



# Sports Club Presentation

Victorian Commission for Gambling and Liquor  
Regulation

# Read and understand your licence – review it regularly

## Understanding your liquor licence

- 1 Your most recent liquor licence or BYO permit must be displayed in a conspicuous place on the licensed premises in a manner that invites public attention. Failure to do so may result in a penalty exceeding \$500.
- 2 The licence is valid until the end of each calendar year.
- 3 This is the holder of the licence. The licensee can be a company, partnership, individual or a club.
- 4 This is your postal address and should be kept up to date. Please notify the Victorian Commission for Gambling and Liquor Regulation (VCGLR) of any changes on 1300 182 457.
- 5 States the type of licence and the circumstances under which the licensee is authorised to supply liquor.
- 6 All liquor licences have conditions to ensure that the operation of the business does not cause undue detriment to the amenity of the area.
- 7 This specifies your liquor trading days and hours  
Note: Patrons have a 30 minute grace period to finish drinks purchased prior to the end of trading hours (no alcohol is to be sold during this time).
- 8 This changes annually.
- 9 If you need to contact the VCGLR, it will assist if you quote your licence number.
- 10 The name the business trades under. Please notify the VCGLR if you change your trading name.
- 11 The actual location of your licensed premises.
- 12 A nominee is a person nominated by a licensee or permittee and approved by the VCGLR. They assume the responsibilities and obligations of the licensee/permittee.
- 13 As well as your general obligations, you will have conditions listed on your licence that are directed specifically at your premises. You need to comply with these conditions or you will be committing an offence. The conditions listed here are an example of the conditions that apply to a restaurant and cafe licence. Licensees can apply to the VCGLR to vary their conditions. Details are available at our website listed below.
- 14 You may apply to the VCGLR for endorsement of additional approvals on your licence. For example, you may have approval to supply alcohol in an additional area (footpath trading).

**LIQUOR LICENCE** This licence must be displayed in a conspicuous place on the licensed premises, in a manner that invites public attention.

Section 101, Liquor Control Reform Act 1998

**20XX**

**Late night (on-premises) Licence** Licence No. 99948804

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 2017.

Licensee	SAMPLE PTY LTD	Trading as	SAMPLE PREMISES
Address for service of notices	2574 SAMPLE STREET MELBOURNE 3000	Licensed premises address	1 HIGH STREET MELBOURNE 3000

**TYPE OF LICENCE**  
This licence is a late night (on-premises) licence and authorises the licensee to supply liquor on the licensed premises for consumption on the licensed premises during the trading hours specified below.

**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.

When live or recorded amplified music other than background music is provided:  
The licensee shall install and maintain a surveillance recording system able to clearly identify individuals, which shows time and date and provides continuous images of all entrances and exits, bars and entertainment/entertainment floor areas. The surveillance recording system must operate from 30 minutes before the start of the entertainment being provided, until 30 minutes after closure. A copy of the recorded images must be available upon request for immediate viewing or removal by the Victoria Police, or a person authorised in writing by the Victorian Commission for Gambling and Liquor Regulation, or otherwise retained for at least one month. The position of the cameras will be to the satisfaction of the Licensing Inspector.

Signs, as described below, are to be displayed in all areas subject to camera surveillance. Such signs shall read:  
- "For the safety and security of patrons and staff this area is under electronic surveillance".  
Crowd controllers, licensed under the Private Security Act 2004, are to be employed at a ratio of 2 crowd controllers for the first 100 patrons and 1 crowd controller for each additional 100 patrons or part thereof. One crowd controller is to be present outside the premises to monitor patrons arriving at and departing from the premises. Crowd controllers are to be present from 30 minutes before the start of the entertainment being provided, until 30 minutes after closure.

**MAXIMUM CAPACITIES**  
Outdoor smoking area (82 patrons) Overall maximum (120 patrons)

**TRADING HOURS**  
Sunday Between 10 a.m. and 1 a.m. the following morning. Good Friday & Anzac Day Between 12 noon and 11 p.m.  
Monday Between 7 a.m. and 12 midnight.  
Tuesday & Wednesday Between 7 a.m. and 1 a.m. the following morning. Thursday to Saturday Between 7 a.m. and 2 a.m. the following morning.

In the outdoor smoking area -  
Sunday Between 10 a.m. and 12 midnight. Good Friday & Anzac Day Between 12 noon and 11 p.m.  
On any other day Between 7 a.m. and 12 midnight.

**APPROVALS/CONSENTS**  
Section 94(3)(a) (3)(b) Footpath/External Area. The licensee is authorised to supply liquor on premises, other than the licensed premises, authorised by the Victorian Commission for Gambling and Liquor Regulation shown on the approved plan during the hours specified under "Trading Hours" for consumption on those premises.  
End of Conditions - Printed on 06/12/2017

Victorian Commission for Gambling and Liquor Regulation Level 3, 12 Shelley Street, Richmond VIC 3121 1300 182 457  
GPO Box 1988, Melbourne VIC 3001 vcglr@vcglr.vic.gov.au

This is an example of a Late night (on-premises) licence. Other types of licences will be subject to other conditions.

### Please read your licence carefully

If there is any condition or aspect of your licence that you do not understand, please contact the Victorian Commission for Gambling and Liquor Regulation.

# Administration – Start of Season Self-Audit & Club Ready poster

## START OF SEASON LIQUOR LICENCE SELF-AUDIT

### 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 VGCLR 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 VGCLR 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 [vgclr.vic.gov.au](http://vgclr.vic.gov.au)

Checklist continues over....

## OUR CLUB IS LIQUOR LICENCE READY

We are proud of our club because we:

- display our liquor licence where everyone can see it
- display the correct liquor signs for everyone to read
- serve alcohol responsibly
- ask guests to sign in
- provide free water
- only allow liquor to be consumed within our red line plan
- never serve minors and we always check ID
- have a plan to manage intoxicated or drunk customers
- record all incidents in an incident register
- are 'declared' for fundraising activities
- always follow our club rules





## Sign-in requirements (registers)

To meet liquor licensing laws, clubs must keep and maintain:

- members' register
- guest register
- gaming visitors register (**gaming venues only**).

Registers are to be kept on the club premises and available for inspection by Victoria Police or a VCGLR inspector.

Members' register					
Club name: _____					
Surname	First name	Address	Mobile	Email	Last payment of membership

Guest register				
Club name: _____				
Date	Guest Name	Address	Member name	Member Signature

## Sign-in: Members' register

Must include:

- member's name
- member's residential address
- last membership payment details.

Members' register					
Club name: _____					
Surname	First name	Address	Mobile	Email	Last payment of membership

### Remember:

Members are not required to sign in each time they use the club; the register is to show who the members are.



## Sign-in: Guest register

Must include:

- the date
- guest's name
- guest's residential address
- name of the member of whom they are a guest.

Guest register				
Club name: _____				
Date	Guest Name	Address	Member name	Member Signature

Remember:

- Guests must sign in each time they visit the club.
- On match day, if your club's constitution says that opposing teams are 'members' then these clubs are **not** required to sign-in (however, you must have a list of these members readily available upon request)

### SIGNING IN

Please assist our club to meet our liquor licence obligations by ensuring you complete the guest register





## Sign-in: Gaming Visitor's register

Only clubs with a **gaming licence** need to keep this register.

The register must include:

- name of the gaming visitor
- residential address of the gaming visitor – ID with address must be presented
- date visited.

Gaming visitors do not have to be signed in by a member.

Clubs can also record this information in their guest register.

# Minors

A minor is someone under the age of 18 years.

It's illegal to supply liquor to a minor for consumption on a licensed premises under any circumstances.

Section 120(2)(e) is a licence condition that allows unaccompanied minors to be on licensed premises:

- when preparing and participating in sporting activities during the hours stated on the licence, includes presentation functions.

Check your club's licence to see what it says about minors.

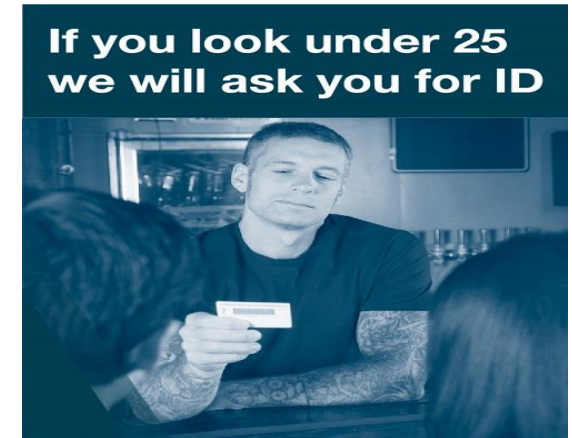




## Minors

Minors are also allowed to be on a club's licensed premises when they are:

- with a responsible adult
- having a meal
- employed on the premises in duties other than the supply of liquor, unless they are engaged in a training program approved by the VCGLR and subject to any conditions.



The VCGLR may also approve underage functions or entry into club rooms during specified times.

Best Practice - We recommend anyone who looks under the age of 25 should be asked for the relevant proof of ID.



## Temporary licences - Booths or Point/s of Sale

On match-day, [Booths or Point/s of Sale](#) can be set-up around the grounds so patrons can buy drinks during the game.

What licence is required to have a booth or point of sale?

- [Renewable limited licence - club](#)
- [Temporary limited licence](#).

Both these licences can allow clubs to serve alcohol to members and guests off-premises at booths or at multiple points of sale as a special condition.

Booths don't need a red-line plan and you can set up as many booths as you like around the field, however you must manage them responsibly.

Read the licence conditions as they can vary to ensure you are compliant.



# Best practice - Responsible Service of Alcohol

All staff should be reminded of the [RSA principles](#) which include information about:

- how to recognise intoxication and refuse service
- drunks not allowed on premises
- obligations around minors
- discouraging activities that may cause harm and reduce risk.

Responsible Service of Alcohol

## Remember the 4 RSA principles

1. Recognise and refuse liquor service to intoxicated patrons.
2. Drunk or disorderly patrons are not allowed on premises.
3. Do not supply liquor to minors.
4. Discourage activities that may cause harm to themselves and others.

*If you need to refuse service*

<i>Tell early</i>	<i>Clarify refusal</i>
<i>Avoid put-downs</i>	<i>Alternatives offered</i>
<i>Keep calm</i>	<i>Report</i>
<i>Ever courteous</i>	<i>Echo the message to regulars</i>

**Penalties apply**  
**Know *your* responsibilities**

Victorian Commission for  
Gambling and Liquor Regulation

Best Practice - 'check ID if anyone looks under 25'

# E-licensing Portal

Create your [account](#)  
[now](#)

Home

Register

Login

Cost

Contact Us

## Welcome to the Liquor Portal

The Liquor Portal is designed to help licensees manage their existing liquor licence, lodge a new restaurant and cafe licence application or transfer an existing licence.

The Liquor Portal will also help you remain compliant.

### Register a new account

[Register an Account](#)

### Login to existing account

[Login to your Account](#)

### Use the Liquor Portal to help you remain compliant

#### Manage your existing liquor licence:

- [Use eLicence to receive your liquor licence and renewal notice](#)
- [Download copies of your liquor licence and red line plans](#)
- [Update your Liquor Licence postal address](#)
- [Add or replace a nominee on your licence](#)
- [Add, update or remove directors on your licence](#)
- [Update personal details](#)

Liquor Portal

Enter



## Liquor Portal – we're moving to digital

The [Liquor Portal](#) is an online licence management tool for liquor licensees to help you manage your existing liquor licence, transfer an existing licence, receive your renewal notice and licence once you have paid.

To register, you will need your liquor licence number and individual four-digit PIN - this can be found on your last renewal notice or by emailing [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)

### STEPS:

- **Step 1:** [Create an account](#).
- **Step 2:** Associate your licence or permit using your licence number and individual four-digit PIN.
- **Step 3:** Click eLicence and add the email you want your renewal notice and liquor licence sent to. (this can differ from the email address used to create your Liquor Portal account).

# Reminders

- Register for Liquor Portal – create an account
- Licence renewal fees - pay by 31 March 2020
- Daylight savings ends Sunday 5 April 2020 – clocks are turned back one (1) hour







# VCGLR sporting club resources

- VCGLR [Sporting Clubs page](#)
- [AFL Start of Season Self-Audit](#): Is your club liquor licence ready?
- [AFL Club Ready poster](#): Our club is liquor licence ready
- Videos
- [Compulsory signage](#)
- [Fundraising factsheet](#): Minor gaming activities
- [Raffles information](#) and [audio](#)
- [Declared Community and Charitable Organisations database](#)
- [Booths or Point/s of Sale factsheet](#)
- [RSA Principles poster](#)
- [Signing in poster](#): Please assist our club by ensuring you complete the guest register
- [Optional signage](#): Free water; If you look under 25 we will ask for ID; STOP Are you purchasing liquor for someone under 18? And more.....
- [Online liquor portal](#) – register now
- Good Sports: [Club Seminar Workbook](#)

# Contact details



[vcglr.vic.gov.au](http://vcglr.vic.gov.au)



[contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)



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