

Name:	Number: 2000 - 001
Alcohol Management and Intoxication	Revision Date:
Prepared by: Ray McChesney	Approved Date: April 12 / 2000

1 POLICY

When the Tri Town Sno Travellers, Snowmobile Club, provides alcohol or allows an alcohol related event to be run on or off club maintained property, club members, volunteers and/or event workers will not serve any participant to the point of intoxication, or any participant who is already intoxicated, or has a known history of getting drunk and being troublesome, or is under the legal drinking age.

2 PURPOSE OF POLICY

To provide a guideline for the provision of the management of safe and legal use of alcohol.

3 DEFINITIONS

- 3.1 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.
- 3.2 Volunteers/Event Workers - this term to include any person volunteering free time or hired to do a specific job during an event, and who is not described in one of the aforementioned definitions.
- 3.3 Club Maintained Property - to include any property rented or given to the use of the club for fundraising/ recreational/trail purposes.
- 3.4 SOP - Special Occasion Permit
- 3.5 Intoxication - defined by the courts as someone who is legally impaired.
- 3.6 Legal Drinking Age - 19 years in Ontario.
- 3.7 Standard Drink - defined as 5 ounces of table wine @ 12% alcohol; 12 ounce bottle of beer @ 5% alcohol; or 1.5 ounces of liquor @ 40% alcohol.
- 3.8 Smart Serve - a training program that gives beverage servers the information they need to understand and implement the skills of responsible alcohol service
- 3.9 LLBO - Liquor License Board of Ontario
- 3.10 Supervisors/Bartenders/Event Workers - include any person volunteering free time or hired to do a specific job during an event

4 PROCEDURES

- 4.1 During an event, if tickets are sold for the purchase of alcohol, no more than four tickets will be sold to any person at any time. Likewise, if any alcohol is sold without tickets, no more than four drinks will be sold at any one time.
- 4.2 If alcohol is served, non-alcohol beverages will also be available, promoted and priced at a substantially lower cost than regular strength alcohol drinks.
- 4.3 When alcohol is available, only standard sized drinks (or less) will be served.
- 4.4 Appropriate food (light meals) will be available
- 4.5 All alcohol beverages will be served in paper or plastic containers only.
- 4.6 There will be no "last call".
- 4.7 At the request of a ticket holder, tickets will be redeemed for cash during the event.
- 4.8 Only those aged 19 years or older will be able to purchase tickets or consume alcohol.
Ontario Liquor License Act lists the following as the ONLY acceptable documents for proof of age:
 - 4.8.1 Age of Majority Card
 - 4.8.2 Photo Drivers License identification
 - 4.8.3 Passport
 - 4.8.4 Photo identification Canadian Citizenship Card
 - 4.8.5 Canadian Armed Forces Card
 - 4.8.6 Photo BYID (Bring Your ID) Card, issued by the LCBO
- 4.9 All club members will be asked to report to any club executive member, as soon as possible, the name(s) of anyone who is using club equipment while under the influence of alcohol.

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5 WORK INSTRUCTIONS

- 5.1 The SOP must be placed in a conspicuous position. Such as the bar.
- 5.2 Signs with the following wording will be posted in key locations to ensure that all the participants are aware of the Club's policy on alcohol management and intoxication and on not serving minors, and to remind club members and servers of their responsibilities.

5.2.1 Statement of Intoxication

The Tri Town Sno Travellers Snowmobile Club strives to provide enjoyment for all members and their guests. We honour the rights of everyone, including those who wish to abstain, by offering, coffee, soft drinks, and other non-alcoholic beverages. Servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. Low-alcohol beverages and light meals are also available.

5.2.2 Underage Drinking

You must be 19 years of age or older to be served alcohol. Proof of age by any of the means listed in Section 4.8 is required.

- 5.3 Prior to, and during the event the event supervisor and / or the permit holder will ensure the following:
- 5.3.1 That the Bar stock contains a variety of beverages, including non-alcoholic drinks that are promoted.
- 5.3.2 That paper or plastic containers are used to serve drinks.
- 5.3.3 That no extra strength beer or extra strength drinks are served.
- 5.4 Reasonably priced food will be available, visible and promoted.

6 ASSOCIATED DOCUMENTS

- 6.1 OFSC's Blazing New Trails - A Policy Workbook

7 REVISION HISTORY

Name:	Number: 2000 - 002
Event Workers, Roles, Responsibilities and Training	Revision Date:
Prepared by: Ray McChesney	Approved Date: April 12 / 2000

1 POLICY

All events sponsored by the Tri Town Sno Travellers Snowmobile Club or held on Club maintained property at which alcohol is available, such events will be staffed by Smart Serve Trained(or other LLBO approved training curriculum) supervisors and bartenders.

2 PURPOSE OF POLICY

To provide an Outline for event worker's job duties and training for club sponsored events.

3 DEFINITIONS - as described in Alcohol Policy number 2000 - 001, Section 3, subsections 3.1 through 3.10.**4 PROCEDURES**

- 4.1 For each event, the club executive will designate an event supervisor and an alternate. The select event supervisor, along with the executive will recruit volunteers to be event workers. Depending on the event's size, the following positions will be filled, floor supervisors, door(entrance to event) supervisors, ticket sellers, bartenders and security personnel.
- 4.2 The SOP permit holder or his or her designate (with signed consent) shall be present throughout the special occasion or event.
- 4.3 Either the SOP holder or the event supervisor will be authorized on behalf of the club to shut down the function to correct a violation of the Club's Policy. In the event that the matter cannot be controlled, police will be called for assistance.

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Event Workers, Roles, Responsibilities and Training	Revision Date:
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4 PROCEDURE (cont'd)

- 4.4 All event workers will be provided a written description of their job duties prior to the event, to clarify their roles and responsibilities. They will sign off that they have received the same, and have duly read and understand the policy, and agree to perform their duties in keeping with the policy, prior to the event.
- 4.5 The event supervisor, permit holder and his or her designates will not consume any alcohol prior to or during an event. All other event workers will not consume alcohol prior to the event, prior to their shifts, or during their shifts..
- 4.6 All persons designated as event supervisors, bartenders and ticket sellers, along with the permit holder, must attend and successfully complete the Smart Serve Course, and provide proof to the executive that they have successfully completed same.

5 WORK INSTRUCTIONS

- 5.1 the club executive shall generate a yearly list of persons who can perform the duties of an event supervisor.
- 5.2 the executive will prepare a list of names, addresses, phone numbers and certificate numbers of all club members and volunteers who have been certified in Smart Serve.
- 5.3 Event staff will perform the following roles:
- 5.3.1 Event Supervisor (or alternate)**
- 5.3.1.1 has overall responsibility for organizing and managing the event
- 5.3.1.2 typically applies for and signs the SOP and /or signs a rental agreement/contract to use another facility.
- 5.3.1.3 must be trained in Smart Serve
- 5.3.1.4 must have read and know the club's alcohol policy
- 5.3.2 Floor Supervisor**
- 5.3.2.1 are responsible for monitoring what happens at the event and outside the event (parking lot) to ensure that all activities comply with this policy.
- 5.3.2.2 report any potential problems, policy infraction or violations of the law to the event supervisor.
- 5.3.2.3 while walking the floor, intervenes and removes underage drinkers, remove or out-off intoxicated and/ or troublesome individuals; find alternate transportation for those who have too much to drink; promote food and non-alcoholic drinks seek assistance fro the event supervisor and for security
- 5.3.2.4 act as a back up for event supervisor and other event workers
- 5.3.2.5 must have read and know the club's alcohol policy
- 5.3.3 Ticket Sellers**
- 5.3.4.1 check legal proof of age identification
- 5.3.4.2 sell drink tickets (maximum of four per person at any one time) only to those who do not show sign of intoxication
- 5.3.4.3 at the request of customers redeem unused tickets for cash anytime during the event
- 5.3.4.4 along with the event supervisor are responsible for the security of money from ticket sales
- 5.3.4.5 screen for intoxicated persons and report them to the event supervisor
- 5.3.4.6 must have read and know the club's alcohol policy
- 5.3.5 Bartenders**
- 5.3.5.1 stock and serve alcohol, low alcohol beer and non alcoholic beverages
- 5.3.5.2 observe and report to the event supervisor any potential alcohol related problems including patrons who appear intoxicated
- 5.3.5.3 promote low alcohol or non alcohol alternates and food
- 5.3.5.4 must be trained in Smart Serve

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5 WORK INSTRUCTIONS (cont'd)

5.3 5.3.6 Security Staff

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

6 ASSOCIATED DOCUMENTS

- 6.1 OFSC's Blazing New Trails - A policy Workbook
- 6.2 Hospitality Industry Training Organization of Ontario Training Kit and Certification Kit

7 REVISION HISTORY

Name:	Number: 2000 - 003
Illegal Drinking and Impaired Driving and Riding	Revision Date:
Prepared by: Ray McChesney	Approved Date: April 12 / 2000

1 POLICY

The Tri Town Sno Travellers Snowmobile Club prohibits all impaired/driving/riding and illegal drinking anywhere on club maintained property or at club sponsored events.

2 PURPOSE OF THE POLICY

To provide a position on illegal drinking and impaired driving/riding on club maintained property or at club sponsored events.

3 DEFINITIONS - as described in Alcohol Policy number 2000 - 001, Section 3, subsections 3.1 through 3.10.

4 PROCEDURES

- 4.1 A safe transportation strategy, consisting of a designated driver program, offering a drive home program, using friends to drive others home, a posted sign providing phone numbers for taxis, will be offered and promoted for all events that involve alcohol.
- 4.2 Alcohol will only be served after all snowmobiling activities and events are finished for the day.
- 4.3 Reduce Impaired Driving Everywhere (RIDE) spot checks will be supported by the advising patrons to the possibility of being stopped by the police.
- 4.4 The club executive, event supervisor and permit holder will negotiate with neighbouring police or an appropriate security firm for additional security for each event where 350 people or more are expected to attend and alcohol is served.
- 4.5 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.
- 4.6 Club newsletters, bulletins, trail signs and other promotional materials will be used to remind trail users and those attending events held by the club that driving/riding while impaired and illegal drinking are not acceptable and violate the club's alcohol policy as well as Federal/Provincial laws.

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Legal Drinking and Impaired Driving and Riding	Revision Date:
Prepared by: Ray McChesney	Approved Date: April 12 / 2000

5 WORK INSTRUCTIONS

- 5.1 Police will be notified of all alcohol related events two weeks in advance.
- 5.2 Signs informing members and others about the club's policy on illegal drinking and impaired driving/riding will be posted in key highly visible locations, as per the following examples:
 - 5.2.1 No alcohol beyond this point
 - 5.2.2 Ride Safe Ride Sober
 - 5.2.3 Never Drink and Ride
 - 5.2.4 Shuttle Service Provided at Entrance
 - 5.2.5 Impaired Driving/Riding is against Club Policy
 - 5.2.6 Don't let a friend drink and ride
 - 5.2.7 Thank You for not drinking on our trails

6 ASSOCIATED DOCUMENTS

- 6.1 OFSC's Blazing New Trails - A Policy Workbook

7 REVISION HISTORY

This Policy has been approved and adopted as Club Policy at a regular meeting of the members of The Tri Town Sno Travellers, Snowmobile Club, held April 12 / 2000, in New Liskeard.

Motion By: Barry Musson

Seconded By: Marc Bouchard

Carried and Adopted April 12/2000

Reaffirmed Apr 24/2002 - TTST Annual Meeting

Re-affirmed April 16/2003 - TTST Annual Meeting