

YMCA Geelong –Alcohol Use Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG169-O	23/08/2017	23/08/2017	APPROVED

1. YMCA Geelong – Alcohol Use Policy

2. INTRODUCTION

YMCA Geelong (“the YMCA”) is committed to providing a safe environment for participants. This policy is designed to provide guidelines to ensure the safety of participants in their care when dealing with the use of alcohol on YMCA premises.

3. POLICY

- 3.1** BYO alcohol is prohibited and this must be communicated to members of the group booking or facility hire unless written approval is obtained from the CEO of YMCA Geelong prior to arrival at the venue/ camp site.
- 3.2** The person responsible for making the booking understands that use of alcohol at YMCA facilities is only permitted in line with this policy and must sign off on the policy.
- 3.3** Management will undertake a risk assessment on all bookings and reserve the right to refuse alcohol on the premises.
- 3.4** Should alcohol be permitted by management, the following risk controls must be in place;
 - 3.4.1** A responsible person must sign the policy and accept responsibility for ensuring that their group will service and consume alcohol in accordance with the Responsible Service of Alcohol Laws which state that:

It is an offence to serve alcohol to a drunken person. Service must be refused to patrons whom we believe to be intoxicated.

it is an offence to serve persons under 18 years of age and YMCA encourage alcohol not to be consumed in the presence of minors.
 - 3.4.2** A designated non-drinker/designated driver with access to a vehicle and current driver’s license from the group must be in attendance at facility for the duration of the booking.
 - 3.4.3** The designated non-drinker/designated driver’s name and phone number must be declared to YMCA management at the time of booking and confirmed in writing on arrival.
- 3.5** Management reserves the right to confiscate unauthorised alcohol. In the event that unauthorised alcohol is brought onto the premises it will be stored for the duration of the event and returned to the delegate at the closure of the event.

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Responsible Service of Alcohol

3.8 The responsible person must provide that alcohol service is provided by a responsible adult (who is not drinking alcohol), well informed of the relevant laws and risks associated with the service of alcohol. Provide a wide variety of drinks at your event, including mid-strength alcoholic drinks, non-alcoholic drinks and drinking water.

Food

3.9 Food must be readily available throughout the event while alcohol is being served. Providing the right food, in appropriate quantities, at your event is a great way to discourage excessive alcohol consumption.

Inform your local neighbourhood

3.10 YMCA operations located in residential areas must respect our neighbourhood, especially where alcohol will be served and loud noises continuous for more than two hours will likely occur. A booking may be required to be registered with the local Victorian Police so that if the police need to be called to the event they already have information that they need to know. This is particularly important if there is no staff member in site during the event.

First Aid

3.11 The responsible person (other than a YMCA staff member) overseeing the group must have relevant first aid qualifications and provide the YMCA with a written management plan prior to CEO approval of what they will do if your guests become sick or intoxicated. This may involve preparing an appropriate first-aid kit and / or informing the local ambulance service about your event. It is expected that this person is capable and competent to perform First Aid without being effected by alcohol.

Public Liability Insurance

3.12 Evidence of Public liability insurance may be required for any group booking coordinated by incorporated and unincorporated bodies where alcohol will be served or consumed to protect itself against claims made by participants at your event in respect of bodily injury arising out of those events or associated with your service of alcohol.

3.13 All consumption of alcohol at a YMCA venue must adhere to the Liquor license provisions under the *Liquor Control Reform Act 1998* (Vic). It is the responsibility of the hirer group to apply for the Liquor License and pay the appropriate fees.

3.14 Disposal of excess rubbish

Should excess rubbish generated from the booking will incur charges for clean up and restoring the facility to pre-booking standards will be on charged.

3.15 Onsite Security

Management reserve the right to require the booking to employ on site security on the premises at all times. This cost will be charged per- hour and payable at the time of booking.

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3.16 Failure to comply with this policy will result in cancellation of booking and future bookings.

3.17 Acknowledge and understand that consumption of alcohol is strictly limited designated area to each site if granted permission to have alcohol on YMCA premises. Alcohol is **not** to be consumed in:

Public outdoor areas ie. Car parks etc

Near the ocean (Camp)

In the Lodges (Camp)

3.18 YMCA will not authorise any YMCA staff to serve alcohol on premises.

Declaration of Understanding

I understand the YMCA Alcohol Use Policy, and I agree to make my entire group aware of the policy.

Date:	Group Name:		
Signature		Printed:	Position
Signature		Printed	Position

4. DEFINITIONS

Responsible Person- The nominated person over the age of 18 years that accepts the responsible to adhere to the YMCA Alcohol Use Policy. This person must be a member of the group booking, be on the premises for the duration of the booking, hold current Victorian Drivers License, and have First aid qualification

5. SCOPE

This policy applies to all YMCA Geelong Inc. operations.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
CEO	Approve use of Alcohol at YMCA sites in accordance with Policy
Managers and Co-ordinators	Ensure the policy is adhered to at all YMCA sites. Report any breaches of the policy to the CEO Ensure all staff ate each site are trained in the policy.
Health and Safety Officer	Monitor compliance to the policy and ensure managers are

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	aware of their responsibilities.
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7. MONITORING, EVALUATION AND REVIEW

The Health and Safety Officer will monitor the implementation of the policy through the incident reporting system. Managers/coordinators and Staff who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action. Policy will be reviewed on a three year basis.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

YMCA Geelong Risk Management Policy

YMCA Geelong OHS Policy

Liquor Licensing Regulations <http://www.vcglr.vic.gov.au/home/liquor/>

9. DOCUMENT HISTORY

Approved by: CEO

Meeting number and date:03/09/2014

Resolution number: NA

Effective date:03/09/2014

Review date:03/09/2017

Policy Owner: CEO YMCA Geelong

Contact Details policy owner: Ph: 5221 83 44 E: geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	12/08/2014	Shona Eland	Policy drafted for comment
V2	03/09/2014	Shona Eland	SMT reviewed, updated and approved
V3	30/09/2014	Shona Eland	Board reviewed and updated 3.1,3.8,3.10 3.14 deleted 3.3,3.4
V4	23/08/2017	SMT	Inserted to clause 3.11 It is expected that this person is capable and competent to perform First Aid without being effected by alcohol.

As adopted by the YMCA Geelong on 23/08/2017



Shona Eland
Chief Executive Officer YMCA Geelong Inc.

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