

Sale Pistol Club Inc Club and Liquor Management Plan March 2010

Preamble

The purpose of the Sale Pistol Club Inc. (hereinafter referred to as the Club) “Club and Liquor Management Plan” is to provide guidelines which mitigate the risks associated with the consumption of alcohol, and create an environment within which members, and visitors, of the Club may participate in the consumption of alcohol in a safe environment that aligns with harm minimization principles.

This Plan shall be read and applied in conjunction with the following documents and rules:

1. The basic rules of firearm safety. (A copy of these rules are attached at **“Appendix A”** A copy is also located in the Club’s Range Office or via the following link: <http://www.myclub.net.au/Portals/6/Firearm%20Safety%20and%20Usage%20Guide.pdf>)
2. Victoria Police Firearms Safety Course notes. (A copy of these notes is located in the Club’s Range Office or via the following link: http://www.police.vic.gov.au/files/documents/390_Firearms-Safety-Code.pdf)
3. Handgun Safety Awareness Course notes. (Available at Sale Pistol Club Homepage at; www.salepistolclub.org.au)
4. Sale Pistol Club Inc range rules. (Available at Sale Pistol Club Homepage at; www.salepistolclub.org.au)
5. Victorian Firearms Act 1996. (Available at; www.legislation.vic.gov.au)
6. Victorian Liquor Control Reform Act 1998. (Available at; www.legislation.vic.gov.au)

Copies of the above listed documents are available for member’s perusal at the Club Range Office.

(The above listed documents, with the exception of the Liquor Control Reform Act 1998, all prohibit a person from using a firearm whilst that person is affected by liquor).

1. Service of Alcohol

A copy of the publication “Liquor Licensing, A Guide to the Responsible Service of Alcohol” (Consumer Affairs Victoria) shall be kept at the Club bar for the information of appropriate members. This guide includes recognition of the 5 stages of intoxication, the recognition of under-age patrons, counseling of patrons, offering of non-alcoholic beverages, and refusal of service.

2. Staffing and General Instructions

- a) The Club shall be opened on each competition or practice day by an agreed member, and shut by an agreed member. The opening and closing procedures consist of nothing more than unlocking or locking the door, and disarming or arming the alarm system. A member familiar with the generators shall service them.
- b) The Secretary/Treasurer shall provide cash register change floats and Police paperwork for the recording of each attending member's activities.
- c) The bar shall be staffed by a member who holds RSA qualifications. Once bar staff have been advised that all ranges are closed, and that all firearms have been secured, the bar staff shall display a sign titled "BAR OPEN" in a prominent area. No alcohol shall be removed from its storage area until this sign is displayed. When the bar is closed, a sign titled "BAR CLOSED" shall be displayed and all alcohol shall be removed to its storage area.

3. Security

Police

In the event that a situation arises that may require Police involvement, contact Sale Police or ring 000 as appropriate.

4. Communications

The Club has a land-line phone service which does not depend on mains electricity. The Club alarm system operates via this line. GSM and 3G mobile phone coverage is also available in the area.

5. Incident Reports

Any incident relating to the use of liquor shall be documented at the earliest opportunity, by a Committee member familiar with the incident, and by the bar staff (if involved) and delivered to the Club Secretary for such further action as the Committee determines. An Incident Report Book is kept in the Club office to facilitate such reporting.

6. Signs of Intoxication and Drunken and Disorderly Individuals

Signs of Intoxication

The following table provides indicators of when a person may be showing signs of intoxication. Full details are provided at "**Appendix B**".

Noticeable changes in behaviour	Noticeable loss of co-ordination and other physical signs	Noticeable decrease in alertness
<ul style="list-style-type: none"> •Becoming loud, boisterous and disorderly. •Becoming argumentative •Becoming incoherent, slurring or making mistakes in speech •Becoming physically violent •Becoming bad tempered or aggressive or using offensive language •Exhibiting inappropriate sexual behaviour 	<ul style="list-style-type: none"> •Spilling drinks •Fumbling and difficulty in picking up change •Swaying and staggering and difficulty walking straight •Bumping in to furniture and other customers •Glassy eyes and lack of focus •Falling down •Vomiting 	<ul style="list-style-type: none"> •Rambling conversation •Loss of train of thought •Difficulty in paying attention •Not hearing or understanding what is said •Drowsiness or dozing off or sleeping while sitting at a bar or table
<p style="text-align: center;">Remember these signs are not exhaustive or, in a particular case, not necessarily conclusive of intoxication.</p>		

Drunk and Disorderly Individuals

- a) Any person who is considered to be intoxicated, drunk and/or disorderly by bar staff shall be refused service of alcohol. A responsible Committee member shall make arrangements to have that person conveyed to their home address and be placed into the care of a responsible adult. In the event that the situation cannot be resolved in this manner, local Police shall be contacted for assistance.
- b) Bar staff supplying alcohol in the Clubhouse shall ensure that due notice of drinkers' behaviour is taken, looking for those indications of intoxication detailed to them during their RSA course. Persons who display behaviour which, in bar staff's judgment, may indicate intoxication, shall immediately thereafter be refused the service of alcohol.
- c) Any person who fails to accept that judgment shall be directed to leave the premises. Depending on the severity of the incident, further action, such as barring that person from future participation at the Club may be considered by the Club Committee.
- d) Police shall be called if any person is deemed to be intoxicated or drug affected and is in possession of firearms, as this breaches Section 132 of the Firearms Act.

7. Administration Procedure

- a) All persons attending the range complex shall report to the administration office upon their arrival and sign the "Range Attendance Book". Members of this or other Pistol Clubs, if they intend to participate in competition or practice, shall also complete the Police-supplied Day Sheet, and, as necessary, their personal Police-supplied Participation Date Sheets.
- b) Members of the general public are ineligible to attend a pistol range except under specific conditions imposed by Victoria Police. If any member of the general public presents at the Club, whether on their own initiative or directed, or introduced by an

external source or a member, he or she shall produce acceptable identification to a Committee member, and sign the “Range Attendance Book”.

- c) If such person indicates that he/she wishes to shoot, then he/she shall also sign a Prohibited Persons Declaration. A licensed Club member shall direct all shooting practice by that person on a designated range, and maintain close one-on-one supervision.
- d) On completion of his/her shooting practice, the supervising member noted in the previous paragraph shall cause the visiting person to complete Form VP1120, recording the practice, and shall personally send the Form VP1120 to Licensing Services Division (Victoria Police) within seven (7) days.
- e) It shall be made clear to the visiting person that this shooting activity can only be carried out ten (10) times during that person’s lifetime without joining a Pistol Club. If the visitor is younger than 18 years, then the limit is reduced to three (3) times. Persons younger than twelve (12) years are forbidden by law to handle or use any firearm.
- f) Unless required for equipment control prior to or during the course of a target shooting match, under the direct supervision of a range official, or the conduct of firearms training courses, no firearms shall be brought into the Clubhouse.

8. Member Behaviour

- a) Required standards of behaviour on Club premises are defined in the Club Constitution, in the Liquor Control Reform Act, in the Firearms Act, and in the Firearms Safety Code. (Copies of the above listed documents are available for member’s perusal at the Club Range Office or via the following links: www.legislation.vic.gov.au and www.salepistolclub.org.au).
- b) Any person who breaches these standards shall be directed to leave the premises immediately.
- c) In the event that this person is a member, the Committee may take disciplinary action, which may include suspension or expulsion from the Club.

9. Amenity

- a) The licensee shall not cause or permit undue detriment to the amenity of the area to arise out of, or in connection with the uses of, the premises to which the licence relates during or immediately after the trading hours authorized by the licence.
- b) The nearest dwelling to the Range Leasehold is 800 metres distant. The nearest public building to the Range Leasehold is the Longford Primary School, and it is 6 kilometres distant.

10. Trading Hours

The Sale Pistol Club Inc. conducts pistol shooting matches and practice on each Wednesday and Saturday of the year. Trading hours shall be between the hours of 2:00pm and 7:00pm, Wednesdays and Saturdays.

11. Emergency Management Procedures

Appointment of Responsibilities

1. The Club Committee shall, from time to time, determine the appointment of members to various emergency positions. These positions shall include, but shall not be restricted to: Fire Warden, First Aid Officer and Safety Officer.
2. Chosen members shall be instructed in their emergency duties, and kept familiar with the contents of this Plan.
3. If a situation is observed that poses a threat to the safety or wellbeing of persons present in the Clubhouse, all persons present shall immediately vacate the Clubhouse by the double PA doors and gather in the car park to await instructions by a Committee member present at the time.
4. A copy of the Clubhouse Evacuation Plan shall be displayed in a prominent place in the Clubhouse.

Loss of Power or Presence of Fire

1. The Club produces its own electricity from one of two diesel generator sets. In the event of a power failure, a member familiar with the generators' operation shall go to the generator house to discover the problem. If possible he shall restore power by starting that machine or the second generator.
2. A handheld torch is kept inside the main access door of the Clubhouse.
3. Members who are present, and who have completed fire drills, shall take steps to extinguish any fire within the Clubhouse.
4. In the event of fire in the surrounding bushland call 000, request Fire Brigade attendance, and evacuate to Club property.

Location of Fire Fighting Equipment

Fire extinguishers are located as follows:

1. At kitchen entrance – soda acid (not for electrical or oil fires) type
2. At Clubhouse entrance door – dry chemical type
3. At rear Clubhouse wall adjacent to the refrigerator – CO₂ type
4. At generator house – dry chemical type

12. Crimes

Any crime or suspected crime committed on the Leasehold shall be reported to Police as soon as possible.

13. Smoking

Smoking is forbidden in the Clubhouse.

14. Under-age Members or Visitors

- a) Junior members of this, or other Pistol Clubs, or other persons under the age of 18 years, shall be accompanied at all time whilst within the boundaries of the Club complex by a responsible adult, in accordance with the provisions of the Liquor Control Reform Act 1998 and the Firearms Act 1996. Generally, this responsible person will be a parent or guardian who also holds a Handgun Licence.
- b) Any person who may be under the age of 18 years (in the judgment of the member serving alcohol) shall be refused service if he/she cannot prove their age as being 18 years or more,

15. Accidents, Illness etc

Actions taken in these events are detailed in the Sale Pistol Club Range Rules. A copy of which is available for member's perusal in the Club Range Office or on the internet at the Sale Pistol Club Homepage at; www.salepistolclub.org.au

16. Service of Alcohol

- a) Alcohol, other than that supplied by the Club, shall not be brought into or consumed within the Range complex.
- b) Alcohol shall not be removed from or consumed other than within the confines of the Clubhouse building (as delineated by the 'redline' area). No open alcohol containers shall be removed from the Clubhouse, but shall be disposed of by the bar staff.
- c) On days the range is in use, no alcohol shall be supplied by the Club until all shooting activities have concluded for the day, and all ranges have been inspected by a Committee Member or Range Officer, and closed. (A sign shall be displayed in a prominent position on each range declaring it to be closed after this inspection). Upon completion of these actions, a Committee member or Range Officer shall notify bar staff that the bar may be opened.
- d) On days the range is in use no alcohol shall be supplied by the Club until all firearms have been cleared, declared safe by range officials and removed and locked in safe storage. Safe storage means; locked in the firearm owner's vehicle in accordance with the guidelines given in the Handgun Safety Awareness Course. In the event that a person attends the range in a vehicle other than their own their firearm/s shall be locked in a vehicle belonging to a handgun licence holder
- e) At times when alcohol is available a selection of snack foods such as; pies, pasties, sausage rolls, biscuits, confectionery etc shall be made available. Soft drinks, water, tea and coffee shall be available at all times.
- f) No firearms shall be removed from their storage receptacle or brought into any range once the supply of alcohol has commenced.

17. Responsible Serving of Alcohol

- a) Any member or members selling alcohol shall have completed a TAFE course covering the responsible serving of alcohol (RSA). The Club Secretary shall hold a copy of the certificate. The Nominee is responsible for ensuring that all persons serving alcohol have completed the RSA course.

- b) This RSA training has given those members the skills necessary to recognize persons who exhibit signs of intoxication or drunkenness, or who may be under the age of 18 years.

18. Complaints

In the event that a person subject to disciplinary action makes a complaint as to his or her treatment, pursuant to an incident, he or she may, if a member of the Club seeks redress as provided by the Club Constitution.

19. General Complaints

All complaints shall be referred to the Committee of Management in the first instance. Details of any such complaint shall be recorded in the Incident Report book. The Club Committee shall determine further action in relation to any such complaints.

20. Review

This “Club and Liquor Management Plan” shall be reviewed annually to ensure that it remains effective, aligns to contemporary harm minimization principles, and continues to meet legislative requirements.

21. Relationship to Victorian Firearms Act 1996

Members of this and other Pistol Clubs have received instructions as to offences against this Act, including the relationship between firearms and alcohol. As new members are accepted into this or any other Pistol Club, these facts shall be given them. No firearm shall be used on the Club’s ranges in contravention of the Act, which includes possession of firearms by persons who are affected by alcohol. Specific offences are found at Section 132 (1) and Section 133 of the Firearms Act 1996. A copy of the relevant sections of the Firearms Act is attached at **“Appendix C”**.

22. Liquor Control Reform Act 1998

- a) A copy of this “Club and Liquor Management Plan” shall be displayed in a prominent place within the Clubhouse.
- b) Each new member who joins the Club shall be provided with a copy of this Plan, as part of the Club Induction package.
- c) Each existing member of the Club shall be provided with a copy of this Plan.
- d) A copy of this Plan shall be attached to the Club web page which is located at www.salepistolclub.org.au.

FIREARMS - SAFETY INFORMATION

Set out below are guidelines which describe responsible firearms ownership, possession and use.

The basic firearms safety rules are:

1. TREAT EVERY FIREARM AS BEING LOADED.
2. ALWAYS POINT FIREARMS IN A SAFE DIRECTION.
3. NEVER HAVE LOADED FIREARMS IN YOUR CAR, HOME OR CAMP.
4. IDENTIFY YOUR TARGET AND WHAT IS BEHIND IT.
5. NEVER FIRE AT HARD SURFACES OR WATER.
6. STORE FIREARMS AND AMMUNITION SEPARATELY.
7. NO ALCOHOL OR DRUGS WHEN HANDLING FIREARMS.
8. DO NOT CLIMB FENCES OR OBSTACLES WITH LOADED FIREARMS.

Further reference and information may be found at:

www.myclub.net.au/Portals/6/Firearm%20Safety%20and%20Usage%20Guide.pdf

**Liquor Licensing ‘Responsible Service of Alcohol’ Refresher Course –
Department of Justice – Consumer Affairs Victoria**

Liquor Licensing - Intoxication guidelines - January 2010

How to determine if a person is in a state of intoxication

The Director of Liquor Licensing issued in January 2007, these guidelines pursuant to Section 3AB (2) of the Liquor Control Reform Act 1998 (the Act) to help licensees serve alcohol responsibly. The guidelines contain information about how to determine if a person is in a state of intoxication and how to refuse service.

What is the law in Victoria?

The Act states it is an offence for a licensee or permittee to supply liquor to a person in a state of intoxication, or to permit drunken or disorderly persons to be on the licensed premises, or on any authorised premises.

A definition of intoxication is contained in the Act. Section 3AB (1) states:

For the purposes of this Act, a person is in a state of intoxication if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of liquor.

Intoxication

Not all people will be affected by alcohol in the same way and different amounts of alcohol can have a different affect depending on the person. Several factors, such as the amount of alcohol consumed, general state of health, gender, body weight, medications and food intake, affects the rate at which a person becomes intoxicated.

Alcohol is distributed throughout the water in the body, but not into fatty tissue. A person’s water content affects the rate at which alcohol is metabolised; the higher the water content, the more alcohol absorbed. For example, women, whose bodies typically have a lower percentage of water content, show signs of intoxication more quickly.

Signs of intoxication

There are many noticeable signs that a person may develop as they become intoxicated. As blood alcohol levels rise, differences can be noticed in co-ordination, appearance, speech and behaviour. An intoxicated person may show the following signs:

Noticeable changes in behaviour	Noticeable loss of co-ordination and other physical signs	Noticeable decrease in alertness
<ul style="list-style-type: none"> •Becoming loud, boisterous and disorderly. •Becoming argumentative •Becoming incoherent, slurring or making mistakes in speech •Becoming physically violent •Becoming bad tempered or aggressive or using offensive language •Exhibiting inappropriate sexual behaviour 	<ul style="list-style-type: none"> •Spilling drinks •Fumbling and difficulty in picking up change •Swaying and staggering and difficulty walking straight •Bumping in to furniture and other customers •Glassy eyes and lack of focus •Falling down •Vomiting 	<ul style="list-style-type: none"> •Rambling conversation •Loss of train of thought •Difficulty in paying attention •Not hearing or understanding what is said •Drowsiness or dozing off or sleeping while sitting at a bar or table
<p>Remember these signs are not exhaustive or. In a particular case, not necessarily conclusive of intoxication.</p>		

Other ways of determining if someone is intoxicated

Interaction with the person and their friends will help you determine whether someone is intoxicated and their level of intoxication.

Talk with the person, ask them questions such as:

- How much alcohol have they consumed?
- When did they last eat and how much?
- Whether they consider themselves intoxicated?
- Make further observations:
- Does the person smell of alcohol?
- When did the person enter the premises?
- What type of alcohol has been consumed?
- How much alcohol have you witnessed the person drink?
- If it is difficult getting a reasonable response from the person, talk to the people they are drinking with and ask similar questions. If the person has a medical condition or disability, it is likely that their friends will be able to tell you. Be sensitive to a person's right to privacy.

The answers to the above questions will help you form a 'reasonable' belief as to whether the person is intoxicated as a result of alcohol consumption.

Reasonable grounds for a belief

Remember, the law requires that you have 'reasonable grounds' for the belief that the person is intoxicated as a result of alcohol consumption. It is all right if you refuse service to a person on the basis of this belief, even if you are wrong.

Reasonable grounds for a belief is what a reasonable person would believe in the given situation, taking into account the relevant knowledge, facts you have and the circumstances you are in. A belief can be formed on the basis of observing the physical signs and symptoms, talking to the person and their friends, and then considering whether such symptoms could be the result of alcohol consumption or another condition.

Conditions that exhibit similar symptoms/signs to intoxication

In Victoria, it is unlawful to treat someone unfairly or discriminate against them on grounds of their actual or assumed disability. You need to be aware that certain types of disabilities can create the impression that a person is intoxicated.

Prior to refusing service on the basis that a person is intoxicated, you must be able to rule out various medical conditions and disabilities that cause symptoms similar to intoxication. For example, possible illness, injury or medical conditions such as brain trauma, hypoglycaemia or pneumonia.

Sometimes physical and mental disabilities can exhibit some of the same signs and symptoms as alcohol intoxication. An example of such a disability is Acquired Brain Injury which, among other things, affects gait, slurs and slows speech and affects motor responses, all of which can be characteristics of intoxication.

It is important that you consider the possibility of the existence of any of the above conditions prior to refusing service on the basis that a person is intoxicated.

How to help prevent intoxication:

It is your responsibility to prevent patrons from becoming intoxicated. There are things you can do to slow the intoxication process down, including:

- actively promote low alcoholic drinks, non-alcoholic drinks and food accompaniments
- wait for the patron to re-order, don't automatically fill up drinks
- slow service down – keep yourself busy attending to other patrons or cleaning
- point to the relevant sign outlining your responsibilities
- alert other staff, serve water with drinks and keep water available for patrons
- talk to the patrons to gauge the level of intoxication.

What to do if someone is intoxicated

It is against the law to serve alcohol to a person who is intoxicated. If you have reasonable grounds for the belief that someone is intoxicated, you must refuse service to that person.

When refusing service to a person:

- Use tact - politely inform the person you will not serve them any more alcohol. Don't speak to the person in front of others.
- Repeat firmly that by law they cannot be served another drink.
- Management policy may be to offer a non-alcoholic drink or to suggest ordering food.
- Notify the manager/licensee/supervisor or security. Also notify other bar staff that you have refused service to the person.
- If considered necessary, management may impose a short term ban.
- You should be sure of your reasons for refusal of service and these reasons should not be discriminatory. For example, race, sex, disability.
- A person has the right to take the matter to the Equal Opportunity and Human Rights Commission if they feel they have been subjected to discrimination.

Penalties

The State Government doubled the penalties for supplying alcohol to an intoxicated person. Licensees may be fined in excess of \$14,000 or be issued with an 'on the spot' fine through an Infringement Notice. It is also an offence for other persons to obtain alcohol or aid and abet an intoxicated person, with a maximum fine exceeding \$2,000.

Firearms Act 1997 - Sections 132 and 133

132. Offences about the carriage and the use of firearms

- (1) A person must not carry or use a firearm if that person is under the influence of intoxicating liquor or a drug.

Penalty: 120 penalty units or 2 years imprisonment.

133. Disposal of a firearm to person who is intoxicated

A person must not dispose of a firearm to a person whom the person disposing of the firearm reasonably believes to be under the influence of intoxicating liquor or a drug.

Penalty: 120 penalty units or 2 years imprisonment.