

POLICY CATEGORY	<b>Financial and Operational Management</b>		
POLICY TITLE	<b><i>Bar Operations</i></b>		
DOCUMENT NO	5.8	VERSION	2
CONTACT	<a href="#">Management Committee</a>		
IMPLEMENTATION DATE	03 Jan 2019		
FIRST ISSUED	9 Nov 16	REISSUED	03 Jan 2019
RELATED DOCUMENTS	4.6 – Health and Safety 5.1 – Managing the Finances 5.6 – Alcohol Management 7.1 – Governance Framework 7.8 – Recordkeeping		
AUTHORITY	<a href="#">Sunshine Coast Football Competition Rules</a> <a href="#">Liquor Act 1992</a> <a href="#">Work Health and Safety Act 2011</a> <a href="#">Associations Incorporation Act 1981</a> <a href="#">Australian Accounting Standards</a>		

Scope	This policy applies to all Committee Members, Coaches, Managers, Players, Club Members and Visitors.
Purpose	This document details the approach to operations of the bar that has been adopted by the Bribie Island Soccer Football Club.  The club is committed to ensuring that the bar complies with all relevant laws and that the community can have confidence in its operations.
Responsibilities	<b>Management Committee</b>  Committee members will ensure that the bar policy is available on our website.

	<p><b>Trading Coordinator</b></p> <p>The trading coordinator:</p> <ul style="list-style-type: none"> <li>• is a member of the Trading subcommittee</li> <li>• duties are detailed in the role statement</li> <li>• will operate the canteen in accordance with: <ul style="list-style-type: none"> <li>○ This policy – Bar Operations</li> <li>○ Club Policy 5.6 – Alcohol Management</li> <li>○ Any other directions from the Club Treasurer or committee</li> </ul> </li> </ul>
Process	<p><b>Opening Hours</b></p> <ul style="list-style-type: none"> <li>• The bar will be open at each home night match and other games as deemed appropriate by the management committee.</li> <li>• The bar will open not more than 30 minutes prior to the first game of the night, closing only after the final game is finished.</li> <li>• Opening hours will comply with Liquor Licence Trading Hours: <ul style="list-style-type: none"> <li>○ Tuesday – 6:00pm to 9:00pm</li> <li>○ Wednesday – 6:00pm to 8:30pm</li> <li>○ Friday – 5:30pm to 11:30pm</li> <li>○ Saturday – 12:00pm to 11:30pm</li> <li>○ Sunday – 12:00pm to 3:30pm</li> </ul> </li> </ul>
	<p><b>Volunteers</b></p> <ul style="list-style-type: none"> <li>• Volunteers cannot assist in the bar unless they have successfully completed a Responsible Service of Alcohol (RSA) course. A certified copy of the course certificate will be displayed at the bar.</li> <li>• All volunteers are to sign in when they arrive at the bar indicating in the volunteer register: <ul style="list-style-type: none"> <li>○ what time they arrived</li> <li>○ that they have been shown how to use the register and EFTPOS machine</li> <li>○ that they understand the health, safety and hygiene processes – provide them with an induction/fact sheet and note this in the register</li> </ul> </li> <li>• Volunteers should not assist in the bar if they are sick.</li> </ul>
	<p><b>Stock and Price Setting</b></p> <ul style="list-style-type: none"> <li>• The bar stock and suggested pricing will be drafted at the start of the season by the bar manager for discussion at the Trading committee.</li> <li>• The Trading committee will endorse the stock and pricing to the Management committee who are the approver.</li> <li>• Once approved any adjustments will need to be made back through the Trading committee to the Management committee.</li> <li>• Prices should be set to enable the bar to run at a profit, but not so expensive that there is significant waste due to goods expiring.</li> </ul>
	<p><b>Storage</b></p> <ul style="list-style-type: none"> <li>• Stock must be stored to ensure the quality of products.</li> <li>• Products should not be cooled, then warmed, then cooled again.</li> </ul>

	<p><b>Bar Cleanliness</b></p> <ul style="list-style-type: none"> <li>• The bar is to be cleaned at the end of opening.</li> <li>• Cleaning is to occur in accordance with the Cleaning Factsheet and Cleaning and Sanitising document listed in the resources below.</li> </ul>
	<p><b>Float, Banking and Register Totals</b></p> <ul style="list-style-type: none"> <li>• Sales are able to be made by cash and EFTPOS at the bar.</li> <li>• EFTPOS receipts must be maintained in the cash drawer of the register.</li> <li>• At the end of each day's trading: <ul style="list-style-type: none"> <li>○ The cash and EFTPOS receipts are to be removed from the register. The club does not store money at the clubhouse.</li> </ul> </li> <li>• All monies above the float amount are to be banked into the club bank account as soon as practicable after trading.</li> <li>• The EFTPOS receipts and the receipt for the banking are to be reconciled and provided to the Treasurer as soon as practicable after the banking is completed.</li> </ul>
	<p><b>Stock Purchasing and Control</b></p> <ul style="list-style-type: none"> <li>• Purchases should only be made that reflect the approved stock.</li> <li>• Stock rotation is to occur so that the newest stock is placed to the back. This will minimise waste.</li> <li>• Any stock that is out of date is to be disposed of</li> <li>• Items that are disposed of are to be documented for write-off to the Treasurer.</li> <li>• Receipts are to be provided to the Treasurer, as soon as practicable after the purchase.</li> <li>• Equipment purchases and purchases that do not reflect the approved stock will require approval of the Trading committee prior to being bought.</li> <li>• A stocktake will be undertaken at the end of each quarter to ensure stock and quality control.</li> </ul>
	<p><b>Pest Management</b></p> <ul style="list-style-type: none"> <li>• A pest management contractor is to be engaged annually to undertake a pest treatment.</li> <li>• Where pests exist, please refer to the pest management fact sheet listed in the resources below.</li> <li>• Any issues are to be escalated to the Trading committee.</li> </ul>
	<p><b>Making a Complaint</b></p> <ul style="list-style-type: none"> <li>• You may lodge a complaint in accordance with our complaints handling policy.</li> <li>• When lodging your complaint it is important that you provide your full name and contact details, together with a detailed description of the complaint.</li> <li>• If your complaint is alleging food poisoning this should be escalated immediately to the management committee.</li> </ul>

	<b>Recordkeeping</b> <ul style="list-style-type: none"><li>• Any additions, amendments or updates to this document are to occur via the Management Committee.</li><li>• Approvals will be recorded into the committee minutes.</li><li>• The committee, as part of its record keeping will retain previous versions for future reference.</li><li>• The committee, as part of its record keeping will retain artefacts related to this policy as per the club recordkeeping policy.</li></ul>
Resources	<ul style="list-style-type: none"><li>• <a href="#">Cleaning fact sheet</a></li><li>• <a href="#">Cleaning and Sanitising</a></li><li>• <a href="#">Pest Management</a></li><li>• <a href="#">Responsible Service of Alcohol (RSA) Training</a></li></ul>
References	<ul style="list-style-type: none"><li>• </li></ul>
Definitions	<ul style="list-style-type: none"><li>• RSA – Responsible Service of Alcohol - It is mandatory under Queensland Law for certain people involved in Queensland's liquor industry to have a current RSA certificate.</li></ul>