



Alcohol Serving Policy

Under the *Liquor Licence Act* and Regulations it is illegal to serve alcoholic beverages to persons under the age of 19 as well as to those who are visibly intoxicated. Members of the Club and their guests are reminded that it is their responsibility to drink responsibly. The *Liquor Licence Act* of Ontario also states in part that:

No person shall sell or supply liquor or permit liquor to be sold or supplied to any person who is or appears to be intoxicated. R.S.O. 1990, c. L.19, s.29.

The Board of Directors of the Club has instructed Club staff to ensure that we are always compliant with this law.

The following rules shall apply to all alcohol service on Club premises:

- All Club staff who serve alcoholic beverages to Members and guests are required to be trained in the “Smart Serve” program and shall be in possession of a Smart Serve Certificate at all times while working. This program trains servers to identify the signs of intoxication and defines appropriate quantities of alcohol that can be served over a period of time.
- Only Members and guests who are of legal drinking age may be served. When the age of an individual is in doubt, the individual(s) will be required to provide proper proof of age identification to the server.
- Self-service of alcohol by Members or guests is not permitted.
- Members and guests may not take alcoholic beverages purchased on Club premises off of those premises; Members and guests are also not permitted to bring alcoholic beverages purchased off of Club premises onto Club premises.
- Persons who, in the opinion of the server and management, appear to be intoxicated will be refused alcoholic beverage service.
- Driving while intoxicated is illegal. Any individual who appears intoxicated and who appears to intend to drive will be asked to surrender his or her car keys to Club staff and the Club will provide for one of the following arrangements:
 - The Club will make arrangements with a friend or family member of the apparently intoxicated individual to drive them home.
 - The Club will arrange for the apparently intoxicated individual to take a taxi home. If the individual does not have money for a taxi, the Club will cover the cost of a taxi ride home for the first occurrence. If necessary, on subsequent occurrences the cost of the taxi ride home will be provided by Club staff and billed to the individual’s account.
- When an apparently intoxicated person who has been refused alcoholic beverage service, or who intends to drive, refuses to co-operate with staff efforts to manage the safety concerns for that person and others, the police may be contacted.
- Whenever alcoholic beverage service is refused due to visible intoxication, or where staff has taken any steps for the safety of an intoxicated person or the public, an Incident Report will be recorded and submitted to the General Manager for immediate follow-up. This report will include the following information:
 - The individual’s name, member number or other club details, date and time of the incident as well as the server’s name.
 - Full description of the incident will be recorded; including the type and quantity of alcoholic beverage served and consumed, the individual’s reaction to denial of service, and all steps taken by staff.
 - The Board of Directors will receive a quarterly report from the General Manager summarizing all such incident reports and advising as to the outcome of Club actions. Where an incident occurs in which Club staff is required to contact the police, the General Manager shall immediately inform the Club President.

All Members and guests must cooperate with the staff in the enforcement of this Policy. All Members of the Club are equally responsible for and encouraged to assist each other with the enforcement of this Policy. The Board has developed this Policy to ensure that Club is compliant with the law and in what it believes to be the best interests of the Club, its Members, and their guests.