

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 Liquor Control Reform Act 1998) 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

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
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

Find gambling and liquor information for clubs, including a minors quiz and raffles audio, on the VCGLR website at vcglr.vic.gov.au/key-information-clubs

Other Contacts

VCGLR

1300 182 457

contact@vcglr.vic.gov.au

Good Sports

1300 883 817

