



Managing Alcohol in Sport

Good Sports Accreditation Program

Information Kit For VBA Baseball Clubs

Introduction

Sporting clubs are an important community involvement, with many Victorian families being associated with a local community baseball club at some stage but the culture of alcohol and smoking is becoming a difficult issue that challenges many clubs.

In recent years competition from other sports and leisure activities has increased significantly making it difficult to attract and maintain the involvement of people, particularly families, in community baseball clubs.

Unfortunately it is perceived in many communities that alcohol and smoking form a very powerful association in cricket clubs, particularly with excessive alcohol consumption being associated with some functions and events.

Increasingly alarming research indicates that some baseball clubs are unfortunately contributing to this perception through not having appropriate alcohol management procedures in place, providing inappropriate role models and poor guidance for young people which may lead to many families not wishing to be involved with a baseball club.

The Good Sports Accreditation Program (GSAP) aims to help baseball clubs implement alcohol management activities and policies to reduce practices such as binge and under age drinking.

While the initial focus for Good Sports accreditation is on alcohol management, the accreditation criteria also includes the requirement to provide smoke free venues and facilities which is supportive of the healthy club objectives of the VBA.

It is acknowledged many baseball clubs, rely on their bar sales for much needed revenue. The GSAP is not about trying to 'dry up' clubs and losing revenue, but merely asking clubs to accept their legal and social responsibilities in ensuring a duty of care for their members. In fact, growing evidence indicates participating clubs have actually increased their club membership, sponsorship and bar revenue when involved in the GSAP

Most sporting clubs may not understand the important role they play in the community particularly among young people and may feel constantly pressured to undertake activities that doesn't involve their core business of providing sport participation.

Unfortunately, many licensed sporting club (officials) have very little understanding of their full legal requirements and social responsibilities in holding a liquor license apart from the club being able to sell and consume alcohol. In some cases clubs may also be selling and/or consuming alcohol at their facilities and events without a liquor license.

Accreditation Criteria

The key strategy of the GSAP is to encourage clubs to commence an accreditation process. The accreditation criteria comprise a set of minimum standards for the management of alcohol, which clubs need to achieve and maintain to be recognised as being accredited.

The accreditation criteria involves four levels and cover the following issues.

Level Zero (separate from Level 1, 2 and 3 and only for alcohol free clubs)

- Clubs don't sell or consume alcohol at club facilities
- Development and adoption of written Alcohol Code of Conduct/ Policy
- All club facilities and venues Smokefree

Level One

- Having the appropriate Liquor License if alcohol is served
- Complying fully with Liquor Licensing requirements
- Bar staff undertaking Responsible Serving of Alcohol (RSA) courses

Level Two

- Provision of non and low alcohol drinks
- Bar management only by RSA trained people
- Provision of snacks or meals to patrons when alcohol is served
- Provision of transport arrangements for drunk patrons
- Diverse fundraising and functions without an emphasis on alcohol
- All club facilities and venues Smokefree

Level Three

- Development and adoption of written Alcohol Code of Conduct/ Policy

An explanation of the accreditation criteria is enclosed for further information (**See section 1**)

Community Partner Network

A critical and unique aspect of the GSAP is the Community Partner network which the ADF have established to be responsible within designated local government areas for the implementation and community promotion of the GSAP.

The role of the Community Partner is to support clubs through the accreditation process, or more importantly to verify information supplied by clubs when applying for accreditation and monitor compliance with the accreditation criteria once clubs become accredited.

Regional Sports Assemblies are unique to Victoria, and provide support and development assistance to enhance community sport and recreation. Throughout Victoria the network of Regional Sports Assemblies have the capacity to provide inclusive program and service delivery, enhancing sport and physical activity environments.

Awareness Activities

The GSAP also provides for local awareness activities to be conducted which include Liquor Licensing Seminars in conjunction with Liquor Licensing Victoria, and also Responsible Serving of Alcohol (RSA) courses. Community Partners will coordinate these ongoing awareness activities with the support of the key community support agencies such as the local government and police.

Further information on associated awareness activities contact your local Community Partner. For detailed information and background on:

- Good Sports Accreditation Program – www.adf.org.au/goodsports
- Going Smoke Free – www.quit.org.au

Policy Development

The key and ultimate aim of the GSAP is for baseball clubs to be Level 3 accredited with clearly communicated policies that outline the practices and requirements regarding the responsible management of alcohol and provision of smoke free club facilities and functions.

For assistance to clubs, a sample alcohol management and smoke free policy is enclosed. **(See section 3)**

Club Registration or Further Information

Clubs can register to participate in the GSAP through:

www.adf.org.au/goodsports/howtoregister.htm

Or to obtain further information contact;

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Melbourne Sports Network
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Carlton, 3053
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Section 1

Accreditation Criteria



Managing Alcohol in Sport

Section 1

Accreditation Criteria

The Good Sports accreditation criteria involves four levels that clubs can progress through over a period of time and cover the following issues.

Level Zero

- Club is alcohol free.
Club does not sell or consume alcohol at their facilities or playing venue.
- Club is totally Smokefree.
All facilities, venues, functions and meetings organised by the club must be Smokefree. Club does not sell cigarettes.
- Diverse fundraising and functions without an emphasis on alcohol.
Alcohol is not provided for prizes such as raffles or awards for recognition of performance. Functions are not conducted that rely on alcohol promotions as a major attraction. Club trips and functions are monitored to ensure appropriate behavior.
- Development and adoption of written Alcohol Codes of Conduct/ Policies.
A written code of conduct which incorporates each of the above accreditation criteria is adopted and promoted widely to club members

Note; This level is for alcohol free club and provides the same recognition as a club that has achieved Level 3 accreditation. Clubs that sell and consume alcohol are required to enter the accreditation process at Level 1

Level One

- Having the appropriate Liquor License if alcohol is served
Club ensures that whenever or wherever alcohol is served that it is with the appropriate liquor license.
- Complying fully with Liquor Licensing requirements
The requirements of the clubs liquor license/s are complied with such as hours of operation, not serving of intoxicated and underage people.
- Bar staff undertaking Responsible Serving of Alcohol (RSA) courses
The club has a number of people who are working behind the bar undertake the RSA course.

Level Two

- Provision of non and low alcohol drinks.
The club provide non and low alcohol drinks for purchase from the bar (ie water, soft drinks, light beer).
- Bar and alcohol management
All people who work behind the clubs bar/s must have undertaken the RSA course. Club maintains an incident register. During club events alcohol can only be purchased from an appropriately licensed point of sale by the club and no packaged alcohol is to be brought into club ground/court during club events.
- Provision of food and meals to patrons when alcohol is served.
Club provides food whenever alcohol is served. This could either be a substantial meal for a major function or a range of healthy snack choices when the bar may be open for a short period of time.
- Provision of transport arrangements for patrons.
A safe transport strategy is to be developed, such as provision or access to contact a taxi or the club has a designated driver program.
- Diverse fundraising and functions without an emphasis on alcohol.
Club holds functions that appeal to a wide range of people that don't encourage excessive drinking. Alcohol is not provided for prizes such as raffles or awards for recognition of performance. Functions are not conducted that rely on alcohol promotions as a major attraction.
- All club facilities and venues Smokefree
The clubs social facilities are designated, signed and promoted as smokefree. All player change rooms are also designated and signed as smokefree. Club does not sell cigarettes

Level Three

- Development and adoption of written Alcohol Codes of Conduct/ Policies
A written code of conduct which incorporates each of the accreditation criteria is adopted and promoted widely to club members

Clubs are able to display the Good Sports logo and promote themselves as a Good Sports Accredited Club depending on the level of accreditation achieved.

Section 3

Sample Policies



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Section 3

Sample Policies

Alcohol Management Policy

This policy aims to provide a basis for the responsible management of alcohol by the
..... Club

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

Liquor Licence

The club recognises the importance in holding a liquor licence in the value it adds to the club, enabling it to generate income and hold social functions, but in doing so the club also accepts the responsibilities and expectations of the community in strictly adhering to the liquor licencing laws.

The club shall operate a Restricted Club Licence which shall allow the club to serve alcohol to members and their guests during the following hours:

- *(Insert Liquor License times)*

Any extension or variation of these hours will only be sought by way of application for Limited License when a specific function is to be held.

A copy of the restricted club license and accompanying Liquor Licensing Victoria responsible serving of alcohol signage is to be clearly displayed at all times at the bar or any booth operated by the club.

The club shall sell alcohol via an external server (booth) for all home matches. The sale of alcohol outside the clubs licensed premises (or any other external point of sale that may be required for special events) shall be made under a Limited License in accordance with the following provisions:

- A maximum of 4 heavy cans of heavy or light beer per person can be served at any one time.
- A maximum of 2 cans of mixed spirits per person can be served at any one time.
- The booth shall operate from 12.00noon until 15 minutes into the final quarter of the senior match.
- The booth will close 15 minutes into the final quarter of the senior match.
- A copy of the Limited License and accompanying Liquor Licensing Victoria responsible serving of alcohol signage is to be clearly displayed at the booth.

The club will adhere to the provisions of the *Liquor Control Reform Act 1998* at all times. Where guidance or assistance is required Liquor Licensing Victoria or the local Victoria Police Licencing Inspector will be consulted. The key provisions in accordance with the *Act* that this club policy will strictly adhere to are:

- Persons under the age of 18 years are not served or provided alcohol
- Alcohol will not be served to persons who are drunk.
- Persons under the age of 18 years are not permitted to serve alcohol.
- Persons who are drunk will not be permitted entry onto the club premises
- Persons who are drunk will not be permitted to remain on the club premises

Persons under 18 years of age, unless in connection with a club sporting activity or presentation function, will not be permitted on the clubs licensed premises and will be asked to leave the premises immediately.

Only photographic proof of age will be accepted.

Alcohol into Home Match Days

Bringing of alcohol into the ground at home match days is strictly prohibited. The club will display signs at ground entry gates advising members and visitors of this policy.

Non-compliance

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to *Liquor Control Reform Act* will be handled according to the following process;

1. Explanation of the club policy to the person/people concerned, including identification of the section of policy not being complied with.
2. Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which will include asking the person/ people to leave the club facilities or function.

Bar Service and Management

The club will require that bar service at all times can only be provided by club members who are trained in the responsible serving of alcohol (RSA).

A list of all RSA trained club members will be displayed near the bar. The list will also highlight RSA trained committee members.

The presence of committee members is essential to ensure the operation of the bar and policy compliance. At least two duty committee members who are RSA trained are required to be present at all club functions when the bar is open. Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries.
- Ensure the admission of members and guests and completion of the visitor's book.
- Compliance in respect of persons under 18 years of age on premises.
- Ensuring intoxicated people are refused service and are asked to leave the premises.
- Ensuring strict compliance with the club policy in accordance with the key provisions of the *Liquor Control Reform Act*.
- Recording any incidents in the incident register

Non and low alcoholic alternative drinks will be provided at all times from the bar at prices that are a minimum of 10% cheaper than full strength alcoholic drinks. Tap water will be provided free of charge from the bar.

To ensure availability of adequate numbers of trained club members for bar service, the club will host annually a responsible serving of alcohol course.

An incident register will be maintained to record any incidents that may occur in relation to compliance with this policy and the operation of the bar. It shall be the responsibility of the duty committee members or appointed bar manager to ensure incidents are recorded.

Bar staff will not be permitted to drink alcohol while serving behind the bar.

Safe Transport

Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration. Telephone calls will be made free of charge to arrange a taxi or other transport.

Contact telephone numbers for taxi services will be displayed at the bar.

In specific cases, where a designated driver who has been nominated by the club and that person has accepted the responsibility to drive others home safely, will be provided non alcoholic drinks free of charge by the club.

Fundraising, Functions and Prizes

A strict priority will be maintained to hold functions that appeal to a wide range of members offering diverse methods of fund raising and social events that are not solely dependent on alcohol or bar sales.

Functions, events or promotions will not be conducted that encourage excessive alcohol consumption as an incentive to attract patrons. Such promotions will include cheap drink promotions, drinking competitions and all-inclusive cover charges.

The club will not promote or provide alcohol or drink vouchers for player awards or prizes for raffles and fundraising.

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.

Food

Food will be available at most times when alcohol is served at the club. Meals will be available during appropriate meal times and at other times filling snacks will be available.

Policy Promotion

The club will promote the alcohol management policy regularly by;

- Publishing a copy of the policy in club newsletters, league programs and printed member/ player information.
- Displaying a copy of the policy in the club social rooms.
- Periodic announcements to members at functions.

The club recognises the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavor to provide information to assist this process.

The club will host annually a responsible serving of alcohol course and make every endeavour to ensure a minimum of 25 people attend with the aim of having all members understand issues regarding responsible alcohol management and why the club policy is in place.

Attendance at responsible serving of alcohol courses of senior players, netballers and in particular thirds players over 18 years of age will be strongly encouraged for personal and employment development opportunities.

The club will actively participate in the Australian Drug Foundation Good Sports Accreditation Program with an ongoing priority to maintain Level 3 accreditation.

Policy Review

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, the policy will be reviewed annually.

Smoking Policy

The Club recognises that passive smoking is hazardous to health and that non smoking club members and visitors have the right to be protected from exposure to tobacco smoke.

Accordingly, the following policy shall apply to all club facilities, functions, meetings and activities undertaken by the club and will apply to all members, officials, players and club visitors.

Facilities

All club facilities are to be completely smokefree and shall include;

- The social rooms inclusive of bar, kitchen, meeting room, toilets and storage area.
- Player change rooms inclusive of warm up area, toilets and showers, medical room and property room.

Cigarettes will not be sold (including vending machines) at any time at or by the club.

Players, officials & coaches

Coaches, players, trainers, volunteers and officials will refrain from smoking and remain smoke free while involved in an official capacity for the club, on and off the field.

Functions

All club functions including social and fund raising events and meetings are to be completely smoke free.

Ashtrays will be removed from all club facilities. Cigarette butt bins will be provided at outdoor locations for smokers to dispose of cigarette butts before entering/ re-entering smoke free areas at club facilities.

All club functions held away from the club facilities are to be completely smoke free and shall require an assurance from the venue management of compliance with the club policy before a booking is confirmed by:

- Removing all ashtrays from venue where function is to be held.
- Enforcing a smoke free policy during the function.
- Not selling cigarettes (including vending machines) at any time during the function.

Invitations and advertising for all functions, meetings and events will be promoted as smoke free.

Policy Promotion

The club will promote the smoke free policy regularly by:

- Publishing a copy of the policy in club newsletters, league programs and printed member/ player information.
- Displaying a copy of the policy in the club social rooms.
- Periodic announcements to members at functions.

The club recognises the importance of educating club members, particularly players and the benefits of implementing a smoke free policy and will endeavor to provide information to assist this process.

The club will actively participate in the Australian Drug Foundation Good Sports Accreditation Program with an ongoing priority to maintain Level 3 accreditation.

Non-compliance

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

3. Explanation of the club policy to the person/people concerned, including identification of the areas in which smoking is permitted.
4. Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

Policy Review

To ensure this policy remains relevant to club operations and reflects community expectations the policy will be reviewed annually.