

# Self-paced guide

## Full Club licence

Choose an item.

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**Please note:** Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation.


## Topic 1 – Introduction

<b>Introduction</b>	<p>Complete this self-paced training guide to understand:</p> <ul style="list-style-type: none"> <li>• what holding a full club licence means for you</li> <li>• the conditions and approvals on full club licences</li> <li>• the requirements under Schedule 1 of the <i>Liquor Control Reform Act 1998</i> (the Act).</li> </ul>
<b>Who should use this guide?</b>	<p>Anyone who needs to know about a full club licence and its conditions.</p> <p>This may include new and existing:</p> <ul style="list-style-type: none"> <li>• club licensees</li> <li>• committee members</li> <li>• nominees, managers and staff who work at a club with a full club licence.</li> </ul>
<b>Learning outcomes</b>	<p>Once you have completed this guide, you should be able to:</p> <ul style="list-style-type: none"> <li>• identify when and where you are permitted to supply alcohol to members, guests and visitors</li> <li>• identify strategies to deal with any amenity issues</li> <li>• identify breaches to full club licences.</li> </ul>
<b>Topics</b>	<p>The following topics are included in this guide:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• About a full club licence</li> <li>• Full club licence conditions.</li> </ul>
<b>Before you begin</b>	<p>Confirm the type of licence you have, or have applied for.</p> <p>Locate and read your club's licence or a copy of the application form you submitted to the Victorian Gambling and Casino Control Commission (VGCCC).</p>
<b>How to use this guide</b>	<p>This guide is self-paced so you can work through it in your own time and at your own pace.</p>
<b>Icons you will see in this guide</b>	<p>The following icons have been used throughout this guide:</p>

 <p>TIP</p>	<p>This is a tip – something you may find useful.</p>
 <p>CHECK YOUR UNDERSTANDING</p>	<p>Each topic has a <b>Check your understanding</b> section. It includes questions on the content covered and in some instances, uses a scenario.</p>
 <p>ANSWERS</p>	<p>Once you've completed the <b>Check your understanding</b> section, this icon directs you to the answers at the back of the guide.</p>

## Topic 2 – About a Full Club licence

<p><b>What this topic covers</b></p>	<p>This topic looks at:</p> <ul style="list-style-type: none"> <li>• the types of clubs that hold a full club licence</li> <li>• who can consume alcohol in your club, and</li> <li>• where they can consume alcohol.</li> </ul>
<p><b>What type of club has a full club licence</b></p>	<p>If you have applied for or have been issued a full club licence, then you are the licensee/committee member or nominee at a large-scale sporting club or other clubs such as:</p> <ul style="list-style-type: none"> <li>• an RSL club</li> <li>• an AFL club</li> <li>• a club with gaming machines.</li> </ul> <p>A full club licence is for clubs that operate on a commercial level, employ permanent staff and that offer a range of services for members, such as gaming, dining facilities or a gymnasium.</p> <p>A club licence is subject to:</p> <ul style="list-style-type: none"> <li>• the rules of the club complying with <u>Schedule 1</u> of the Act</li> <li>• a condition that registers must be kept</li> <li>• maintaining sufficient records to explain the financial situation of the club</li> <li>• a condition that the club comply with the planning scheme</li> <li>• and any other condition/s imposed by the VGCCC.</li> </ul> <p><b>Note:</b> If your club is used primarily by people under 18 years of age, then you cannot be licensed. This includes premises that are used primarily by junior sporting clubs.</p>
<p><b>Who can you serve alcohol to?</b></p>	<p>You may serve alcohol to:</p> <ul style="list-style-type: none"> <li>• your club members</li> <li>• guests of your members (when they are with the member)</li> <li>• authorised gaming visitors</li> <li>• members of the public at club events or functions.</li> </ul> <p>An authorised gaming visitor must live more than 5km (metropolitan areas) 10km (regional areas) from the licensed premises.</p>
<p><b>Where can alcohol be served and consumed?</b></p>	<p>You can serve <b>members</b> alcohol for consumption <b>on</b> and <b>off</b> the club premises.</p> <p><b>Guests</b> may only be served alcohol for consumption <b>on</b> the club premises.</p> <p><b>Members of the public</b> may only be served alcohol for consumption <b>on</b> the club premises at club events or functions.</p> <p>The service of alcohol to members, guests and members of the public must be carried out within the red-line area on the plan of your licensed premises.</p> <p><b>Note:</b> Minors are not allowed to be supplied or drink liquor on licensed premises under any circumstances.</p>

<p><b>On-premises</b></p>	<p>Alcohol that is to be consumed <b>on your premises</b> must be:</p> <ul style="list-style-type: none"> <li>• within your red line area and</li> <li>• consumed by your members, their guests, or authorised gaming visitors; or</li> <li>• members of the public attending club events or functions at your licensed premises.</li> </ul>
<p><b>Off-premises</b></p>	<p>Only club <b>members</b> can be served alcohol for <b>off-premises</b> consumption.</p> <p>Alcohol that is served to club members for <b>off-premises</b> consumption must be supplied in sealed containers, such as stubbies, cans or bottles and taken off the club premises.</p> <p><b>Members</b> can therefore buy alcohol in sealed containers at the club and take it to an area off your club premises such as a sporting event at your grounds or to the park down the road to watch a game of football or cricket, subject to local council laws.</p>
<p><b>Local council laws</b></p>	<p>Drinking in public places should be discouraged via your club house rules.</p> <p>The local council may have a local law that prohibits people from drinking in public places.</p> <p>It is advisable to check with your local council to find out what the local law is, and if applicable, display a sign advising patrons that they may be fined by council if they are found drinking in a public place.</p>
<p> TIP</p>	<p>Placing signs near doorways advising patrons of your club rules may help to prevent patrons from drinking in a public place, such as a park.</p>
<p><b>Online orders and the delivery of liquor</b></p>	<p>Only <b>club members</b> can be supplied alcohol by orders placed online.</p> <p>If you supply packaged liquor, it is also a condition of your full club licence that you notify the VGCCC before commencing to supply liquor via online orders.</p> <p>You will need to comply with the conditions set out in section 18C of the <i>Liquor Control Reform Act 1998</i>.</p> <p>For online orders, section 18C of the Act requires the licensee:</p> <ul style="list-style-type: none"> <li>• display their liquor licence number and any notice the VGCCC requires on its website, online platform or interface through which liquor can be ordered.</li> <li>• display their liquor licence number in any promotional or advertising material in relation to online ordering.</li> <li>• provide instructions to the person responsible for the delivery of liquor by orders placed online, and ensure delivery occurs within ordinary trading hours.</li> </ul> <p>For liquor delivered via online orders:</p> <ul style="list-style-type: none"> <li>• If the liquor order is not intended as a gift, for first-time orders you are required to: <ul style="list-style-type: none"> <li>○ request the customer member who placed the order to confirm that they are 18 years old or older</li> <li>○ provide instructions to the delivery person that the liquor must only be delivered and received by the member who placed the order, and whose age must be verified by the delivery person via an evidence-of-age document.</li> </ul> </li> <li>• For subsequent online orders made by the same member, you are required to:</li> </ul>

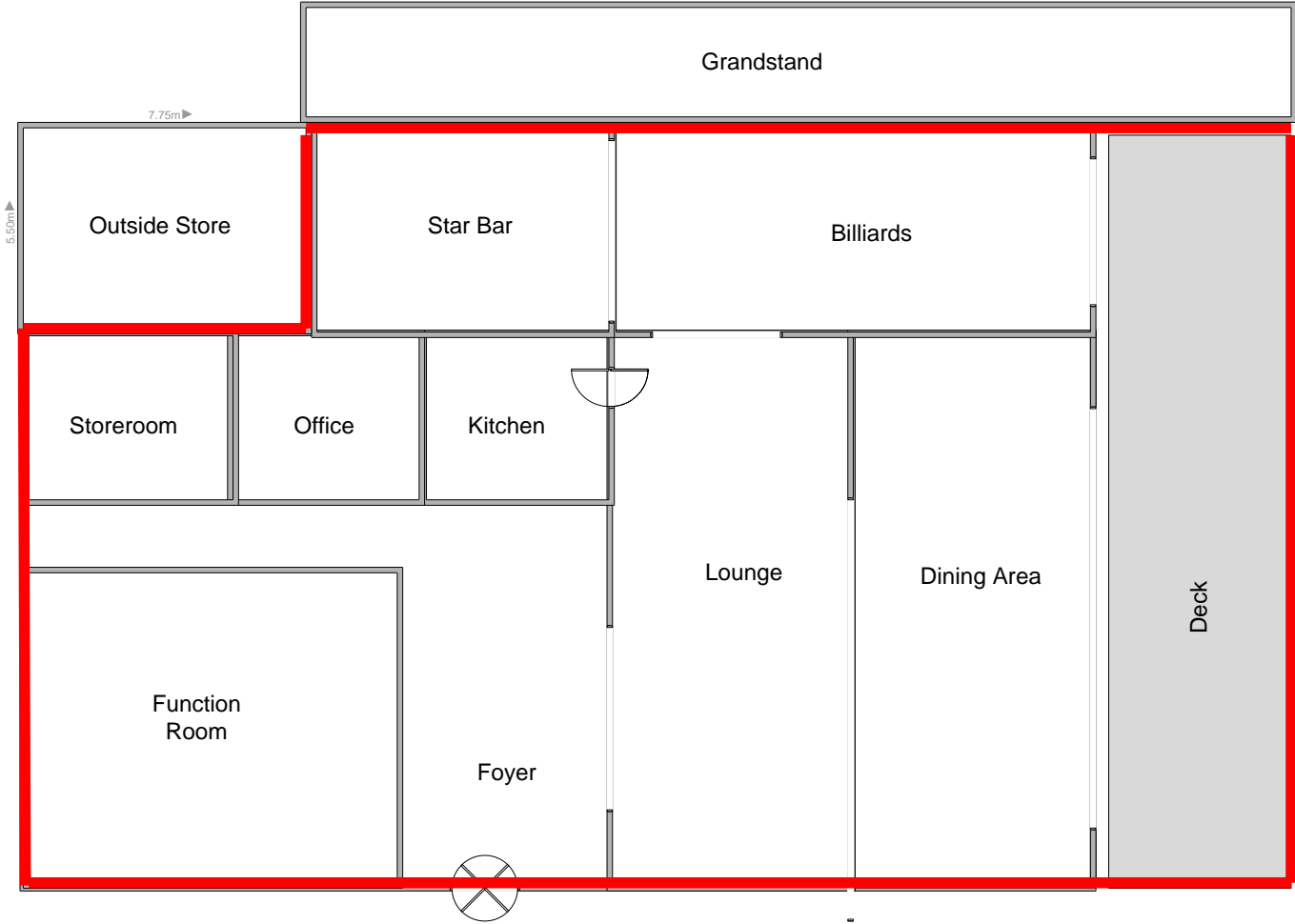
	<ul style="list-style-type: none"> <li>○ obtain instructions from the member about where to leave the order if the customer is not present at the time of the subsequent delivery and provide these instructions to the delivery person</li> <li>○ provide instructions to the delivery person that the order must only be delivered in accordance with the instructions obtained from the member.</li> </ul> <ul style="list-style-type: none"> <li>● If the liquor order is placed by a member to be delivered to another person as a gift, you are required to:             <ul style="list-style-type: none"> <li>○ request the member who placed the order to confirm they and the recipient of the gift are both of—or over—18 years of age</li> <li>○ obtain the name and address of the recipient of the gift</li> <li>○ provide instructions to the delivery person that the liquor must only be delivered to the recipient—or a person who is 18 years old or older and present at the address provided. The age of the recipient or the person must also be verified by the delivery person via an evidence-of-age document.</li> </ul> </li> </ul> <p><b>Note:</b> The licensee must provide instructions to the person responsible for delivering the liquor that delivery must occur before 11pm.</p> <p>For further information, see <a href="#">the Act</a>.</p>
<p><b>What is your red-line plan?</b></p>	<p>The red-line plan is the plan submitted with your club’s original application for its liquor licence.</p> <p>This plan is important as it shows where alcohol can be:</p> <ul style="list-style-type: none"> <li>● supplied to members for on and off-premises consumption</li> <li>● consumed by members, guests, gaming visitors and members of the public attending a club event or function whilst on the club premises.</li> </ul> <p>The red-line plan is also important if you intend to do renovations to your club. You may need to submit a new plan to the VGCCC for their consideration prior to making the proposed changes.</p> <p>If you get a visit from Victoria Police or a VGCCC Inspector, they will most likely have a copy of your plan and may check that you are operating within the red-line area.</p> <p>It is an obligation under the Liquor Control Reform Act 1998 that you:</p> <ul style="list-style-type: none"> <li>● keep a copy of your red-line plan on your premises and</li> <li>● produce it if requested by Victoria Police or a VGCCC Inspector.</li> </ul>
<p><b>Registers</b></p>	<p>Clubs must keep a register with the details of their members, guests, visitors and gaming visitors.</p> <p><b>Members’ register</b> must contain the name and address of each member and their membership subscription. Members are <b>not</b> required to sign in each time they use the club; the register is to show who the members are.</p> <p><b>Guests’ register</b> for member’s guests and visitors. A register with the guest/visitor’s names and addresses, the member they are a guest of (if applicable) and the date they visited the club.</p> <p><b>Gaming visitors’ register</b> (for clubs with a venue operator’s licence i.e. gaming facilities), must contain the gaming visitors’ names and addresses and the date they visited the premises.</p> <p>Gaming visitors should produce identification before being admitted to the licensed premises and carry it with them always whilst on the licensed premises.</p>

<b>Who is responsible for maintaining the registers?</b>	<p>The club secretary is responsible for ensuring registers are:</p> <ul style="list-style-type: none"> <li>kept on the club premises</li> <li>available for inspection by Victoria Police or a VGCCC inspector.</li> </ul>
<b>Underage members</b>	<p>Many sporting clubs have junior teams that train and play games at the club. Clubs must apply to the VGCCC requesting permission to allow anyone under 18 years old to participate in club activities.</p> <p>Where permission is granted, the terms and conditions will be stated on your club licence. This usually contains a set time by which the under-18-year-olds must leave the premises and any other conditions that apply to permitting under-18-year-olds in the club.</p> <p><b>Note:</b> Minors are not allowed to be supplied or drink liquor on licensed premises under any circumstances.</p>
<b>Non-member functions</b>	<p>In the following circumstance your full club licence <b>does not</b> permit you to hold a non-member function at your club.</p> <ul style="list-style-type: none"> <li><u>The non-member function organiser/s</u> only hire your club as their venue and supply their own alcohol at their function. <ul style="list-style-type: none"> <li>In this circumstance the organiser/s require their own <b>temporary limited licence</b>.</li> </ul> </li> </ul> <p>We encourage you to obtain a copy of the function organiser's temporary limited licence for your records.</p>
<b>Sub-letting</b>	<p>A licensee must not let or sublet any part of the licensed premises or assign the right to supply liquor without the consent of the VGCCC.</p>
<b>Control of the business of the supply of liquor</b>	<p>A licensee must not permit any person who is not employed by the licensee to carry on a business of supplying liquor on the licensed premises.</p>



# Sample red-line plan – The Club Club

The Club Club





## CHECK YOUR UNDERSTANDING

### Check you understanding – About a Full Club licence

It's time to check your understanding of what has been covered so far.

Please complete the questions below and check your responses against the answers provided at the back of this guide.

**Q.1 A member drinks one glass out of a bottle of wine they have purchased with dinner in the club dining room. Can they take the bottle of wine home with them?**

Yes

No

**Q.2 Your on and off-premises trading hours today, finish at 11pm.**

**At 10.55pm a guest of one of your members orders a six-pack of beer. Will you serve them?**

Yes

No

Explain your answer:

Click or tap here to enter text.

**Q.3 The regular guest of a club member can use the club without the member.**

True

False

**Q.4 Name three pieces of information that the guests' and gaming visitors' register contain?**

1. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.

**Q.5 A 21<sup>st</sup> birthday party has been booked by the friends of one of your club members in your club function room. They want you to provide full bar facilities for the party, including staff and alcohol.**

**Does your full club licence allow you to have this function in your club?**

Yes

No

Why? Click or tap here to enter text.



**TIP** Use the red-line plan on page 9 to answer the following question.

**Q.6** A member can take alcohol into the grandstand or out onto the club grounds?

- True
- False

**Q.7** A non-member can take alcohol into the grandstand?

- True
- False

**Q.8** Anyone using the club may take alcohol from the dining area into the Star Bar.

- True
- False

**Q.9** Your best friend is an excellent chef and won many awards.

Your bistro area is not doing well, so you have agreed to sublet the kitchen and bistro area to her to control on a six-month trial.

Are you in breach of your liquor licence?

- Yes
- No

Explain your answer

Click or tap here to enter text.



**ANSWERS**

**Now check your answers at the back of this guide.**

## Topic 3 – Full club licence conditions

<b>What this topic covers</b>	This topic looks at the conditions that may be applied to a full club licence.
<b>What are licence conditions ?</b>	<p>They are the conditions that reflect what you must abide by in your club.</p> <p>Licence conditions are monitored and enforceable by Victoria Police and VGCCC inspectors.</p> <p>Full Club licence conditions include:</p> <ul style="list-style-type: none"> <li>• your trading hours</li> <li>• approvals and consents primarily to allow persons under 18 years of age onto club premises.</li> </ul>
<b>Ordinary trading hours</b>	<p>Ordinary trading hours for a full club licence are defined in the Act as:</p> <ul style="list-style-type: none"> <li>• <b>Sunday:</b> 10am to 11pm</li> <li>• <b>Good Friday and ANZAC Day:</b> 12 noon to 11pm</li> <li>• <b>Monday to Saturday (excluding ANZAC Day and Good Friday):</b> Any time</li> </ul>
<b>Authorised trading hours</b>	<p>A full club licence authorises the licensee to supply liquor:</p> <ul style="list-style-type: none"> <li>• for consumption <b>on</b> the licensed premises for members, guest of members authorised gaming visitors as well as members of the public at club events or functions: <ul style="list-style-type: none"> <li>○ during ordinary trading hours; <b>and</b></li> <li>○ between 11pm on December 31 to 1am on 1 January; <b>and</b></li> <li>○ during any other times <b>only if specified in the licence.</b></li> </ul> </li> <li>• For consumption <b>off</b> the licensed premises by members: <ul style="list-style-type: none"> <li>○ during ordinary trading hours; <b>and</b></li> <li>○ during any other times <b>only if specified in the licence.</b></li> </ul> </li> </ul> <p>If your licence specifies separate trading hours for specific areas of the venue that are different to the overall trading hours of the licensed premises (for example, balcony area) you will need to comply with those specific trading hours of these areas of your venue.</p> <p><b>Note:</b> you will only be permitted to supply liquor until the times permitted under your liquor licence if your planning permit allows you to trade to during those times. You will be in breach of planning laws if you fail to comply with planning permit conditions.</p> <p><b>Note:</b> you have a 30-minute grace period after closing time for patrons to finish the drinks they have already purchased, but you cannot sell them any more liquor.</p>
<b>What is amenity?</b>	All full club licences have the amenity condition on their licence.

	<p>Amenity is the impact that your club and its patrons may have on the surrounding area.</p> <p>The <i>Liquor Control Reform Act 1998</i> defines amenity as:          “The quality that the area has of being pleasant and agreeable”.</p> <p>Amenity includes:</p> <ul style="list-style-type: none"> <li>• <b>Parking facilities</b> Do you have a car park? Do patrons park in nearby residential streets?</li> <li>• <b>Traffic movement and density</b> Is there a lot of traffic in the surrounding area from patrons coming and going to your club?</li> <li>• <b>Noise levels</b> What measures do you have in place to minimise noise from your club if you have amplified music or from patrons leaving your club?</li> <li>• <b>Possibility of nuisance or vandalism</b> Is your patrons likely to cause a nuisance to nearby residents? Is there a potential that they may cause noise, nuisance or damage to property or cars?</li> <li>• <b>Harmony and coherence of the environment</b> What general effect does your club have on the local community and neighbouring businesses/residents?</li> </ul>				
<p><b>Amenity Conditions</b></p>	<p>The amenity condition on your licence is explained below:</p> <table border="1" data-bbox="464 1081 1366 1397"> <thead> <tr> <th data-bbox="464 1081 908 1137">Condition</th> <th data-bbox="908 1081 1366 1137">What this means</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1137 908 1397">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 by this licence.</td> <td data-bbox="908 1137 1366 1397">You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when patrons are leaving your club.</td> </tr> </tbody> </table>	Condition	What this means	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 by this licence.	You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when patrons are leaving your club.
Condition	What this means				
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 by this licence.	You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when patrons are leaving your club.				
<p><b>Responsible adult</b></p>	<p>There are additional conditions placed on some club licences that relate to minors (under 18 years) being on the club premises. However, the Act states that a person under 18 years may be on a licensed premises if they are in the company of a responsible adult.</p> <p>A <b>responsible adult</b> is a person who is over the age of 18 years and who is:</p> <ul style="list-style-type: none"> <li>• the younger person’s parent, step-parent, guardian or grandparent, or</li> <li>• the younger person’s spouse (over the age of 18 years), or</li> <li>• a person who is acting in place and who could reasonably be expected to exercise responsible supervision of the younger person (e.g. a sports coach).</li> </ul>				

## Approvals and consents

The approvals and consents placed on some club licences are to ensure that minors are not on club premises other than for specific activities and when in the company of a responsible adult.

There are many different types of approvals and consents. Three examples are outlined below:

Condition	What this means
The licensee has the approval of the VGCCC to allow the presence of underage persons on the licensed premises in connection with sporting activities only. This approval does not include social activities (but does include attendance at a presentation function).	Persons under 18 years may be on the premises for sporting activities and presentation functions only.
Persons under the age of 18 years are permitted on the licensed club premises other than in the company of a responsible adult in relation to preparation for and participation in sporting events during the trading hours above.	Persons under 18 years may be on the premises for sporting events in the specified trading hours without being in the company of a responsible adult.
Persons under the age of 18 years are permitted on the licensed premises, except for areas prohibited by the Gaming Machine Control Act 1992, (if any), between the hours of 7am and 11pm for purposes connected to club events or activities provided the minor is in the company of a member of the club being of the age of 18 years or over.  Unaccompanied minors are permitted to be on the licensed premises in connection with sporting activities (including a presentation function, live music and mixed age events (alcohol-free events)).	Persons under 18 years may be on the premises between the hours of 7am and 11pm for club events as long as they are in the company of a club member who is over 18 years. <b>This excludes any gaming areas.</b>  Persons under 18 years may be unaccompanied for sporting activities, and presentation functions, live music and mixed age events (alcohol-free events).



## CHECK YOUR UNDERSTANDING

### Check your understanding – Full Club licence conditions

It's time to check your understanding of what has been covered so far.

Please complete the questions below and check your responses against the answers provided at the back of this guide.

**Q.1 It is 1pm on Saturday afternoon at the local RSL. They have ordinary trading hours.**

**A member orders a bottle of wine for himself and two guests. He intends to take the wine to where they are working nearby as they are almost finished, and they have ordered a picnic lunch from the bar.**

**Is there a breach of the licence?**

Yes

No

Why?

Click or tap here to enter text.

**Q.2 You have regular member functions with live music on Saturday nights.**

**On occasions, the under-25s teams bring along guests who can get a bit rowdy when they leave the club.**

**What are the issues in this scenario?**

Click or tap here to enter text.

**Q.3 What measures could you put in place to prevent any amenity issues?**

Click or tap here to enter text.

**Q.4 You have a full club licence with no additional approvals or consents.**

**Jan and Stan attend a member function on a Saturday evening and bring Joey their 17-year-old son and Margy their 19-year-old daughter.**

**Is the club in breach of their licence?**

Yes

No

Explain your answer:

Click or tap here to enter text.

**Q.5** Your club has a condition on its licence that allows persons under 18 years on the premises for training, to play sporting games and on presentation nights.

**What strategies could you put in place to ensure that under 18-year olds are not served alcohol or given alcohol by other members?**

Click or tap here to enter text.



**ANSWERS**

**Now check your answers at the back of this guide.**



# Conclusion

## Congratulations!

You have completed the full club self-paced guide.

## Breaches and fines

Holding a liquor licence comes with legal obligations.

The way you run your club has a direct impact on the safety of your members, guests and the community. You have a responsibility to ensure that liquor is promoted and sold in a way that encourages responsible and appropriate drinking.

The Act provides for the issue of fines for specified breaches.



TIP

## General information

A liquor licence does not override local laws, planning schemes and conditions on planning permits. It is the licensee's responsibility to ensure they comply with these.

## Helpful links

- [Our Club Resource](#)
- [Club Seminar Workbook](#)
- [Accredited Responsible Service of Alcohol providers](#)
- [Safe Function Guidelines](#)
- [Advertising and Promotion Guidelines](#)
- [Red line plan](#)
- [Required signage](#)
- [Good Sports](#)
- [Subscribe to VGCCC News](#) – free monthly newsletter

## Answers



### ANSWERS

#### Check your understanding – About a full club licence

- Q.1 A member drinks one glass out of a bottle of wine they have purchased with their dinner in the club room.  
Can they take the bottle of wine home with them?
- A. Yes, members may take liquor off the premises during off-premises trading hours.**
- Q.2 Your on and off-premises trading hours today finish at 11pm.  
At 10.55pm a guest of one of your members orders a six-pack of beer.  
Will you serve them?
- A. No, you are not allowed to sell liquor for off-premises consumption to non-members at any time.**
- Q.3 The regular guest of a club member can use the club without the member.
- A. False.**
- Q.4 Name three pieces of information that the guests' and gaming visitors' registers contain?
- A. Name  
Address  
Date of visit**
- Q.5 A 21st birthday party has been booked by the friends of one of your club members in your club function room. They want you to provide full bar facilities for the party, including staff and alcohol.  
Does your full club licence allow you to have this function in your club?
- A. Yes, a full club licence allows for supply of liquor to members of the public at functions on your licensed premises.**
- Q.6 A member can take alcohol into the grandstand or out onto the club grounds?
- A. True.**
- Q.7 A non-member can take alcohol into the grandstand?

**A. False, you cannot sell alcohol to a non-member for off-premises consumption.**

Q.8 Anyone using the club may take alcohol from the dining area into the Star Bar?

**A. True**

Q.9 Your best friend is an excellent chef and won many awards.

Your bistro area is not doing well, so you have agreed to sublet the kitchen and bistro area to them to control on a six-month trial.

Are you in breach of your liquor licence?

**A. Yes, a licensee must not let or sublet any part of the licensed premises or assign the right to supply liquor without the consent of the VGCCC.**



## ANSWERS

### Check your understanding – Full Club licence conditions

- Q1 It is 1pm on Saturday afternoon at the local RSL. They have ordinary trading hours.  
A member orders a bottle of wine for himself and two guests. He intends to take the wine to where they are working nearby as they are almost finished, and they have ordered a picnic lunch from the bar.  
Is there a breach of the licence?
- A. *There is no breach.***  
***You can sell packaged liquor for consumption off the premises to a member.***
- Q.2 You have regular member functions with live music on Saturday nights.  
On occasions, the under 25s teams bring along guests who can get a bit rowdy when they leave the club.  
What are the issues in this scenario?
- A. Possible amenity concerns:**
- **Noise – music and the group being louder due to alcohol**
  - **Alcohol-related violence**
  - **Traffic – there could be additional traffic when members and guests are leaving the club**
  - **Possibility of nuisance or vandalism to the local area.**
- Q.3 What measures could you put in place to prevent any amenity issues?
- A.**
- **Timely removal of rubbish**
  - **Place signs by the exit doors asking patrons to leave quietly, or to be respectful of neighbours**
  - **Consider having security located at exits to deter possible incidents.**
- Q.4 You have the standard amenity condition on your licence with no approvals or consents.  
Jan and Stan attend a member function on a Saturday evening and bring Joey their 17-year-old son and Margy their 19-year-old daughter.  
Is the club in breach of their licence?
- A. **No, Joey is in the company of a responsible adult.****
- Q.5 Your club has a condition on its licence that allows persons under 18 years on the premises for training, to play games and on presentation nights.  
What strategies could you put in place to ensure that under 18 -year-olds are not served alcohol or given alcohol by other members?

- A.
- **Signs at the bar**
  - **Ensure staff are RSA trained and know to always ask for acceptable forms of ID.**
  - **Provide information regarding underage to members to read, so that they understand the laws around giving liquor to under 18s.**
  - **Conduct information sessions for members.**
  - **Consider issuing coloured wristbands to persons who have shown acceptable ID showing they are at, or over 18 years of age.**

## Appendix 1 – Schedule 1

To download Schedule 1, visit [Schedule 1 requirements for clubs](#)