

Recently at a branch meeting, a member questioned why their members had to use a sign-in book when other branches in their zone and district, do not ask comrades to sign-in.

There are two aspects involved with this statement:

1. The NS Liquor Licensing Regulations relating to the serving of alcohol
2. The branch policy or practice whether members of the branch sign-in

The conditions of a Club Class A license are clear - anyone **who is not a member in good standing of the branch** must be signed-in as a guest. This also applies to comrades from other branches and members of the military visiting the branch; Article 60 (1)(c). This statement has been confirmed with an Alcohol and Gaming Compliance Inspector.

NS Liquor Licensing Act

Who class A club licensees may sell and serve liquor to

60 (1) A class A club licensee may sell liquor only to the following persons:

- (a) a member of the club;
- (b) a person who has been signed in by a member and whose name has been entered in a guest registration book kept by the licensee;
- (c) for a class A club licensee that is a branch of the Royal Canadian Legion or another national or provincial organization, a person who has produced a membership card in the organization and whose name has been entered in a guest registration book kept by the licensee.

(2) A class A club licensee must keep a list of all members and have the list available in their licensed premises at all times.

Compliance Inspectors frequently check that the branch guest register is available and will confirm that those using the bar and gaming facilities at that moment, are either members of the branch or have been signed-in a guest. This is why the Branch, as the licensee, must have a list of Branch members available at all times

The Inspector further explained that:

1. the rules concerning guests applies to everyone in the licensed area, regardless if they are consuming alcohol or not.
2. that a copy of the branch policy stating how many guests a member may sign-in at a time, must be available for the Inspector to see. It is suggested that a copy be fastened in the guest registration book and that staff are aware of the number of guests allowed
3. A branch may ask their members to sign- in but this is not a requirement of the Liquor Licensing Act.

The practice of a branch asking its members sign a book upon entering the branch, is a branch policy; based upon management decisions and access control.

Asking comrades to sign a register upon entry is a good practice:

- It is a convenient way to verify that people are members rather than asking them to show their membership card upon entry
- Provides information about how the branch is being used – members or mostly guests
- Confirms how many people attend an event involving large numbers of non-members, such as a funeral or Chase the Ace

In summary, branches:

- must adhere to the regulations set out in the Liquor Licensing Act or risk disciplinary action by Alcohol and Gaming
- Must have a policy that states how many guests each member may bring into the branch at one time
- Must have a list of branch members available for the Compliance Officer to see
- May ask branch members to sign a book upon entry into the branch regardless if they are hosting guests.
- are private clubs and our conditions to use the branch, and thus our practices, cannot be compared to how commercial or public facilities operate.