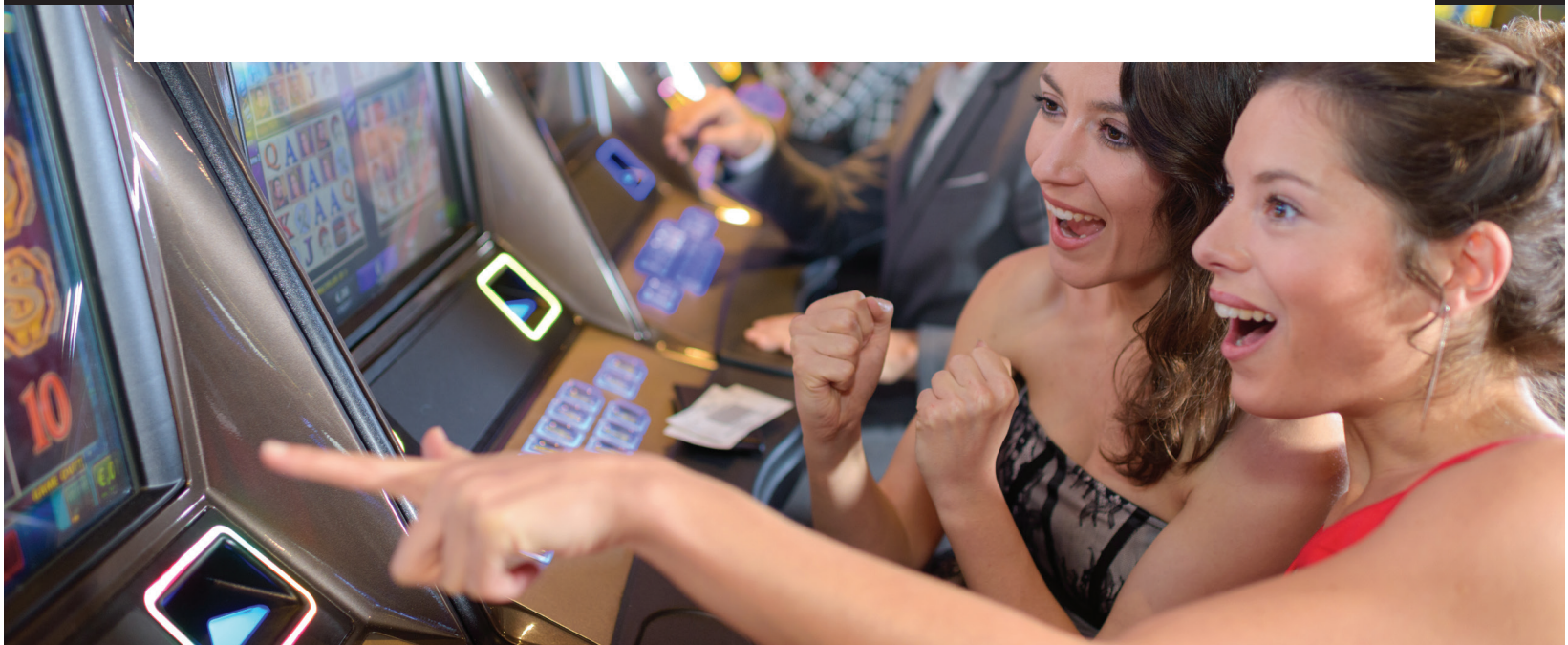


Venue Sweep Analysis

Venue name:



Instructions for completing this form:

Please complete the information in the Sweep analysis panel on each page

- Staff must undertake 3 sweeps per hour unless the gaming room is empty. If the “No sweeps” box is ticked staff must be able to verify through other means that the gaming area is unoccupied.
- If a Sign of harm is observed during any shift, tick the “Harm” box and complete the “Sign of harmful gambling” panel next to the description of the player.
- The “Signs of harmful gambling” column should be completed if the staff member observes one of the 7 signs on NZCT’s Responsibility record sheets (What did you see?) or to note other concerning behaviour. If that column is completed a Responsibility record sheet **MUST** be completed –the venue manager is required to review these forms at least every 7 days.
- At the commencement of the first shift supervising staff should complete the “Description of player” panel to indicate players present during the first sweep. Put “1” or a tick in the coloured panels reflecting the time of sweep. For each consecutive sweep where that same player is observed continue with consecutive numbers or ticks.
- As players enter the gaming area their descriptions should be entered down the page and the sweep time panel marked with a “1” or a tick.
- If a player is observed in the gaming area for 9 consecutive sweeps the supervising staff member must have conversation with the player to assist them to identify if the player is a problem gambler. In these cases, the staff member **MUST** complete a Responsibility record sheet.
- If a player is absent during a sweep the staff member should record “X” under the relevant sweep time. If the player returns the sweep records for the player revert to zero and recommence at “1” under the relevant sweep time.

Note – the gaming room supervisor is required to have a conversation with a player showing signs of harm and to record the details on the Responsibility record sheets. There is no requirement for the player to cease gambling. However, if the staff member has ongoing concerns the Venue Manager may decide a venue-initiated exclusion is appropriate. Before this is done the gambler who is the subject of the exclusion order must be provided with information about problem gambling.

Contact your usual NZCT representative if you need assistance in completing these forms.

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