



EFNL Club Development Day

Victorian Commission for Gambling and Liquor
Regulation & Responsible management of alcohol

Sunday 23 February, 2020

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Senior Education Officer



About the VCGLR

The [Victorian Commission for Gambling and Liquor Regulation](#) (VCGLR) - independent statutory authority that regulates Victoria's gambling and liquor industries.

Vision - All Victorians and visitors enjoy safe and responsible gambling and liquor environments.

The work we do:

- 22,000 liquor licences*
- 15,000 licence applications (incl. temporary e.g. events, carnivals, festivals)
- 30,000 gaming machines incl. Melbourne casino
- 470 gaming venues
- 620 Keno outlets
- 740 wagering and betting agents
- 4,500 minor gaming activities
- 2,500 gaming industry employee licences.

(All figures are approximate for 2017)*



VCGLR – Key functions



The VCGLR uses these overarching principles to guide how we regulate:

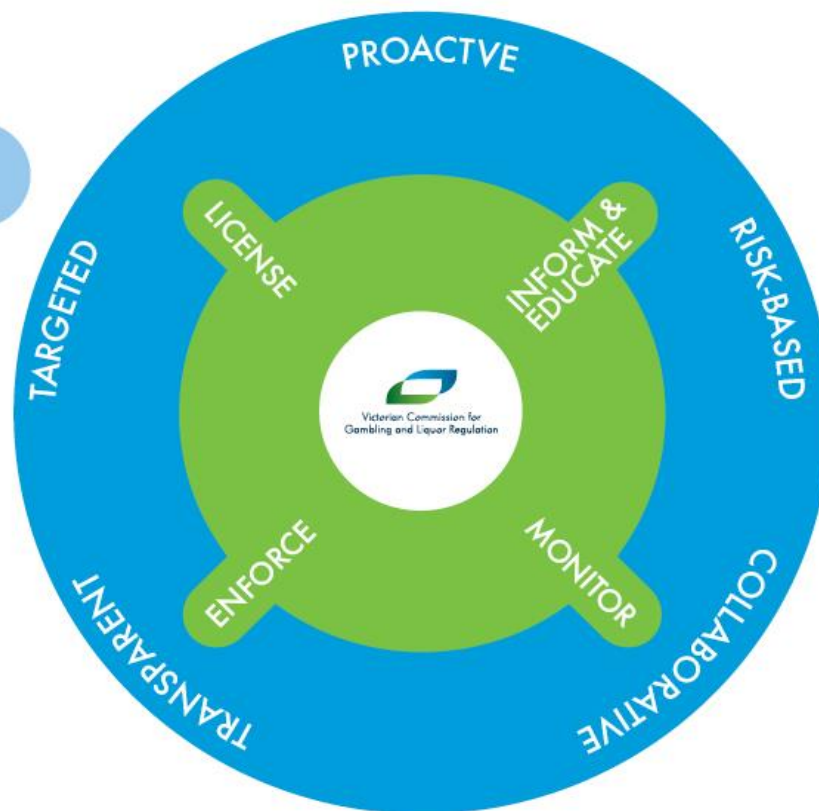
Risk-based – we use risk to guide our activities and the use of our resources and we aim for consistency

Proactive – we make independent decisions, identify emerging issues and respond before the community suffers significant harm

Collaborative – we work collaboratively with our regulatory partners, the gambling and liquor industries and the community

Transparent – we are open about how we regulate

Targeted – we choose proportionate enforcement sanctions that target individual offenders to change their behaviour and secure compliance with gambling and liquor laws for the protection of the community.



The full Regulatory Approach is available to download from
vcglr.vic.gov.au



Is your club liquor licence ready this season?

Sporting Clubs are vital social hubs in our community.

Let's work together to make the safety of staff, members, guests and players a priority this season. Get your club ready and know your obligations.

What we will cover today:

- Licence conditions
- Administration (signage, red-line plan, sign-in)
- Minors
- Temporary licence - Booths or Point/s of Sale
- Responsible management of alcohol – Best practice
- Fundraising
- Get in touch

Resources for you today - Take our education materials and posters back to your clubs.



Read and understand your club licence – review it regularly

LIQUOR LICENCE

Section 101, Liquor Control Reform Act 1998

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

2020

Limited Licence

Licence No. 36097940

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 2020

Licensee WILLIAMSTOWN FOOTBALL CLUB (ACN:006 057 031)

Address for service of notices PO BOX 307
WILLIAMSTOWN 3016

Licensed premises address MORRIS STREET
WILLIAMSTOWN 3016

Trading as WILLIAMSTOWN FOOTBALL CLUB

Additional person(s) endorsed on licence

JASON MICHAEL REDDICK - approved as nominee, and is liable as if the licensee, until ceasing to manage and control the licensed premises.

TYPE OF LICENCE

This licence is a renewable limited licence and subject to the conditions specified in this licence authorises the licensee to supply liquor:-

- on the licensed premises to a member of the club or a guest of a member for consumption on the licensed premises;
- to a person from a specified point/s of sale during a sporting event.

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 uses of the premises to which the licence relates during or immediately after the trading hours authorised by 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.

CLUB REQUIREMENTS

The rules of the club shall comply with Schedule 1 of the Liquor Control Reform Act 1998.

LIQUOR SUPPLIED AT POINT OF SALE DURING A SPORTING EVENT

The licensee is authorised to supply liquor during a sporting event from a specified point/s of sale, restricted to:

- four cans or plastic cups of light or heavy beer per person opened at the point of sale;
- two cans or plastic cups of spirit-based drinks per person opened at the point of sale.

Sales must cease no later than 30 minutes after the event ceases.

PERIOD OF LICENCE - SECTION 50(2)

This licence is only in force during April to September.

TRADING HOURS

FORSUPPLY ON THE CLUB PREMISES -

Monday to Friday Between 6pm and 11pm

Saturday & Sunday Between 12noon and 12midnight

FORSUPPLY FROM POINT OF SALE DURING A SPORTING EVENT -

Saturday & Sunday Between 12noon and 8pm

APPROVALS/CONSENTS

Section 120(2)(e). Persons under the age of 18 years are permitted on the licensed premises other than in the company of a responsible adult in relation to preparation for and participation in sporting activities only. This approval does not include social activities but does include presentation functions. The approval applies during the trading hours specified above but no later than 10pm on any day.

End of Conditions - Printed on 19/02/2020



Licence conditions snapshot

Common conditions on a licence can include:

- licence period (e.g. April to September)
- trading hours for supply on club premises/booths
- liquor supply restrictions (e.g. only 2 cans or plastic cups of spirit-based drinks and 2 cans of heavy/light beer per person)
- amenity
- specific to your club requirements.

[illegible]

LIQUOR LICENSING LAW *Liquor Control Reform Act: 1998*

Under 18? No supply*

It is against the law:

- for a licensee to sell liquor to under 18s
Penalty exceeds \$19,000
- for any person to supply liquor to under 18s
Penalty exceeds \$19,000
- for under 18s to purchase, receive, possess or consume liquor
Penalty exceeds \$800

*Exception applies

Staff have the right to request ID

We accept the following ID:










Must be age 18

 Victorian Commissioner for Gambling and Liquor Regulation

www.vicgls.vic.gov.au

Available at many outlets




LIQUOR LICENSING LAW *Liquor Control Reform Act 1998*

Intoxicated? Drunk? Disorderly?


It is against the law:

- for a licensee to supply liquor to an intoxicated person
Penalty exceeds \$19,000
- for a licensee to allow a drunk or disorderly person on the premises
Penalty exceeds \$19,000
- for a drunk, violent or quarrelsome person to refuse a request to leave a licensed premises
Penalty exceeds \$8,000



Victoria Commission for
Gambling and Liquor Regulation

www.vcglr.vic.gov.au



VICTORIA
POLICE

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

The 'RSA principles' poster isn't compulsory but it's best practice to display it in your staff room/kitchen or near the fridge where alcohol is stored.

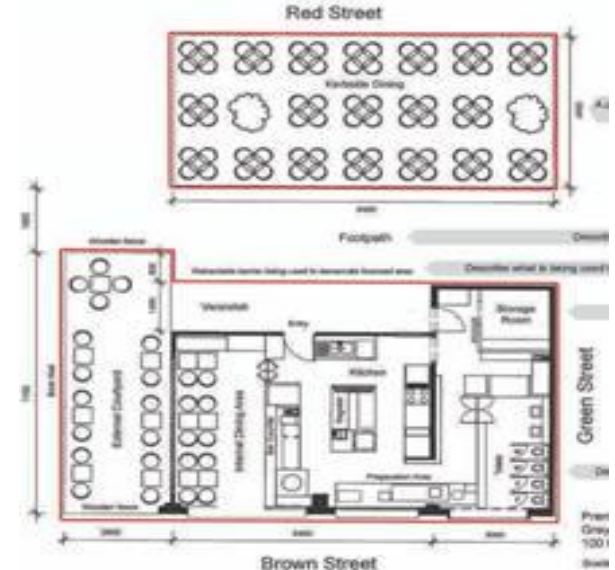
Administration – Know your red-line

Your approved red-line plan indicates where alcohol can be served and consumed. But sometimes members may take their drink to an unlicensed area.

Let your club members and guests know where they can and can't take their drinks.

Keep your plan in a folder near the register or display it for best practice. You must show your red-line plan when requested by the VCGLR or Victoria Police.

To manage this, there is a poster that can help alert members and guests about any restrictions that may apply.



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 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....

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 (but no later than 10pm on any day).

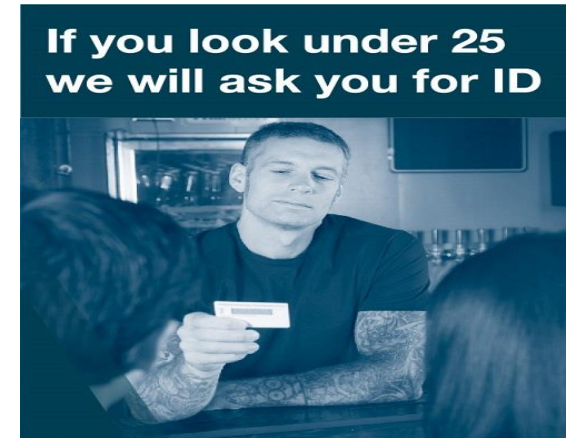
Check your club's licence to see what it says about minors.



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

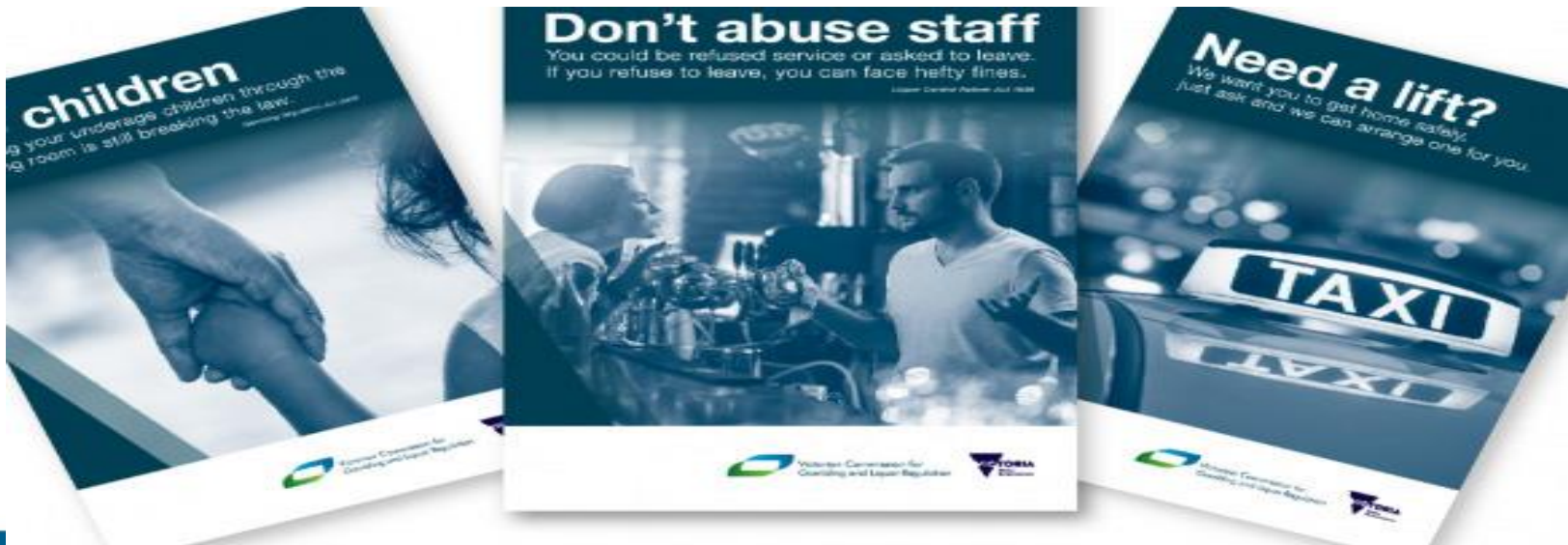
 Victorian Commission for
Gambling and Liquor Regulation

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



Best Practice: Responsible management of alcohol

- all staff are RSA trained in the last 3 years including at booths
- ask for relevant ID if someone looks under 25 years of age
- actively promote free drinking water
- no shots/no double shots/no sculling competitions
- limit the number of drinks per person (slow consumption down)
- only serve alcohol in standard drink sizes
- actively promote non-alcohol and low-alcoholic drinks





Best Practice: Responsible management of alcohol

- 'No unattended drinks' policy – keep patrons safe
- dedicated staff regularly monitor the club for possible intoxicated or drunk persons
- subscribe to the free VCGLR Newsletter – keep up to date
- join and attend your local liquor forum – contact VCGLR for details
- display optional signage
- join the Good Sports program – brochures available today
- capture any incidents in an incident register





Best practice: Incident register

Incidents can happen such as:

- a drunk or disorderly person refusing to leave
- a person assaulting another person

Be proactive - keep an incident register to record:

- incident date, time and location
- name of member or visitor
- witness details
- description of offender
- the action taken at the time.

An incident register will help keep track of problem members and help you communicate with committee members or other staff.

It may assist Victoria Police in the future.

Incident register

Incident date Incident time Incident location

Name of patron(s) and membership number(s) (if applicable)

Witness name (1) Day contact number

Witness name (2) Day contact number

Witness name (3) Day contact number

Incident details (tick the appropriate boxes)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Minor, no ID | <input type="checkbox"/> Minor, fake ID | <input type="checkbox"/> Intoxication | <input type="checkbox"/> Property damaged |
| <input type="checkbox"/> Patron(s) injured | <input type="checkbox"/> Patron(s) asked to leave | <input type="checkbox"/> Violence | <input type="checkbox"/> Staff injured |
| <input type="checkbox"/> Police called | <input type="checkbox"/> Inappropriate conduct | <input type="checkbox"/> Patron(s) barred/suspended | |
| <input type="checkbox"/> Other <input type="text"/> | | | |

Further details of incident and action taken

Description of the offender(s)

X / /

Signature Date

Name of committee member

X / /

Signature Date

Signature of club president



Pays to be compliant - \$\$\$\$

Your club could be in **breach** of the liquor licensing laws and serious penalties apply under the ***Liquor Control Reform Act 1998***.

Maximum penalties for:

- supply liquor to intoxicated person - \$19,343
- supply liquor to a minor - \$19,343
- supply liquor to a minor by an employee - \$3,224
- permit consumption of liquor not in accordance with licence \$9,671
- sell liquor without a licence - \$38,686 or 24 months imprisonment.

VCGLR inspectors are out and about checking club compliance with liquor and gaming laws.



Fundraising: Minor gaming

To hold fundraising activities that involve minor gaming, clubs must be declared as a **community or charitable organisation** with the VCGLR.

Clubs must demonstrate:

- they are conducted in good faith
- lodge their applications at least 28 days before the first gaming activity.

It's free and a declaration lasts for 10 years.

You can download an application from our website.

Check our public database to see if your club is declared on the VCGLR website.

Guide to planning a fundraiser (minor gaming activity)

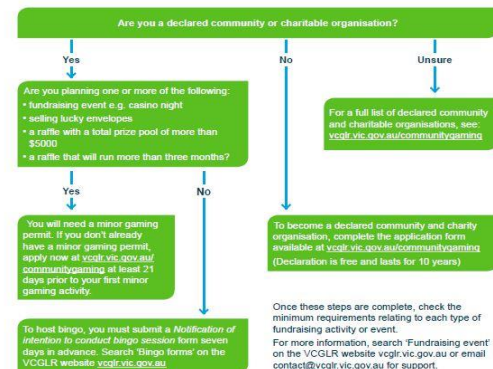
If you are planning a minor gaming activity to raise funds for a club or organisation, you need to be a declared community or charitable organisation.

A minor gaming activity includes any activity involving payment to play and that relies on chance such as raffles, bingo and casino nights. If your activity relies on skill (i.e. a sporting event), it is not considered a minor gaming activity. Activities such as footy tipping or sweepstakes where funds raised do not go to winning participants but to a club or organisation for fundraising, require that organisation to be a declared community or charitable organisation.

If you are raising funds on behalf of a charity (i.e. Cancer Council Victoria), you need their written permission before proceeding.

The following outlines the requirements of clubs and organisations when it comes to fundraising activities. A minor gaming permit is required for certain activities. If you already have a minor gaming permit check the conditions of your permit, and if you're conducting a raffle then keep in mind:

- no reverse raffles
- cash prizes can only be included as part of a travel or accommodation prize and not be more than 10 per cent of the total prize value.



Fundraising: Minor gaming

Once your club is 'declared' with the VCGLR, you may need to also apply for a minor gaming permit.

Minor gaming permits are **required** for:

- raffles (if total prize pool exceeds \$5000)
- lucky envelopes
- casino nights.



Other activities that **do not** require a minor gaming permit include:

- footy tipping competitions
- cup (i.e. Melbourne Cup or other horse race) sweeps
- members' draws
- bingo.

However, rules and conditions limit how these activities can be run and other notification forms may apply.

Refer to the [fundraising factsheet](#) for more detailed information.



Raffles - Reverse raffles are illegal

A reverse raffle is when the last ticket drawn is declared the winner of the first prize, but legislation states this is **illegal**.

- You can draw the winners of the raffle in the following sequence - first ticket wins 1st prize, second ticket wins 2nd prize etc. - and then announce the winners in the reverse order
- The winning ticket number and details must be recorded with the ticket placed in an envelope marked 1st prize, 2nd prize, 3rd prize etc.
- Some clubs do this to build up excitement but always remember the **first ticket drawn must win first prize.**
- Cash prizes/cash (debit) cards – are illegal.



Stay ahead of the game – watch our videos

These short videos, developed in partnership with Good Sports and Community Clubs Victoria, are designed to help your sports club get a better grip on the must-dos around liquor licensing and minor gaming.

- [Your licence and signage](#)
- [Red line plan and booths](#)
- [Minors and sign registers](#)
- [Becoming a declared organisation](#)
- [Minor gaming and fundraising](#)

Stay ahead of the game

Red line plans and booths



E-licensing

We're moving to digital

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

Reminders

- Register for Liquor Portal
- 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](#)
- Good Sports: [Club Seminar Workbook](#)

Contact details



vcglr.vic.gov.au



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