

# 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 understand their liquor and fundraising obligations. Relevant pages have been added in the Action section for further reading.

|   | Yes | No | Action             |
|---|-----|----|--------------------|
| Is your current (this year's) liquor licence on display in a place where everyone can read it?  |     |    | Read page 15       |
| 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       |
| Does your licence include any conditions relating to minors?  |     |    | Read page 16       |
| Do you have the right signage displayed in a place where everyone can read it?  |     |    | Read page 23       |
| Do you have a copy of your red line plan on the premises? Does it reflect the current floorplan?  |     |    | Read page 19       |
| 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       |
| 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 know the laws relating to minors?  |     |    | Read pages 27 & 28 |
| Do you have an incident register?   |     |    | Read page 28       |
| 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       |
| 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       |
| Will your club hold any events this season? If yes, have you applied for a temporary limited licence?   |     |    | Read page 9        |

For more information visit [vcglr.vic.gov.au](http://vcglr.vic.gov.au)

Checklist continues over....

| <b>Remember to talk to your staff and members about:</b>  | <b>Yes</b> | <b>No</b> | <b>Action</b>       |
|---|------------|-----------|---------------------|
| 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  |
| Becoming a member of the Good Sports program  |            |           | Read pages 37 & 38  |

Once you complete this audit, please remember to file it in a safe place.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### **VCGLR Resources**

[Minors quiz](#)

[Raffles audio](#)

[Our Club](#)

### **Other Resources**

[Good Sports \(1300 883 817\)](#)

For more information visit [vcglr.vic.gov.au](http://vcglr.vic.gov.au)