

Our Club

Licensee responsibilities



Introduction **1**

Introduction

Purpose of this resource kit

Licensed clubs make a significant contribution to the social and economic life of Victorians. Alcohol and gaming are closely linked to many clubs' sporting and social activities. A large number of clubs depend on alcohol sales and fundraising activities involving minor gaming to maintain financial viability.

Having a liquor licence or minor gaming permit provides clubs with numerous challenges. In addition to managing issues such as excessive drinking, antisocial and unsafe behaviour, a club also needs to ensure that all committee members are aware of their roles and responsibilities and are able to enforce the club's legal and social obligations at all times.

It is recognised that club committee members are often working on a voluntary basis, have numerous time pressures and experience membership turnover on a regular basis. This resource kit has been developed to provide committee members with:

- a comprehensive guide that clearly outlines the club's obligations under the *Liquor Control Reform Act 1998*
- tools to assist with the management of the club's liquor licence
- information regarding the conduct of a community or charitable gaming activity, such as a raffle, bingo or lucky envelopes
- a comprehensive guide that clearly outlines the club's obligations under the *Gambling Regulation Act 2003*.

Some of the tools provided in this resource kit include:

- sign-in register templates to use and adapt to your club's needs
- signs to display in your club rooms
- checklists and forms to assist with knowledge transfer from one committee member to the next.

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Contents

This resource kit contains the following sections:

Section title	Topic
Section 1: Introduction	The purpose and contents of the kit
Section 2: Our responsibilities	The legal responsibilities of club committee office holders, including consequences for breaking the law and the difference between incorporated and unincorporated associations
Section 3: Our liquor licence	The different types of licences and permits that exist for clubs
Section 4: Licensed areas	The red-line plan that documents the licensed area and your obligations
Section 5: Record keeping	The records you need to keep to remain compliant with your liquor licence
Section 6: Where clubs go wrong	Non-compliance incidents and penalties that can be issued
Section 7: Responsible Service of Alcohol	Your obligations for serving alcohol responsibly, including how to prevent and manage intoxication
Section 8: Managing underage patrons	How to manage underage patrons
Section 9: Changing club committees	How to perform an effective handover when changes to club committees occur
Section 10: Fundraising activities involving gaming	Community and charitable gaming, minor gaming permits, raffles, bingo, lucky envelopes, fundraising events and other community games
Section 11: Our gaming venue	Responsibilities and obligations for gaming venue operators and their employees
Section 12: Further information	Sub-letting and right to supply liquor, drink spiking, community safety, Good Sports program and additional resources

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Information in each section

Each section contains the following:

- an overview that lists the topics
- some questions you can answer to check your understanding of what has been learned
- a summary that includes tips, additional resources and answers to the 'check your understanding' questions.

Some sections also contain forms, templates and other useful documents that relate to the topics that have been covered.

Additional information

If you require additional information to what is provided in this resource kit, please call the Victorian Commission for Gambling and Liquor Regulation (VCGLR) on 1300 182 457.

Disclaimer

This resource kit has been created to assist your club meet its legal and social liquor licensing and gaming obligations. The information contained in this document should not be relied upon as a substitute for professional legal advice or reference to actual legislation.
