



Established 1897

## Adelaide Bowling Club Drug and Alcohol Policy

A comprehensive drug and alcohol policy for the Adelaide Bowling Club is essential to ensure the safety and well-being of staff, players, patrons, and members.

**1. Purpose:** The purpose of this policy is to establish guidelines for the responsible use of drugs and alcohol by staff and members of the Adelaide Bowling Club, with a primary focus on maintaining a minimal risk, safe and healthy environment.

**2. Scope:** This policy applies to all employees, volunteers, patrons, and members of the Adelaide Bowling Club, including but not limited to management, coaching staff, casual bar staff, administrative personnel, and players.

**3. Compliance with Laws:** All staff and members must comply with local, state, and federal laws regarding the use of drugs and alcohol.

**4. Prohibited Substances:** The use, possession, distribution, or being under the influence of illegal drugs or controlled substances while on club premises or during club-sponsored events is strictly prohibited.

**5. Alcohol Consumption:** While responsible drinking is welcome;

- i. excessive alcohol consumption that leads to disruptive behaviour, breaches of the Code of Conduct, impairment on duty, or poses a safety risk is not tolerated,
- ii. the sale of alcohol to individuals under the legal drinking age is strictly prohibited, and
- iii. where a member or patron ignores the advice of staff regarding driving under the influence an incident report will be prepared and appropriate action decided by the Board.

**6. Testing and Searches:** The club reserves the right to conduct drug and alcohol testing of staff and/or contractors when there is reasonable suspicion of substance abuse. Refusal to submit to testing may result in disciplinary action.

**7. Disciplinary Action:** Violations of this policy may result in disciplinary action, including warnings, suspension, or termination of employment or membership, as appropriate.

**8. Employee Assistance Program (EAP):** The club provides access to an Employee Assistance Program for confidential counselling and support for those struggling with addiction and substance abuse issues.

**9. Education and Training:** Education and training programs may be conducted for individuals or groups to raise awareness about the risks associated with drug and alcohol abuse.

**10. Confidentiality:** All information related to drug and alcohol testing or counselling will be treated confidentially, except as required by law.

**11. Review and Revision:** This policy will be reviewed periodically and revised as needed to ensure its effectiveness and compliance with relevant laws.

**Acknowledgment:** All employees and members are required to sign an acknowledgment indicating their understanding and acceptance of this policy.

Adelaide Bowling Club acknowledges that the health and safety of its staff, members and players are paramount and is committed to maintaining a drug and alcohol-free work and playing environment.

*Date of Policy Implementation: Approved by the Board of Management on [Insert Date]*

*Signature of Club President:* \_\_\_\_\_

*Date: [Insert Date]*



# Adelaide Bowling Club Incident Report

<b>Date of Report:</b>		<b>Reported By:</b>	
<b>Incident No:</b>		<b>Title / Role:</b>	

INCIDENT	
<b>Date</b>	
<b>Time</b>	
<b>Location</b>	

DESCRIPTION OF INCIDENT

EMPLOYEE /MEMBER/PATRON EXPLANATION

WITNESSES

SUGGESTED BOARD ACTION TO BE TAKEN					
<input type="checkbox"/>	Written Warning	<input type="checkbox"/>	Verbal Warning	<input type="checkbox"/>	Probation
<input type="checkbox"/>	Dismissal	<input type="checkbox"/>	Suspension	<input type="checkbox"/>	Other

Explain

By signing this document, you acknowledge that you have read and understand the information contained herein.

**Employee/Member/Patron:**  
 .....

**Date:**  
 .....

**Club Manager:**  
 .....

**Date forwarded to Board:**  
 .....