

Section 8



Permits and Regulations

Ensuring your club holds the appropriate permits and meets the legislation requirements is important from a safety and insurance perspective.

This section of the guide will provide information regarding the most common types of permits and regulatory requirements clubs need to manage these obligations.

8.1 Event and Festival Permits

Events that differ from a club's usual sporting activities may require additional approvals like a letter of consent or permit from Council. For example, if your club is conducting an event in open space (i.e. even on your home ground, or in a park open for public use, for example Hannah Watts Park) additional approvals may be required to comply with relevant laws. If you are considering, erection of any structure, having vendors selling food, children's rides, etc) you must notify Council of your event by completing a Community Event Application Form. These forms are available on the council's website www.melton.vic.gov.au/leisure.

Council needs to ensure that any additional risk that may occur as a result of your club undertaking activities not covered by your season licence of the facilities is adequately managed. For example Council may insist that additional rubbish bins or toilets be provided or that tents and marquees be of the "weighted" variety rather than the those that require use of pegs that could compromise underground services such as irrigation.

Council has placed a comprehensive information sheet on the website which provides further information regarding the staging of festivals and events in the Shire including promotion, public liability insurance and traffic management requirements. This information can be accessed by visiting council's website www.melton.vic.gov.au/Files/Event_FAQs_Checklist.pdf

If your club holds an event without a permit when one would normally be required, in the event of any accidents or damage, your club's insurance policy may not cover for repairs, etc and your club would have to pay for the damages.

More Information

For most club activities (including open days, clinics and presentation nights) an event permit is generally not necessary.

If your committee is unsure though, you should contact Council's **Leisure Services Department** on 9747 7200 just to make sure.

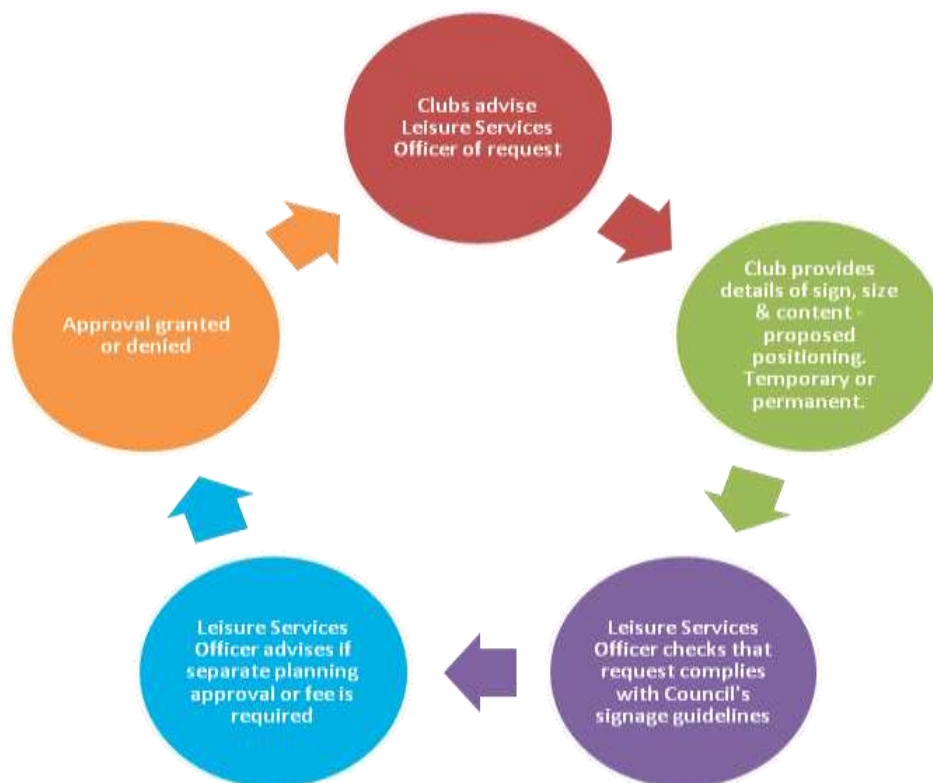
8.2 Signage Permits

Some Clubs receive signage from their State Sporting Association or sponsors.

In most instances Council requires that all club sponsorship signs are of uniform size and positioned as approved by Council. Clubs have a responsibility to maintain signage so that it is current, has no sharp edges or bent corners and is fixed in a manner which does not pose risk to the general public. If signage is found to be dangerous, not fixed properly or poorly maintained, Council will remove it immediately.

At reserves Council will request that signs be mounted on frames that can be securely fixed either to or between pipe rails of the boundary fence so that finger entrapment cannot occur. For indoor spaces, hanging of signs will be considered on a case by case basis.

To ensure your signage meets Council requirements, clubs should follow these steps:



More Information

For more information on displaying signage at your facility, see Section 10 Policies and Procedures, or visit Council's website www.melton.vic.gov.au/leisure

8.3 Food Handling Permits

Clubhouse Canteens and Functions

Managing a healthy and hygienic kitchen environment at sports clubs can sometimes be a challenge!! Understanding the most appropriate way to serve food to your members and the public is an important way of making sure you keep your team happy and healthy.

Clubs should register with Council's Environmental Health Unit to make sure you receive the most up to date information about safe food handling. You may also like to send your main canteen/kiosk volunteer on a four hour Food Handlers Safety Course. For more information or to register your club contact Council's Leisure Services on 9747 7200.

Food Handling Courses

Council runs Food Handling courses throughout the year which give volunteers some insight into the most effective ways to store, handle, serve and cook food for the hoards of hungry bellies after a match. These courses are delivered for FREE by Council and are usually held in March and September every year.

IMPORTANT For information about the next Food Handlers Safety course go to [Section 3 - Important dates to remember](#) or visit www.melton.vic.gov.au/leisure

Temporary Events

From time to time, your club committee may decide to hold a sausage sizzle or a cake stall at a community event, school fete or tournament. These events are a great way to fundraise for the new equipment you need, however if not properly planned and controlled, a sausage sizzle could make you, your club members and the general community quite unwell.

The Shire has a 'Temporary Food Event' policy which provides information on the safe handling of foods and general hygiene around foods.

There is also an application form to fill out (it's free for Clubs and called a Temporary Food Event Form) at least two weeks prior to your Club's event which assists in meeting the Club's requirements by law. It is important to make sure you complete these permits as they provide information on the most hygienic way to handle food.

More Information

The Temporary Food Event application form are provided on the CD Rom with this guide and on the Council website http://www.melton.vic.gov.au/Page/page.asp?Page_Id=1323&h=1

8.4 Liquor Licences

Alcohol and sport are historically closely linked in Australia. Most major sporting competitions and teams promote and advertise alcohol consumption and many sports clubs have a tradition of heavy drinking. A large number of clubs depend on revenue from alcohol to finance club activities. Here are some surprising (or not so surprising) facts regarding alcohol consumption at sports clubs:

- more than 30% of 13-17 year olds have participated in unsupervised drinking at a sports club... 71% of these had never been asked for proof of age
- 20% of men aged 18-30 consume 10 or more standard drinks each time they visit the club
- 70% of males (30% of females) believe drinking is an important tradition at their club

Council takes the supply of alcohol in sports clubs very seriously and encourages clubs to do the same for the protection (short and long-term) of children, members and the general community. A copy of the

Council Support for clubs applying for liquor licenses

Council will support the responsible service of alcohol at sports clubs via Limited or Restricted License to allow alcohol to be consumed at the facility within the social room only. The License must be restricted to a maximum of 4 times per week and only granted on those days when the club (senior teams) actually train or participate in competition. For example:

Tuesday and Thursday 6.00pm to 10.00pm

Friday 6.00pm to 11.00pm

Saturday Noon to Midnight

IMPORTANT Council will not support any consumption of alcohol whilst junior competitions are being played or whilst juniors are involved in training or social play.

In addition to this, Council also offers training courses for the Responsible Service of Alcohol. Anyone serving alcohol at sports facilities must undertake this short training course. For more information on this course see below.

Liquor Licences

Any organisation wishing to have alcohol consumed (not just sold) on their premises must have a liquor licence to do so. Not having a licence places children, members and the public at risk and may jeopardise your club's insurance policy in the event that something goes wrong. Generally speaking, clubs will apply for either of the following types of licence.

Restricted Licences

A Restricted License permits the supply of alcohol to members and guests for drinking on club premises. This is the most common type of license for clubs with permanent bar facilities.

Limited Licences

A Limited License permits the temporary or short-term supply of alcohol to customers or club members for drinking on the premises. This is appropriate for clubs holding one-off events such as a ball or presentation night, a one-off event requiring an extension of trading hours such as ANZAC Day functions, or a series of events over a limited season, such as a theatre production or racing carnival.

Applying for a liquor license

If your club intends to take out a limited licence, under the Melton Planning Scheme Clause 52.27 Licensed Premises a 'permit is not initially required for a limited licence. A permit is only required if the club or group apply for a different class of licence or the hours of trading are to be extended.' So, if your club is supplying or would like to supply liquor outside of the limited licences rules, you should contact Council's Leisure Services Department on 9747 7200.

Responsible Service of Alcohol (RSA) Courses

The RSA Workshop aims to provide bar staff with the knowledge and awareness necessary to responsibly serve alcohol in licensed premises such as sporting/recreation clubs. The course helps not only club bar staff, but club committee members understand the legal and social requirements of the club liquor license. Having RSA trained people may also help your club adhere to a duty of care which is expected from venues serving alcohol. It will also provide club members with a better understanding of the effects of alcohol and the issues of abuse and misuse that can occur in a club environment.

Club members manning the bar at sporting venues need only participate in the RSA Workshop once. It is strongly advised that club members update their knowledge every three years by participating in an online refresher. The course goes for approximately 90 minutes and there is a no cost for participating.

More Information

A copy of the councils Alcohol Risk Management Policy can be found on <http://www.melton.vic.gov.au/leisure>

Council holds **FREE RSA Courses** for club volunteers every March and September. To see when these classes are scheduled **See Section 3 - Important Dates for more information on the next RSA course** or visit www.melton.vic.gov.au/leisure



Good Sports

The Good Sports program is an initiative of the Australian Drug Foundation (ADF) to develop safer and healthier communities. The program helps sporting clubs manage alcohol responsibly and reduce alcohol related problems such as binge and underage drinking.

The four level accreditation criteria consist of a set of alcohol management standards for clubs that serve and consume alcohol. By complying with Council regulations regarding alcohol, most clubs meet the criteria for level 1.

Level 0:

- Alcohol-free facilities
- Smoke-free
- Diverse revenue generation
- Promotion (Good Sports program)
- Safe transport policy
- Alcohol management policy

Level 1:

- Liquor license
- Bar management (RSA training)
- Smoke-free

Level 2:

- Maintenance of Level 1 criteria
- Enhanced bar management (RSA training, etc.)
- Food and drink (low and non alcoholic) options
- Safe transport policy
- Diverse revenue generation

Level 3:

- Maintenance of Level 1 & 2 criteria
- Alcohol management policy
- At each level, the club must promote their involvement in the program to their members.
- Clubs that do not serve or consume alcohol may apply for Level 0

IMPORTANT See the enclosed CD Rom or visit www.melton.vic.gov.au/leisure for an example of an Alcohol Management policy which can easily be tailored to suit your club. It may be worthwhile handing this policy out each year (and displaying it in the clubhouse) with membership information to make sure all your members understand the level of behaviour expected when alcohol is involved throughout the season.

8.5 Gaming Licences and Permits

If your club conducts an annual raffle, bingo night, Calcutta night, casino night or something similar throughout the year, you may need to declare your club as a community or charitable organisation and apply for a minor gaming permit to conduct the activity.

The Victorian Commission for Gambling Regulation manages the issuing of minor gaming permits and provides a clear outline regarding the declaration and application process.



Image by Rapture Images

More Information

Visit www.vcgr.vic.gov.au for more information or call the Minor Gaming Unit on (03) 9651 3630.