

CLUB SEMINAR WORKBOOK



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INTRODUCTION

Licensed clubs in Victoria, such as sporting, service, RSL and community clubs make a significant contribution to the social and economic life of Victorians. Alcohol is closely linked to a club's sporting and social activities and a large number of clubs depend on alcohol sales to maintain financial viability.

However, alcohol may also bring a range of issues for the club such as excessive drinking, anti-social and unsafe behaviour. These in turn may affect the 'family' or 'community' atmosphere that a club wants to promote.

The sale and supply of alcohol in Victoria is regulated through the *Liquor Control Reform Act 1998* (the Act), which the Victorian Commission for Gambling and Liquor Regulation (VCGLR) administers.

The information in this workbook is also available at vcglr.vic.gov.au

About this workbook

The objectives of this workbook are to:

- increase the knowledge and awareness of club committee members in dealing with liquor licensing issues
- better equip committee members and club staff to address issues of alcohol misuse and abuse within the club.

Specific information is provided on:

- the different types of liquor licences for clubs
- the club rules and types of visitors
- the supply of liquor to members under a licence
- understanding and interpreting a liquor licence
- red-line plans
- maintenance of sign-in registers
- displaying appropriate signage
- understanding responsible service of alcohol in licensed venues
- fundraising activities involving gaming
- licence breaches
- the Australian Drug Foundation Good Sports Program.



LIQUOR LICENCES FOR CLUBS

Choosing the right licence or permit for your club

The type of liquor licence or permit your club requires will depend on the circumstances under which your club operates and any commercial objectives the club is pursuing.

The licence or permit enables clubs to supply alcohol to members, guests and non-members within a licensed area.

There are four types of liquor licences and one permit available for clubs:

- Full club licence
- Restricted club licence
- Renewable limited licence
- Temporary limited licence
- BYO permit.

If your club premises are used mainly by people under 18 years of age, then a new licence or permit cannot be issued unless the VCGLR is satisfied that the grant of a licence or permit would not present a specific risk of supply of liquor to a person under the age of 18 years.

Full club licence

A full club licence is for clubs that operate on a commercial level, employ permanent staff and who offer a range of services for members, such as, gaming, dining facilities or a gymnasium.

A full club licence allows the supply of alcohol during ordinary trading hours or as specified on the licence. Members, guests of members and if applicable, authorised gaming visitors can consume alcohol on the premises and in the case of members only, be supplied alcohol for consumption off the premises.

This licence type is valid for 12 months and is extended on the payment of your renewal fee.

In deciding whether a full club licence is appropriate, consideration is given to:

- number of members at the club
- number of full time staff employed
- standard and extent of facilities and services
- hours of operation
- any other matters that the VCGLR considers relevant.

ORDINARY TRADING HOURS FOR FULL CLUB LICENCE

Unless specified on the licence, the ordinary trading hours for a full club licence are:

- at any time on any day other than Sunday, Good Friday or ANZAC day
- Sunday – between 10am and 11pm
- Good Friday – between 12 noon and 11pm
- ANZAC day – between 12 noon and 11pm.

EXTENDED TRADING HOURS NEW YEARS' EVE

From 11pm on the 31 December, to 1am on 1 January, full club licences (for the supply of liquor to a member of the club, an authorised gaming visitor, or a guest of a member for consumption on the licensed premise) may have extended trading hours for New Year's Eve.

The VCGLR has the power to restrict the above if there are concerns about alcohol-related harms.

Licensees are reminded to ensure local planning requirements relating to their extended trading hours are met.

Restricted club licence

A sporting or recreational club issued with a restricted club licence is generally run by volunteers.

A restricted club licence allows the supply of alcohol to members and guests of members.

Holders of a restricted club licence may purchase their alcohol from:

- pre-retail
- the holder of a general licence (a hotel)
- a packaged liquor licence (a bottle shop)
- the holder of a wine and beer producer's licence.

If you want to be able to serve alcohol outside the licensed area on game days, then you will need to apply for an additional licence called a limited licence.

Limited licences

There are two types of limited licences, a renewable limited licence and a temporary limited licence.

Renewable limited licence

A renewable limited club licence authorises the supply of alcohol:

- to a member or guest of a member for drinking on the premises only (take-aways are not permitted)
- from a point of sale during sporting events for drinking outside the licensed premises (for example, from a canteen or marquee), provided specific approval is obtained.

Like other licence types, this licence type is renewed every 12 months.

Clubs holding a renewable limited licence may apply to include a seasonal permit for:

- the supply of alcohol to spectators at a booth/ point of sale (during periods when a sporting event is being held)
- holding non-member functions on the licensed premises.

The VCGLR may only grant this type of licence if satisfied the supply of alcohol is limited in scale and scope. This includes limitations to days and hours of trade.

Holders of renewable limited licences (Temporary or Limited) may purchase their alcohol from:

- Pre-retail outlets
- the holder of a general licence (a hotel)
- a packaged liquor licence (a bottle shop)
- the holder of a wine and beer producer's licence.

For those occasional events, you will need to apply for a temporary limited licence unless you have a condition on your licence allowing pre-booked functions.

Temporary limited licence

A temporary limited licence may be granted for one-off occasions or to allow the supply of alcohol in conjunction with a special event. It also allows the use of club facilities for non-member functions and outside 'booths' for spectators on match days.

Three dates or events can be put on one application form.

Note: Eight weeks notice is required for applications to be processed.

BYO permit

This permit allows club members to bring their own alcohol to be consumed at the club.

All of the above licences and permits may have specific conditions attached to the licence. You need to comply with these conditions or you will be committing an offence and may lose your licence or permit.

CHECK YOUR UNDERSTANDING:

1. A temporary limited licence is appropriate for holding one-off occasions at the club.
2. Holders of a restricted club licence must purchase their liquor from a:
a) general licence holder or a liquor licensee.
3. You can hold non-member functions if you have a restricted club licence.
True False
4. A temporary limited licence can be used for:

CLUB RULES AND LIQUOR SUPPLY

Club rules

Each club has specific rules or a constitution that provides a framework for the club management.

Schedule 1 of the Act details a number of provisions which must be included in the rules of a Full, Renewable limited or Restricted club licence. It is the responsibility of the club to ensure their rules comply with Schedule 1 of the Act.

Provisions of Schedule 1

The main purpose of Schedule 1 is to ensure the club operates as a club for its members. This includes being under the control of the members through a duly elected management committee. Members must be nominated and appointed through a process usually conducted at an annual general meeting.

Holders of a club liquor licence must abide by Schedule 1 of the Act, which sets out a number of items that must be included in the club rules. Some of the requirements for Schedule 1 are that:

- alcohol must not be supplied to a guest of a member unless they are with a member, or they are an authorised gaming visitor
- people under the age of 18 years are not granted membership, unless the club is primarily a sporting club
- the club management committee is responsible for the affairs of the club and members are elected by club members for a minimum of 12 months
- a record of guests and gaming visitors is maintained
- a club that holds a gaming licence must ensure gaming visitors:
 - show proof of their residential address before being admitted to the club
 - carry their ID with them at all times
 - comply with any relevant club rules.
- a person cannot be admitted as an honorary or temporary member of the club, unless that class of members is specified in the club rules.

In certain circumstances, a club may seek an exemption from the VCGLR from any or all of these requirements.

A sample of the Schedule 1 form is displayed below. Please visit vcglr.vic.gov.au to download a copy of the form.

Club licence
Schedule 1
of the Liquor Control Reform Act 1998

OFFICE USE ONLY v16-04
Date rec'd / /
File no. _____

The Liquor Control Reform Act 1998 provides that the rules of a club that holds or seeks to hold a club licence must comply with Schedule 1, except as otherwise determined by the Victorian Commission for Gambling and Liquor Regulation.
Failure to ensure that the rules of a club continue to comply with the Schedule is a breach of the conditions of licence. Please use this form to check that your rules comply with Schedule 1 requirements prior to signing the "Club Rules" declaration on the application form.

Schedule 1 Clauses

(a) The rules of a club must preclude the payment of any amount to an officer or servant of the club by way of commission or allowance from the receipts of the club for the sale and disposal of liquor;

(b) The rules of a club must provide that a visitor to the club must not be supplied with liquor in the club premises unless the visitor is:
 (i) a guest in the company of a member of the club; or
 (ii) an authorised gaming visitor admitted in accordance with the rules of the club.

(c) The rules of a club must provide that a person cannot:
 (i) be admitted as an honorary or temporary member of the club (if the club has these types of membership); or
 (ii) be exempted from the obligation to pay the ordinary subscription for membership of the club – unless the person is of a class specified in the rules and the admission or exemption is in accordance with the rules.

(d) The rules of a club, except in the case of a club primarily for sporting purposes, must provide that a person under the age of 18 years shall not be admitted to membership of the club.

(e) The rules of a club must provide for a Management Committee of the club with responsibility for the affairs of the club.

(f) The rules of a club must provide that the members of the Management Committee of the club be elected for a term or not less than 12 months by members of a class of members that constitutes not less than 60 per cent of the total membership of the club, excluding temporary or honorary members and persons who are members by reason only of reciprocal arrangements with another club and persons whose rights as members are limited to rights as social, gaming or neighbourhood members.

(g) Unless the club is a corporation or is registered under the Associations Incorporation Reform Act 2012, the rules
 (i) must provide that the facilities of the club are provided and maintained from the joint funds of the club;
 (ii) except as otherwise permitted under the Liquor Control Reform Act 1998, must not enable any person to receive a greater profit, benefit or advantage from the club than that to which any member is entitled;
 (iii) must provide for periodic meetings of the Management Committee and the recording of minutes of the meetings;
 (iv) must provide –
 (a) that not less than two weeks shall elapse between the date of nomination and the date of election of ordinary members; and
 (b) that the names and addresses of persons proposed for election as members of the Management Committee of the club shall be displayed in a conspicuous place in the club premises for not less than one week before the date of the election; and
 (c) for the election of members of the Management Committee by the general body of members; and
 (d) for the keeping of records of members voting at an election of members.

(h) Must provide for the keeping of records of guests.

(i) In the case of a club in respect of which a venue operator's licence is in force, must provide that an authorised gaming visitor must:
 (i) produce evidence of his or her residential address before being admitted to the licensed premises; and
 (ii) carry identification at all times whilst on the licensed premises; and
 (iii) comply with any relevant rules of the club whilst on the licensed premises.

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Types of patrons

Clubs will have the following types of patrons:

- members
- guests of members
- authorised gaming visitors
- non-members
- honorary members.

Members

Members of the club are people who are recognised as a member as per the club rules.

Your club rules may contain a category called 'honorary member' that allows you to supply alcohol to individuals and visiting teams on game days. Honorary membership can be granted for a lifetime or just for the purpose of the game day. Honorary members can include players, officials or umpires affiliated with the visiting team.

Having honorary members as part of your club rules will save you from the need to sign everyone in. You can also have reciprocal rights as part of your club rules.

If you need to change your rules to incorporate honorary and reciprocal members, you will have to call a general meeting. The club rules should make it clear that honorary or reciprocal members have full membership rights with the exception of voting and standing for office.

Guests of members

Guests can accompany a member to the club.

A guest may be supplied with alcohol to consume on the club's premises, provided they are in the company of the club member. A record of guests attending the club is required to be maintained. Usually, the record of guests will include the date, the guest's name and address and the member's name or number. The record of guests may be inspected by Victoria Police or VCGLR inspectors.

There is no maximum number of guests that a member may invite to the club premises; however, a club may have limits on how many guests a member can bring into the club premises at any one time stated in the club rules.

Authorised gaming visitors

An authorised gaming visitor is a visitor to a licensed club with gaming machines, who is neither a member of the club nor a guest of a member. The Act provides for gaming visitors to be admitted to the premises unaccompanied by a member as long as the following conditions are met:

- the visitor resides more than:
 - 5km from the licensed club if situated in the metropolitan area, or
 - 10km if situated in regional Victoria
- a register of authorised gaming visitors is maintained providing details of the visitor's name, residential address and date of admission (details of guests of members and authorised gaming visitor details may be entered in the same register)
- the register of authorised gaming visitors is available for inspection.

These conditions allow public access to clubs with gaming machines, while still encouraging those within close proximity to the club to become members. The club rules should set out the rights of gaming visitors to use any of the club facilities.

Non-members

For the purposes of liquor licensing, any person visiting the club not covered by the types of patrons previously mentioned is considered a non-member.

Non-members can be supplied alcohol at the club when a temporary limited licence is in place. This might be at a:

- booth or
- pre-booked functions such as a wedding or a wake.

Honorary members

Your club rules may contain a category of members called 'honorary member' that allows you to supply alcohol to individuals and visiting teams on game days. Honorary membership can be granted for a period or just for the purpose of the game day. Honorary members can include, but are not limited to players, officials or umpires affiliated with the visiting team.

Reciprocal rights and members

You can also have reciprocal rights as part of your club rules. Your club may grant reciprocal rights to other clubs that it associates with.

If you need to change your rules to incorporate honorary and reciprocal members, you will have to call a general meeting. The club rules should make it clear that honorary or reciprocal members have full membership rights with the exception of voting and standing for office.

Supply of liquor under a club licence or BYO permit

	Full club	Renewable limited	Restricted club	BYO (consumption of liquor only)
Members	On or Off-premises	On-premises	On-premises	On-premises
Guests of members	On-premises	On-premises	On-premises	On-premises
Authorised gaming visitors	On-premises	Not applicable	Not applicable	Not applicable
Non-members	Temporary limited licence is required	Approval may be sought for booths and pre-booked functions	Temporary limited licence is required	Not applicable

CHECK YOUR UNDERSTANDING:

- A club with a restricted club licence or a renewable limited licence can allow the sale of alcohol for consumption off-premises to:
 - members only
 - members and guests
 - members and guests only on Saturdays
 - no one – a restricted club or renewable limited (club) licence does not allow for off-premises sales.
- Guests of members are allowed on licensed premises if they are accompanied by a member and the guest signs the guest register.

True False
- Honorary membership for visiting sporting clubs is only allowable if the class of member is contained in the...



UNDERSTANDING A LIQUOR LICENCE

About your liquor licence

It is essential to read and fully understand the conditions of your liquor licence to ensure you are not found to be in breach of your licence and the Act.

This section covers the different parts of a liquor licence. Please refer to the sample limited licence as displayed on [page 37](#).

Components of a liquor licence

Licensee

This is the licence holder. The licensee can be a company, partnership, individual or a club. All licences have a licence number – when contacting the VCGLR, you will be asked to quote that number.

Address for services of notices

This is your postal address and should be kept up-to-date. For the postal address, you should consider having a post office box address. This will make sure your mail goes to the one location and you can guarantee you will receive your renewal notice (It also avoids the problems that can arise from using a committee member's private address).

For example, if the committee member moves house or leaves the club and fails to notify the VCGLR, then the club may not receive vital notices. Please notify the VCGLR of any changes on 1300 182 457 or email contact@vcglr.vic.gov.au.

Trading as

This is the name that the club trades under.

Nominee

A nominee is a person nominated by a licensee or permittee and approved by the VCGLR. They are in charge of the day-to-day running of liquor sales activities on behalf of the club committee.

Type of licence

This is the type of liquor licence and the circumstances under which the licensee is authorised to supply liquor.

Most small clubs hold either a renewable limited licence or a restricted club licence. These licences allow for the consumption of alcohol on the premises only. A lot of clubs make mistakes by allowing alcohol to be taken off the premises, which puts the club at risk of receiving an infringement notice.

Club licensees need to be aware of the conditions of their licences, as this (along with the red-line plan) determines where alcohol can be consumed.

Some of the things to consider are:

- When patrons leave the club rooms or outdoor licensed area to watch the game, do they take their drink with them?
- When patrons leave the club rooms with their drink to have a cigarette, are they drinking outside the licensed area?
- When players of the opposition team leave your premises, do they ask for take away alcohol?

If the above situations occur at your club, you may be breaching your licence conditions.

Amenity

All club liquor licences have conditions to ensure that the operation of the business does not cause harm to the amenity of the area. Experience shows that if licensees ignore the reasonable concerns of neighbours, the situation will rapidly deteriorate.

This includes things like noise from the club and the behaviour of members and visitors on the club premises as they arrive and leave.

Residents living near your club premises should not be unreasonably affected by the operation of your club.

Your liquor licence or BYO permit must be displayed on the licensed premises so that everyone can see it. Failure to do so may result in a penalty.

Noise

Noise includes things such as entertainment noise, loud music and loud conversations.

You should put strategies in place to overcome any noise problems. Some suggestions include:

- encouraging your members to be considerate of your neighbours
- heavy curtains over windows
- noise insulation
- sound limiting device on your amplifier.

The most practical solution may be to keep your music volume down.

People arriving and leaving the club

When patrons have had a few drinks, they can be loud when they leave your club. They can disrupt the quiet enjoyment of the neighbourhood by fighting, urinating in public, doing wheelies in the car park or knocking over letter boxes. Again, you must ensure you put strategies in place to overcome any of these problems. Some suggestions include:

- making announcements during the night asking people to leave in a responsible manner
- ensuring a club official is outside your club reminding patrons to leave the premises quietly
- ensuring the club has signage asking patrons to leave in an orderly manner.

You do not want your neighbours to complain to the police, council or a VCGLR inspector. Try to prevent problems happening.

Trading hours

You are only licensed to sell and supply liquor on the days and hours shown on your licence. For example, if your licence states that you can trade until 11pm, then no drinks can be sold or supplied after 11pm.

Please refer to page 6 for New Year's Eve trading hours.

Approvals and consents

This will cover conditions such as having underage persons on your premises.

Many clubs have minors who participate in sporting activities. If this is the case in your club, you must have approval from the VCGLR to allow them to be there unaccompanied. If you do not already have an underage approval, you can apply for one by completing the 'permanent approval to allow underage patrons on licensed premises' application form.

To allow minors on licensed club premises for reasons other than those listed below, an endorsement has to be on the licence. That endorsement will allow minors to be present during presentations, training days and match days because they are involved in the sporting activities of the club.

Otherwise, the only time minors can be on licensed club premises is when they are:

- completing VCGLR approved hospitality training or work experience
- with a responsible adult
- having a main meal
- employed in duties other than the supply of liquor
- employed to deliver packaged liquor to over 18-year-olds for consumption off the licensed premises
- a resident(s)
- it is prior to 11am and the licence is an on-premises licence with restaurant conditions or restaurant and cafe licence
- at a live music event (alcohol free)
- at an underage event (alcohol free)
- approved by the VCGLR.

Supply of liquor

This section will have conditions about where the club can buy their alcohol.

Club requirements

The rules of the club must comply with Schedule 1 of the Act. Refer to page 8.

Temporary limited licences

Most licences allow for the consumption of liquor on the club premises only. You can apply for a temporary limited licence to have a point of sale for public spectators (sometimes known as a 'booth licence'). This will allow you to set up outlets outside the club premises so you can sell liquor on game days.

A temporary limited licence will have time limits, for example:

- football 12 noon to 5pm
- cricket 12 noon to 6pm.

With Full and restricted club licences, a Temporary limited licence is required if a club wishes to have a function on its premises for non-members, for example, birthday parties, or to cater for large crowds at finals time.

Check your licence for the terms and conditions.

Licence renewal

Club liquor licence renewal fees are due for payment on 31 December every year.

Date	Renewal milestone
31 December	Renewal fees are due.
31 March (or next working day)	Licensees who have not paid their fees by this date and continue to supply liquor, will be doing so illegally.
30 June	If the licence or permit has not been renewed by this date, the licensee or permittee has no further right to renew the licence or permit.

Grace period

All licences have a 30 minute grace period after trading hours have finished. This is for people to finish the drink they purchased prior to closing time.

No alcohol may be supplied during the grace period.

Please note – point of sales conditions will normally state that sales from booths end not later than 30 minutes after the game ends, regardless of other times set down on the licence.

Free drinking water

Free drinking water must be made available or provided on request at all licensed venues including sporting clubs.

CHECK YOUR UNDERSTANDING:

1. The grace period is for minutes.
2. You have a Restricted club licence. Jan and Stan are members attending a function on a Saturday evening and bring their 18-year-old-son, Joey, and their 19-year-old daughter, Margy. Is the club in breach of their licence?

Yes

No

Explain your answer below:



LICENSED AREA

Red-line plan

Licensed premises have an approved licensed area, which is detailed on a red-line plan. A red-line plan is submitted with your club's original liquor licence application.

This plan is important as it shows where alcohol can be supplied and consumed.

The red-line plan is also important if you intend to do renovations to your club. You may need to submit a new plan to the VCGLR for consideration prior to making the proposed changes.

In most cases, only the club rooms are covered under the licensed area. Check your plan to see if any outdoor areas, such as verandahs, form part of your licensed area. This may not be the case and it could cause problems if members want to go outside and take their drink to have a cigarette, or watch the game.

View the sample red-line plan on the following page. The area marked in red is the area where members, guests and non-members may consume liquor.

You can request a copy of your red-line plan by calling the VCGLR on 1300 182 457, emailing contact@vcglr.vic.gov.au, or by accessing the [liquor portal](#) on the [VCGLR website](#).

Although not a legal requirement, it is a good idea to display your red-line plan. Signs such as **"no alcohol past this point"** can also help make sure that members understand the rules.

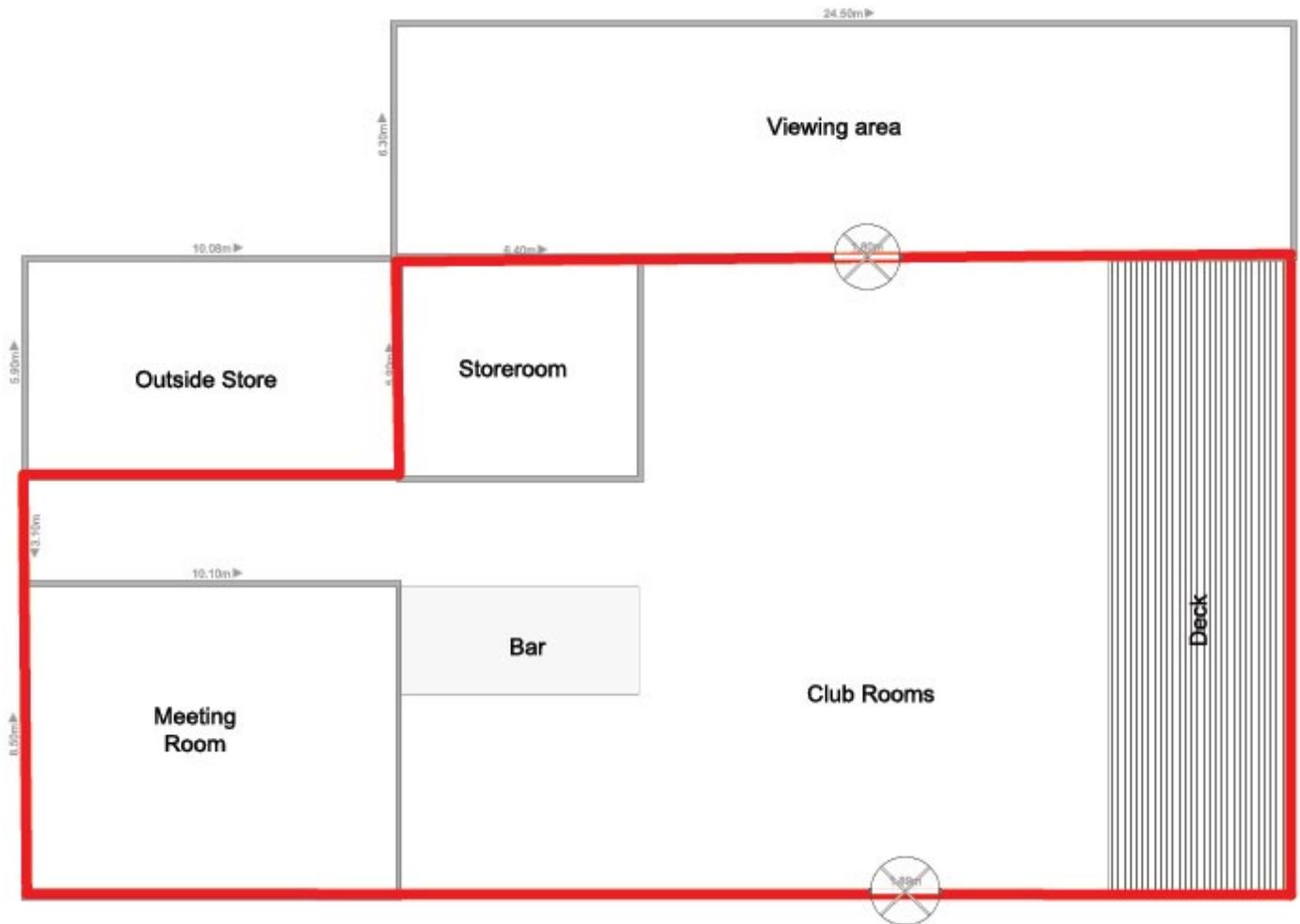
Related requirements

It is an obligation under the Act that a copy of the approved plan must be kept on the premises and made available for inspection by the Victoria Police or a VCGLR inspector.

If a club wishes to alter their licence conditions (such as changing the licensed/serving area or increasing the days and hours of operation), they have to either apply for a:

- variation to the existing licence
or
- new licence.

Sample red-line plan



CHECK YOUR UNDERSTANDING:

Use the sample red-line plan above to answer the following questions.

1. A member can take alcohol onto the viewing area or out onto the club grounds.
True False
2. A guest can take alcohol onto the viewing area.
True False
3. Anyone over the age of 18 years using the club may take alcohol from the meeting room onto the deck.
True False



RECORD KEEPING

Maintaining registers

Clubs must keep and maintain at least two registers:

- Members' register (all clubs)
- Guest register (all clubs)
- Gaming visitors' register (gaming venues only).

The club secretary is responsible for ensuring these registers are kept on the club premises and that they are available for inspection by an authorised person.

Members' register

The register must contain the name and address of each member and their membership subscription. Members are not required to sign in each time they use the club; the register is to show who the members are.

Guest register

A register with the guest's name and address, the date he or she visited the premises and the signature of the member of whom they are a guest.

Gaming visitors' register

Only required for clubs with a venue operator's licence. These clubs must keep a register of their gaming visitors' names and addresses and the date they visited the premises.

Gaming visitors should produce identification before being admitted to the licensed premises and carry it with them at all times while on the licensed premises.

CHECK YOUR UNDERSTANDING:

What are the three pieces of information that a guest and gaming visitors' register must contain?

- 1.
- 2.
- 3.



REQUIRED SIGNAGE

Required signage

It is important that licensees and the community are aware of Victorian liquor laws relating to underage drinking, intoxication and public safety issues.

Under the Act, the VCGLR requires club licensees to display the following signs:

- Intoxicated? Drunk? Disorderly?
- Under 18? No supply

The table below outlines the requirements for displaying signage depending on your licence type.

Minimum signage requirements by licence category	Intoxicated? Drunk? Disorderly?	Under 18? No supply
Full club	•	•
Limited (Renewable or Temporary)	•	•
BYO permit	•	
Restricted club	•	•

Some key things to consider regarding displaying signage are:

1. Make sure you have the most up-to-date signage by checking the keycode on the poster (bottom left hand corner) against the keycode listed on our website.
2. The signs are to be displayed so everyone can see them.
3. The maximum penalty for not displaying the signs exceeds \$700.

If you have any queries or wish to obtain copies of the signs, please call the VCGLR on 1300 182 457 or email contact@vcglr.vic.gov.au.

These posters are available to download from the VCGLR website. Printing guidelines apply. The VCGLR will no longer automatically mail posters to licensees and permittees.

CHECK YOUR UNDERSTANDING:

Your club has a limited licence.

What two signs will you need to display at your club?

- 1.
- 2.



RESPONSIBLE SERVICE OF ALCOHOL

Responsible service of alcohol in clubs

The awareness of responsible service of alcohol (RSA) principles and practices is a way to address the problems of alcohol abuse. Clubs have a moral and legal duty of care to their members and visitors.

Responsible service within clubs presents some unique challenges:

- committees change from year to year, making continuity of knowledge and standards difficult to maintain
- the people serving behind the bar are often volunteers, serving liquor to friends and family without knowledge of their legal obligations.

Some club licences will have conditions endorsed on the licence that require the licensee and/or serving staff to complete an approved RSA training program.

For further information about RSA training providers, please visit the VCGLR website.

Alcohol abuse in Australia

In committing to the responsible service of alcohol on your premises, it is important that the club committee members are aware of the annual costs of alcohol abuse.

The most recent statistics indicate:

- **32,130** alcohol-related in-patient hospitalisations, or 55 per 10,000 population
- **1,885** alcohol-related serious road injuries in high alcohol risk hours*, or 3.2 per 10,000 population
- **5,839** alcohol-related assaults reported to Victoria Police during high alcohol risk hours*, or 10 per 10,000 population
- **6,224** alcohol-related family violence incidents, or 10.7 per 10,000 population
- **967** alcohol-related deaths, or 1.7 per 10,000 population.

*Friday and Saturday night 8pm to 6am.

Source: 2014/15 figures Turning Point, aodstats.org.au/VicState/

Intoxication

Intoxication is defined in Section 3AB (1) of the Act:

For the purposes of this Act, a person is in a state of intoxication if his or her speech, balance, coordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of liquor.

Intoxication guidelines

The VCGLR is required to issue guidelines containing information which assists in determining if a person is in a state of intoxication.

The Commission consulted with Victoria Police and industry bodies including the Australian Hotels Association and Community Clubs Victoria to ensure that guidelines are useful to licensees and easy to understand.

The Intoxication Guidelines can be viewed in full at vcglr.vic.gov.au.

You can also access additional information on identifying intoxicated patrons, what to do if someone is intoxicated and ways of helping reduce the risk of intoxication.

Signs of intoxication

There are many noticeable signs that a person may display as they become intoxicated.

How can you decide if a person is in a state of intoxication?

You should consider whether the person is displaying one or more of the signs of intoxication which may include:

- becoming loud, boisterous
- becoming argumentative
- annoying other patrons and staff
- using offensive language
- spilling drinks
- fumbling and difficulty in picking up objects
- swaying
- difficulty walking straight
- bumping into furniture or customers
- rambling conversation
- loss of train of thought
- difficulty in paying attention
- not hearing or understanding what is being said
- drowsiness or dozing while sitting at a bar or table.

You should also consider whether this is the result of the consumption of liquor, by taking into account information such as:

- How much alcohol have you witnessed the person drink?
- Information about how much the person has had to drink
- Does the person smell of alcohol?

Conditions that exhibit similar symptoms and signs of intoxication

Sometimes physical and mental disabilities exhibit some of the same signs and symptoms as alcohol intoxication. You should consider the possibility of the existence of any conditions prior to refusing service on the basis that a person is intoxicated.

You only need to believe, on reasonable grounds, that a person is intoxicated

Remember, there is no requirement for a person to actually be intoxicated. The law only requires that there be 'reasonable grounds' for the belief that the person is intoxicated as a result of alcohol consumption. It is all right if you refuse service to a person on the basis of this belief, even if you are wrong.

Reasonable grounds for belief

Reasonable grounds for belief is what a reasonable person would believe in the given situation, taking into account the relevant knowledge, facts you have and the circumstances you are in. A belief can be formed on the basis of observing the physical signs and symptoms, talking to the person and their friends, and then considering whether such symptoms could be the result of alcohol consumption.

Underage drinking is of particular concern within the community. Many young people experience the consequences of drinking at an early age. Research on underage drinking has found:

- minors are drinking at a younger age and most have tried alcohol before they are 14 years old
- most underage drinkers want to get drunk quickly
- most 15–17 year olds reported seeing violence by someone who was drunk and aggressive.

Source: *Victorian Alcohol Statistics Handbook, Turning Point*

Underage persons on licensed premises

The Act specifies that people under the age of 18 years are not allowed to be on licensed premises unless:

- in the company of a responsible adult
- partaking in a meal
- residing on the premises
- employed in duties other than the supply of liquor
- engaged in a training program in hospitality or work experience
- it is prior to 11pm and the club has an on-premises licence with restaurant conditions or a restaurant and cafe licence
- employed to deliver packaged liquor to a person over 18 years of age for consumption off the licensed premises
- they are at a live music event (alcohol-free)
- they are at an underage or mixed age event (alcohol-free)
- the club has approval from the VCGLR for underage functions or entry into club rooms.

Note: There may be conditions to approval.

A responsible adult is defined in the Act as either:

- a parent
- a step-parent
- a legal guardian
- a grandparent
- the person to whom they are married, if that person is over 18 years old
- a person who is acting in place of a parent and who could exercise responsible supervision of the younger person.

Examples of a person acting in the place of a parent may be:

- a football coach with their football team
- a parent with their child and the child's friend
- an aunt or uncle
- a school teacher with a class of students.

You may need to make basic enquiries when a minor enters your club. The following would not meet the criteria of acting in the place of a parent:

- 17-year-old with their 18-year-old mate
- 17-year-old with their 18-year-old old sibling
- 16-year-old girl with her 19-year-old boyfriend.

Can a minor consume liquor on licensed premises?

People under 18 years old are not allowed to consume liquor on licensed premises.

A person under the age of 18 years cannot serve alcohol on club premises unless they are engaged in a training program approved by the VCGLR and subject to any conditions determined by the VCGLR.

Underage offences

A person under the age of 18 years (unless they meet the exceptions on pages 13 and 21):

- must not purchase or receive liquor from another person
- must not have or consume liquor on licensed premises
- must not enter or remain unaccompanied on any part of the premises where liquor is served by a licensee.

Offences of the server

An employee of a licensee, while employed on licensed premises, must not supply liquor to a person under the age of 18 years.

Offences by other persons

A person, other than the licensee or an employee of the licensee, must not supply liquor to a person under the age of 18 years.

Evidence of age

Acceptable evidence of age documents are:

- an Australian driver's licence
- an Australian or foreign passport
- a 'proof of age' card or equivalent from another state of Australia
- a Victorian learner permit
- a Keypass card or Keypass in Digital iD
- a Victorian marine licence
- a foreign driver licence in the English language or if not in the English language, must be accompanied by an official English translation or an International Driving Permit.

If an underage person uses a fake identification card (ID) to gain entry to licensed premises or to purchase alcohol, the Act provides a legal defence for licensees and staff if they have sighted one of the above.



Australian or foreign passport



Keypass Digital ID



Australian driver licence



Keypass card



Victorian learner permit



Proof of age card



Victorian marine licence

Foreign driver licence in the English language or if not in the English language, must be accompanied by an official English translation or an International Driving Permit.

©State of Victoria.

Seizing ID

A licensee or employee may, on or near their club, seize an ID (except a driver's licence) if they believe it to be false or fraudulently altered. It must then be handed on to a member of the police force. The police will return the document within 28 days if the ID is not fraudulent.

Incident register

Despite complying with the law, incidents may happen at club premises. For example:

- intoxicated person on premises refusing to leave the premises
- entry is refused to an intoxicated or disorderly person
- a patron assaults another patron within the premises
- drunk patrons are noisy leaving the club, which disturbs the neighbours.

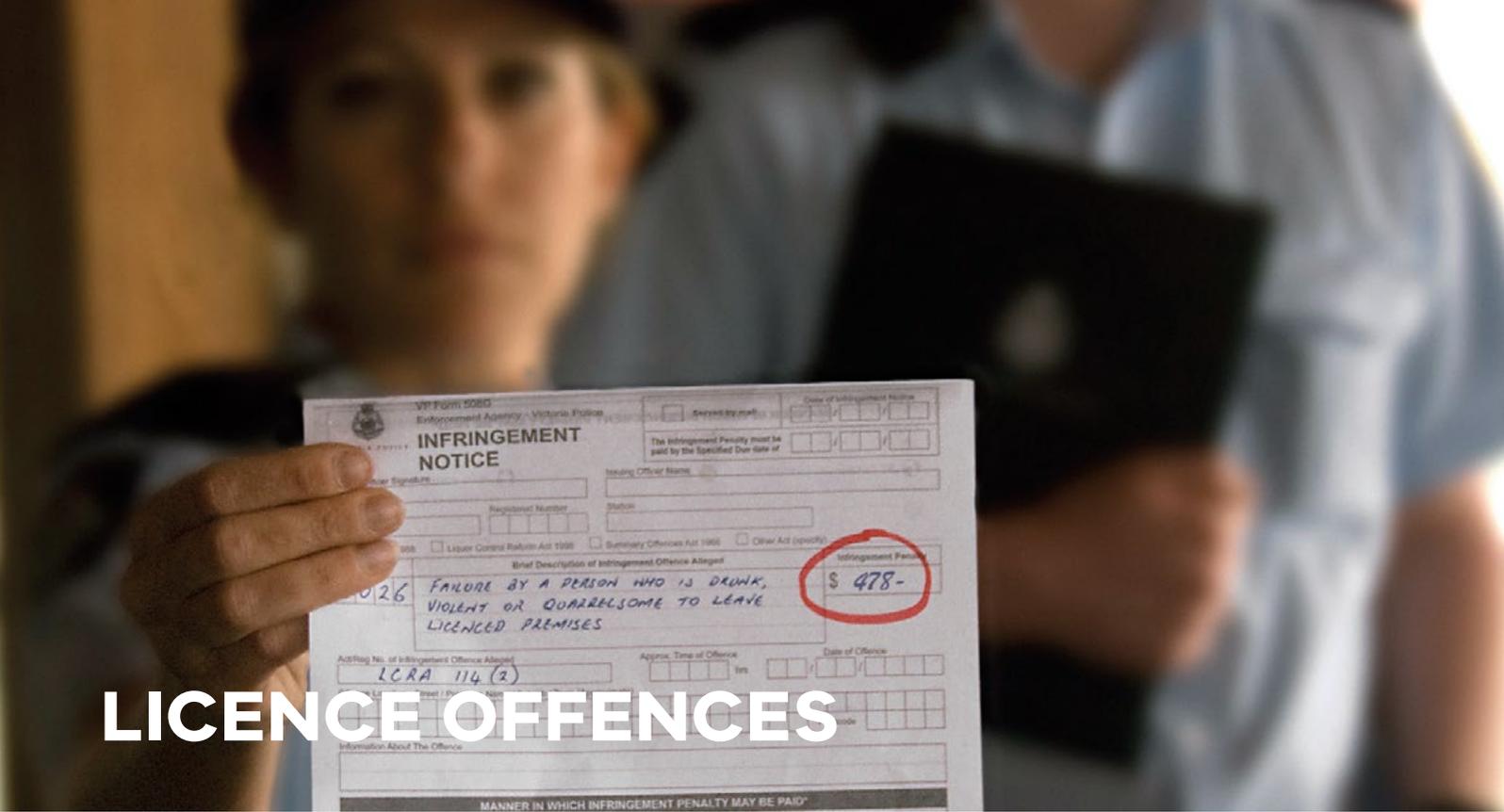
When such incidents occur at your premises, you should make a record of them in an incident register. This can be as simple as an exercise book.

Some of the details that an incident register should have are:

- date, time and location
- name of the patron or member
- details of witness(es)
- incident details
- description of offender(s).

These can be useful for keeping track of problem members, communicating with other staff or committee members or if a serious incident occurs afterwards, away from the club.





LICENCE OFFENCES

Regulating licences

A club's liquor licence has rules and requirements that you need to follow. Failure to comply with these requirements is an offence and you may be fined or lose your licence.

To ensure effective and timely enforcement of Victoria's liquor laws, infringement notices may be issued to licensees, underage persons or any person breaching the specified sections of the Act.

The highest fine under the Act is selling liquor without a licence. The maximum fine exceeds \$35,000 or 24-month imprisonment.

Common offences are:

- amenity
- intoxication/drunk
- sell/supply/consume liquor
- underage
- signage/plans/licence display.

Compliance history risk fee

Certain offences of the Act from the previous year may add additional costs to your liquor licence at renewal. This is called a compliance history risk fee. Although there are many types of offences under the Act, only six of these will trigger a compliance history risk fee. The trigger offences are listed in the following table.

Trigger offences
Supply liquor to intoxicated person
Permit drunken/disorderly person on licensed premises
Supply liquor to underage person, other than as permitted (licensee/permittee offence)
Permit liquor to be supplied to underage person, other than as permitted (licensee/permittee offence)
Supply liquor to underage person on licensed premises, other than as permitted
Permit underage person on licensed premises, other than as permitted

More information about liquor licence offences and penalties can be found on the VCGLR website or by calling 1300 182 457.

Demerit point system

The demerit point system assists with improving compliance and encourages a responsible liquor industry in Victoria.

Under this system, licensees will incur demerit points on their licence for any offences listed in the above 'trigger offences' table. One offence will equal one demerit point.

Licences will be suspended at one of three stages:

- 5 demerit points will lead to a 24-hour suspension
- 10 demerit points will lead to a 7-day suspension
- 15 demerit points will lead to a 28-day suspension.

Demerit points will be published on the VCGLR website. Licensees will also be advised in writing when they have incurred a new demerit point.

Star rating system

The star rating system provides greater incentives for licensees to comply with Victoria's liquor licensing laws. Under the star rating system, responsible licensees will receive a discount on their licence renewal.

This system operates in addition to the compliance history risk fee system, to encourage good business practices in licensed premises.

A star rating is calculated on the basis of whether an offence listed in the table 'trigger offences' has occurred. Licensees will receive a discount on their licence renewal fees where they have had two or more consecutive years without recording a non-compliance offence.

Liquor licences begin at a three star level at the commencement of this system. They will then receive a star rating based on the following criteria:

One star	three or more noncompliance offences in the previous 12 months
Two star	one to two noncompliance offences in the previous 12 months
Three star	no noncompliance incidents in the previous 12 months
Four star	no noncompliance offences in the previous 24 months
Five star	no noncompliance offences in the previous 36 months.

Star ratings are also published on the VCGLR website.



FUNDRAISING ACTIVITIES INVOLVING GAMING

Introduction

This section will provide you with information on fundraising activities and how clubs can conduct these activities.

Community or charitable gaming

A number of gaming activities can be conducted by declared community and charitable organisations. In order to become declared, the organisation must apply to the VCGLR.

In addition, an organisation may need to obtain a Minor gaming permit from the VCGLR in order to legally conduct the activity.

The activities requiring a Minor gaming permit are:

- raffles (where the total prize value exceeds \$5,000)
- lucky envelopes
- fundraising events (casino nights).

Note: Your organisation is liable if another club or charity is conducting one of the above activities illegally on your premises.

Raffles

Most clubs rely on fundraising activities, such as raffles, to maintain financial viability.

A raffle is a fundraising lottery with goods or services as prizes. The *Gambling Regulation Act 2003* (The Act) states that prizes in a raffle must not include cash, stocks or shares, unless the cash is part of a travel and/or accommodation prize. Only 10 per cent of the total travel prize can be cash/spending money.

Under the Act, there are three types of raffles:

- raffles of \$500 or less (known as 'small raffles')
- raffles of \$5,000 or less
- raffles over \$5,000.

Different requirements apply depending on the value of the raffle.

Note: A reverse raffle is illegal in Victoria. A reverse raffle draw is a raffle where the last ticket drawn is declared the winner of the first prize. The Gambling Regulations 2015 state that the first raffle ticket drawn must win first prize.



Bingo

Any club or charity that intends to conduct bingo sessions to raise funds must first be declared by the VCGLR to be a community or charitable organisation.

Bingo may be conducted by clubs that have been declared by the VCGLR as community or charitable organisations.

The registered community or charitable organisation must then submit a notification of commencement of bingo sessions to the VCGLR at least seven days before the first bingo session.

In addition, bingo can be conducted by clubs other than declared community or charitable organisations where:

- no fee is charged, directly or indirectly, to participate in the bingo or the whole of the gross receipts from the bingo session are distributed as prizes during the session
- the session is not advertised or open to the general public, is provided for the entertainment of the players and is not intended to provide a commercial benefit to the person conducting the session or to any other person.

Lucky envelopes

A lucky envelope is a lottery ticket where the result is pre-determined. The ticket must be made so that the result cannot be seen until after it is sold.

Lucky envelopes are sometimes known as 'pull-tabs', 'break opens' or 'bingo tickets' because they may have the word 'B.I.N.G.O.' along the front of the ticket. They are 'break open' type tickets that have letters, numbers or symbols underneath and if a ticket has the right combination, it is a winner. These types of tickets may be sold by hand, at a bar or through a ticket dispensing machine.

Additionally, there are electronic lucky envelope machines that, after you insert your money, letters, numbers or symbols are displayed on the screen and the machine will print out a ticket. If the letters, numbers or symbols matches with sequence on the prize list on the machine, that ticket is a winner.

Lucky envelopes can also be sold through the use of a punchboard (i.e. requires a hole to be pushed in the punchboard to get a ticket with a number on it). If the number matches one shown on the prize list on the punchboard, that ticket is a winner.

Lucky envelopes can only be sold by organisations that have been declared by the VCGLR to be community or charitable organisations.

Fundraising events

A fundraising event is a function held by a declared community or charitable organisation to raise money through the playing of casino-type games.

Without a valid Minor gaming permit, it is unlawful for these games to be played other than in a licensed casino.

Entry to the function would normally allow a person to obtain 'play money' or chips to participate in the games. At the end of the function, the 'play money' or chips cannot be converted into cash.

Footy tipping

Footy tipping competitions where winners are decided solely by skill or knowledge are not regulated by the VCGLR unless they are deemed as 'interactive gaming' or include betting elements.

A footy tipping competition where winners are determined by an element of chance may only be conducted where:

- all of the money collected is returned as prizes
- the total value of prizes distributed is not more than \$5,000.

Melbourne Cup sweeps

A popular activity at many clubs during the Spring Racing Carnival is to run a Melbourne Cup sweep (sweepstake).

A sweepstake may only be held where:

- all of the money collected is returned as prizes
- the total value of prizes distributed is not more than \$5,000.

This means that the organiser of the sweepstake cannot take money out of the prize pool as expenses. All of the money collected must be returned as prizes.

There are no set guidelines on how a sweepstake must be conducted and it is up to the person organising the sweep to develop their own rules. However, the rules should be clear for entrants to understand.

A sweepstake may be conducted at any venue or workplace provided the two requirements shown above are met. It may also be conducted on races other than the Melbourne Cup, for example the Caulfield Cup, Cox Plate or country cups.

Any club intending to conduct a Calcutta Sweepstake should contact the Victorian Office of Gaming and Racing to obtain an application form.

Members' draws

Members' draws are considered trade promotion lotteries.

Members' draws are usually held by clubs and involve the drawing of a member's number from a pool of numbers.

Terms and conditions should be available to all members as well as at the place of entry. The conditions of entry can only require the member to be present at the draw if the entry and draw are to occur on the same day.

If members enter by buying goods or services throughout the week, then it cannot be a requirement for members to be present at the time of the members' draw.

More detailed information and application forms can be accessed on the [VCGLR website](#).



THE ALCOHOL AND DRUG FOUNDATION'S GOOD SPORTS PROGRAM

About the Good Sports program

Good Sports is Australia's largest preventative health initiative in sport, involving community sporting clubs and reaching millions of people across Australia. It is the flagship community program of the Alcohol and Drug Foundation, developing safer and healthier communities. The program helps sporting clubs manage alcohol responsibly and reduce alcohol-related problems, such as binge and underage drinking.

Becoming a Good Sports club sends an important message to club members and the community. It confirms that the club promotes a responsible attitude towards alcohol and that it provides a safe environment for players, members, families and supporters.

Evidence shows community based sports clubs contribute to alcohol problems by accepting and promoting excessive drinking and providing inappropriate role models for young people.

A study of more than 500 young people found:

- more than 30 per cent of 13–17 year olds had participated in unsupervised drinking at a sports club
- 71 per cent of these had never been asked for proof of age.

Another survey among sporting club members found that 51 per cent of drinkers at sports clubs are consuming alcohol at harmful or hazardous levels.

A study of community football clubs showed:

- 13 per cent of 18–20 year olds drank 13 or more standard drinks each time they visited the club
- 83 per cent left the club as the driver of a vehicle
- 70 per cent of males (30 per cent of females) believe drinking is an important tradition at their club.

Further research conducted in community sports clubs across Australia found that 20 per cent of men aged between 18–30 consume 10 or more standard drinks each time they visit a club.

Source: Alcohol and Drug Foundation

The aims, benefits to the clubs and various accreditation levels of a Good Sports program include.



INSPIRING A HEALTHIER SPORTING NATION

Aims

The aims of the program are to:

- highlight the important role of clubs in the community
- help clubs serve and sell alcohol within the law
- reduce alcohol-related problems (eg. binge and underage drinking, violence, etc.)
- increase club viability
- enable clubs to meet their duty of care obligations
- eliminate drink driving incidents
- provide free ongoing education and support.

Benefits to clubs

The program is free and has a variety of benefits including:

- 'new' club culture that welcomes families and juniors
- it is more attractive to sponsors
- new and diverse revenue streams
- an increase in membership, volunteers and teams
- an improved relationships with community organisations (local government, police)
- an improved public image
- reduced risk of liability
- reduction in alcohol-related problems
- applications for funding and grants strengthened.

Benefits to communities

- residents more connected and satisfied with their community
- reduced violence, noise, injury and damage to facilities
- reduced road trauma and drink-driving incidents
- more young people protected from the misuse of legal and illegal drugs
- improved health and fitness of community members
- more viable and family focused sporting clubs.

How does the program work?

The key strategy of the Good Sports program is the accreditation program. The three-level accreditation criteria consists of a set of alcohol management standards for clubs that serve and consume alcohol.

Clubs are required to move through the levels in a set amount of time (maximum five years), maintaining all the criteria from previous levels as they do so. At each level, the club must promote their involvement in the program to their members.

Level 1

- liquor licence
- bar management strategies
- Responsible Service of Alcohol (RSA) training program
- smoke-free environment
- promotion of program to members.

Level 2

- maintain level 1 criteria
- enhanced bar management (RSA training, etc.)
- food and drink options (low and non-alcoholic)
- safe transport policy
- diverse revenue generation
- smoke-free environment
- promotion of program to members.

Level 3

- maintain level 1 and 2 criteria
- alcohol management policy
- promotion of program to members.

At each level of accreditation the club must promote their involvement to members through signage, newsletters and other communication channels.

Sporting clubs that do not serve or consume alcohol may still participate in Good Sports by registering in an alternative 'level 0' program.

Level 0 focus areas include:

- alcohol-free facilities
- smoke-free environment
- promotion of program to members
- safe transport policy
- alcohol management policy.
- RSA training (if required)

Good Sports has been adopted by a diverse range of community sports clubs and is currently operating in every state and territory of Australia.

Further information:

For more information or to register your club:

Web	goodsports.com.au
Email	goodsports@adf.org.au
Facebook	facebook.com/goodsportsclubs
Phone	1300 883 817



ADDITIONAL INFORMATION

New entrant training

The following applicants for a club licence or permit must complete the approved new entrant training before the grant of a licence or permit:

- natural person applicants, who do not presently hold a liquor licence in Victoria
- one committee member of a club applicant
- applicants who will be appointed as a nominee of a club on the liquor licence
- applicants for renewable limited licences, with an on premises capacity
- applicants for certain limited licences, where a judgement is made by the VCGLR that the training would be appropriate
- applicants seeking approval to sub-let any part of the licensed premises, or to carry on business of supplying liquor on the licensed premises.

Good Sports run 'Club Seminars' throughout Victoria. For club licences (other than Full club), the VCGLR has agreed to accept people attending a club seminar and completing an assessment as equivalent to attending a new entrant training course.

Sub-letting and right to supply liquor

A licensee or permittee must not let or sub-let any part of the licensed premises or assign the right to supply liquor without the consent of the VCGLR. Consent forms must be completed and are available for download on our website.

An example of a 'right to supply liquor' could be where a club has gaming facilities and they want to bring in an experienced gaming management company to run the gaming area. The licensee would need to apply for permission to allow this to occur. The gaming area would still remain the responsibility of the licensee.

An example of letting/sub-letting could be where a club wants to bring in an experienced caterer to run the kitchen. The external caterer would lease the kitchen from the club. Again, the licensee would need to apply for permission to allow this to occur.



Who can apply for a club licence

An incorporated club and an unincorporated club may apply for a liquor licence. Victoria Police has the right to object to the application on grounds it thinks fit. A council can only object to the application based on amenity issues.

Application process

The chart on the next page shows the application process. In deciding whether or not to grant an application, the VCGLR must be satisfied that:

- the applicant is suitable to be a licensee
- the grant of the application would not lead to the misuse or abuse of alcohol
- the grant of the licence will not impact on the amenity of the area
- the premises are not intended to be used primarily by people under the age of 18 years
- the applicant has adequate knowledge of the Act
- the club is conducted in good faith as a club.

Application forms and full details of requirements and costs are available on the VCGLR website.

Useful resources and information

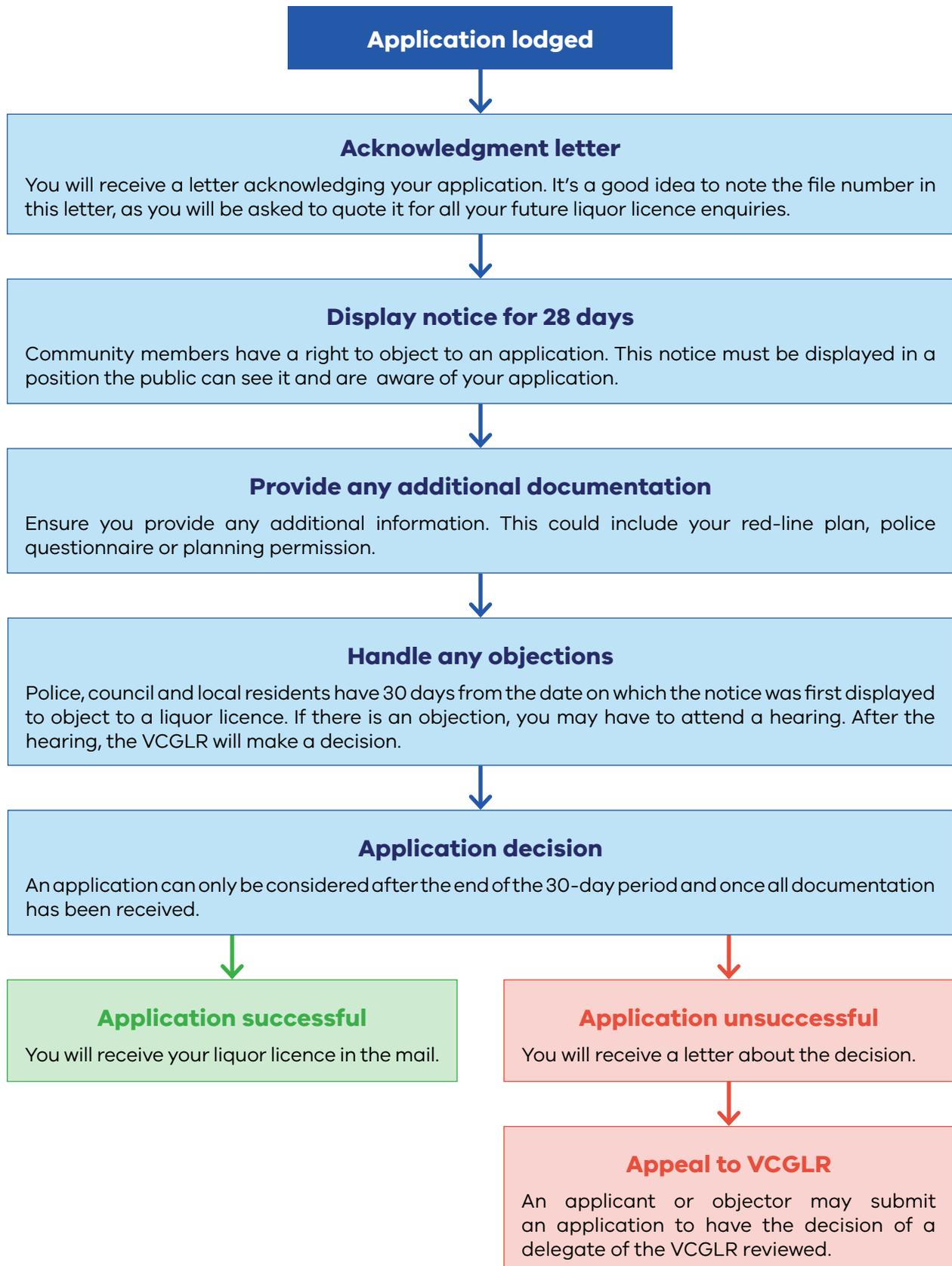
The VCGLR website provides information to increase your knowledge and awareness relating to regulations for club liquor licences. There is also a 'Our Club' resource kit that has been made available to clubs. Download a copy from the [VCGLR website](#).

Liquor forums

Liquor forums are a joint initiative where licensees regularly come together at a local level to discuss initiatives that improve the operation of licensed premises and reduce alcohol-related harm. Forums are attended by local licensees, Victoria Police, local councils, VCGLR and other stakeholders.

For information on your local liquor forum, or how to become a member, visit the VCGLR website, or alternatively, you can email contact@vcglr.vic.gov.au

Liquor licensing application process for club licences



FREQUENTLY ASKED QUESTIONS

Sales and consumption of liquor

Can liquor be supplied or consumed in a club without a liquor licence?

No. It is an offence for a person to supply or consume liquor on unlicensed club premises. It is also an offence for an unlicensed club to keep liquor on its premises.

Who can be served liquor in licensed club premises?

Members, guests of members and authorised gaming visitors over the age of 18.

Can liquor purchased on licensed club premises be consumed off the premises?

The answer depends on the type of licence held. Under a full club licence, only members are entitled to purchase liquor for consumption off the licensed premises. Guests or authorised gaming visitors are not able to buy alcohol to consume off the premises.

A renewable limited club licence or renewable club licence does not authorise the sale of liquor for consumption off the licensed premises to any person. A temporary limited licence, or a seasonal permission would be required for spectators (including members and their guests) to consume liquor off the premises during match days.

Guests and visitors

Is there a requirement to keep a record of guests?

Yes. It is suggested the following information is obtained:

1. name
2. address
3. date of visit
4. name (signature) and number of the member signing in the guest (Paragraph (h) of Schedule 1).

Can a member sign in any number of guests?

This is determined by the club rules.

How can we sell liquor in our club rooms to opposing teams and officials?

This may be handled in two ways. The club may make provisions in the club rules for opposition teams and officials to be honorary members for the day of competition.

Alternatively, the club may add in their rules to enter into reciprocal arrangements with clubs against whom they compete. Members of opposition clubs with whom the club shares their rights can use the club facilities as they would their own.

Licence renewal

When must a club renew its licence or BYO permit?

All licence renewal fees are due for payment on 31 December each year. Non payment will result in the club not being able to trade in alcohol due to the licence lapsing.

If a lapsed licence is not paid by 30 June, the licence cannot be renewed and the club must apply for a new licence.

Non-club functions

Is a member or non-member able to hold a private function on licensed club premises outside their trading hours? (e.g. 21st, dinner dance, engagement party)

No, unless the club has applied for and been granted a temporary limited licence for the period of the function, or if a specific provision allowing for such functions exists in the licence.

If the club premises are to be used by an outside group who will sell liquor, what do I need to do?

The outside group needs to apply for a temporary limited licence. They may be required to provide evidence of approval to use the premises.

Changing hours of operation

How does a club change its days and hours of operation on a permanent basis?

The club will need to complete a variation application to change their trading hours.

Intoxication

Can an intoxicated person be on my premises?

An intoxicated patron can remain on your premises but cannot be supplied with, or consume any liquor.

Drunk or disorderly persons

Are drunk or disorderly persons permitted on licensed club premises?

No. It is unlawful for the club to allow drunk or disorderly persons to remain on licensed premises.

If a member or guest is drunk, violent or quarrelsome, must they leave the premises when asked to do so by the licensee?

Yes. It is an offence for a person who is drunk, violent or quarrelsome to refuse to leave licensed premises if requested to do so by the licensee, employee of the licensee or a member of the Victoria Police.

Underage

Are persons under the age of 18 permitted on licensed club premises?

No, unless the minor is in the company of a parent, spouse, legal guardian or 'responsible adult'.

The other exception is if the club has an underage approval from the VCGLR endorsed on their licence.

Can a person under the age of 18 sell and throw away alcohol in premises occupied by a licensed club?

No. It is an offence for a licensee to permit a person under the age of 18 years to sell and dispose of liquor on licensed club premises.

Club rules

Is there any requirement for a club to notify the VCGLR concerning amendments to club rules?

No. It is the club's responsibility to ensure any amendments made to its rules comply with Schedule 1 of the Act.

Do the rules of a licensed club or a club that proposes to apply for a liquor licence have to comply with Schedule 1 of the Act?

Yes. The rules of the club must comply with

Schedule 1. A club may be exempt from complying with some of the requirements of Schedule 1, though an application must be sought from the VCGLR for any exemption.

Renovations or alterations to club premises

What does a club do to increase the size of its approved licensed area?

The club is required to lodge an application for variation of its licence.

Management committee

Is there any requirement to notify the VCGLR if a committee member resigns from the club?

No, unless the committee member is also the nominee.

Do members of the management committee have to be elected by the members?

Yes.

Should committee members or volunteer staff be trained in the responsible service of alcohol?

While it is not a legal requirement, in most cases the VCGLR encourages clubs and other licensed businesses to have their management and staff complete an RSA training program.

The VCGLR may endorse this training requirement on a licence.

A new nominee is required to have completed this training.

Sub-letting

Can a club sub-let the right to supply liquor?

No, unless an application to sub-let has been lodged and approved. It is an offence for a licensee to permit other persons to carry on a business without the consent of the VCGLR. It is worth noting that this extends to any part of the business, including kitchens.

Amalgamation

What happens when two or more clubs amalgamate and a club licence is held?

There is a streamlined process for the amalgamation of club licences. For further information, call the VCGLR on 1300 182 457.

Sample – Limited licence

Limited licence

LicenceNo. 36065422

Subject to the provisions of the Liquor Control Reform Act 1998 and any conditions specified in the licence, the licensee is authorised to supply liquor up to and including 31 December 2013

Licensee	SAMPLE SPORTS CLUB		
Address for service of notices	SAMPLE DRIVE MELBOURNE SOUTH 3004	Licensed premises address	SAMPLE DRIVE MELBOURNE SOUTH 3004
Trading as	SAMPLE SPORTS CLUB		

Additional person(s) endorsed on licence

JOHN BROWN - approved as nominee, and is liable as if the licensee, until ceasing to manage and control the licensed premises.

TYPE OF LICENCE

This licence is a Renewable limited licence and subject to the conditions specified in this licence authorises the licensee to supply liquor:-

- on the licensed premises to a member of the club or a guest of a member for consumption on the licensed premises;
- on a part or parts of the licensed premises to a person attending a pre-booked function for consumption in the area where the function is being conducted;
- to a person from a specified point/s of sale during a sporting event.

AMENITY

The licensee shall not cause or permit undue detriment to the amenity of the area to arise out of or in connection with the use of the premises to which the licence relates during or immediately after the trading hours authorised under this licence.

The licensee shall ensure that the level of noise emitted from the licensed premises shall not exceed the permissible noise levels for entertainment noise as specified in the State Environment Protection Policy (Control of Music Noise from Public Premises) No.N-2.

SUPPLY OF LIQUOR

Liquor supplied under this licence may only be purchased from the holder of a general or packaged liquor licence.

CLUB REQUIREMENTS

The rules of the club shall comply with Schedule 1 of the Liquor Control Reform Act 1998.

SUPPLY OF LIQUOR AT A PRE-BOOKED FUNCTION

The licensee is authorised to supply liquor at a pre-booked function organised by an outside organisation and conducted at the premises, subject to the licensee:

- maintaining a register of the pre-booked functions to which this licence applies with the register detailing the date, time, area and name of the function organiser
- displaying a sign identifying that the room/area of the premises is operating under this approval for a pre-booked function.

LIQUOR SUPPLIED AT POINT OF SALE DURING A SPORTING EVENT

The licensee is authorised to supply liquor during a sporting event from a specified point/s of sale, restricted to:

- four cans or plastic cups of light or heavy beer per person opened at the point of sale
- two cans or plastic cups of spirit-based drinks per person opened at the point of sale.

Sales must cease no later than 30 minutes after the event ceases.

TRADING HOURS

FOR SUPPLY ON THE CLUB PREMISES -

Tuesday and Thursday	Between 5pm and 10pm
Friday	Between 6pm and 11pm
Saturday and Sunday	Between 1pm and 12 midnight.

FOR SUPPLY FROM POINT OF SALE DURING A SPORTING EVENT -

Saturday and Sunday	Between 12 noon and 6pm
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FOR SUPPLY AT A PRE-BOOKED FUNCTION -

Saturday	Between 7pm and 12 midnight
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This licence is in force between April and September inclusive.

APPROVALS/CONSENTS

Section 120 (2) (e). Persons under the age of 18 years are permitted on the licensed premises other than in the company of a responsible adult in relation to preparation for and participation in sporting activities only. This approval does not include social activities but does include presentation functions. The approval applies during the trading hours specified above but no later than 10pm on any day.

End of Conditions

Notes

Notes

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