

LENNOX & ADDINGTON RIDGE RUNNERS SNOWMOBILE CLUB

Alcohol Management Policy

The Lennox & Addington Ridge Runners Snowmobile Club is pleased to present this Alcohol Management Policy for the management of alcohol on club-maintained property and at club-sponsored events. This policy is unique to the Lennox & Addington Ridge Runners Snowmobile Club and supports responsible management practices for alcohol-related events held on club-maintained property and/or held by the club. It also addresses measures to deal with illegal consumption of alcoholic beverages. Through this policy, the club aims to reduce and avoid alcohol-related problems that could result in injury or harm, as well as civil litigation being directed at the club, club members, volunteers and others.

The following individuals contributed to the development of these policy recommendations: Dave Bell, George Bell, Bill Blenkinsop, Stan Bradford, Dieter Eberhardt, Bruce Robinson, and Richard Servage. (Developed Sept. 2000)

Policy reviewed and presented and approved at the Oct. 11, 2005 general meeting on a motion by Glenn Perry, seconded by Al Lott.

(Club President)

DEFINITIONS OF TERMS USED WITHIN THIS POLICY

Club Member (s) - this term to include club directors, officers, executive, employees hired by the club on a permanent or part time basis, committee chairs and their committee members

Volunteers/Event Workers - this term to include any person volunteering or hired to do a specific job during an event, and who is not described in one of the aforementioned definitions

Club Maintained Property - to include any property owned, rented by or given to the use of the club for fund raising/recreational/trail purposes

SOP - Special Occasion Permit

Intoxication - defined by the courts as someone who is legally impaired

Legal Drinking Age - 19 years of age in Ontario

Standard Drink - defined as 5 ounces of table wine containing 12% alcohol by volume; 12 ounce bottle of beer containing 5% alcohol by volume; or 1.5 ounces of liquor containing 40% alcohol by volume

Smart Serve - a training program that gives beverage servers the information they need to understand and implement the skills of responsible alcohol service

LLBO - Liquor License Board of Ontario

Supervisors/Bartenders/Event Workers - include any person volunteering free time or hired to do a specific job during an event

Policy Statement # !

INTOXICATION

When the Lennox & Addington Ridge Runners Snowmobile Club provides alcohol or allows an alcohol-related event to be run on or off club-maintained property, club members, volunteers and/or other event workers will not serve any participant to the point of intoxication, or any participant who is already intoxicated, has a past history of getting drunk and being

troublesome , or is under the legal drinking age. This policy statement will be achieved through the following management practices.

Management Practices for Operationalizing Policy Statement # 1

- a. During an event, if tickets are sold/provided for the purchase of alcohol, no more than four tickets will be sold/provided to any person at any time. Likewise, if alcohol is sold/provided without tickets, no more than four drinks will be sold/provided at any one time.
- b. If alcohol is served, non-alcohol beverages will also be available and priced at substantially lower cost than regular strength alcohol drinks.
- c. When alcohol is available, only standard-sized drinks (or less) will be served.
- d. Appropriate food (light meals and/or snack foods) will be available.
- e. There will be no “ last call “.
- f. At the request of the ticket holder, tickets will be redeemed for cash at the event.
- g. Only those aged 19 years or older will be able to purchase tickets or consume alcohol. The following will be acceptable documents for proof of age:
 - age of majority card
 - photo driver’s licence identification
 - passport
 - photo identification Canadian Citizenship card
 - Canadian Armed Forces card
 - photo BYID (Bring Your ID) card issued by the LLBO

Implementation Activities

- a. Prior to and during the event, the event supervisor and/or the Special Occasion Permit holder will ensure the following: that the bar stock contains a variety of beverages, including non-alcohol drinks that are promoted.
- b. Reasonably priced food will be available, visible and promoted.

Policy Statement # 2

ILLEGAL DRINKING AND IMPAIRED DRIVING / RIDING

The Lennox & Addington Ridge Runners Snowmobile Club prohibits all impaired driving/riding and illegal drinking anywhere on club-maintained property and at club-sponsored events. This policy statement will be achieved through the following management practices.

Management Practices for Operationalizing Policy Statement # 2

- a. A safe transportation strategy consisting of the promotion of a designated driver, providing the phone numbers for taxi service. and a sign posted
- b. Alcohol will be served only after all snowmobile riding activities have finished for the day.
- c. Reduce Impaired Driving Everywhere (RIDE) spot-checks will be supported by advising patrons of the possibility of being stopped by police.
- d. All club members will be encouraged to report to the appropriate authorities, as soon as possible, people who drive their snowmobiles while impaired or who drink illegally on club-maintained trails.
- e. Club brochures, newsletters, bulletins, trail signs and other promotional materials will be used to remind users and those attending events held by the club or on club property that driving/riding while impaired and illegal drinking are not acceptable and violate the club's alcohol policy as well as federal/provincial laws.

Implementation Activities

- a. Discussions will be held with appropriate police and/or security agencies to provide input on what type of security arrangements would be best for the club during alcohol-related events held on club property.
- b. The club will discuss with the local police force how to report and deal with impaired drivers.
- c. Signs informing members and others about the club's policy on illegal drinking and impaired driving/riding will be posted at key, highly visible locations.
- d. The club's safe transportation strategy will be implemented for each event.
- e. All promotional materials for this aspect of the policy will be designed, produced/printed and distributed/posted.
- f. Event workers and supervisors will meet prior to each alcohol-related event to review this policy and discuss ways in which they will manage the event and deal with someone who becomes intoxicated, drinks illegally or tries to drive/snowmobile while impaired.

Policy Statement # 3

EVENT WORKERS, JOB DUTIES AND TRAINING

All events sponsored by the Lennox & Addington Ridge Runners Snowmobile Club at which alcohol is served will be staffed by *Smart Serve*-trained (or other LLBO approved training curriculum) supervisors, bartenders, and event workers. This policy statement will be achieved using the following management practices.

Management Practices for Operationalizing Policy Statement # 3

- a. For each event at which alcoholic beverages are to be served, the executive will contract with an outside organization to provide a facility, supplies and a *Smart Serve* trained event staff in accordance with the LLBO Act and the Club's alcohol policy.

b. The contracted organization will be provided with a copy of the Lennox & Addington Ridge Runners Snowmobile Club's Alcohol Policy and be bound to comply contractually with the policy.

c. Event staff will perform the following roles:

Event Supervisor
(and his or her alternate)

- has overall responsibility for organizing and managing the event. (meaning that he or she, along with the club's executive, recruits events workers, selects trained people if possible, ensures that food and non-alcohol drinks are available and that all other aspects of the club's policy are adhered to)
- typically applies for and signs the SOP and/or signs a rental agreement/contract to use another facility
- must be trained in *Smart Serve*
- must have read and must know about the club's alcohol policy

Floor (area) Supervisors:

- are responsible for monitoring what happens at the event and outside of the event (e.g., in the parking lot) to ensure that all activities comply with this policy
- report any potential problems, policy infractions or violations of the law to the event supervisor
- while walking the floor, intervene and remove underage drinkers; remove or cut off intoxicated and/or troublesome individuals; find alternative transportation for those who have had too much to drink; promote food and non-alcohol drinks; seek assistance from the event supervisor and/or security
- act as a back-up for the event supervisor and other event workers
- must have read and must know about the club's alcohol policy

Door Supervisors:

- if room permits, operate a coat-check system (to eliminate illegal alcohol being hidden and brought onto the premises)
- check legal proof-of-age identification
- supervise the entrance and all exits to check for identification and prevent rowdy or intoxicated persons from entering
- must be trained in *Smart Serve*
- must have read and must know about the club's alcohol policy

Ticket Sellers:

- check legal proof-of-age identification
- sell drink tickets (maximum of four per person at one time is recommended)
- at the request of customers, redeem unused tickets for cash anytime during the event.
- along with the event supervisor, are responsible for the security of the money from ticket sales
- promote low alcohol or non-alcohol alternatives
- screen for intoxicated persons and report them to the event supervisor
- must be trained in *Smart Serve*
- must have read and know about the club's alcohol policy

Bartenders:

- stock and serve alcohol (no more than 5% beer), low-alcohol beer and non-alcohol beverages
- observe and report to the event supervisor any potential alcohol-related problems, including patrons who appear to be intoxicated
- promote food and non-alcohol beverages
- must be trained in *Smart Serve*

Security Staff:

- are hired by the event supervisor and provide additional support to event staff
- monitor the event by walking around and observing activity
- take preventive action, rather than waiting for an alcohol-related incident to erupt
- perform the same duties as the floor supervisor
- intervene if problems surface

d. The event supervisor, permit holder and his or her designate (who has signed a _____ form consenting to act in that capacity) will not consume alcohol prior to or _____ during the event. All other event workers will not consume alcohol prior to the _____ event, prior to their shifts or during their shifts.

e. All persons designated as event supervisors, bartenders and ticket sellers, along _____ with the permit holder (and his or her signed designate), must attend and _____ successfully complete the *Smart Serve* course.

Implementation Activities

a. All event workers will be informed of their roles, responsibilities and legal _____ obligations.

b. All event workers will sign off that they have read and understand the policy and _____ agree to perform their duties in keeping with the policy.

Policy Statement # 4

INSURANCE

For every alcohol-related event sponsored by the Lennox & Addington Ridge Runners Snowmobile Club, the contracted organization hosting the event will provide the executive with proof that at least 2 million dollars of liability insurance has been purchased specifically for that event.

Management Practices for Operationalizing Policy Statement # 4

a. All event workers will be informed of their legal obligations and responsibilities, as well _____ as how they are covered under insurance, during functions where alcohol is available.

b. An information session will be held at least once every two years for all club members _____ or organizations that rent club facilities to ensure that they understand their liability _____ and the importance of adequate insurance coverage.

Implementation Activities

a. The executive will require the contracted organization responsible to provide the _____ executive with written proof that adequate insurance coverage has been purchased for each alcohol-related event.

b. Club insurance coverage will be reviewed by each incoming club executive to ensure _____ that members' needs are being met.

- c. All renters of club facilities will submit written proof of required levels of insurance coverage as part of their rental application.
- D. The club will host an information meeting to educate members about legal liability, responsibility when serving alcohol, the club’s policy and the reasons for insurance.
- e. Club insurance coverage will be reviewed by each incoming club executive to ensure that members’ needs are being met.

Policy Statement # 5

ALCOHOL ADVERTISING AND SPONSORSHIP

The Lennox & Addington Ridge Runners Snowmobile Club will support the promotion of health and safety messages on club property or on club-maintained trails, and will prohibit alcohol manufacturers’ materials that promote alcohol products or encourage drinking on all club property and/or club-maintained trails.

Management Practices for Operationalizing Policy Statement # 5

- a. The club will post signs/messages that are consistent with the club’s alcohol policy to promote health and safety. ie. “Ride Safe, Ride Sober” ; “Don’t Drink and Ride”
- b. All advertising of events sponsored by the club or held on club property will be in compliance with LLBO requirements.

Implementation Activities

- a. The club will identify locations where health and safety messages and signs can be placed.
- b. When approached by alcohol manufacturers’ representatives, the club’s executive will state the club’s position on advertising, displaying or giving away products on club-maintained property or at club-sponsored events.
- c. Alternate fund-raisers or sponsors for events other than the alcohol industry will be pursued.
- d. Club members will be asked for alternate fund-raising or sponsorship ideas for club events.

Policy Statement # 6

ALCOHOL-RELATED EVENTS ----- LOCATION AND TYPES

Policy Statement # 6A

INDOOR EVENTS

The Lennox & Addington Ridge Runners Snowmobile Club will allow alcohol at club events, provided the event is held under the auspices of a Special Occasion Permit (SOP) and is a “catered” event with staff trained in the *Smart Serve* program; the event is held indoors; and the location of the event is equipped with a kitchen and washroom, is accessible by road and meets all health, fire and LLBO requirements.

Management Practices for Operationalizing Policy Statement # 6A

- a. If snowmobiles can be driven to the event, the site chosen must be situated away from dense (high-traffic) roadways. At the same time, the site must be accessible by car.
- b. For events held on club property, the club will meet with officials from the local health unit and fire department and the the LLBO inspector to determine the types of events that would be suitable for club property.

Policy Statement # 6B

OUTDOOR EVENTS

Outdoor areas on club-maintained property are not eligible for SOP events.

Policy Statement # 6C

FAMILY and YOUTH EVENTS

The Lennox & Addington Ridge Runners Snowmobile Club deems all family and predominantly youth events, including youth banquets, as unsuitable for alcohol use.

Policy Statement # 7

POLICY INFRACTIONS AND ENFORCEMENT

The Lennox & Addington Ridge Runners Snowmobile Club will implement the following general protocol for infractions of the alcohol policy by individuals and contracted event organizers.

Policy Infraction	Statement # 2: Illegal Drinking and Impaired Driving/Riding	Statement # 2: Illegal Drinking and Impaired Driving/Riding
By Whom	Individual Snowmobiler	Contracted Event Organizer
Type of Incident	Drinking on trails	Selling alcohol to minors
Response to 1st Offence	<ul style="list-style-type: none"> - issue a verbal warning - provide information on the club's policy - offer safe transportation home - if refused contact the appropriate authorities - keep a written record of the incident and response in the club's files 	<ul style="list-style-type: none"> - issue a verbal warning - provide information on the club's policy - follow-up with a written warning - keep a written record of the incident and response in the club's files
Response to Offence	<ul style="list-style-type: none"> - follow-up with a written warning - keep a written record of the incident and response in the club's files 	<ul style="list-style-type: none"> - issue written notice that the club will terminate any existing contracts and not contract with future organizer's conduct - call the LLBO to report organizer's conduct - keep a written record of the incident and response in the

2nd

club's files

- Response to 3rd Offence**
- issue a written notice to deny further use of club facilities or trails
 - keep a written record of the incident and response in the club's files
 - notify the OFSC

NOTE : The above same general protocol will be followed for all infractions of the club's alcohol policy

Implementation Activities

- a. The executive will keep records of anyone who violates the club's alcohol policy and the consequences that have been instituted.
- b. The executive will hold a meeting with appropriate authorities (such as police, club lawyers and the OFSC) to determine what penalties apply, or can be applied, to those who violate the law and this policy.
- c. The membership will be asked for their input about the proposed penalties before the executive approves the penalties.
- d. The penalties that are ultimately chosen will be incorporated into this alcohol policy.
- e. The penalties will be broadly publicized so that members and others will know what will happen if there are violations.

Policy Statement # 8

EVENT APPROVAL, POLICY IMPLEMENTATION, MONITORING AND REVISIONS

Policy Statement # 8A

Event Approval

The executive of the Lennox & Addington Ridge Runners Snowmobile Club will be responsible for deciding whether to approve alcohol-related events held on behalf of the club.

Management Practices for Operationalizing Policy Statement # 8A

- a. All persons who have approval by the executive to organize an event on behalf of the club, as part of any contract, will sign an agreement that states that they have read the policy, they understand it and they will comply with it. A copy of the club's policy and this agreement will be given to the person who signs the agreement. The original document will be stored in the club executive's files.

b. The club will keep track of all alcohol-related events held by the club and will assess each event after it has been held.

Implementation Activities

- a. A specified time will be set by the executive for presentations on proposed alcohol-related events.
- b. A legally binding agreement will be prepared by the executive for anyone who has approval to run an alcohol-related event on behalf of the club.
- c. A tracking system will be set up to record all event requests and the outcome of each event. One person from the executive (usually the secretary) will be responsible for keeping these records - which will be factual, non libelous and confidential. Only general discussions will appear in the minutes.

Policy Statement # 8B

Policy Implementation

Upon executive approval of the alcohol policy, the Lennox & Addington Ridge Runners Snowmobile Club will develop a plan to implement the club’s alcohol policy and update members on a yearly basis.

Management practices for operationalizing Policy Statement # 8B

- a. If necessary, the alcohol policy committee will continue and possibly expand its membership to prepare a written policy implementation plan.
- b. All implementation activities for each policy statement that has been accepted will help form the foundation of the implementation plan.
- c. The initial implementation plan, as well as updated, yearly implementation plans, will be approved by the executive prior to implementation.

Implementation Activities

- a. A list of those who should receive the actual policy and other materials will be generated.
- b. The policy will be printed for distribution.
- c. Various avenues for informing the members and others will be used. Flyers, media announcements, signs on the trail, information in club newsletters and other means will be used.

Policy Statement # 8C

Policy Monitoring and Revisions

Once the Lennox & Addington Ridge Runners Snowmobile Club’s alcohol policy has been approved, the club executive will review it on an annual basis. Any revisions to the policy will be made by the executive and will be based on input from club members, local police and others.

Management Practices for Operationalizing Policy Statement # 8C

- a. The executive will designate someone to be responsible for reviewing and monitoring the implementation of the policy. the
- b. A specific period of time will be set for others (e.g., club members, police, community people) to talk about the policy and suggest ways to improve it.

Implementation Activities

- a. The executive will devise a plan to obtain feedback and input from members and others, including police.
- b. Proposed changes, including those suggested by the executive, will be reviewed by the designated reviewer.
- c. Revisions to the policy will be prepared by the reviewer to the executive for their consideration and approval.
- d. The membership and others will be informed of changes made to the policy.

