



Portsea Surf Life Saving Club

Accommodation Policy

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Portsea SLSC Accommodation Policy

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Preparation

Action	Name	Role/Function	Date
Prepared By	Matthew Perrott	Club Captain	19/11/2019
Reviewed By			
Approved By Proposer			
Approved By Seconder			

Release

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V1.00	19/11/2019	Initial Release	Draft
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Contribution © & Distribution (D)

Name	C/D	Role
Matthew Perrott	C	Club Captain
Club Committee	D	Committee
Portsea SLSC Membership	D	Members



Portsea SLSC Accommodation Policy

1 - Forward

1.1 - Introduction

Portsea Surf Life Saving Club Inc is committed to security and protection of the Portsea Surf Life Saving Club, facilities and its assets. The new clubhouse provides accommodation for eligible members to stay.

1.2 - Purpose

The purpose of the Accommodation Policy is to outline the rules requirements for Portsea SLSC's members necessary to stay at the club.

Portsea SLSC has implemented a series of processes designed to ensure that the safety and security of its members is maintained in addition to the preservation of the facilities Portsea SLSC's assets and facilities.

This policy will be reviewed by the committee every 12 months.

1.3 - Objective

The objective of the Accommodation Policy is to provide rules and guidance to allow Portsea SLSC to;

- Help protect our members
- Help protect our facilities
- Ensure the safeguarding of our younger members
- Ensure the ongoing ability for the club to provide accommodation to its members



Portsea SLSC Accommodation Policy

2 - General Member Policy

1. All members staying overnight must abide by the accommodation rules and complete the designated accommodation duties;
2. Only members 18 years of age or older may stay overnight outside of camps or nights on which designated, approved supervisors have been arranged;
3. All members staying overnight must be booked in for that night via the accommodation booking process;
4. Only active, financial members may stay overnight at the Club. Active members from other Clubs may stay according to Portsea's Non-member Stay Policy
5. The Clubhouse will not be open for general overnight stays outside of the patrolling season, or if the accommodation has been fully booked out for a camp or other uses, be they Club or community use;
6. Preference will be given to members who are patrolling or engaging in other Club activities the following day.

Note that there will be a small fee charged for overnight stays to contribute to costs.

3 - Non-member Stay Policy

An active, financial member from another Club may stay overnight at Portsea SLSC provided they meet the following conditions:

1. They comply with all of the rules that Portsea members are subjected to;
2. They have provided evidence of their financial status with another Club, as well a current Working With Children Check;
3. They are patrolling Portsea back beach the day following the overnight stay, in a voluntary or paid capacity, or are engaging in some other Portsea SLSC activity;
4. They have undergone a Clubhouse induction with the Clubhouse manager or authorised representative of the Committee or Operations Committee.



4 - Camps and other Designated Overnight Stays

Any time that the Clubhouse is booked for a camp or a designated overnight stay, these guidelines must be followed:

1. The overnight stay must be booked in with and approved by the Clubhouse Manager or Committee;
2. The overnight stay application form must be completed and provided to the Clubhouse Manager or representative of the Committee;
3. If the stay involves Under 18's, the supervision guidelines must be followed.

5 - U18 Supervision Policy

If there are Under 18's staying overnight at the Clubhouse for a camp or a designated overnight stay, the following supervision guidelines must be followed:

1. There are at least two people aged 18+ staying overnight who are assigned as designated supervisors. Where those staying are of more than one gender, so too must be the supervisors;
2. All supervisors must be approved by the Committee. Factors such as maturity, the age gap between supervisors and Under 18's, contribution to the Club and behavioural history will be taken into account.
3. There must be at least one supervisor for every eight U18 members;
4. Supervisors must hold a drivers licence and be in a state to drive at all times;
5. Every U18 member staying must have written permission from their parents;
6. The parents of the U18 members must have been made aware of who the supervisors are;
7. If the camp or designated overnight stay does not book out the whole Clubhouse, the parents will be made aware that there may be other active members staying at the Clubhouse.



Portsea SLSC Accommodation Policy

6 - General Accommodation Rules

1. No food or drink in the bunkrooms (except for water);
2. Under no circumstances are males to enter female bunkrooms, or vice versa;
3. All clothing and personal belongings are to be stored in the lockers below the beds at all times;
4. Be considerate to others trying to sleep at all times;
5. No photos in the bunkrooms or bathrooms;
6. Be appropriately clothed when moving between accommodation and the bathrooms;
7. Beds are to be made up by no later than 9:00AM;
8. Lights out by 10.30PM..

Clubhouse accommodation is a privilege, not a right! Breach of rules will result in sanctions against those involved.

All accommodation access must comply with the Portsea SLSC Fob Access Policy

7 - Accommodation Booking Process

Portsea will be utilising an online booking process. The details of this system are yet to be finalised, but this is how the process will most likely work:

1. Member requests to book a bed for a particular date;
2. The Clubhouse manager will approve or deny the request and the member notified;
3. The member will make their payment in advance;
4. The member will be assigned a bunk number and given any information about overnight stays.
5. Upon check in the member will receive an Accommodation access pass that will allow them access to the bunk room.

Note that there will be check in and check out times posted for any bookings made.

8 - Family Stays

An Under 18 may stay at the Clubhouse with a parent or guardian in the general usage times if the following conditions are met:

1. The family has booked the family room or a separate bunkroom (if available) by request to the Clubhouse manager or Committee;
2. At least one family member is an active member and is patrolling or engaging in a Club activity the next day;
3. The parent/guardian is responsible for their children at all times throughout the stay;
4. Any member staying in the family room who is 18 or over must have a valid Working With Children Check.



Portsea SLSC Accommodation Policy

The family room has 4 beds in it.

9 - Clubhouse Room Usage and Allocation Guidelines

The Clubhouse accommodation quarters will be divided up to allow appropriate separation of members staying overnight, according to their gender and age. The guidelines followed are to ensure that genders are separated, and on nights where children or young persons are staying, they are separated from adults.

10 - Overnight Stay Application Form

This form will be released shortly. It will include information about the reason for the overnight stay, the supervision being provided, the number of members staying, and how the building is expected to be used. This will allow us to plan for and facilitate the stay.

11 - Non-Portsea SLSC Camps

When the Clubhouse is not in use for Portsea SLSC activities or other events, we will be accepting requests for Community Groups to use the Clubhouse. Applications for use by Community Groups will open in due course.



Portsea SLSC Accommodation Policy

Appendix A - Definitions

Access Control - The selective restriction of access to a place or other resource

Fob - An electronic access token that when placed against a card reader provides access to a door

Active Member - A member who under Portsea Surf Life Saving Club Incorporated Constitution is defined as an Active Member.

Associate Member - A member who under Portsea Surf Life Saving Club Incorporated Constitution is defined as an Associate Member.

Facility - Portsea Surf Life Saving Club clubhouse/building

Portsea SLSC - Portsea Surf Life Saving Club Incorporated.

WWCC - Working with Childrens Check - As per the Working with Children Act (2005)