



BEAUTIFUL EASTERN ASSOCIATION OF SNOWMOBILE TRAILS

Alcohol and Drug Management Policy

The BEAUTIFUL EASTERN ASSOCIATION OF SNOWMOBILE TRAILS (BEAST) presents this revised Alcohol and Drug Management Policy to include guidelines for managing alcohol and drug use. This policy is designed to aid in the management of both drugs and alcohol on association-maintained property and at association-sponsored events. This policy is unique to the BEAST and supports responsible management practices for social events held on association-maintained property or events held by the association. Through this policy, the association wishes to reduce and avoid drug and alcohol-related problems that could result in injury or harm, as well as civil litigation being directed at the association, association members, volunteers and others. References to impairment should be interpreted and apply equally regardless of method of impairment whether drug or alcohol. As legalization of cannabis is implemented, and its impact is better understood, this policy should evolve to encompass issues unique to the newly legalized substance. The use of cannabis at any time should be in accordance with all applicable Canadian laws.

The following individuals contributed to the development of these policy statements, management practices and implementation activities.

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Alcohol Policy Committee Chairperson

Association President

Adopted Date



Policy Statement #1

Intoxication

When BEAST provides alcohol or allows an alcohol related event to be run on or off association-maintained property where alcohol may be legally consumed, association members, volunteers and/or other event workers will not serve any participant to the point of intoxication, or any participant who is already intoxicated, has a past history of getting drunk and being troublesome, or is under the legal drinking age. This policy statement will be achieved through the following management practices.

Management practices for operationalizing Policy Statement #1

- During an event, if tickets are sold for the purchase of alcohol, no more than 4 tickets will be sold to any person at any time. Likewise, if alcohol is sold without tickets, no more than 4 drinks will be sold at any one time.
- If alcohol is served, non-alcoholic beverages will also be available, free of charge or a request for donation may be displayed (donation cost to be substantially lower than regular strength alcohol drinks).
- When alcohol is available, only standard-sized drinks (or less) will be served.
- Appropriate food (light meals) will be available.
- All alcohol beverages will be served in paper or plastic containers only.
- There will be no “last call”
- At the request of the ticket holder, tickets will be redeemed for cash during the event.
- Only those aged 19 years or older will be able to purchase tickets or consume alcohol. Government issued ID will be required for person(s) appearing to be 25 years of age or younger. The following will be accepted as proof of age:
 - age of majority card
 - photo driver's license identification
 - passport
 - photo identification Canadian Citizenship card
 - Canadian Armed Forces card
 - photo BYID (Bring your ID) card issued by the LCBO



Implementation Activities

1. Signs with the following wording will be posted in key locations to ensure that all participants are aware of the association's policy on intoxication and on not serving minors, and to remind association members and servers of their responsibilities:

Statement of Intoxication

"The BEAST 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."

Underage Drinking

"You must be 19 years of age or older to be served alcohol. Proof of age, by an age-of-majority card, photo driver's license or other Government issued photo identification will be requested for persons appearing to be 25 years of age or younger"

The Special Occasion Permit will also be posted in front of the bar.

2. Prior to and during the event, the event supervisor and/or permit holder will ensure the following that the bar stock contains a variety of beverages, including non-alcoholic beverages that are promoted; that paper or plastic containers are used to serve all drinks; and that no extra-strength beer or extra-strength drinks are served.
3. Reasonably priced food such as sandwiches, pizza, cheese and meats will be available, visible and promoted.



Policy Statement #2

Illegal drinking and impaired driving/riding

The BEAST prohibits all impaired driving/riding and illegal drinking anywhere on association-maintained property and at association-sponsored events through the adoption of the OFSC Zero Tolerance policy/program. This policy statement will be achieved through the following management practices.

Management practices for operationalizing Policy Statement #2

- A safe transportation strategy, consisting of a designated driver program, a posted sign providing phone numbers of taxis and a safe lock-up area (where required) so that snowmobiles can be left overnight, will be offered and promoted for all events that involve alcohol service.
- Alcohol will be served only after all snowmobiling activities and events have finished for the day
- Reduce Impaired Driving Everywhere (RIDE) spot-checks will be supported by advertising patrons to the possibility of being stopped by police.
- The association 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.
- All association members will be encouraged to report to the appropriate authorities, people who drive their vehicle or snowmobile while impaired or who drink illegally on association-maintained facilities or association-maintained trails.
- Association brochures, newsletters, trail signs and other promotional materials will be used to remind trail users and those attending events held by the association or on association property that driving/riding while impaired and illegal drinking are not acceptable and violate the association's alcohol policy as well as federal/provincial laws.



Implementation activities

1. Discussions will be held with appropriate police and/or security agencies to provide input on what type of security arrangements would be best for the club during where alcohol or cannabis may be legally consumed at social events held on association-property or on association-rented facilities.
2. The association will discuss with local police how to report and deal with impaired drivers.
3. Police will be notified of all social events where alcohol may be present events two weeks in advance and will be requested to set up RIDE spot-checks where more than 350 people are expected to participate in the event where alcohol may be served.
4. The following 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 when/where applicable:
 - “No alcohol beyond this point”
 - “Your local police thank you for helping to reduce impaired driving everywhere. We look forward to personally thanking you at spot-checks for leaving this event as a safe and sober snowmobiler/driver.”
 - “Thanks for being a safe and sober driver on our trails by not drinking alcohol while riding”
 - “As part of our safe transportation strategy, all designated drivers will be provided with coffee and pop free of charge or with a minimal donation to cover cost, provided that they drink no alcohol”
 - “Thank you for not drinking on our trails”
5. The association's safe transportation strategy will be implemented for each event.
6. All promotional materials for this aspect of the policy will be designed, produced/printed and distributed/posted.
7. Event workers and supervisors will meet prior to each social event where alcohol/cannabis may be present to review this policy and discuss ways in which they will manage the event and deal with someone who becomes intoxicated, drinks illegally or tries to drive/snowmobile while impaired.



Policy Statement #3

Event workers, job duties and training

All events sponsored by the BEAST or held on association property at which alcohol is available will be staffed with *Smart Serve*-trained (or other LLBO-approved training curriculum) supervisors, bartenders and event workers. This policy statement will be achieved using the following management practices.

Management practices for operationalizing Policy Statement #3

- For each event, the executive will designate an event supervisor and an alternate. The selected event supervisor along with the association executive will recruit volunteers to be event workers. Depending on the event's size, the following additional positions will be filled: floor supervision, door (entrance to the event) supervisors, ticket sellers, bartenders and additional security.
- Either the permit holder or the event supervisor will be authorized on behalf of the association to shut down the function or correct a violation of the association's policy. In the event that the matter cannot be controlled, police will be called for assistance.
- Event staff will perform the following roles:
 - Event Supervisor (and his or her alternate):
 - Has the overall responsibility for organizing and managing the event (meaning that he or she, along with the association's executive, recruits event workers, selects trained people if possible, ensures that food and non-alcoholic drinks are available and that all others aspects of the association's alcohol policies are adhered to)
 - Typically applies for and signs the SOP and/or signs a rental agreement/contract to use another facility
 - Must be trained in *Smart Serve* and/or any other LLBO-approved training curriculum
 - Must have read and must know about the association's alcohol policy
 - Floor (area) supervisors:
 - Are responsible for monitoring what happens at the event and outside of the event (e.g. in the parking lot) to ensure that all activities comply with this policy.
 - Report any potential problems, policy infractions or violations of the law to the event supervisor.
 - While walking the floor, intervene and remove underage drinkers; remove or cut-off intoxicated and/or troublesome individuals; find alternate transportation for those who have had too much to drink; promote food and non-alcoholic beverages; seek assistance from the event supervisor and/or security.
 - Act as a back-up for the event supervisor and other event workers.
 - Must have read and must know about the association's alcohol policy.



- Door supervisors:
 - Supervise the entrance and all exits to check for identification and prevent rowdy or intoxicated persons from entering.
 - If room permits, operate a coat-check system (to eliminate illegal alcohol from being hidden and brought onto the premises)
 - Check legal proof-of-age identification on persons appearing to be 25 years of age or younger.
 - Must be trained in *Smart Serve* and/or any other LLBO-approved training curriculum
 - Must have read and must know about the association's alcohol policy.
- Ticket Sellers:
 - Check legal proof-of-age identification on persons appearing to be 25 years of age or younger.
 - Sell drink tickets (maximum of 4 per person at one time is recommended) only to those who do not show signs of intoxication.
 - At the request of customers, redeem unused tickets for cash anytime during the event.
 - Along with the event supervisor, are responsible for the security of money from ticket sales.
 - Promote low-alcohol or non-alcohol alternatives
 - Screen for intoxicated persons and report them to the event supervisor.
 - Must be trained in *Smart Serve* and/or any other LLBO-approved training curriculum
 - Must have read and must know about the association's alcohol policy.
- Bartenders:
 - Stock and serve alcohol (no more than 5% beer), low-alcohol beer and non-alcoholic beverages.
 - Observe and report to the event supervisor any potential alcohol-related problems, including persons who appear to be intoxicated.
 - Promote food and non-alcoholic beverages.
 - Must be trained in *Smart Serve* and/or any other LLBO-approved training curriculum.
 - Must have read and must know about the association's alcohol policy.
- Security Staff:
 - Are hired by the event supervisor and provide additional support to event staff.
 - Monitor the event by walking around and observing activity
 - Take preventive action, rather than wait for an alcohol-related incident to erupt.
 - Perform the same duties as the floor supervisor.
 - Intervene if problems surface.
- A meeting of all event workers will be held prior to each event to clarify roles, responsibilities and how to manage someone who becomes intoxicated, drinks illegally or tries to drive/snowmobile while impaired.
- The event supervisor, permit holder and his or her designate (who has signed a form consenting to act in that capacity) will not consume any alcohol prior to or during the event. All other event workers will not consume alcohol prior to the event, prior to their shifts or during their shifts.



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- All persons designated as event supervisors, bartenders and ticker sellers along with the permit holder (and his or her designate), must attend and successfully complete the *Smart Serve* course and/or any other LLBO-approved training curriculum.
 - At least 50 % of all other event workers at any single event must attend and successfully complete the *Smart Serve* course and/or any other LLBO-approved training curriculum where alcohol is available.

Implementation activities

1. At least yearly, the association will generate a list of persons who can perform the duties of an event supervisor.
2. For each event, the executive and the event supervisor will determine the number and type of event workers required (in keeping with the association's alcohol policy) and will recruit appropriate members for these roles.
3. The association will offer a *Smart Serve* course and/or any other LLBO-approved training curriculum on a regular basis, depending on the association's needs.
4. The association will prepare and keep a list of names, addresses and phone numbers and certificate numbers of all association members and volunteers who have been certified in *Smart Serve* and/or any other LLBO-approved training curriculum.
5. All event workers will be informed of their roles, responsibilities and legal obligations.
6. All event workers will sign off that they have read and understood the policy and agree to perform their duties in keeping with the policy.
7. For all events requiring security, a letter will be sent to police or the security firms being used outlining the date and time of the events, agreed-to costs, a copy of the policy and the duties they are expected to perform.



Policy Statement #4

Insurance

For every alcohol-related event sponsored by the BEAST or held on BEAST property, the organizing group or individuals hosting the event will provide the executive with proof that \$2 million of liability insurance has been purchased specifically for that event.

Management practices for operationalizing Policy Statement #4

- All event workers will be informed of their legal obligations and responsibilities, as well as how they are covered under insurance, during functions where alcohol is available.
- An information session will be held once every two years for all club members or organizations renting the clubhouse to ensure that they understand their liability and the importance of adequate insurance coverage.

Implementation Activities

1. The association will explore – with the OFSC (Ontario Federation of Snowmobile Clubs), the association's insurance broker and others (such as PAL- Party Alcohol Liability Insurance Policy) – the best insurance rates and coverage that can be obtained for events.
2. Each alcohol-related event will be reviewed to ensure that a minimum of \$2 million insurance coverage.
3. The association will host an information meeting to educate members about legal liability, responsibility when serving alcohol, the association's policy and the reasons for insurance. The association will contact where possible, speakers for this meeting and will publicize the event among members.
4. All renters of club facilities/property will submit written proof of required levels of insurance coverage as part of their rental application.
5. Association insurance coverage will be reviewed by each incoming association executive to ensure that members' needs are met.



Policy Statement #5

Alcohol advertising and sponsorship

The BEAST will support the promotion of health and safety messages on association property or on association-maintained trails and will prohibit alcohol manufacturer's materials that promote alcohol products or encourage drinking on all association property and/or association-maintained trails.

Management practices for operationalizing Policy Statement #5

- The association will post the following signs/messages, consistent with the association's policy to promote health and safety:
 - “Thanks for being a Sober Rider”
 - “Ride Safe, Ride Sober”
 - “Zero Tolerance”
- All advertising of events sponsored by the association or held on club property will be in compliance with LLBO requirements.
- Alcohol manufacturers will not be allowed to advertise or distribute free samples of their products, including alcohol and promotional materials (such as hats and T-shirts), on association property or at association events.
- Sponsorship by alcohol manufacturers will not be accepted by the association for its snowmobile-related events.

Implementation activities

1. The association will identify locations where health and safety messages and signs can be placed.
2. When approached by alcohol manufacturer's representatives, the association executive will state to association's position on advertising, displaying or giving away products on association-maintained property or at association sponsored events.
3. Alternate fund-raisers or sponsors for events other than the alcohol industry will be pursued.
4. Association members will be asked for an alternate fund-raising or sponsorship ideas for association events.



Policy Statement #6

Alcohol-related events – locations and types

Policy statement #6A – Indoor events

The BEAST will allow alcohol at association events or at events held on association property, provided the event is held under the auspices of a Special Occasion Permit (SOP) or is a “Catered” event with staff trained in the *Smart Serve* program; the event is held indoors; and the location of the event is equipped with a kitchen and washroom; is accessible by road and meets all health, fire and LLBO requirements.

Management practices for operationalizing Policy Statement #6A

- For events held on association property, the association will meet with officials from the local health unit and fire department and the LLBO inspector to determine the types of events that would be suitable for association property. The BEAST clubhouse is suitable only for alcohol-related events not exceeding 50 people.
- For all events if snowmobiles can be driven to the event, the site chosen must be situated away from dense (high traffic) roadways. At the same time, the site must be accessible by car.

Policy statement #6B – Outdoor events

Outdoor areas on association-maintained property are not eligible for SOP events.

Policy statement #6C – Family and youth events

The BEAST deems that all family and predominantly youth events, including youth banquets, as unsuitable for alcohol use.



Policy Statement #7

Impairment - Fatigue, Alcohol, Medications (used legally or illegally), Cannabis (recreational or therapeutic), or any other substance.

BEAST is accountable to create a safe environment for employees, contractors, volunteers, and members of the public. This duty includes addressing any issue that may impair an employee's or volunteer's ability to perform their work functions responsibly.

All individuals working at the BEAST (including volunteers, employees and contractors) are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications, or any other substance situation, or issue that may impair judgment or performance.

Management practices for operationalizing Policy Statement #7

- BEAST has taken the position that the presence of illicit drugs, recreational drugs and alcohol on the worksite is not permitted.
- No one must be impaired, due to either fatigue, alcohol, medications, cannabis, or any other substance at association events or at events held on association property, or when operating heavy equipment (including groomers and tractors), vehicles, chainsaws (and other related tools).

Implementation Activities

1. The supervisor must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the workplace.
2. Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others. This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired.
3. Supervisors are to identify and handle all situations promptly where there are concerns about an individual's ability to perform his or her job safely.
4. Employees, contractors or volunteers must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication.
5. Employees, contractors or volunteers have a duty to perform their job safely. This duty includes the need to understand their job and the impact that using substances (medical/therapeutic or non-medical) could have on their safety and the safety of others.
6. If anyone suspects impairment in others or wishes to report their own inability to work safely, this concern should be reported to the supervisor or delegated persons.



7. Employees, contactors or volunteers who are assessed and suspected to be impaired while at work will be sent home immediately. Transportation will be arranged. The supervisor is responsible for documenting any incidence of suspected impairment.
8. Employees, contactors or volunteers are encouraged to inform their supervisor or another named person(s) about any situation that may compromise their safety or the safety of others, or impair their performance.
9. Employees, contactors or volunteers shall advise their supervisor whenever they have any concerns about their colleagues' fitness or duties.



Policy Statement #8

Policy infractions and enforcement

The BEAST will implement the following general protocol for infractions of the alcohol policy by individuals and event organizers /sponsors:

Policy Infraction	Policy Statement #1: Intoxication*	Policy Statement #1: Intoxication*
By Whom	Individual snowmobiler	Event Organizer/Sponsor
Type of Incident	Drinking on the trails	Selling alcohol to minors
Response to 1 st Offence	<ul style="list-style-type: none"> • Issue a verbal warning • Provide information on the association policy • Offer safe transportation home • If refused, contact the appropriate authorities • Keep a written record of the incident and response in the association's files (ORS if required) 	<ul style="list-style-type: none"> • Issue a verbal warning • Provide information on the association policy • Follow-up with a written warning • Keep a written record of the incident and response in the association's files (ORS if required)
Response to 2 nd Offence	<ul style="list-style-type: none"> • Follow-up with a written warning • Keep a written record of the incident and response in the association's files (ORS if required) 	<ul style="list-style-type: none"> • Issue a written notice to deny further use of association facilities • Call the LLBO to report sponsor's/organizer's conduct • Keep a written record of the incident and response in the association's files (ORS if required)
Response to 3 rd Offence	<ul style="list-style-type: none"> • Issue a written notice to deny further use of association facilities or trails • Keep a written record of the incident and response in the association's files (ORS if required) • Notify the OFSC 	

* The BEAST will follow the same general protocol for all infractions of the association's alcohol policy. These protocols will be reviewed yearly.



Implementation activities

1. The executive will keep records of anyone who violates the association's alcohol policy and the consequences that have been instituted.
2. The executive will hold a meeting with the appropriate authorities (such as police, OFSC) to determine what penalties apply, or can be applied to those who violate the law and this policy.
3. The membership will be asked for their input about the proposed penalties before the executive approves the penalties.
4. The penalties that are ultimately chosen will be incorporated into the alcohol policy.
5. The penalties will be broadly publicized so that members and others will know what will happen, if there are violations.



Policy Statement #9

Event approval, policy implementation, monitoring and revisions

Policy Statement #9A – Event approval

The executive of the BEAST will be responsible for deciding whether to approve alcohol related events held on association-maintained property or on behalf of the association.

Management practices for operationalizing Policy Statement #9A

- All persons who have approval by the executive to sponsor an event on association property or on behalf of the association will sign an agreement that states they have read the policy they understand it and they will comply with it. A copy of the association's policy and this agreement will be given to the person who signs the agreement. The original document will be stored in the association executive's files.
- The association will keep track of all alcohol related events held on association property or sponsored by the association and will assess each event after it has been held.

Implementation activities

1. A specified time will be set by the executive for presentations on proposed alcohol-related events.
2. A tracking system will be setup to record all event requests and the outcome of each event. One person from the executive (Secretary) will be responsible for keeping these records – which will be factual, non-libellous and confidential. Only general discussions will appear in the association minutes.

Policy Statement #9B

Policy Implementation

Upon executive approval of this policy, the BEAST will develop a plan to implement association's policy changes or modifications and update members on a yearly basis.

Management practices for operationalizing Policy Statement #9B

- If necessary, the policy committee will continue and possibly expand its membership to prepare a written policy implementation plan that would address changes or modifications to this policy.
- All implementation activities for each policy statement change or modification that has been accepted will help form the foundation of the implementation plan.



- The initial implementation plan, as well as updated, yearly implementation plans, will be approved by the association executive prior to implementation.

Implementation activities

1. A list of those who should receive the actual policy and other materials will be generated.
2. The policy will be printed for distribution.
3. Various avenues for informing members and others will be used. Website postings, newsletter, signs in the clubhouse and on the trails, and other means will be used.

Policy Statement #9C

Policy Monitoring and Revisions

Once the BEAST Alcohol and Drug Management policy has been approved, the association executive will review it on an annual basis as part of the OFSC LAAP (Liability Avoidance Action Plan) activities. Any revisions to the policy will be made by the executive and will be based on input from event workers, association members and others as appropriate.

Management practices for operationalizing Policy Statement #9C

- The executive will designate someone to be responsible for the reviewing and monitoring the implementation.
- A specific period of time will be set for others (e.g. association members, event workers) to talk about the policy and suggest ways to improve it.

Implementation activities

1. The executive will devise a plan to obtain feedback and input from members and others.
2. Proposed changes, including those suggested by the executive, will be reviewed by the designated reviewer.
3. Revisions to the policy will be presented by the reviewer to the executive for their consideration and approval.
4. The membership and others will be informed of changes made to the policy.
5. This plan should be reviewed annually.