

FOOD & BEVERAGE BY-LAWS



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1.0 OVERVIEW

This document sets out the general conditions under which the Sorrento Surf Life Saving Club Inc. (“the Club”) proposes to operate a liquor licence in the City of Joondalup. The Club pursues a philosophy of responsible service of alcohol on its licensed premises and will strive to ensure and maintain proper and ethical conduct.

This document describes the management, general operating procedures, and a statement of principles outlining the Club’s approach to the Function Area.

2.0 FOOD & BEVERAGE MANAGEMENT

2. (a) The Bar is managed operationally by Bar Manager(s) who are responsible to the Club Services Director and the Board. Whenever the bar is open, Bar Manager(s) and other staff with appropriate training will be employed to work in the bar.
2. (b) The Bar Manager(s) will have completed a Bar Manager’s Licence as required by the Department of Racing Gaming and Liquor. All bar staff will undergo training in Responsible Service of Alcohol.
2. (c) The Club’s Liquor License will be held in the name of the Club and the Bar Manager is the nominated manager.
2. (d) In accordance with the Liquor Control Act and the decision of the Director General an Approved Bar Manager must be in attendance if over 25 people are in the bar.

3.0 PHILOSOPHY OF BAR OPERATION

3. (a) The Club is a “not for profit” organisation therefore the food and beverage service is a social amenity rather than a profit-making venture, proceeds from the bar and associated functions are expected to contribute to general surf lifesaving expenses such as the purchase of lifesaving and competition equipment.
3. (b) Profit from the Bar is applied totally to the operation of the surf lifesaving club and is not distributed to any individuals.

4.0 SECURITY

4. (a) The Sorrento Surf Life Saving Supporters Club has introduced a range of security measures to ensure that members and patrons can enjoy the club’s facilities. Such measures include;
 - CCTV is operational throughout the club and at entries and exits on the premise.
 - Crowd controllers are on premise whenever operationally required.
4. (b) Security personnel act with the authority of club management

5.0 CODE OF CONDUCT

5. (a) Sorrento Surf Life Saving Club reserve the right to refuse or approve entry to any person at any time.

5.1 CODE OF CONDUCT OF PATRONS

- 5.1. (a) All patrons of Sorrento Surf Life Saving Club are required to behave in a manner that is conducive to the enjoyment of the facilities by all patrons while enabling employees to conduct their duties in a lawful manner without intimidation or harassment.
- 5.1. (b) All patrons must follow any directives from staff or Club Management when adhering to these by-laws.

5.2 DRESS STANDARDS

- 5.2. (a) Acceptable clothing for use of the bar area is as follows
- Footwear at all times
 - Shirts, tank tops, shorts and dresses are all acceptable
- 5.2. (b) It is not acceptable to come into the carpeted bar area being wet, sandy and just in your bathers.
- 5.2. (c) Bathers and bare feet are acceptable in the courtyard.
- 5.2. (d) As per the Patrol By-Laws (Section 1.2(b)), Patrol Uniforms are not to be worn in the Bar Area including the courtyard whilst consuming alcohol.

5.3 SMOKING

- 5.3. (a) Patrons are required to adhere to the smoking restrictions in place throughout the premises.
- 5.3. (b) Persons who smoke in unauthorised areas will be considered to have breached the policy and may be asked to leave the venue.

5.4 DISORDERLY PATRONS

- 5.4. (a) For this purpose, patrons displaying the following behaviours will be regarded as disorderly;
- Unruly, abusive or threatening language/behaviour to any member of staff and or other patrons.
 - Failure to leave the club premise when requested to do so by management or security.
 - Property damage

6.0 VISITORS AND GUESTS

6. (a) Any member bringing a guest into the Bar Area who is not attending a private function must sign the guest(s) in at the Bar.
6. (b) A visitor is defined as anybody who lives a minimum of 40 kilometres from the club. A visitor can sign themselves in at the Bar.
6. (c) People visiting the club as part of a team attending an event at the club are deemed to have reciprocal rights for the duration of the event. They will need to sign in to the visitors book, noting their club.

7.0 BAR TRADING

7. (a) The Clubs social activities are governed by its lifesaving and competition calendar, and consequently the Club is not open at all times. For example, the Club is likely to only be open late on one night over the weekend, depending on the scheduling of club activities and carnivals.
7. (b) The Bar may occasionally be open at other times for Club Sanctioned functions and privately run functions.

8.0 PRODUCTS AVAILABLE FOR PURCHASE

8. (a) The following products will be available at all times during trading hours:

- ① Alcoholic drinks
- ① Non-alcoholic drinks and bottled water
- ① Snack foods
- ① Coffee (not at all times)
- ① Water is available free of charge from the tap on request.

9.0 RESPONSIBLE SERVICE

9.1 SERVICE OF UNDER 18S

- 9.1. (a) Any staff under 18 years of age will not be directly involved with the sale of alcohol.
- 9.1. (b) Alcohol will not be sold or served to any person under 18 years of age;
- 9.1. (c) Alcohol will not knowingly be sold to a person attempting to buy alcohol on behalf of a person under 18 years of age;
- 9.1. (d) Any Club member caught purchasing/supplying alcohol to any minor, will be suspended by any member of the Board of Management;
- 9.1. (e) Acceptable proof of age is:

- A current driver's licence with photograph;
- A current passport;
- An 18+ card with additional identification.

9.2 RESPONSIBLE DRINKING

- 9.2. (a) Responsible drinking will be encouraged at all times by staff and members.
- 9.2. (b) Drinking competitions that could lead to or result in excessive consumption of alcohol will be not be tolerated
- 9.2. (c) Alcohol promotions that involve excessive or rapid consumption of alcohol will not be tolerated.
- 9.2. (d) Reduced alcohol beers will be available for sale.
- 9.2. (e) Staff will monitor the alcohol consumption of patrons and be alert for signs of intoxication.

9.3 INTOXICATED PATRONS

- 9.3. (a) Alcohol will not be sold or served to a person who is obviously intoxicated;
- 9.3. (b) In the interests of the safety and welfare of all Club patrons, including the person intoxicated, the following steps will be followed in the case of an obviously intoxicated person:
 - An offer of
 - non-alcoholic drink or food will be made;
 - offer to arrange transport (if possible) will be made;
 - offer to telephone a responsible family member or friend will be made;
- 9.3. (c) All incidents involving intoxicated patrons will be recorded in the incident register
- 9.3. (d) Aggressive behaviour will not be tolerated by staff, members, guests or visitors and the police will be called.

9.4 RESPONSIBLE DRIVING

- 9.4. (a) Skippers or designated drivers will be encouraged and assisted wherever possible
- 9.4. (b) A telephone will be available for any person to arrange transport
- 9.4. (c) Assistance to arrange transport will be provided to those who need it.

10.0 COMPLAINTS

10. (a) If a complaint is received concerning the Bar or its operations, the following steps should be followed:

1. Complaint should be referred to the Bar Manager for resolution.
2. If still unresolved, it will be referred to the President or Club Services Director for resolution.
3. If the President or Club Services Director is unable to resolve the complaint, it will be referred to the Club's Board of Directors.

11.0 RECORD OF CHANGE/AMENDMENTS

Rev	Prepared By	Reviewed By	Approved By	Date	Reason for Changes
A	Unknown			10/11/2012	Updated
B	Unknown			10/11/2016	Updated
C	M Saunders			23/11/2018	Update to reflect the new format.
D	J Barram (Bar Manager)	M Saunders (Bus & Marketing Dir)	Peter Watkins (Club Services Dir)	15/01/2019	Updated to include attire; service; visitors & guests; smoking.