



Policy: Clubhouse Accommodation and Use

Purpose

The purpose of this policy is to outline the use of various aspects of the clubhouse and to ensure that the clubhouse accommodation is used in line 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 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
- [ISLSC Form – Junior Member Accommodation Agreement](#)
- [ISLSC Form – Clubhouse Accommodation Request](#)
- ISLSC Policy – Junior Member Supervision
- [Accommodation page on Club Website](#)

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 up to 24 Active Members in the form of three bunkrooms.

Priority is given to members rostered for patrol, participating in training, or assisting with club activities. Accommodation requests outside of the patrol season are at the discretion of the Board or appointed nominee.

Junior members (under 18) can only use the accommodation when supervised as per the Junior Member Supervision Policy.

To request accommodation, all members must complete a Clubhouse Accommodation Request in the on the club website: [ISLSC Form – Clubhouse Accommodation Request](#) at least 48 hours prior to the date being requested and must wait for approval of the request prior to staying at the clubhouse.

Non-patrolling members are booked on a first-come, first-served basis at the discretion of the Clubhouse Manager or Club Secretary.



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Junior members require a completed [ISLSC Form – Junior Member Accommodation Agreement](#) (once per season)

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
- Assist with cleaning duties (either as required or as directed by a club management or active committee member)
- If applicable, pay accommodation fees before staying
- Must supply and use single bed sheet and own bedding
- Must remove bed linen and clean around and under their bed before leaving
- Remove any rubbish before you depart including food from the kitchen
- If additional cleaning is required following your stay then you will be invoiced directly by the contract cleaning company for the cost.
- Absolutely no alcohol consumption by anyone under the age of 18

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 Accommodation Agreement available on our website: [ISLSC Form – Junior Member Accommodation Agreement](#)

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. The club utilises submissions on the booking request form to satisfy this requirement. All members staying at the club must complete a booking request form in order to stay at the clubhouse. The register is also used to identify junior members who require supervision.

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 males and females (unisex). 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 members aged 18 and over will be allocated a bed in a unisex bunk room and all people allocated accommodation in the unisex room will have to acknowledge that they are comfortable sleeping in a unisex room.



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Use by members of other Life Saving Clubs is at the sole discretion of the ISLSC Board of Management.

Working with Children Checks

In accordance with Life Saving Victoria policy all members 18 years old and over 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.

Lifeguard Accommodation

To support the extension of lifesaving services through the provision of a paid lifeguard service at times 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.

Alcohol Consumption

Consumption of alcohol is only permitted on club premises when purchased from the Deck Bar and consumed only in designated areas as defined by the Liquor Licence.

Under no circumstances is alcohol to be consumed, brought on site by or provided to anyone under the age of 18. Failure to comply with this policy will result in disciplinary action up to and including suspension or expulsion from the Club.

Version Control and Review

All printed copies of this document are uncontrolled.

REV	RECENT REVISION REASON	ISSUED BY	AUTHORISED BY	DATE
5	Updated and links corrected	A J Malan	Board of Management	25/09/2024
4	Updated booking instructions, reference to latest version & logo.	C.J.Malan	Board of Management	22/06/2015
3	Revised based on Board feedback.	C.J.Malan	A.J.Malan (President)	25/02/2013
2	Revised	C.J.Malan	Board of Management	10/12/2012
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