



FYFC Event Alcohol Policy

NFYFC has a commitment to ensure the health and safety and wellbeing of all YFC members; recognising the risks that may be caused by the misuse of alcohol. NFYFC does not condone the misuse of alcohol and this policy has been developed to :

- *prevent drunkenness leading to crime, disorder and abuse of staff, volunteers, YFC members and members of the public.*
- *prevent self-harm as a result of excessive consumption (e.g slips, trips, exposure to sun and cold, irrational behaviour etc).*
- *prevent underage drinking.*
- *provide staff with information of the law when working with young people who are using alcohol.*
- *balance disciplinary action with appropriate support for members who misuse it.*

To enable the adoption of this policy staff, management committees and all those in a position of responsibility should be aware and receive alcohol awareness training. YFC members must also be aware of the policy and receive alcohol information/support, if needed. Local alcohol services should be advertised to them.

It is essential to adopt an alcohol policy that is aiming to reduce the potential harms of alcohol misuse. Developing partnerships with the police, venue, security team and local education team can benefit the organisers and members in terms of helping to develop the alcohol policy, involvement in local strategies, joint work/training and local agreements.

ALCOHOL AND UNDER 18 YEAR OLD YFC MEMBERS

Licensing Law 2003

The 'protection of children from harm' is one of the four licensing objectives of the Licensing Act 2003. Under this act it is illegal for children under 18 years old to:

- *Be sold alcohol anywhere*
- *Be given alcohol*
- *Drink alcohol in a licensed premises, (unless they are 16 or 17 year olds having a meal with an adult in which case they can drink beer, wine or cider)*
- *Try to buy alcohol (unless the child has been asked to test-purchase alcohol from a relevant premises by a police officer or a trading standards officer).*

Under 16 year olds

- *It is an offence to allow children under 16 on premises that are used exclusively or primarily for the supply of alcohol, or premises open for such supply, if they are not accompanied by an adult. This applies to premises with a premises licence, a club premises certificate or a permitted temporary event notice.*

 **Young Farmers' Clubs (England and Wales)**

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- *It is an offence for any person to allow an unaccompanied child under 16 to be on relevant premises between the hours of midnight and 5am when the premises are open for the supply of alcohol for consumption there.*
- *It is not an offence if the unaccompanied child is on premises solely for the purpose of passing to or from some other place where there is no other convenient means of access.*

Consequences

- *The maximum fine for selling or supplying alcohol to children is £5,000.*
- *Personal licences can be suspended or forfeited at first offence.*

Persistently Selling alcohol to children

- *An offence of 'persistently selling alcohol to children' can be committed if, on two or more different occasions within three months, alcohol is sold on the same premises to a person aged under 18. The penalty for this offence on summary conviction will be a fine of up to £10,000 and, where the offender is a premises licence holder, the premises licence to sell alcohol could be suspended for up to three months.*

YFC EVENTS WHERE ALCOHOL IS AVAILABLE AND U18 YEAR OLDS ARE ATTENDING

Well-organised events will be enjoyed and remembered by many. Badly organised, they will be remembered by many but for all the wrong reasons! Adequate planning and organisation can go a long way to ensuring the success of your event.

To start with:

1. <i>Agree the age range of the event</i>	<i>Is the event for YFC members aged 18+ or will it include under 18 year olds?</i>
2. <i>Agree the venue layout</i>	<i>Prior to an event it may be possible to have the bar in a separate room or fenced off. In this case members should be checked before they enter the permitted area by a member of staff and members may not take alcoholic drinks out of that area.</i>
3. <i>Issue wristbands</i>	<i>When entering the event all over 18 year old attendees should be given a coloured wristband. Door staff should be briefed, as will the bar staff, to ensure that this is adhered to and understood. This will help bar staff identify who they can and cannot serve. <i>It should be remembered that it is illegal not just to sell alcohol to young people under the age of 18, but also to allow their consumption of alcohol, except in certain circumstances (as detailed above).</i></i>
4. <i>Use consent forms naming a responsible person should be provided to all U18 events</i>	<i>Identify a responsible person from each YFC Club to take responsibility for their Club members under the age of 18 at the event, and in particular to ensure that no alcoholic drinks are consumed. In pursuing</i>

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	<i>this option, it is recommended that the form in Appendix 1 is completed to ensure that, as an organisation, we are doing everything within our powers to ensure the welfare of YFC members and uphold the law in respect of alcohol consumption.</i>
5. <i>Provide information</i>	<i>Posters should be put up in the area re: under-age drinking and zero drugs tolerance. A copy of the policy should be displayed at the entrance to the event.</i>
6. <i>Provide water</i>	<i>Encourage members to drink water by providing free tap water or buying bottled water.</i>

Consent

*Whether it is a club, county, area or national event, each child or young person under the age of 18 must have the **written consent** of his or her parent or guardian; this gives authority to the person named as responsible for the activity to take the young person away and to act “as a careful parent would”. It does not transfer “parental responsibility”. Parents should be provided with clear details of consequences and sequence of events if children misbehave.*

At Club Level – when a young person (those under the age of 18) attends an activity connected with YFC it is the responsibility of the organisers of the event to ensure that procedures are in place to protect that young person.

This can include health and safety risk assessments as well as ensuring that the necessary steps have been carried out to minimise the risk of underage drinking. If the trip is organised by the club chairman or relevant post holder (e.g sport captain) then it is their responsibility to ensure the wellbeing of under 18 year olds until the young person is signed back over to the responsibility of the parent.

At County Level – Again the organisers have the responsibility to ensure that all precautionary measures have been taken and they are responsible for their members.

At a National Level – the event organiser will decide who will take on the responsibility to supervise U18 year olds which will vary from event to event.

A Responsible Approach to selling alcohol

We understand we have a responsibility to consider issues under our control such as a pricing, promotions and advertising at our events. As such we comply with the revised section 182 of the Licensing Act 2003 which includes that:

- a) *We will abide by the conditions of the licence and operating schedule regarding opening times methods.*
- b) *There will be an appropriate number of SIA registered security personnel hired for the event who will monitor behaviour and assist in the peaceful operation of the event.*
- c) *Drinking glasses and glass bottles will not be allowed on site.*
- d) *A robust and secure cash management system will be in place involving secure cash registers placed at the rear of the bar and frequent banking with security escorts.*

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- e) *Staff/volunteers will not be allowed to arrange or participate in any irresponsible promotions in relation to the premises.*
- f) *YFC will not run 'irresponsible promotions' which is an activity which encourages the sale and consumption of alcohol in a manner which carries a 'significant risk of contributing to crime and disorder, prejudice to public safety, public nuisance or harm to children' (the licensing objectives). Irresponsible promotions would include:*
- *Games or other activities which encourage individuals to drink alcohol within a time limit or drink as much as possible.*
 - *The provision of unlimited or unspecified quantities of alcohol for free or for a fixed or discounted fee (other than any promotion in relation to alcohol consumption at a table meal)*
 - *The provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less*
 - *The provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event where that provision is dependent on the outcome of an event or the likelihood of anything occurring or not occurring. It also applies to events which are unpredictable, such as offering free double shots for every foul committed in a football match, or heavily reduced drinks for five minutes after a try is scored in a rugby match.*
 - *Selling alcohol in association with promotional posters or flyers which could reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to drunkenness in any favourable manner.*
 - *Dispensing alcohol directly into the mouth. For example, this may include drinking games such as the 'dentist's chair' where a drink is poured continuously into the mouth of another individual.*
- g) *If anyone is discovered buying alcohol for someone who is underage they may be ejected from the site, or reported to the police.*
- h) *Bar staff are required by law to refuse to serve anyone they suspect of being intoxicated.*
- i) *Free tap water/bottled should be available on request*
- j) *A "cooling off" room or area should be provided, where members can sober up, be given water to drink etc;*
- k) *It is usual for the licensed venue or TENS to have age verification policy such as Challenge 25. The bar staff will ask for proof of age, if they cannot provide suitable proof then they will not be served. Proof includes passport, photo driving licence and accredited ID card schemes. A log will be kept of challenges made and outcomes and will be made available to responsible authorities upon request.*
- l) *As part of the government 2012 reforms to encourage greater community involvement in local alcohol licensing decisions, licensing authorities are required to publish locally key information about new licensing applications, including details of the address of the relevant premises and guidance on how to make representations to the licensing authority.*



Drinks Service Policy:

Below is a suggestion of additional guidelines that County Federations should consider in line with the venue's policy:

- a) *We will not sell spirits in quantities greater than a double normal serve measure (max. 50ml) in one glass.*
- b) *We will not mix spirits in the same glass other than as part of recognised cocktails.*
- c) *We will not serve spirits into draught alcohol products e.g. pour a measure of whiskey into a pint of lager.*
- d) *We will not stock any product over 50% ABV.*
- e) *Staff/volunteers working behind the bar will be specifically reminded of their legal obligation not to serve those who appear to be excessively under the influence of alcohol.*
- f) *We will refuse service of alcoholic products to those who have already drunk too much.*
- g) *We will always have free water available at the bar.*
- h) *We will serve hot food alongside alcohol trade whenever reasonably possible.*
- i) *We will always practice the Think 25 policy or similar at our events in-line with the licensing requirements.*

SIA AND VOLUNTEER STEWARDS AT YFC EVENTS

SIA (Security Industry Authority)

For large events where alcohol is on sale, SIA trained security staff should be hired. SIA staff are professionally trained to deal with situations that might arise and have clear procedures to follow. This will alleviate the pressure on those organising the event. YFC club organisers should ask County Office in the first instance for advice and can also search for SIA approved contractors on the SIA website. <https://www.sia.homeoffice.gov.uk>

Stewards

In addition, the success of YFC is due to many volunteers continuing to support the organisation and members' activities by stewarding at various events. It is important to recognise that stewards acting in this capacity provide a valuable role model for influential young people and as such their behaviour on these occasions will have an impact on the behaviour of younger YFC members.

No steward should be "on duty" under the influence of alcohol and should not attempt to encourage members under the age of 18 to purchase or consume alcohol, except where it is legally acceptable to do so. Any Steward found behaving in this way should be removed from duty immediately and their deployment at future events considered, by the appropriate Management Committee, in the light of the reasons for such behaviour occurring. For further guidance, please refer to 108-03-A Guidelines for Chief Stewards.

It is also highly recommended that qualified first aiders, such as St John's Ambulance, are brought in to help with large events.



MANAGING EXCESSIVE BEHAVIOUR AT YFC EVENT

It is possible that a participant at a YFC event may be under the influence of alcohol which may result in disruptive behaviour or make them a vulnerable person. In such instances it may be most appropriate to remove the individual from the event itself in the interests of their own and others' safety.

Aggressive or threatening drunken behavior will not be tolerated. A person may be temporarily detained by security, ejected from the site or reported to the police.

Organisers procedure for dealing with drunkenness or a vulnerable person

Should you find any members or guests to be in a vulnerable state (e.g. Drunk person on their own, intoxicated or confused person) then, with another steward:

Speak to the individual with 2 clear aims:

- 1. Establish if they are injured – if yes refer to the First Aid procedure*
- 2. Establish if they are in a vulnerable state – if yes see below*

Step 1: Individual is intoxicated/vulnerable:

- 1. Contact venue security or ask for another member of the organiser's team to assist*
- 2. Make them comfortable, be calm, try not to distress the person*
- 3. Attempt to find their friends (if yes go to step 2)*
- 4. Offer them a glass of water, if necessary escort to toilets or outside for fresh air*
- 5. Stay with the person but don't crowd them*

Our objective is to ensure the safe return home of the person, with minimum discomfort and distress to the individual. If it is possible to care for the individual until they are capable of making their own way home, then obviously this would be the action to take.

Step 2: Individual's friends are in venue:

- 1. Friends/senior members of his/her YFC Club should assist the Steward on duty in monitoring the person concerned to ensure that they do not cause injury to themselves or to others whilst under the influence of alcohol.*
- 2. If friends are drunk and incapable or unwilling to look after their friend - go to step 3.*
- 3. With the friends decide the best action:- either ask them to take their friend home; arrange for the YFC member to be escorted home e.g taxi; or call the parents if appropriate to see if they will collect.*

Step 3: Individual's friends are unreachable:

- 1. Event organiser and SIA staff to decide whether it's necessary to call an ambulance*
- 2. Alternative solutions could include:*
 - (i) Contact parents/ICE contact if appropriate so see if they will collect*
 - (ii) Establish address and arrange safe method home*
 - (iii) Contact the Police.*



Calling the Police must be the last resort as this will lead to the individual being cared for but most likely also charged with being drunk and incapable.

Accurate and factual recording of all information on an incident report is very important and must be completed for future reference. (See appendix X)

INCIDENT FOLLOW UP

In the case where an incident has occurred this must be followed up using the appropriate policy for example the Standards of Behaviour policy.

FURTHER INFORMATION AND SOURCES OF HELP

Further information can be obtained through the following:

Release https://www.release.org.uk/	Alcohol Concern Tel: 020 7928 7377 www.alcoholconcern.org.uk
Alcoholics Anonymous Tel: 0845 769 7555 http://www.alcoholics-anonymous.org.uk/	Talk to Frank Tel: 0800 77 66 00 www.talktofrank.com

This alcohol policy has been updated with the advice and recommendation from Release and Shropshire TENS licensing team.



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National Federation of Young Farmers' Clubs Event Incident Report

Date of Incident (day & date): _____ Time of Incident: _____

Event: _____ (for example, Saturday Afternoon Entertainment)

Member's name: _____

County Federation: _____ Club: _____

Details of incident: _____

Action taken: _____

Any Action to be taken by NFYFC after the Event: _____

Signature of Steward: _____

SIA Registration Number of Steward: _____

Name of Steward (please print): _____

NFYFC Event Management Team – signature: _____



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National Federation of Young Farmers' Clubs Event Refusal Register

Bar staff

Door staff

Event:

Date:

Date	Item refused Entry Alcohol Other(please state)	Sex M	Description of person	Reason for refusal	Name of staff member who refused sale	Signature of staff member

At the end of the event give this form to the chief steward

Date

Signature