



Portsea Surf Life Saving Club Accommodation Policy

Introduction

Portsea Surf Life Saving Club Inc is committed to providing a safe environment for its members, while securing and protecting its facilities and assets. The Club provides accommodation for eligible members to stay in its clubhouse at certain times of the year.

Purpose

The purpose of this accommodation policy is to outline the rules and requirements for members to be eligible to stay at the club.

Portsea SLSC has implemented a series of processes designed to provide a safe environment for all members. In addition, these processes and policies are designed to protect the club's assets and facilities. This policy will be reviewed by the Committee every 12 months.

General Accommodation Rules

- No food or drink is to be stored or consumed in the bunkrooms (except for water)
- Under no circumstances are males to enter female bunkrooms, or vice versa.
- All clothing and personal belongings are to be always stored in the lockers below the beds or in the laundry area, with all bunk rooms to be kept in a neat and tidy state.
- Members are to be considerate of others trying to sleep at all times.
- Bunkrooms and bathrooms in the club are camera-free zones. No photos are to be taken at any time.
- Members are to be appropriately clothed when moving between accommodation and the bathrooms.
- Beds are to be made up by no later than 9:00am.
- All bunk rooms to be cleared and all members staying to be out of rooms by **7am** every Friday morning so cleaners can clean all bunk rooms.
- After 9pm, only people staying at the Club may be in the accommodation area or Club room 3.

Clubhouse accommodation is a privilege, not a right. Breach of rules will result in sanctions against those involved. All accommodation access must comply with this Club Accommodation policy.

Over-18 Members staying at the club.

- All members staying overnight must abide by the accommodation rules and complete the designated accommodation duties, as directed by Rostered Duty Officers, Committee or Club Management. (A Rostered Duty Officer will be assigned each night at the club and all members staying at the club will at some point be expected take on this role. You are expected to adhere to any instructions provided by the Rostered Duty Officer. This role will be assigned by the Accommodation Manager each day).
- Only members 18 years of age or older may stay overnight (outside of camps) if there are no designated supervisors appointed.
- All members staying overnight must be booked in for that night via the accommodation booking process.
- If a member or non-member stays at the club without following the correct booking process, they will not be able to stay at the club for an amount of time determined by the Accommodation Manager and Portsea SLSC Management.
- 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.
- 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. Permission can be requested, and each request will be dealt with on a case-by-case basis.
- Preference for accommodation will be given to members who are patrolling or engaging in other Club activities the following day.
- There is to be no more than 3 consecutive days booked at any given period.
- All members staying at the club must follow the usage guidelines and the code of conduct for all other areas of the club.

U18 Stays / Supervision Policy

- Members under the age of 18 (U18) wishing to stay at the club must have a designated supervisor appointed to them.
- This is to be arranged between the U18 member and the approved designated supervisor.
- The under 18 members staying at the club must notify the Accommodation Manager who their supervisor is for the evening.
- All supervisors must be approved by the Committee or Club Management. Factors such as maturity, the age gap between supervisors and U18's, contribution to the Club and behavioural history will be considered.
- This supervisor must always be on site the U18 member is staying at the club and cannot be responsible for more than two U18 members at any time.
- Supervisors must hold a driver's licence and be in a state to always drive.
- U18 members staying at the club must provide a reason for staying – i.e. patrolling the next day, working late at night, volunteering for an event.
- Every U18 member staying must have written permission from a parent or guardian providing permission they are allowed to stay at the club – this must be received prior to any overnight stays at the club.
- The parents or guardians of the U18 members must have been made aware of who the supervisors are and sign off on this role.

Booking and checking in

Portsea SLSC members will sign into the booking link located on the Portsea SLSC website under the accommodation tab.

The link is <https://portseaslsc.skedda.com/>

Once located the member will then book a designated, numbered bunk bed for the given night. This member must always stay in the booked bed through the time they have booked. The Clubhouse manager will approve or deny the request and notify the member. Bookings must be made on each day you wish to stay at the club - More than 3 consecutive nights stay will need club approval.

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. All bunk rooms must be cleared by 7am every Friday morning to allow for a weekly clean (peak periods).

Non-member Stay Policy

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

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

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:

- The overnight stay must be booked in with and approved by the Club Manager or Committee.
- A venue hire agreement must be completed and provided to the Clubhouse Manager or representative of the Committee.
- If the stay involves Under 18's, the supervision guidelines must be followed.
- All bookings must follow the Accommodation Guidelines highlighted within this document.

Family Stays

Family groups can book the family room or a separate bunkroom (if available) by request to the Clubhouse manager or Committee. To be eligible, at least one family member is required to be an active member and is patrolling or engaging in a Club activity the next day.

The parent/guardian is responsible for their children at all times throughout the stay. Any member staying in the family room who is 18 or over must have a valid Working with Children Check. Any longer period times of stay must be approved by the Committee and Club Management.

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.

Non-Portsea SLSC Camps

When the Clubhouse is not in use for Portsea SLSC activities or other events, it may be booked by school or community groups. Enquiries are to be directed to Club management.

Policy approved by the Committee, November 2024.