

CLUBS SA

MEMBERSHIP

ENSURING YOUR CLUB HAS THE TOOLS
AND SUPPORT TO OPERATE IN A
COMPLIANT AND VIABLE MANNER



THE ONLY INDUSTRY BODY
REPRESENTING THE INTERESTS
OF LICENSED CLUBS ACROSS
SOUTH AUSTRALIA

**CLUBS
SA**

WHY CLUBS SA?

BENEFITS AND SERVICES

HOLDING A CLUB LICENCE COMES WITH MANY RESPONSIBILITIES AND OBLIGATIONS

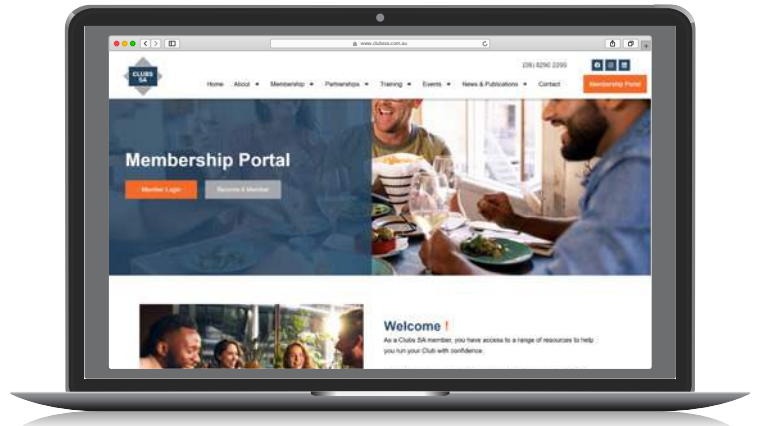
Clubs SA is the only industry body representing and supporting the needs of South Australian licenced clubs.

Throughout the State, our members range from small volunteer run clubs to large multi function clubs, all with one thing in common. Like us, they are all not for profit organisations; in the community, for the community.

We understand what it takes to be a viable, compliant club in modern times. Becoming a part of our community will provide your club with a wealth of support services focussed on providing you with the tools, resources and advice needed to succeed.

We have a team of specialists in Liquor, Gambling and Lotteries legislation, Workplace Relations and Club Governance:

- Timely and accurate advice and guidance on regulatory issues
- Practical advice on operational matters
- Complex legislation explained in plain English with easy to follow guidelines
- Personal assistance with your LGO account with CBS
- Representing your needs with industry, government and ministers to successfully benefit club activities



CLUBS SA MEMBERSHIP GIVES YOU ACCESS TO THE TOOLS AND SUPPORT TO HELP AVOID COSTLY OVERSIGHTS AND MISTAKES

Hundreds of instances of non-compliance are detected by Clubs SA every year ensuring Clubs avoid significant fines and disciplinary action.

Did you know that since liquor licensing laws were implemented in November 2019, authorised officers can issue on the spot expiation fines for non compliance? Fines associated with your Risk Assessment and Management Plan alone can total more than \$2,500 alone.

LIQUOR LICENCE COMPLIANCE

WE FULLY RECOGNISE THE IMPORTANCE OF UNDERSTANDING A CLUB'S OBLIGATIONS IN LIQUOR COMPLIANCE

As a result, Clubs SA provides a range of resources and specialist advice to assist Clubs in their efforts to fulfil their obligations.

Materials include:

- Liquor Compliance and Governance Manuals
- Liquor Risk Assessment and Management Plan template
- Club Roles and Responsibilities documents
- Step By Step Guides to CBS applications
- Handy Information Sheets on matters important to Clubs

Advice typically includes:

- Licence applications
- Changes in trading conditions
- Redefinitions & Alterations
- Relocations & Amalgamations etc.

Application assistance including representation to CBS:

- Personal assistance with your LGO account
- Most matters included in Membership.
- Others available at heavily discounted rates

“CBS works closely with industry associations including Clubs SA to increase their members’ understanding of, and compliance with their liquor licensing obligations.

CBS encourages the use of materials, such as the Clubs SA Liquor Records and Compliance Manuals that help licensees to fulfil their obligations.”



WORKPLACE RELATIONS

CLUBS SA PROVIDES SPECIALIST, UP-TO-DATE ADVICE AND SUPPORT IN WORKPLACE AND EMPLOYMENT MATTERS.

Matters that can be addressed within 30 minutes are provided as part of your Clubs SA membership.

These typically include:

- Interpretation of awards and general industrial law, wage rates and payroll issues
- Recruitment, termination and redundancy advice
- Guidance in Work Health & Safety responsibilities
- Advice on managing poor performance
- Conciliation on minor matters

Matters that require further specialist assistance are available at heavily discounted rates for Clubs SA Members.

These typically include:

- Addressing unfair dismissal claims at the Fair Work Commission
- Union disputes
- Preparation of complex employment contracts
- Work Health & Safety matters including bullying claims
- Negotiation and subsequent preparation of Enterprise Bargaining Agreements and Individual Flexibility Agreements



CLUB GOVERNANCE

GOVERNANCE IS THE SYSTEM BY WHICH YOUR CLUB OPERATES.

It is about how your Club manages its resources for the benefit of both members and stakeholders.

Clubs SA provides governance advice and support in all areas including:

- Constitution
- Integrity and Accountability
- Policies and Procedures
- Obligations under Legislation
- Roles and Responsibilities
- Risk Management
- Purpose and Strategy
- Financial Controls

TRAINING AND EDUCATION

CONTINUED PROFESSIONAL STAFF DEVELOPMENT THROUGH TRAINING AND EDUCATION IS THE KEY TO MAINTAINING STANDARDS AND COMPLIANCE.

Clubs SA's training partner, Complete Hospitality Training Skills (CHTS) provides a comprehensive calendar of current, cost-effective nationally recognised courses that focus on essential areas of the licensed club business.

Training is provided both at Clubs SA House and on site (minimum numbers apply) and online.

CHTS offers a discounted rate for Clubs SA Members.

Courses typically include:

- Responsible Service of Alcohol
- Basic, Advanced and Further Advanced
- Certificate training in Hospitality & Cookery
- Food Safety & Hygiene
- First Aid and CPR
- Barista



BENDIGO BANK CLUBS SA CLUB DEVELOPMENT PROGRAM

EMPOWERING SOUTH AUSTRALIAN CLUBS THROUGH TRAINING, LEADERSHIP AND GOVERNANCE.

Clubs SA's **Club Development Program** has been created to strengthen the governance, leadership and day-to-day operations of both licensed and unlicensed clubs across South Australia.

As legal requirements and community expectations continue to evolve, it's more important than ever for clubs to have the right skills, systems and knowledge in place. This program offers **practical, structured training** tailored for Boards, Committees, Managers and key staff – helping your club build strong governance foundations and achieve confident, effective management.

Through the program, Clubs SA members gain access to learning opportunities that future-proof their organisation, improve operational performance and support long-term sustainability.

We are proud to partner with **Bendigo Bank** to deliver these valuable sessions to clubs and their people.

Clubs SA provides a range of training modules free of charge for all Clubs SA Members.

Available Training Modules include:

- Governance 101
- Commercial Operations 101
- Constitutions 101
- Facilities Management 101
- Finance 101
- Navigating Conflict 101
- Meetings 101
- Sponsorship Management 101

(with more modules being added regularly)

If you'd like a tailored, fee-for-service training module delivered to your club, please contact Clubs SA.



RESOURCES AND PUBLICATIONS

THROUGH A RANGE OF PUBLICATIONS AND A SUITE OF VALUABLE TOOLS AND RESOURCES.

- Clubs SA website
- User ID and Password for access to Members' Only section
- Members Only Bulletins with up to date information on industry issues
- Monthly eNewsletter "Keeping in Touch"
- Legislation updates
- Annual e-magazine "Clublink"
- Clubs SA Marketplace

Reference materials and a range of pro forma documents are available for Clubs SA Members, including:

The Club Handbook

Topics include:

- The Law
- Club Governance
- Committee Roles & Responsibilities
- Constitution
- Club Administration
- Fundraising & Lotteries
- Liquor Licensing
- Venue Management; and much more

Handy Information Sheets including:

- Can we have BYO?
- Changing Committee Members
- Food Safety FAQs
- Holding A Function—Your 3 Options
- Liquor Licensing Signage
- Short Term Liquor Licence application

Templates

Signage for Venue Liquor Licensing

Self Assessment Audits:

- Liquor Price Guides
- Work Health and Safety

Award Rate Schedules



MEMBER EVENTS

EACH YEAR, CLUBS SA HOSTS SEVERAL DIFFERENT EVENTS WHERE YOU CAN MEET TO SHARE IDEAS AND EXPERIENCES WITH OTHER CLUB REPRESENTATIVES, AND LEARN ABOUT LEGISLATIVE CHANGES AND LATEST TRENDS IN THE INDUSTRY.

Regional Meetings

Each year Clubs SA travels to the regions of South Australia providing free information seminars on issues relating to the Licensed Club industry.

Members' Forums

Clubs SA hosts a number of free 'Member Forums' each year to provide interesting and vital information relating to Club Operations.

Clubs and Community Awards

Our annual Awards present an opportunity for Clubs to showcase the excellent work carried out in the community, for the community. The Gala Night showcases the many achievements made by Clubs, their staff and their volunteers.

ADDITIONAL BENEFITS

CLUBS SA HAS A RANGE OF CORPORATE PARTNERS OFFERING SERVICES AND PRODUCTS TO ITS MEMBERS.

These include:

- Preferential pricing
- Special offers
- Free initial consultations
- Rewards programs
- Introductory offers
- Complimentary assessments

Clubs SA Members can also receive valuable marketing exposure through the publicising of events, achievements and facilities on our website and social media platforms and in our publications.

JOIN US TODAY

MEMBER SERVICES

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