

## West Gambier Football Club Management Plan – Code Practice

<u>REQUIREMENT</u>	<u>RISK ASSESSMENT</u>	<u>RISK MINIMISATION</u>
<u>All staff has RSA</u>	Lack of understanding of current licencing law.	Good Sports Level 3 RSA Training and accredited volunteers Training available for non- accredited
<u>Evidence of completion of RSA</u>	No evidence of RSA records	Certificates of RSA volunteers filed
	No approved RP in licence area	Badged RP to be in licenced area at all times
	Lost RSA Certificates	Copy of Certificates kept separately
	Untrained volunteers	Copies of certificates to be provided
<u>Minors – consumption</u>	No signage	Up to date signage to be displayed
	Liquor sold and no ID requested	Service refused if no ID is shown Signage for request of ID displayed Minors not allowed on premises after midnight No liquor is provided in areas ID may not be checked
<u>Minors – consumption</u>	Liquor sold and no ID requested	No mobile phones, I-Pads or laptops permitted in bar area, whilst on duty, to prevent distraction and possible risk of serving minors
	Use of Fraudulent ID Cards	Suspected fraudulent cards seized and handed to police
<u>Minors – Service of Alcohol</u>	Minors required to sell or serve	Club policy states no minors sell, supply or sell liquor.

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<u>Promotion, advertisement to encourage consumption of liquor to minors.</u>	Club advertises or promotes events in vicinity of schools	Club advertises any function with liquor available via club approved channels and to members over 18 only
<u>Promotion or Advertisement of Rapid or excessive consumption of liquor</u>	Not all RSA trained	All staff and volunteers RSA trained
	Water not available	Club has water available at the bar
	Extended Happy Hours	Members hours where all drinks are reduced limited to two standard drinks during members hours to prevent stock piling
<u>Drinking Competitions</u>		Do not conduct any drinking competitions
<u>Club provides alcohol only vouchers</u>		Provide bar snacks or nibbles to encourage not drinking on an empty stomach
<u>Non Pre-packaged alcohol is not served by measure</u>		Non- prepacked drinks are served in standard measure
<u>Club has full strength beer available and not limited or non- alcohol option</u>		Light beer and soft drinks available
<u>Prevention of Drink Spiking</u>	Bar staff not trained in RSA	All staff are RSA trained Good Sports Incident Register available
	Club allows self-service of liquor	No self –service allowed , RSA only trained staff to serve
<u>Drink spiking includes additional alcohol or substance without the person knowledge.</u>		All staff are trained in RSA

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<b><u>Prevention of alcohol to intoxicated persons where speech, balance or behaviour is impaired</u></b>	Bar servers are not RSA trained	All staff are RSA trained
	No club incident register in place	Club Good Sports Register is in place
	Club members allowed to buy liquor for intoxicated patrons	Alcohol is not served to patrons buying liquor for intoxicated persons Club Goods Sports Alcohol Management in place
<b><u>Prevention of the likelihood of abusive or violent behaviour</u></b>	No security provided at functions where large numbers attend	Booking requirement of Club to provide security at any function in excess 70 people or 18 <sup>th</sup> and 21 <sup>st</sup> birthday parties.
	Police not advised of any large club functions	Advise Police prior to club function occurring
<b><u>Prevention of any undue noise, disturbance, inconvenience to people others when leaving the establishment who reside, work or worship in the vicinity of the licenced premises</u></b>	No security provided at large functions	Provide security at large functions
<b><u>Ensure Public safety and order</u></b>	Hazards and poorly lit carpark	Floodlighting for main car park
	Safe Transport policy	Policy to ring patrons a cab if required
	No barring orders in place	Barring procedures in place through Good Sports Incident Register
<b><u>Provide Staff Training in relation to Management Plan to address risks involved with the operational practice</u></b>	Not all staff RSA trained	Provide RSA training to all bar staff
	Records of training nor Recorded	Bar Staff responsibility to update and keep

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### REQUIREMENT

### RISK ASSESSMENT

### RISK MINIMISATION

Bar staff updated on any operational changes to Plan, licence laws or Codes of Practice

register current

Training provided by 18/06/13 and at least once each subsequent period of two years

Provide staff member on or after 18<sup>th</sup> January 2013 induction at time of employment and each subsequent 2 years

Produce evidence of completion within 7 days of request by an Authorised Officer