

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	A. General
SUBJECT:	Alcohol Use and Service
POLICY NUMBER:	A08
CROSS REFERENCE:	A25 Code of Conduct A31 Posting A38 Code of Conduct - Student B26 Hospitality and Alcohol C15 Occupational Health and Safety C30 Substance Abuse (Drugs and Alcohol)
NEW \ REVISED	
Administrative Services Committee	Academic Council
February 13, 2017	

POLICY STATEMENT

Olds College, consistent with current legislation, recognizes that individuals 18 years of age and older have the right to consume alcohol at the locations designated in this policy, providing that it is consumed in a safe and responsible manner and in conjunction with current legislation. There is a corresponding responsibility to do so without risking harm to themselves, others or public and private property and to not adversely impact learning activities, living environments and business operations of Olds College.

SPECIFIC GUIDELINES

1. The Director Guest Experience is the agent on behalf of the Board of Governors for the Olds College Liquor Licenses. This includes Class A, Class B (Sports Stadium and Theatre), Class C (Post-Secondary Institution), Class D (Manufacturer's Off Sales), Class E (Manufacturer's - Brewery).
2. Alcohol may be present and consumed at Olds College campuses and events as sanctioned under the Olds College Liquor License(s) and in compliance with the Alberta Gaming and Liquor Commission (AGLC).
3. Alcohol service may be sanctioned for service between the hours of 10:00 am – 1:00 am, consumption to 2:00 am, Sundays through Thursdays, and between the hours of 10:00 am - 2:00 am consumption to 3:00 am, Fridays and Saturdays.
4. Hours of operation with alcohol services shall respect the multiple users of the campus including but not limited to guests, clients, on-campus partners, and presence of minors in use of the campus.
5. Hours of operation with alcohol service are subject to the approval of the Director Guest Experience in consultation with applicable stakeholders.
6. All bar service must be operated by a College approved vendor/group/individual(s) and is subject to the approval of the Director Guest Experience or his designate.
7. Alcohol functions in locations not outlined in Olds College Liquor License(s) must be approved by the Alberta Gaming and Liquor Commission. Such requests must be made through the Director Guest Experience who will apply for a special permit.
8. Residents and staff of College Housing Olds Co. (CHOC) must adhere to all CHOC rules and policies as well as be in compliance with Olds College Policies, Olds College Liquor Licenses, and the Alberta Gaming and Liquor Commission (AGLC).

RELATED DOCUMENTS

- Appendix A: Best Practices for Academic Courses Where Alcohol May Be Consumed

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President Student and Support Services in conjunction with the Director Guest Experience. This policy will be reviewed at least every five years.

PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	A08 Alcohol Use and Service	
NEW \ REVISED		
Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
February 13, 2017		

EDUCATION AND TRAINING

1. The Director Guest Experience, Coordinator Conference Services, Student Association Olds College (SAOC) General Manager, SAOC Vice President of Activities, Faculty Center Bartenders, Olds College Food Services are required to be ProServe certified by the Alberta Gaming and Liquor Commission (AGLC). Access to ProServe certification is granted by the Director Guest Experience.
2. Student Health Services and the SAOC General Manager will coordinate responsible consumption educational materials and programs to be made available for students.
3. The ability to advertise the availability of alcohol service is subject to the regulations of the specific liquor license classification and Alberta Gaming and Liquor Commission regulations.

RESPONSIBILITIES

1. **The Director Guest Experience is responsible to:**
 - Ensure that Olds College policies and the Alberta Gaming and Liquor Commission (AGLC) policies are adhered to.
 - Liaise with the Alberta Gaming and Liquor Commission (AGLC) on any issues or concerns and make arrangements for ProServe certification.
 - Ensure Olds College insurance coverage includes Host Liquor Liability Insurance with a minimum \$5 Million coverage for college events.
 - Ensure that SAOC provides annual Host Liquor Liability Insurance with a minimum \$5 Million coverage for any SAOC event or activity on Olds College property.
 - Liaise with the Coordinator Conference Services, SAOC General Manager, OCFA Faculty Center Manager, and Olds College Food Services on issues or new regulations.
 - Administer all liquor licenses and new applications for the Olds College.
 - Refer disciplinary issues appropriately.
 - Annual review of liquor related operations with Coordinator Conference Services, SAOC General Manager, OCFA Faculty Center Manager, Chair responsible for Brewmaster and Brewery Operations Management program, Chair responsible for Hospitality and Tourism Management program, and Olds College Food Services.
2. **The Coordinator Conference Services, SAOC General Manager, OCFA Faculty Center Manager, and Olds College Food Services are responsible to** do the following as they pertain to liquor functions and bar service in their area:
 - Ensure that Olds College policies and the Alberta Gaming and Liquor Commission (AGLC) policies are adhered to.
 - The SAOC General Manager is responsible to provide annual proof of Host Liquor Liability Insurance with a minimum \$5 Million coverage for any SAOC event or activity on Olds College property.
 - The SAOC General Manager is responsible to provide intermittent Certificates of Insurance as required for special events not insured on their regular annual policy to the Olds College Insurance Administrator via email as well as to Conference Services at conferenceservices@oldscollege.ca.
 - Ensure advertising is compliant with Alberta Gaming and Liquor Commission licensing and Olds College policies.

- Ensure that a properly trained representative is present for the duration of each liquor function, and is responsible to:
 - ensure that Olds College policies and the Alberta Gaming and Liquor Commission (AGLC) policies are adhered to
 - ensure that persons are checked for proof of age at the entrance to the event
 - liaise with the bartenders and inform them of any individual that is not to be served liquor.
- Ensure an event coordinator is responsible for each event with alcohol service. The event coordinator must:
 - Notify emergency services such as the RCMP, Ambulance and Campus Security in case of an emergency.
 - Contact Campus Security if an individual has been removed from a liquor function.
 - Ensure a proper cleanup of the facility is completed.
- Ensure that a sufficient number of properly trained ProServe bartenders, security, and ticket sellers are available.
- Ensure that liquor functions adhere to the hours indicated in this policy.
- Ensure that a proper selection of food is available at the liquor function.
- Ensure that a drive home or designated driver program is available at liquor functions, examples include available taxi vouchers.
- Appropriately store all liquor used for sanctioned liquor functions.
- Report any concerns or incidents to Director Guest Experience.
- Report any damages to Conference Services who will notify Campus Facilities and make arrangements for payment of such damages.

3. ProServe Bartenders for sanctioned liquor functions are responsible to:

- Ensure that Olds College policies and the Alberta Gaming and Liquor Commission (AGLC) policies are adhered to.
- Inform the designated event coordinator of any security, safety or behavioral issues.
- Check persons for proof of age at the entrance to the event.
- Liaise with the bartenders and inform them of any individual that is not to be served liquor.

4. Chairs are responsible to:

- Ensure that Policy A08 Alcohol Use and Service: Appendix A - Best Practices for Academic Courses Where Alcohol May Be Consumed is signed off as appropriate. (Attached)



Best Practices for Academic Courses Where Alcohol May Be Consumed

1. Students in some courses at Olds College may consume alcohol as part of their academic course work. Students agree to conduct themselves in a professional and responsible manner in keeping with the standards of ethical conduct as per Olds College policies.
2. Students must possess current ProServe Certification (or equivalent as determined by AGLC) and follow [AGLC guidelines](#) for responsible liquor service and consumption in classes where students choose to consume alcohol.
3. Students are encouraged to eat a healthy meal prior to class or any alcoholic beverage tasting. Proper hydration is encouraged. Water and crackers will be provided with each tasting if possible and appropriate. Over consumption is to be avoided at all times.
4. Faculty and students shall respect the decision of those who choose not to consume alcohol.

I, _____, have read this document in its entirety and agree to uphold the policies, procedures and practices outlined and/or associated with it.

Student Signature

Date