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# Policy Clubhouse Accommodation and Use

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## **Purpose**

The purpose of this policy to outline the use of various aspects of the clubhouse and to ensure that the clubhouse accommodation is used inline with relevant policies and legislation. This policy also defines club requirements for member conduct when using the clubhouse and accommodation fees they may be required to pay.

## **Scope**

This policy applies to anyone using the clubhouse accommodation facilities. This includes members using the bunkrooms. This policy also defines any special access requirements for all areas of the club.

## **References**

- Health Act 1958
- Health (Prescribed Accommodation) Regulations 2001
- Working With Children Check Legislation
- ISLSC Liquor License (when approved)
- ISLSC Form – Junior Member Accommodation Agreement
- ISLSC Form – Clubhouse Accommodation Register
- ISLSC Policy – Junior Member Supervision
- Bass Coast Shire Planning Permit No 050013 Inverloch Surf Life Saving Club

## **Definitions**

**CLUB** – Inverloch Surf Life Saving Club

**JUNIOR MEMBER** – All members of the club under the age of 18, who hold membership in the categories, Active (15-18 years), Active Cadet (13-15 years), Junior Activity Member (5-13 years).

**PATROL CAPTAIN** – Member appointed by the Club Captain to complete the management duties of a patrol.

**ACTIVE MEMBER** – Members of the club who hold membership in the following categories; Active Cadet (13-15 years), Active (15-18 years), Active (18+), Active Reserve, Long Service and Life Member (Life Members must maintain their Bronze Medallion to be consider an Active Member).

## **Member Use of Clubhouse Accommodation**

The club provides accommodation for use by Active Members in the form of three bunkrooms.

### Priority for use

The registered capacity for accommodation at the clubhouse is 24. While overbooking is generally not an issue for the club, when accommodation reaches capacity, use of accommodation is prioritised in the following order:

1. Members rostered to patrol or an official substitute for another member (night before or night after rostered patrol)
2. Members participating in or delivering club training programs
3. Members signing on to patrol but not rostered
4. Members assisting with other club activities
5. Members of other clubs while participating in an official club activity



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When it is anticipated that the bunkrooms may reach capacity members will be notified in advance by the club newsletter and will nominate a contact for members to check if space is available before planning to stay.

To ensure you have a bed booked the member must notify the Clubhouse Building Manager via email [www.islsc.org.au](http://www.islsc.org.au) **prior to Thursday 8pm** of the patrol weekend. Once active patrolling requirements are met then non patrolling members will be notified by the Clubhouse Building Manager if there is a bed available for that weekend.

It is essential that all bookings are made via email in order to ensure that a paper trail is made of bookings and to avoid any disputes.

### Member Conduct

By staying at the clubhouse members are agreeing to conduct themselves in the following manner:

- Respect others' rights to quiet enjoyment of the clubhouse by:
  - Minimising loud activities in the bunkrooms at any time of day
  - Not using the bunkrooms as an area to socialise
  - Not chatting in bunkrooms if people are asleep
  - Minimising the time the light is on after 10 pm if there are people sleeping
  - Not entering bunkrooms designated for the opposite sex
  - Not entering the toilet facilities for the opposite sex
- Fill in the accommodation register for each night you stay at the club
- Assist with cleaning duties (either as required or as directed by a club management or active committee member)
- Pay accommodation fees before staying unless exempt
- Must supply and use single bed sheet and own bedding\*
- Must remove bed linen and clean around and under their bed before leaving.\*

\*This must be done to comply with the Health (Prescribed Accommodation) Regulations.

### Junior member use of accommodation

Junior members may only use accommodation when supervision is provided in accordance with the Policy - Junior Member Supervision and they have submitted a completed Junior Member Supervision Agreement.

### Member Clubhouse Accommodation Fees

The club charges fees to help cover the ongoing running costs of the facility. These fees are kept low to avoid financial hardship to members and members can be exempt from paying accommodation fees by contributing to the club in other specified ways.

#### *Fees for clubhouse accommodation use*

The committee sets a per night fee for accommodation at the clubhouse. This fee is reviewed annually and members are notified prior to the upcoming patrol season.

#### *Exemption from fees*

To minimise financial hardship on members who actively contribute to the club and to encourage members to participate in club activities while staying at the club there are designated activities which entitle members to be exempt from paying accommodation fees. These activities are:

- Patrolling  
Members who patrol (at least 80% of the rostered time on a day) receive free accommodation for the night before and the night after patrol.
- Participating in or delivering Award Training  
Members participating in or delivering club training receive free accommodation for all nights designated by the Chief Instructor as necessary to the program.



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- Nippers  
Members assisting with Nippers in any way deemed appropriate by the Junior Activities Coordinator receive free accommodation in the follow ways
  - Assisting with one session entitles a member to free accommodation the night before and the night after.
  - Assisting with all three sessions in a week entitles a member to free accommodation for the week - Sunday Night through to Friday night.
  - Assisting with all sessions across multiple weeks entitles a member to free accommodation from the night before the first session through to the night after the last session assisted with.
- Fundraising  
Assisting with any fundraising activity entitles a member to free accommodation the night before and the night after the fundraising activity. Fundraising activities include:
  - Can Rattles
  - BBQs
  - Social Events (Discos, Film Nights, Trivia Nights)
- Competition Training  
Members delivering or participating in formal structured competition training clinics are entitled to free accommodation the night before and after the session.

### *Payment of fees*

Fees **must be paid in advance** of staying at the club and may be paid by internet transfer (receipt must be printed and supplied) or cash which is put in a correctly filled out drop box envelope and presented to an Active or Management Committee member who will co-sign the accommodation register.

### *Setting of fees*

The Club Committee will set the per night rate for member accommodation at the clubhouse before the start of the patrol season each year.

### Accommodation Register

It is a requirement of the Health Act 1958 and Health (Prescribed Accommodation) Regulations 2001 that the club maintain a record of all people who stay at the club. The club meets this requirement by maintaining the Clubhouse Accommodation Register. All members staying at the club must fill in the Clubhouse Accommodation Register each night they stay at the clubhouse. The register is also used to identify junior members who require supervision and members who have paid for their accommodation or are exempt.

### Male and Female Bunkrooms

The club has three bunkrooms capable of sleeping 24 people. Normally there will be one bunkroom allocated for males, one for females and one for combination of unisex which also caters for couples. The configuration of the rooms may change from week to week depending on the ratios of male to female in each patrol wishing to stay.

Only over 18 members will be allocated a bed in a unisex bunkroom and all people allocated accommodation in the unisex room will have to acknowledge that they are comfortable sleeping in a unisex room.

### *Bunkroom use*

The purpose of the bunkrooms is for resting or sleeping. Members should be considerate of others using the bunkrooms and minimise chatting and noise at all times of the day. The bunkrooms are not to be used for socialising.

### *Segregation of males and females*

Bunkrooms are segregated into male and female rooms to ensure that all members can feel comfortable when sleeping or changing. Males are not allowed to enter or sleep in the female bunkroom and females are not allowed to enter or sleep in the male bunkrooms.



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### *Committee access*

From time to time it is necessary for committee members or Approved Supervisors to enter the bunkrooms. This may require them to enter the bunkrooms of the opposite sex. Committee members may enter the bunkrooms after knocking and clearly announcing that they need to enter and why. They should ask if it is alright to enter then give sufficient time for a response before entering.

### *Redesignation by committee*

Because of the variation in size and make up of patrols the committee's delegate (Clubhouse Building Manager) may redesignate the bunkrooms to allow different ratios of males to females using the club at any stage.

### **Commercial Hire of Clubhouse Accommodation**

Commercial hire of Clubhouse Accommodation is not permitted under the Bass Coast Shire Planning Permit.

### **Use by other SLS members**

To contribute to the spirit of camaraderie inherent in the Surf Lifesaving movement, members from other lifesaving clubs are not permitted to stay at the club house unless specifically involved with an Inverloch Surf Life Saving Club event.

### **Working with Children Checks**

In accordance with Life Saving Victoria policy all patrolling lifesavers must have a Working with Children Check. By following this policy the Club ensures that requirements for supervision of adults and children are met when sharing bunkrooms.

### **Clubhouse Use**

There are several areas of the clubhouse that are designated for special purposes and/or have restricted access.

#### Secure Store Room

The Secure Store Room is the room adjacent to the Patrol Entry. This room is used to store supplies and equipment to which only a few members require/are allowed access to. Specifically this room is designated as storage for club apparel and administration records. Due to the significant value of merchandise stored access to this room should be limited to the Club Apparel Coordinator and the Secretary. Where other items are identified as requiring secure storage they may be allocated storage in the secure store and appropriate members allocated access keys.

#### Patrol Lounge

The patrol lounge is primarily a relaxing space for patrolling members and therefore access is restricted to Active patrolling members. Other groups of members by pre-approved arrangements by the Club Committee or by negotiation with Active members using the Patrol Lounge may use the Patrol Lounge.

#### Members Kitchen

All financial club members may use the facilities in the Members Kitchen. The club will provide tea and coffee facilities including UHT milk which will be stored in the Pantry. All other supplies will be the property of individual members and should not be consumed.

Members using the kitchen must agree to the following:

- Clean up any dishes or mess within half an hour of finishing a meal
- Store food in the cupboards or fridges provided.
- All fridges and cupboards will be emptied at the end of Patrol each Sunday. Perishable items will be disposed of and non-perishable food items will be move to the communal food store for consumption by any members. Members staying



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Sunday night must be in attendance to ensure their food is not disposed of or have made prior arrangements with the Patrol Captain on duty.

### Operational Patrol Areas

#### *Equipment Storage Area*

This room is primarily for the storage of patrol equipment including the patrol vehicle, IRBs and other rescue equipment. It also houses boards and ski's as well as a range of competition and lifesaving watercraft and other club equipment. In the future this space is listed on the club liquor license and can be emptied of patrol equipment and used for social events.

#### *Storage of personal equipment*

Active Members may store personal competition boards, skis and surfboards in the board and ski store room based on the following conditions:

- They accept that they store the equipment at their own risk and that the club is not responsible for loss or damage
- They clearly label the equipment as privately owned and they have their name and contact number on the board.
- There is space to store the equipment on the racks provided.

#### *First Aid Room*

The First Aid room is an important operational area of the club. In general, access to the first aid room should not be restricted during operational times. The first aid room should be locked when the club is not in operational use to ensure that first aid supplies are not used, depleting stocks without operational reporting.

#### *Patrol Tower*

The Patrol Tower is an important operational area with equipment that should not be tampered with. To ensure the equipment is maintained securely the Patrol Tower should be locked outside of patrol times.

As it is an operational area, during patrol times the Patrol Tower should only have a minimum number of people in it to allow efficient use. People in the Patrol Tower should be engaged in operational activities not socialising.

### **Lifeguard Accommodation**

To support the extension of lifesaving services through the provision of a paid lifeguard service at time when volunteers are not patrolling, the club will provide free accommodation at the rate of one night's accommodation for one days work to paid lifeguards.

Lifeguards who wish to take advantage of this offer must conform to all the same rules and expectations as club members including but not limited to completing the clubhouse accommodation register each day, assisting with daily cleaning duties and respecting others using the clubhouse and accommodation.

AS per the Bass Coast Shire Planning Permit for the clubhouse, accommodation is only available for lifeguards employed to patrol the Inverloch Surf beach. The accommodation is only for the nights associated with those days.

### **Alcohol Consumption**

To contribute to the spirit of camaraderie inherent in the Surf Lifesaving movement, alcohol consumption is allowed by over 18 year olds within the clubhouse. Such consumption should be moderate and have in mind the duties required to be performed the next day.



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Under no circumstances is an under 18 allowed to bring alcohol into the clubhouse and no alcohol is to be provided to anyone under 18. Breaking of this policy will result in the possible suspension or removal from the Club.

### Version Control and Review

All printed copies of this document are uncontrolled. Current versions can be accessed from [www.islsc.org.au](http://www.islsc.org.au)

REV	RECENT REVISION REASON	ISSUED BY	AUTHORISED BY	DATE
2	Approved for Issue	T.Dando	Club Committee	22/12/2010
1	Practical implementation changes recommended by Committee for approval	T. Dando	Club Committee	05/12/2010
0	Initial Issue	T. Dando	Management Committee	05/11/2010

Next Review by November 2011