



Mandurah Basketball Association Alcohol Management Policy



POLICY DOCUMENT:	Alcohol Management Policy
POLICY VERSION:	02
DATE APPROVED:	30 August, 2023
NEXT REVIEW DATE:	14 August 2024
SUPPORTING POLICY/LEGISLATION	Liquor Control Act, 1988 Basketball Australia - National Integrity Framework Mandurah Basketball Association – Code of Conduct
SUPPORTING DOCUMENTS	Mandurah Basketball Association - Liquor Licence Mandurah Basketball Association - RSA Register Mandurah Basketball Association - Incident Register Liquor Control Act 1998 - Incident Report

1.0 Application:

This policy applies to all members, committees, coaches, players, and volunteers within the Mandurah Basketball Association (MBA) when attending at or participating in any event where alcohol will be present. It is to be read in conjunction with the Liquor Control Act 1988, Basketball Australia National Integrity Framework and Mandurah Basketball Association – Code of Conduct.

2.0 Definitions:

For clarity, throughout this policy the following definitions apply;

- 2.1 *Liquor Control Act 1988* - Governing legislation for the Liquor Industry in Western Australia.
- 2.2 *Liquor Licence* – Licence stipulating when, where and under what conditions liquor can be sold.
- 2.3 *RSA* – Responsible Service of Alcohol
- 2.4 *RSA Certificate* – Qualification required to handle and sell liquor within liquor licence terms.
- 2.5 *Bar Manager* – Holder of an Approved Manager certification issued by the Department of Racing, Gaming and Liquor.
- 2.6 *RSA Register* – Register held by MBA of all qualified RSA certificate and Approved Management Authority Holders.

3.0 Purpose:

This policy outlines the way Mandurah Basketball Association will responsibly manage the purchase, storage, stocktake and sale of all alcohol. It further details the association’s responsibilities pursuant to the Liquor Control Act 1988 and how any associated incidents, behaviours or sanctions will be managed.

4.0 Policy Principles:



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Legislative compliance with the Liquor Control Act 1988 and the aim of providing a safe, enjoyable environment for all members and guests are the pillars of this policy.

4.1 The following principles are to underpin all decisions made and action taken regarding alcohol management at Mandurah Basketball Association:

- 4.1.1** Safety – A safety first approach will be adopted to ensure any risk of harm is minimised;
- 4.1.2** Compliance – Everyone within the scope of this policy must turn their mind to compliance;
- 4.1.3** Accountability - An appointed Representative of Mandurah Basketball Association will always oversight every action regarding alcohol;
- 4.1.4** Responsibility – Approved, trained, and qualified representatives will manage alcohol to ensure appropriate service and harm minimisation techniques are always employed.

5.0 Liquor Licence:

Mandurah Basketball Association hold a Club Restricted Licence pursuant to the Liquor Control Act, 1988.

5.1 The association's liquor licence is displayed and can be viewed:

- 5.1.1** At the bar during bar operating hours;
- 5.1.2** From the office during business hours;
- 5.1.3** Through the Department of Local Government, Sport and Culture's website.

5.2 Conditions are imposed on the association's licence under the Liquor Control Act, 1988. These are available to view on the licence and set stipulations around;

- 5.2.1** Trading hours
- 5.2.2** Trading conditions;
- 5.2.3** Entertainment conditions;
- 5.2.4** Compliance with harm minimisation policy.

5.3 Mandurah Basketball Association undertake to operate within the bounds of the issued liquor licence. Any failure to operate within these conditions will constitute a breach of this policy as well as any legislative repercussions.

6.0 Bar Manager & RSA Register:

Mandurah Basketball Association will maintain a detailed register of all approved Bar Managers and Responsible Service of Alcohol (RSA) Certification holders.

6.1 This register must contain:

- 6.1.1** The name and date of birth of the approved certification holder;
- 6.1.2** The type of certification held, approval number, and the expiry date;
- 6.1.3** A copy of the holders approved certificate,
- 6.1.4** Responsibility for accuracy and maintenance of this register lies with the Office Manager.



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7.0 Incident Register:

In line with Mandurah Basketball Association's responsibilities as outlined in the Liquor Control Act 1988, a register of all alcohol related incidents will be maintained.

7.1 This register must contain:

- 7.1.1** The name and address of the premises;
- 7.1.2** Details of the incident
- 7.1.3** The time and date of the incident taking place;
- 7.1.4** The location within the premise of the incident occurring;
- 7.1.5** The name of the on-duty Bar Manager at the time of the incident;
- 7.1.6** The name of the Stadium Manager/Court Controller at the time of the incident;
- 7.1.7** Details of any action taken regarding the incident, including; notifications to licensing authorities. WA Police or any other person engaged in providing emergency services.

8.0 Responsible Service of Alcohol:

Mandurah Basketball Association will always support the responsible service of alcohol to ensure legislative compliance and a safe experience for all members, participants, and guests.

8.1 To support responsible service, the association will always;

- 8.1.1** Ensure a list of RSA trained staff is available at the bar during opening hours;
- 8.1.2** Have non-alcoholic and low-alcoholic alternatives available at all times;
- 8.1.3** Provide tap water free of charge at all times when the bar is operating;
- 8.1.4** Have bottled water available for purchase at the bar;
- 8.1.5** Ensure any bar staff, including the approved Bar Manager are not intoxicated while serving alcohol.

8.2 A key component of responsible service at Mandurah Basketball Association, is demonstrating and promoting desirable behaviours and attitudes. To deliver this outcome the association will;

- 8.2.1** Not make available for sale any packaged liquor for consumption away from the premise;
- 8.2.2** Prominently display posters regarding liquor licensing regulations and education;
- 8.2.3** Ensure alcohol advertising will only be displayed at the bar, when operational;
- 8.2.4** Never advertise or promote alcohol at junior (under 18) events or activities;
- 8.2.5** Never promote alcohol through 'cheap drink' strategies, such as happy hours;

9.0 Incident Reporting:

Mandurah Basketball Association has a legislative responsibility to ensure accurate and timely reporting of any incidents involving alcohol or alcohol related harm.

9.1 All incidents must be brought to the immediate attention of the Bar Manager or Stadium Manager/Games Controller, who must:

- 9.1.1** Deal with the Incident accordingly, accessing the appropriate level of support required;
- 9.1.2** If appropriate request the patron leave the venue;
- 9.1.3** If the patron refuses to leave the venue, consider contacting Police for assistance;



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9.1.4 Complete an incident and provide it to the Office Manager within 48 hours of the incident.

9.2 Upon an incident being reported by the Bar Manager or Stadium Manager/Games Controller, the Office Manager must:

9.2.1 Complete all details in the Mandurah Basketball Association – Incident Register and file all paperwork;

9.2.2 Ensure follow-up action has been completed with any external agencies;

9.2.3 Ensure the board is made aware of any matters effecting good governance.

10.0 Alcohol Storage:

Mandurah Basketball Association operates from a shared use facility where children and the other members of the public are often present.

10.1 To ensure limited access and security, alcohol products must always be stored:

10.1.1 In a locked receptacle with keys only available to those with a justifiable need for access;

10.1.2 When removed from any locked receptacle, under direct supervision and security of a suitably qualified Bar Manager or RSA qualified person.

11.0 Food Service:

Mandurah Basketball Association will, whenever possible actively promote and sell food whenever alcohol is being served. Food service will (where possible) be in close proximity to the bar, usually through the canteen.

12.0 Alcohol and Transport:

Legislation prohibits consumption of alcohol in any vehicle within a public place in Western Australia. As a result, any consumption of alcohol by any person within the scope of this Policy amounts to a breach of legislation and this Policy.

13.0 Intoxicated Patrons:

In line with the association's liquor licence, responsible service of alcohol guidelines and underpinning principles contained within this policy.

13.1 Alcohol will not, under any circumstances be served to any person deemed to be intoxicated.

13.2 Any person deemed to be intoxicated will be asked to leave the premise by the Bar Manager and/or Stadium Manager and will be refused re-entry to the premise.

14.0 Underage Drinking and Identification:

In line with the association's liquor licence, responsible service of alcohol guidelines and underpinning principles contained within this policy.

14.1 Alcohol will not be served to persons under the age of eighteen (18) years under any circumstances.

14.2 Staff engaged in serving alcohol will request proof of age/identification, where appropriate, with only the following form of identification being acceptable;



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- 14.2.1 A current Australia driver's licence with a photograph;
- 14.2.2 A current passport;
- 14.2.3 A current Australian learner driver permit with photograph;
- 14.2.4 WA Proof of Age card or equivalent issued in an Australian state or territory;
- 14.2.5 A current WA Photo Card;
- 14.2.6 A current NSW Photo Card;
- 14.2.7 A Photo Card issued by any Australian state or territory similar to the NSW/WA Photo Card;
- 14.2.8 A hard copy of the Keypass card issued by Australia Post.

14.3 Any person aged under eighteen (18) years found to have consumed alcohol whilst within the licensed premise or involved in any club function, competition, tournament, or other event will:

- 14.3.1 Be deemed to have breached this Policy;
- 14.3.2 Be subject to enquiry, possibly resulting in suspension from competitions, programs or other events;
- 14.3.3 Have parents/guardians notified to transport the child from the premise.

15.0 Safe Transport:

Bar staff will encourage members and visitors, assisting where possible to make alternate safe transport arrangements if they are considered intoxicated.

16.0 Fundraising, Functions and Prizes:

Alcohol and related products often form part of fundraising and prizes for adult related events and functions.

16.1 To support responsible service at events and functions, Mandurah Basketball Association will;

- 16.1.1 Not facilitate any drinking competitions;
- 16.1.2 Refrain from selling tickets to all alcohol inclusive, cover charge events;
- 16.1.3 Limit the number of alcoholic drink vouchers used as prizes or player awards;
- 16.1.4 Limit the number of prizes for raffles or fundraising that have an alcohol focus;

16.2 As part of facilitating any special event or function, the association must consider the need for security staff and, where required erect signage to restrict the consumption of alcohol outside the licensed area.

16.3 Mandurah Basketball Association can be requested to open/run the bar for any special event, external to the association. In these instances, all clauses within this policy apply.

17.0 Audit and Stocktake:

At the end of each financial year, a stocktake must be completed for alcohol held by the association. This stocktake is then to be provided to an independent auditor for compliance purposes.

18.0 Non-Compliance:

This Policy is aimed at ensuring safety, legislative compliance and good governance of all alcohol related aspects of Mandurah Basketball Associations operations.



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18.1 It is incumbent upon all association board members, employees, Bar Managers, RSA Staff and volunteers to hold one another to account under this policy. Failure to act or comply with many aspects contained within this policy are not only breaches of policy, but legislation, namely; Liquor Control Act, 1988.

18.2 Any identified non-compliance with this policy is to be immediately reported to the Bar Manager, Office Manager or the board for investigation and timely action. This may result in:

- 18.2.1** Development and training to people concerned, with specific focus on areas of non-compliance;
- 18.2.2** Consideration around required training needs and whether refresher training or upskilling is required;
- 18.2.3** Continued non-compliance will be assessed by the board and decisions made to protect the best interests of the association.

19.0 Policy Review:

To ensure this policy remains relevant and that it reflects both community expectations and the provisions of liquor licensing laws, the policy will be reviewed every year.

END OF DOCUMENT