

Finals season liquor licence self-audit

Is your club ready for the finals season?

Complete this audit to make sure your club is prepared for the finals season. Make the safety of your volunteers, members, guests and players a priority at your licensed sporting club.

| | Yes | No |
|--|-----|----|
| Is your current (this year's) liquor licence on display in a place where everyone can read it? | | |
| Do you have measures in place to ensure alcohol is served responsibly? | | |
| Do you have the right signage displayed in a place where everyone can read it? | | |
| Do you have the safe transport poster displayed in a place where everyone can read it? | | |
| Do staff know where your red line plan is and what it means? Do they know where alcohol can and can't be supplied and consumed? | | |
| Do you have a members and guest register and are they displayed in a prominent location? | | |
| Do you have an incident register ? | | |
| Do you have an event management plan ? This might assist you considering risks and preparing for the finals day. | | |
| Are you planning on running a second point of sale or varying your hours? If yes, have you applied for a temporary limited licence ? | | |

Remember to talk to your volunteers and members about:

The conditions on your liquor licence to ensure everyone understands them (for example trading hours).

The responsible service of alcohol and have a plan in place to manage intoxicated or drunk customers.

The availability of free drinking water at all times.

The laws relating to minors and when they can and can't be at your club.

Any house policies that your club has developed.

Completed by:

Date: