any action taken will be recorded in the club’s incident register.

## 11 Underage Drinking

- No alcohol will be sold or supplied to a person under the age of 18 years.
- Bar servers will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- Only one of the following approved forms of photographic ID will be accepted as proof of age:
  - Current Australian driver’s licence with a photograph
  - Current passport
  - Proof of Age Card or Photo Card issued by any Australian state or territory
  - Australian Learner Driver Permit card with a photograph.
  - Any other government issued form of proof of identity containing both a photograph and age, or other form of proof of age, to the satisfaction of the on-duty Bar Manager.



## **12 Policy and Responsible Use of Alcohol Promotion**

### **12.1 Softball WA will promote the alcohol management policy regularly:**

- By putting a copy of the policy on the website and in member/player information
- In newsletters and flyers/invitations for functions
- Via social media.
- Softball WA will seek to educate club members and supporters about the alcohol policy and the benefits of having such a policy.
- Softball WA will actively demonstrate its attitude relating to the responsible use of alcohol and promote positive messages through its social media platforms.
- Softball WA will not advertise, promote or have alcohol served or consumed at junior events or activities. Where a junior event is held concurrently with an event where alcohol service would be the norm (eg Open events) then consumption of alcohol will be strictly limited to designated areas, where such designated areas are not to be adjacent to junior matches.
- Softball WA will pursue non-alcohol sponsorship and revenue sources.

## **13 Non-Compliance – Service of Alcohol with Softball WA controlled facilities**

### **13.1 Softball WA will enforce the alcohol management policy and any non-compliance, particularly in regard to 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 the on-duty Bar Manager, who will use their discretion as to the action taken, which may include asking the person/people to leave the facility(s) or function(s).





## **14 Non-Compliance – Representative Teams**

**14.1 Softball WA adopts a ZERO TOLERANCE approach to non-compliance with regards to the Representative Team clauses of this Policy**

14.2 Reports of Non compliance will be addressed according to the Complaints Handling Process

14.3 Breaches of this policy will result in the following sanctions/penalties:

14.3.1 For a first offence, the offending member (player, coach, official) will be prohibited from further selection to representative teams in any capacity for a period of 12 months, effective from the date of advice to the member that the non-compliance finding has been upheld.

14.3.2 For repeat offences, the offending member (player, coach, official) will be prohibited from any future selection to representative teams in any capacity.

14.3.3 In respect of any breach of this policy, the offending member may be subject to additional sanctions in accordance with Section 15 (Discipline of Members) of the Softball WA Constitution (or equivalent section as the Constitution is amended from time to time).



**Appendix 1**

**Alcohol Code of Conduct**

**Original Policy Adopted: August 2016**

**Reviewed: July 2017**

**Next Date for Review: August 2018**



## Appendix 1 – Alcohol Management Policy

### ALCOHOL CODE OF CONDUCT

Softball WA is committed to the responsible service and consumption of alcohol. This alcohol code of conduct outlines Softball WA's expectations of behaviour for all members, coaches, officials, parents and players and should be read in conjunction with the Softball WA Alcohol Management Policy. In becoming a member, coach, official, parent or player of Softball WA, you agree to abide by this policy and understand that any breaches of the approved service of alcohol or inappropriate behaviour that results from excessive consumption of alcohol will result in Softball WA taking disciplinary action in accordance with Rule 15 (Discipline of Members) of the Softball WA Constitution (or equivalent section as the Constitution is amended from time to time).

Whilst Softball WA will undertake measures to educate club members, coaches, officials, parents, and players about the alcohol policy through promotion in newsletters, website/ social media sites and within the Softball WA walls, it is the responsibility of each individual to access this information.

#### **Responsibilities of Board Members, Members, Players and Officials**

- 1 Consume alcohol responsibly at all Softball WA facilities, all Softball WA functions and softball related events, including participation in events by representative teams.
- 2 Refrain from competing, training, coaching or officiating if affected by alcohol.
- 3 Refrain from supplying, encouraging or allowing people who are intoxicated or aged under 18 to consume alcohol.
- 4 Refrain from participating in or encouraging excessive or rapid consumption of alcohol (including drinking competitions).
- 5 Refrain from pressuring anyone to drink alcoholic beverages.
- 6 Refrain from posting images on social media of themselves or others drinking alcohol at Softball WA-related activities or related events.



- 7 Accept responsibility for own behaviour and take a responsible approach and use good judgment when alcohol is available.

### **Representative Teams**

- 1 Softball WA will monitor and ensure all team trips strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this code of conduct, the Softball WA Alcohol Management Policy and the overall aims of the association.