

## Rules and guidance for running the bar.

### 1. Version Control.

Date	Version #	Reason for change
27/03/2023	0.1	Initial draft
06/04/2023	1.0	Signed off version after bar committee meeting 06/04/2023

### 2. Purpose of this document.

The purpose of this document is to highlight the roles needed, including their responsibilities, to ensure that the Ibstock Bar runs within the terms under which the license has been granted.

### 3. The terms of the License.

#### a) Who can we serve?

We have been granted a licence to serve alcohol to paid up members, and our opponents.

#### b) When can we serve?

We have been granted a licence to serve alcohol at matches and at other social events, as long as that is within the following hours:

Day	From	To
Monday	18:00	22:00
Tuesday	13:00	22:00
Wednesday	18:00	22:00
Thursday	18:00	22:00
Friday	18:00	22:00
Saturday	13:00	22:00
Sunday	13:00	18:00

#### c) Where can we serve?

The licence applies to alcohol that can only be served **AND** drunk within the clubhouse. (Unfortunately we do not own the land outside of the clubhouse and therefore cannot consume alcohol outside without risking the lose of our licence).

#### d) What can we serve?

The range of products and prices we will sell will be limited, but ultimately will be the decision of the Bar Manager (See 'Roles' below).

#### **4. How will it work?**

At the simplest level, each time a bar is required then the appointed Barman will take stock, and the cashbox holding the float, from the store room and set a bar up in the kitchen area, from where he will serve alcohol. At the end of a bar session, the bar man will clean up glasses, tidy up any other elements, and put all stock (alcohol, glasses etc) back into the storeroom so that there is no visual evidence of a bar having taken place. There are key roles in this process as below.

#### **5. Roles.**

There are 6 key roles in the successful operation of our licence, on match days. These are:

- The Bar Manager
- The Barman
- The Team Captains
- The Members
- The Bar Committee
- The Executive Committee

In addition, the Social Committee have a role to perform if a bar is being provided for a social event. All responsibilities for these roles are covered below.

#### **6. Responsibilities.**

##### **a) The Bar Manager.**

The Bar Manager will be responsible for the following:

- Defining and purchasing the scope of products to be sold
- Setting the price to be charged for its products, displaying a price list near the bar
- Stocking (and restocking) the bar
- Receiving takings, from the barman (or the social committee), from when the bar has been open
- Maintaining bar accounts as to profitability

##### **b) The Barman.**

The Barman will be responsible for the following:

- Opening the bar, by transferring stock from the store room to the bar area.
- The serving of alcohol, in return for the payments made, in line with the pricelist.
- Not serving alcohol to any individual who is not a paid up club member or an opponent, or is under 18.
- Ensuring that alcohol is consumed within the terms of the licence

- Ensuring that good order is maintained within the premises
- Ensuring that alcohol is NOT served to any individual who is under 18, challenging any person who looks under 18. (Proof of age must be verified through sight of any document containing a photo, date of birth and either a holographic or ultra-violet verification mark e.g. passport, driving licence.
- Washing up glasses after every bar session.
- Cashing up at the end of a bar session, leaving the float of £20 in the cashbox for the next bar session, and separating the takings for their particular bar session
- Returning stock, and the cashbox containing the £20 float intact, to the storeroom after every bar session, so that there is no visual evidence of alcohol being on site.
- Reporting stock shortages
- Passing revenue from bar sales to the Bar manager

#### **c) The Team Captain.**

The Team Captain will ultimately be responsible for deciding whether a bar is opened on any match. Should they decide that a bar will be opened then they will be responsible for the following:

- Appointing a Barman to operate the bar (this can be themselves, asking an individual to act as Barman all season or individuals on an ad hoc basis.
- Ensuring that revenue from Bar sales is maintained separately from match fees, and is given to the Bar Manager, to maintain the bar accounts.

#### **d) The Members.**

Members will be expected to follow all of the terms of the licence, but especially the following:

- Not taking drinks outside of the clubhouse for consumption.
- Maintaining good order within the clubhouse and on leaving the premises
- Not serving themselves; all drinks must be purchased and served through the Barman.
- Not bringing and consuming their own supply of alcohol.
- Members should read the FAQ to ensure they are aware of all rules relating to the bar (see Appendix A.).

#### **e) The Bar Committee.**

A small group of members will meet every 3 months (or sooner if any issue arises that needs a meeting) to review how the processes connected with the bar are working, so that necessary changes can be implemented as soon as possible. The need to meet after the first season of operation will be reviewed at the seasons end.

**f) The Executive Committee.**

The Executive committee will be responsible for

- Ensuring that the appropriate membership process, that needs to be followed for 'Sports Clubs who hold a licence'. This means that there must be a two stage process for new members, with at least a 2 day gap between Stage 1 'Application being received' and Stage 2 'Membership approved'.
- Acting in the event of any disputes that cannot be resolved by the Bar Manager.

**g) The Social Committee.**

If a bar is being provided as part of a social event, then the same process as outlined above must be followed. Needless to say, the terms of the licence e.g. hours of operation are followed, no drinks should be taken outside etc must also be followed.

The following additional responsibilities are worth highlighting:

- The Social committee must make sure that an individual has agreed to act as Bar man for the event
- The venue is cleared (clean) after the event
- Money raised from the bar at the event is passed to the Bar manager

## **Appendix A. Frequently asked questions.**

### **Can I purchase a drink at any time?**

No, the licence to serve alcohol has only been granted between certain hours. These hours are displayed alongside the serving hatch.

### **Can anyone purchase a drink when the bar is open?**

No, only members of the club or their opponents (guests) are allowed to purchase drinks. A member of the club is either a life member, a full member who has paid their subscription fees or a first year member, who's membership has been approved in line with our amended membership process. **Of course an individual must be at least 18 years of age.**

### **Can you join the club and immediately be able to purchase a drink?**

No. Licensing rules state that there must be an approval process for members joining. There must be a minimum of two days between application for membership and approval of that membership. Approval of membership will be provided by a member of the Executive committee.

### **Can I purchase a drink for a 'prospective member' whilst he is waiting for his membership approval?**

No, an individual is NOT a member until a two day period has elapsed AND their membership application has been approved, and therefore is not allow to purchase or drink a drink.

### **Can I bring my own alcoholic drinks rather than purchase a drink from the bar?**

No. The terms of any licence state that alcoholic drinks must be purchased from the premises that the licence has been granted to and not brought into the premises.

### **Can I drink my drink outside of the clubhouse?**

No. The licence has only been granted for drinks served and consumed within the club house. Drinks cannot be taken and consumed outside. This is because the club does not own the area outside the clubhouse and have not obtained a licence for this area.

### **Can I help myself to a drink from the bar?**

No, unless you are the designated 'barman' for a licensed session. For any licensed session a 'barman' will be appointed who will serve drinks and should enforce the licensing rules, ensuring 'good order' is kept within the club house and when leaving.

### **Why have we chosen to enforce the above rules?**

We have **NOT CHOSEN** to enforce these rules. They are the terms under which our licence is granted and failure to comply with these rules could result in our licence being withdrawn AND a substantial fine being levied against the club.