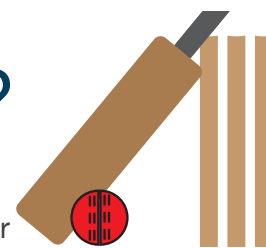


Is your club liquor licence ready?



Complete the Start of Season Self-Audit to ensure your club is complying with your liquor licence conditions and obligations.

Make the safety of your staff, members, guests and players a priority at your licensed sporting club.

For more information refer to the [Club Seminar Workbook](#) on the VCGLR website, designed to assist committee members to understand their liquor and fundraising obligations. Reference has been made to the relevant pages in the Action column.

	Yes	No	Action
Is your current (this year's) liquor licence on display in a place where everyone can read it?			Read page 15
Do you have the right signage displayed in a place where everyone can read it?			Read page 23
Are the details on your liquor licence up to date? E.g. your postal address? If you have a nominee, is the name current? Your club name?			Read page 15 If no, contact the VCGLR
Does your licence include any conditions relating to minors? (S120)			Read page 16
Do you know the laws relating to minors?			Read pages 27 & 28
Do you have a copy of your red line plan on the premises? Does it reflect the current floorplan?			Read page 19 If no, contact the VCGLR
Do staff know where your red line plan is and what it means? Do they know where liquor can and can't be supplied and consumed?			Read page 19 Brief staff
Do you have a members' and guest register?			Read page 21
Do you have a Gaming visitors' register? (applies only to clubs with gaming facilities)			Read page 21
Are your registers in a prominent location?			Read page 21
Do you have a process in place to ensure all your guests sign in?			
Do you have an incident register?			Read page 28 See VCGLR Resources
Is your club 'declared' with the VCGLR to run raffles etc.? (You must be declared if you intend to hold any fundraising activities)			Read page 33 If no, contact the VCGLR
Are your club rules (required by Schedule 1 of the <i>Liquor Control Reform Act 1998</i>) up to date? Do your staff and members understand them?			Read page 11
Have you applied for a temporary limited licence for any events you are planning at your club this season?			Read page 9 If no, contact the VCGLR
Is your club a Good Sports club?			If no, contact Good Sports

For more information visit vcglr.vic.gov.au

Checklist continues over....

Remember to talk to your staff and members about:	Yes	No	Action
The conditions on your liquor licence to ensure everyone understands them e.g. trading hours.			Read pages 8,9 & 15
The responsible service of alcohol and have a plan in place to manage intoxicated or drunk customers.			Read pages 25 & 26
The availability of free drinking water at all times.			
The laws relating to minors and when they can and can't be in the club.			Read pages 27 & 28

Completed by: _____ Date: _____

Club name: _____

Good Sports

To find out more about the Good Sports program visit their website (www.goodsports.com.au) or call 9611 6103.

You can also email the completed audit to Good Sports at rsavic@adf.org.au

The Good Sports team will contact you to discuss the program and provide the support needed for your sporting club.

VCGLR Resources

[Minors quiz](#)

[Raffles audio](#)

[Our Club](#)

[Venue Handbook](#) (Incident Register)

[Club Seminar workbook](#)

For more information visit vcglr.vic.gov.au or call 1300 182 457

