

ONTARIO COMMUNITY COUNCIL ON IMPAIRED DRIVING (OCCID)

ALCOHOL POLICY AT OCCID EVENTS

BACKGROUND

At some OCCID sponsored events such as the annual conferences, dinners or golf tournaments, alcohol may be served or sold in conjunction with the event. Alcohol availability and consumption, however, plays a very minor part at OCCID events and given our mission, every reasonable step possible will always be taken to prevent drinkers at OCCID events from driving. In other words, if you drive away from an OCCID event, you are sober.

GOALS OF THE POLICY

OCCID is not against the use of alcohol when it served and used in a safe, responsible and legal manner. However, given OCCID's deep and uncompromising concern about driving while impaired, the goals of this policy are:

- to ensure that those who consume alcohol at OCCID events do not drink and drive;
- to keep drinkers and the people they come in contact with, safe and out of harms way;
- to reduce, if not eliminate the risk of being sued;
- to establish rules for the safe and legal service of alcohol at all OCCID events.
- to set a good example that other community organizations can follow if they provide alcohol.

Abiding by the rules set out in this policy will increase the likelihood of achieving the goals and will contribute to the success of OCCID events and the enjoyment of OCCID event participants.

POLICY COMPONENTS

A. Approval of alcohol service at all OCCID events

1) All requests to have alcohol service sponsored by, arranged for and/or paid by OCCID at its events (e.g. the annual conference, fundraising events such as dinners or golf tournaments) must be presented to the OCCID Board of Directors for approval.

2) Organizers of an OCCID event in which the event is supported in whole or in part by government funding will inform the government granting body of the intention to serve alcohol at the event.

B. Alcohol Service Categories

Alcohol service (as per A. 1) above) falls under three categories. They are:

1. The alcohol service is catered and provided by a Liquor License Act licensed facility such as an hotel or restaurant.

2. The alcohol service is provided in a facility licensed for a Special Occasion Permit (SOP) event. In this situation, the SOP applicants are responsible for serving alcohol.

3. Other alcohol service

In this category, OCCID does not sponsor nor arrange for the alcohol service at the OCCID event, but alcohol is available elsewhere in the facility where the event is taking place.

C. Rules applied to alcohol service by a catered licensed facility (B.1 above)

1. The Board of Directors will designate a minimum of two (2) OCCID members and/or stakeholders to act as event coordinators. Event coordinators perform the following tasks:

- Communicate to the caterer that alcohol sold at the event must be done so in strict adherence to the Liquor License Act of Ontario
- Attend the event to ensure that the above requirement is adhered to and to encourage drinkers to drink safely
- Recruit additional volunteers as required to help oversee the event and ensure the safe and legal service of alcohol.
- Advise the volunteers of the contents of this policy and meet with the volunteers and the caterer prior to the event to review the policy and to determine how to deal with problems and difficult situations if these arise.
- Oversee the event and take responsibility to close the bar if violations to the spirit and letter of this policy are broken (e.g. someone is becoming intoxicated, is troublesome, rowdy or violent).
- Confirm in conjunction with the Board, that sufficient general and D&O liability insurance is in effect. Additionally, make sure the owner of the facility also has sufficient liability insurance.
- Discourage drinkers from driving from the event until they are absolutely sober.
- If necessary, arrange alternate transportation and/or call the police to prevent a participant from driving while impaired.
- Place the OCCID safe alcohol consumption sign in a prominent location near the bar and in a table tent format on tables (see no. 12 below).
- Write a brief report to the Board after the bar is closed (or soon after) to advise the Board on how well the event went and especially to note if there were any problems encountered and how they were resolved. The report will be delivered to the OCCID president within 24 hours of the event's conclusion.

2. Alcoholic drinks must be sold, not provided for free.

3. A maximum of two (2) alcoholic drinks will be sold to any individual customer at one time. Drink tickets (if they are used) can be redeemed for a cash refund, whenever alcohol is available for sale.

4. Alcoholic drinks must be standard drink portions. A standard drink equals 12 ounces of regular strength beer (5% alcohol) or 5 ounces of table wine (12% alcohol) or 1.5 ounces of 80 proof spirits, which indicates that 40% of the contents of the drink (or bottle) contains alcohol.

5. No person will be allowed to drink to intoxication or beyond.
6. However unlikely, no person who has been consuming alcohol and is intoxicated will be allowed to drive away from the event in such condition. Alternate transportation will be provided or arrangements will be made for the person to be taken care of until they are sober. The police will be called if necessary.
7. Non alcoholic drinks must be available for free.
8. Food snacks must be served.
9. There will be no last call.
10. Only persons of legal drinking age will be served alcohol.
11. Prior to the opening of the bar, an announcement will be made inviting attendees to purchase alcoholic drinks and to remind people, that except for non-alcoholic drinks, also available, if they are going to be driving, they are not to be drinking.
12. The sign (see C.1. above) will read as "OCCID is deeply committed to seeing an end to drinking and driving. Therefore, if you plan to drive, please do not drink alcohol. Instead, enjoy the complimentary non-alcoholic drinks and snacks we are pleased to provide to you. OCCID"
13. Event coordinators and volunteers are prohibited from consuming any alcohol during the day of the event, regardless of where the alcohol is obtained.
14. Event coordinators will anticipate the number of people who will attend the event and recruit a sufficient number of OCCID volunteers to supervise and manage the event safely.

D. Rules applied to alcohol service at a Special Occasion Permit (SOP) event. (B.2 above)

1. The Board of Directors will designate two (2) OCCID members to act as the SOP event coordinators. SOP event coordinators will perform the following tasks:
 - One coordinator will complete and sign the SOP application. The other will be named as his/her alternate. Both will attend the event and one or the other will be in charge of the event at all times.
 - Communicate to all SOP staff that alcohol sold at the event must be done so in strict adherence to the Liquor License Act of Ontario. (see 5 and 6 below)
 - Encourage drinkers to drink safely.
 - Recruit volunteers and/or hire paid staff at a rate of remuneration approved by the Board as required to serve alcohol, non-alcohol drinks and food.
 - Oversee the event and ensure the legal and safe service of alcohol.
 - Advise volunteers and paid staff of the contents of this policy and meet with the same prior to the event to review the policy and to determine how to deal with problems and difficult situations if these arise.
 - Oversee the event and take responsibility to close the bar if violations to the spirit and letter of this policy are broken (e.g. someone becomes intoxicated, is troublesome, rowdy or violent).
 - Confirm in conjunction with the Board, that sufficient general and D&O liability insurance to cover the SOP is in effect. Additionally, make sure the facility owner also has sufficient liability insurance.
 - Discourage drinkers from driving from the event until they are absolutely sober.

- ❑ If necessary, arrange alternative transportation and/or call the police to prevent a participant from driving while impaired.
- ❑ Place the OCCID safe alcohol consumption sign in a prominent location near the bar and in a table tent format on tables (see no. 12 below)
- ❑ Write a brief report after the bar is closed (or soon after) to advise the Board on how the event went and especially to note if there were any problems encountered and how they were resolved. The report will be delivered to the OCCID president within 24 hours of the event's conclusion.

2. Alcoholic drinks must be sold, not provided for free.
3. A maximum of two (2) alcoholic drinks will be sold to any individual customer at one time. Drink tickets (if they are used) can be redeemed for cash refund whenever alcohol is available for sale.
4. Alcoholic drinks must be standard drink portions. A standard drink equals 12 ounces of regular strength beer (5% alcohol) or 5 ounces of wine (12%) or 1.5 ounces of 80 proof spirits, which indicates that 40% of that drink (or bottle) contains alcohol.
5. No person will be allowed to drink to intoxication or beyond.
6. However unlikely, no person who has been consuming alcohol and is intoxicated will be allowed to drive away from the event in such condition. Alternate transportation will be provided or arrangements will be made for the person to be taken care of until they are sober. The police will be called if necessary.
7. Non alcoholic drinks must be available for free.
8. Food snacks must be served.
9. There will be no last call.
10. Only persons of legal drinking age will be served alcohol.
11. Prior to the opening of the bar, an announcement will be made inviting attendees to purchase alcoholic drinks and to remind people, that except for non-alcoholic drinks, also available, if they are going to be driving, they are not to be drinking.
12. The sign (D.1. above) will read as "OCCID is deeply committed to seeing an end to drinking and driving. Therefore, if you plan to drive, please do not drink alcohol. Instead, enjoy the complimentary non-alcohol drinks and snacks we are pleased to provide to you. OCCID"
13. Event coordinators, volunteers and paid staff are prohibited from consuming any alcohol during the day of the event, regardless of where the alcohol is obtained.
14. Event coordinators ensure that the SOP physical setting is safe for everyone in attendance.
15. Event coordinators take steps to ensure that guests are prevented from engaging in activities that can harm themselves or others.
16. Event coordinators will anticipate the number of people who will attend the event and then recruit sufficient paid staff and volunteers to supervise and manage the event safely.

E. Rules applied to alcohol service available at a facility where an OCCID event is taking place (see Policy Component B. 3., other alcohol service)

The organizers of the event will designate a person(s) to:

1. Acknowledge publically at the OCCID event that alcohol is available in the facility (e.g. at a commercial bar).
2. Remind event participants that if they consume alcohol, to do so safely and responsibly and never drink then drive.
3. If necessary, take steps to prevent event participants from driving while impaired. Arrange alternate transportation. If necessary, call the police. (The rationale for this is simple; OCCID friends do not let other OCCID friends drink then drive).

F. Paid Staff

The event coordinators have the option to hire staff to work at the SOP event at a rate of remuneration approved by the Board of Directors. Paid staff include:

1. Bar tenders and servers

Bar tenders and servers must have Smart Serve certification. They must serve alcohol in strict compliance with all the rules outlined in this policy.

2. Security Staff

Security staff assist the coordinators, paid staff and volunteers to keep the event safe, intervene in potentially problematic situations (e.g. scuffles, fights), deny entry to rowdy, intoxicated or troublesome persons and carefully and peacefully eject persons from the event if called upon to do so.

G. Unpaid Event Volunteers

The event coordinators have the option to recruit volunteer staff to work at the SOP or catered event.

1. Volunteers will perform the following roles:

Door workers. These persons will: collect tickets at the door, check ID as necessary, deny entry to troublesome persons, use all reasonable measures available to ensure that no one leaves intoxicated.

Ticket sellers. These persons will: sell drink tickets and observe drinkers for signs of intoxication, refusing sale of drink tickets to those whom have had enough.

Floor workers. These person will: clear tables, "go for" whatever is needed, observe for signs of intoxication, communicate risky situations to the coordinators and other staff that require attention.

Kitchen workers. These persons will prepare and serve/sell food.

Policy Approval and Review

The OCCID Board of Directors has approved this policy on November 12, 2002.

It will be reviewed annually and the OCCID Board of Directors will then make revisions as necessary.