

**PIRATES SOFTBALL  
CLUB WA INC**

**SERVICE OF  
ALCOHOL  
POLICY**

**PIRATES SOFTBALL CLUB WA INC  
PO BOX 2233  
WARWICK WA 6024**

**Version 1  
Prepared: 1<sup>ST</sup> October 2014**

This policy has been created to :

1. Ensure that Pirates Softball Club WA Inc adheres to the legislation set out in the Liquor Licensing Act WA
2. Protect members, visitors and committee members from any loss, financially or otherwise that may result from not following guidelines for the responsible service of alcohol
3. Ensure that there is a safe and enjoyable environment for all members, visitors and committee notwithstanding the consumption of alcohol.

### **GUIDELINES**

1. All parties serving alcohol on behalf of Pirates Softball Club WA Inc will read the Club's Alcohol Policy and the Service of Alcohol Policy prior to serving alcohol on behalf of the Club.
2. Appropriate licenses will be obtained at any time that alcohol is sold by the club
3. The Canteen Manager will be qualified as a ***manager*** for RSA
4. The Canteen Manager is primarily responsible for obtaining the appropriate licence required for operation of the canteen and any functions
5. The club will cover the cost of the manager's course for the Canteen Officer if this is required
6. ***At least*** one qualified manager will be on duty at all times that alcohol is served
7. Any person serving alcohol in the club's canteen or at any other function or venue will be over the age of 18 years
8. Any person serving alcohol in the club's canteen or at any other function or venue will possess a current RSA Certificate, will follow the instructions of the Canteen Manager (or manager on duty) and will follow the guidelines set out for the responsible service of alcohol.
9. Any person who intends to serve alcohol on behalf of the club will provide the Canteen Manager with a copy of their current RSA Certificate ***before*** they are permitted to serve alcohol.
10. The Canteen Manager will retain and keep updated a copy of the RSA Certificates of any members who intend to serve or are serving alcohol on behalf of the club.
11. The Canteen Manager (or other licensee that may be on duty at the time that alcohol is served) is the person primarily responsible for ensuring the consumption area is clearly defined
12. Food will be available and the consumption of food encouraged at all events where alcohol is served
13. Free potable water and cups will be provided on the bar at all times that alcohol is served
14. Low cost non-alcoholic drinks will be available at all functions where alcohol is served
15. RSA posters will be displayed at every event where alcohol is served
16. The contact number for a local taxi company will be clearly displayed at the bar area and bar staff will encourage use of taxis or other transport options where appropriate
17. The licensee will not leave the premises where alcohol is served until all patrons have left the area safely