



Port Adelaide District Hockey Club Inc.

ALCOHOL MANAGEMENT POLICY

1. PURPOSE

This policy aims to provide a basis for the responsible consumption of alcohol at Club activities and events.

2. SCOPE

This Policy applies to all activities and events within the control and management of the Club.

3. POLICY

3.1 Responsible Service of Alcohol

- 3.1.1 Alcohol will be served in compliance with the requirements of the club's liquor licence and in accordance with the safety and wellbeing of patrons.
- 3.1.2 Only Responsible Serving of Alcohol (RSA) trained staff will serve alcohol.
- 3.1.3 If any staff member has not completed the RSA training at the time of engagement, the training must be successfully completed within three months from the commencement of the engagement of the staff member.
- 3.1.4 The Club will maintain a register of RSA training in order to comply with section 122 of the Act.
- 3.1.5 The Club will not conduct, promote, advertise or permit the conduct, promotion or advertisement of the Club in a way that tends to encourage the rapid or excessive consumption of liquor or that discourages a responsible attitude to the consumption of liquor.
- 3.1.6 The Club will not conduct, promote, advertise or permit gender-based promotions involving free or discounted liquor on the licensed premises including free or discounted entry to the licensed premises.
- 3.1.7 The Club will always ensure that:
 - a) Free cool drinking water is readily available to all patrons.
 - b) At least one non-alcoholic beverage (other than water) is available for purchase at a price that does not exceed the price of the least expensive alcoholic beverage available for purchase.

3.2 Practices relating to intoxication and disorderly, offensive, abusive or violent behaviour

The Club, responsible person or staff will take reasonable steps to:

- a) Prevent the sale or supply of liquor to persons in circumstances where their speech, balance, coordination or behaviour is noticeably affected and it is reasonable to believe that the affected speech, balance, co-ordination or behaviour is the result of the consumption of liquor or some other substance.
- b) Reduce the likelihood of incidents of intoxication and/or disorderly, offensive, abusive or violent behaviour.



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- c) Manage incidents related to intoxication and/or disorderly, offensive, abusive or violent behaviour.

3.3 Practices relating to minors

3.3.1 The Club will take reasonable steps to prevent minors:

- a) Consuming or being supplied with liquor on the licensed premises.
- b) Unlawfully entering or remaining on the licensed premises or any area of the licensed premises that is out of bounds to minors.

3.3.2 Will not conduct, promote, advertise or permit the conduct, promotion or advertisement of their business in a way that tends to encourage minors to consume liquor.

3.4 Safe Transport

3.4.1 The Club will prominently display taxi phone numbers in the venue.

3.4.2 Club members and bar staff will encourage intoxicated patrons to take safe transport home.

3.4.3 Patrons will be encouraged to identify a designated driver who may be provided with alcohol free drinks at no charge.

3.5 Awards and Prizes

The club will avoid player prizes and raffle prizes that have an emphasis on alcohol.

3.6 Promoting the responsible use of alcohol

3.6.1 Posters about responsible drinking and standard drinks measures will be prominently displayed.

3.6.2 We will educate members and supporters about our alcohol policy through our website, newsletter and other club communication.

3.7 Standards of behaviour

All members are required to comply with the following.

- a) Drink and behave responsibly at all club functions, events and away trips.
- b) Do not supply alcohol to team members if they are aged under 18.
- c) Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- d) Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
- e) Do not encourage others to drink alcohol excessively.
- f) Do not encourage or take part in team bonding activities that involve alcohol.
- g) Do not spike another person's drink.



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3.8 Management Plan

3.8.1 Risk assessment and reasonable steps

- a) The Club will consider the measures that will be implemented in conducting operations under the licence for the purposes of compliance with the code of practice and the measures that will be taken to comply with the requirements to take reasonable steps.
- b) The measures must be contained in a written management plan.
- c) A copy of the management plan must be kept on the licensed premises and made available as soon as practicable upon request of an authorised officer.
- d) The management plan must be reviewed and if necessary, modified every two years or when operations under the licence alter in such a way that warrants a review and modification of the management plan to be undertaken.

3.8.2 Induction and refresher training in the written management plan

- a) The Club provide to all staff involved in the service or supply of liquor on the licensed premises, training in relation to the management plan to be implemented to address the risks associated with the operational practices.
- b) The training must be provided to all staff on induction and at least once in each subsequent period of two years.
- c) The licensee must produce evidence of the completion of the training by persons as required within seven days of being requested to do so by an authorised officer.

3.9 Non-Compliance

3.9.1 Ongoing instances of intoxication and/or disorderly, offensive, abusive or violent behaviour will be in breach of our Code of Behaviour and can result in disciplinary action.

3.9.2 Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our Member Protection Policy to provide for the protection, safety and welfare of members.

3.9.3 Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our Member Protection Policy to provide for the protection, safety and welfare of children.

3.9.4 Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.



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3.9.5 Any member found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Behaviour.

4. RESPONSIBILITIES

4.1 Board

4.1.1 Enforcement of the alcohol management policy.

4.1.2 Promotion of the alcohol management policy to members.

4.1.3 Preparation and review of alcohol management plan.

5. DEFINITIONS

Word/Term	Meaning
Act	Liquor Licensing Act 1997
Authorised officer	<ul style="list-style-type: none">the Commissioneran inspectora police officer As defined in section 122 of the Act
Club	The Port Adelaide District Hockey Club Inc
Code of practice	Liquor Licensing Act 1997 General Code of Practice
Drink spiking	Drink spiking includes any addition of liquor or other substance to a person's drink without the person's knowledge or permission (whether at all or in the quantity added).
Responsible service of alcohol training (RSA)	A nationally accredited responsible service of alcohol training by a Registered Training Organisation approved by the Commissioner and published on a website maintained by the Commissioner.
Staff	Includes any person who sells, offers for sale or serves liquor on licensed premises whether they are a paid staff member or not.

6. EXTERNAL REFERENCES

Liquor Licensing Act 1997
Liquor Licensing (General) Regulations 2012
Liquor Licensing Act 1997 General Code of Practice
Liquor Licensing Act 1997 General Code of Practice Guidelines



ALCOHOL MANAGEMENT POLICY

Intoxication guidelines for bar staff

Clubs SA House Policy

7. RELATED POLICIES AND PROCEDURES

PO-001 PADHC Member Protection Policy

PO-002 PADHC Codes of Behaviour Policy

8. CHANGE HISTORY

Version	Approval date	Approved by	Change
001	April,2002	Management Committee	Original
002	13 January 2016	Management Committee	Existing policy reviewed, updated and transferred to New Policy format.
003	15 February 2017	Management Committee	Reviewed – no change
004	28 August 2024	Board	Detailed review and update. Compliance with current requirements.

This policy applies beyond its review date.



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9. APPENDIX 1 - RESPONSIBLE SERVICE OF ALCOHOL HOUSE POLICY

This House Policy represents a commitment by the Club in to promote the responsible service of alcohol and to provide a safe and enjoyable venue for all patrons.

The following will apply to the Club and patrons in order to support the Club Policy:

The Club will:

- Serve liquor to patrons in a responsible manner
- Promote the moderate consumption of alcohol by patrons
- Not permit the excessive or rapid consumption of alcohol
- Where appropriate, encourage patrons to consume low-alcohol or non-alcoholic drinks
- Provide cool drinking water free of charge
- Promote the consumption of food while consuming alcohol
- Take reasonable steps to prevent drink spiking
- Actively discourage driving after consumption of alcohol
- Assist patrons with safe transport options
- Have the welfare of patrons as a priority at all times
- Exercise its power to bar patrons from the licensed premises if necessary
- Comply with its obligations and responsibilities under the Liquor Licensing Act 1997 and the related regulations and codes of practice.

The Club's management and staff will:

- Be trained in the responsible service of alcohol and the Club's Management Plan
- Assist patrons with friendly and professional advice
- Not serve patrons to the point of intoxication
- Not serve intoxicated patrons
- Not serve or supply alcohol to any person under 18 years of age
- Require that intoxicated, offensive or disorderly patrons leave the premises
- Ask for identification before serving liquor, or at any time if appropriate
- Only accept these forms of identification before serving liquor:
 - Current driver's licence Proof of Age card Passport Keypass ID card

**A student card is not an acceptable form of identification
- Have the right to refuse entry or service at all times where appropriate

The Club's members and patrons are asked to:

- Treat staff and management with respect
- Enjoy and respect the services and facilities provided by the Club
- Consume alcohol responsibly
- Leave the premises in a quiet and orderly manner

Source – Clubs SA