

# **Cedar Spring Community Club**

## **Responsible Alcohol Policy**

### **Preamble**

Cedar Springs Community Club is committed to providing safe and enjoyable organized activities & community functions for its members and guests, and recognizes that a responsible alcohol policy supports that objective.

A responsible alcohol policy:

- promotes safe and responsible alcohol consumption for all Community members & guests during community sponsored events;
- provides Community members with general guidelines and prevention tools aimed at reducing potential alcohol related incidents;
- communicates the importance of responsible alcohol management and drinking practices with the Community
- provides a platform for the Community's continuing education regarding alcohol related issues

The purpose of this policy is to provide general guidelines and prevention tools regarding the serving of alcohol at Community sponsored events. It is NOT intended to be a strict set of rules that must be applied to each & every function. The policy recognizes that each Community sponsored event is unique. It is the intent of this policy that Community members will use reasonable judgment to assess applicable recommendations & guidelines when organizing Community events.

The Board is responsible for the development and implementation of this policy. The Board will meet at least annually, to review the policies and procedures regarding alcohol service and education within CSCC. The Board will continue to review best practices regarding alcohol service, educational initiatives and risk management.

This policy is effective from June 26, 2009.

## 1.0 General

**1.1. Underage Drinking:** In accordance with the Ontario Liquor Licence Act (LLA), Alcohol should not be served to or by people under 19 years of age. In addition to being illegal, inexperienced drinkers are most likely to drive irresponsibly and cause accidents while under the influence of alcohol.

**1.2 Policy Awareness:** The Board or Board representative has a responsibility to inform any Community members designated to organize community sponsored events of this policy and its contents.

## 2.0 Safe Serving Practices For Community Events

**2.1. Smart Serve Training:** Each year, the Community should consider funding the training of individuals on the Smart Serve Training Program (SSTP) ([www.smartserve.org](http://www.smartserve.org)). Under the program, individuals will learn proactive approaches to preventing alcohol-related problems; how to recognize signs of intoxication and how to implement intervention strategies. These individuals will be available as designated servers to the organizers of community functions. Funding of the program should be included in the Community's annual budget.

**2.2. Attempt to Limit Self Serve:** Encourage the serving of alcoholic drinks to guests rather than offering a self-serve bar. A self-serve bar may encourage excessive drinking and denies servers the opportunity to assess the condition of your guests. Also, don't plan to have servers circulating around the room refilling people's glasses. People often accept drinks they don't really need

**2.3 Provide Seating:** Provide seating, arranged flexibly, so that people can sit down to talk in groups

**2.4 Limit Physical Activities:** Don't plan physical activities (like swimming, tennis) when you serve alcohol. People are more prone to accidents if they've been drinking.

**2.5 Provide Food:** Strongly consider offering food if alcohol is being served. Food consumption slows down the absorption of alcohol, thereby lowering a drinker's peak blood-alcohol level.

**2.6 Provide Alternative Drinks:** Provide a range of low and alcohol free options to our members and guests. Have water, pop, juice and/or ice available & accessible so that people can easily "freshen" their drinks without adding more alcohol. Also consider low-alcohol beers and wines in your bar selections.

### **3.0 Safe Transport Options**

The risk of liability is especially high when an impaired driver leaves an alcohol related event.

If the event organizers deem there is a possibility that guests may leave the community after consuming alcohol, they should take into consideration transportation options. Safe transportation options are essential since the only way to sober up an impaired person is with time.

Consider:

- Communicating to members & guests prior to any event that drinking and driving is not permitted at a Community sponsored event. The message should be broadly conveyed (Cedar Post, the event ticket, General Meetings, etc.)
- Monitoring vehicle access in & out of the Community gates (via security guard, police)
- Designated drivers to & from Community functions to members cottages

### **4.0 How to Handle an Alcohol Related Incident**

The key to handling an alcohol-related incident is to react quickly and document all actions.

Document the details of any such incidents including incident details, time, a record of verbal conversations, others present, etc... List the names of the guests and employees who witnessed the incident and physical descriptions of all intoxicated guests. If possible, take photos.

All incident reports should be reported the Board immediately- involving police as necessary.

An incident report can also be used to assess the Community's alcohol policy and can be helpful in the event of a lawsuit.