



DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO.ADM013
CLUB BBQ PROCEDURE

Document Control

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Approval

Delegation Required for Approval: BOARD

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Name: _____

Position: _____

Signature: _____

Date: _____

1. Purpose and Background

- 1.1 To provide guidance to members regarding the operations of Club BBQs.
- 1.2 Members attending Club BBQs and persons responsible for the Club BBQ are to ensure the current Queensland legislation applying to the service of alcohol is to be strictly complied with as legislated.

2. Policy Statement

- 2.1 The Fundraising Committee will direct and assist all groups within the club to deliver Club BBQs.

3. Applicability:

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Chairperson of the Fundraising Committee under the supervision of the Board.



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4. Statutory/Constitution/By-Laws Requirements

4.1 This procedure relates to the role of the Fundraising Committee as articulated in By-Law 5.9.

5. Procedures

5.1 The Fundraising Committee will identify all groups within the club who can assist with the organisation of Club BBQs.

5.2 The Fundraising Committee will liaise with the Junior Activities Committee to identify suitable dates for Club BBQs.

5.3 Following consultation with all relevant Club groups, a roster will be completed and circulated by the Fundraising Committee to all Club members. This roster will also be placed on the Club social media outlets including the website.

5.4 The Fundraising Committee will appoint a Club BBQ co-ordinator who will be responsible for the ordering of all food/refreshments; equipment; obtaining a float; and general conduct of the BBQ.

5.5 The Fundraising Committee is also to appoint a 'responsible person' who will be responsible for the service of alcohol. This person must complete the relevant liquor compliance checklist (Template No TEMP022) and during the event, ensure no breaches of legislation relating to the service of alcohol occur.

5.6 Under no circumstances are minors to be served or supplied with alcohol.

5.7 Heavily intoxicated persons are not to be served alcohol.

5.8 Allocated Club Groups will be required to provide:

- Two cooks;
- Three persons to assist with the serving of food;
- One person to collect money;
- Three persons to manage the canteen bar; and
- Two other persons to assist the above allocated members if required.

5.9 Group members will attend one hour prior to the starting time of the BBQ to assist with food preparation and general set-up of the BBQ.

5.10 Group members will also assist in the clean-up at the close of the BBQ.

5.11 The Club Administrator will ensure two floats of \$200 are obtained (one for the bar and one for the BBQ). These floats are to be obtained at least one day prior to the BBQ.

5.12 Two members from the group will be responsible for the counting and recording of all monies from the bar and BBQ. The Club BBQ co-ordinator is then responsible to ensure the money is placed in the Club safe at the end of the BBQ.

5.13 The prices for any purchase at the BBQ will be decided by the Fundraising Committee. The prices may vary from every event.



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- 5.14 The purchase of alcohol should be obtained from the Supporters' Club. Two weeks' notice should be provided to the Supporters' Club to ensure stock orders.
- 5.15 All other orders should be purchased through the regular Club suppliers.
- 5.16 All remaining stock following the BBQ is to be stored for future BBQs where possible; returned to the Supporters' Club for refund; or provided to the Junior Activities for canteen use.
- 5.17 Food items to be purchased should include:
- Meat Patties;
 - Sausages;
 - Bread rolls;
 - Serviettes;
 - Bread;
 - Onions;
 - Tomatoes;
 - Lettuce; and
 - Sauce.
- 5.18 Bar Stock to be purchased should include:
- XXXX Gold;
 - Corona;
 - Great Northern light/heavy;
 - Red/White Wine;
 - Champagne;
 - Rum & Coke;
 - Scotch & Dry;
 - Soft Drinks; and
 - Water.
- 5.19 The Club BBQ Co-ordinator will be responsible to ensure the gas bottles are filled; the cold room is booked (normally from Pelican Motors); tents and tables are available and in good working condition.
- 5.20 The cancellation of any BBQ due to inclement weather or other factor shall be a joint decision between the Club BBQ Co-ordinator and a Board Member.

Authority

Tom Holmes
President