



WYE RIVER SLSC

WYEPOL0001 – BUNKHOUSE ADMITTANCE POLICY

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DOCUMENT INFORMATION

DOCUMENT HISTORY

This section aims to track modifications which may occur on this document over time as well as the distribution dates to audiences outside of the WRSLSC.

VERSION	DATE	AUTHOR
V0.1	13/06/2018	Wye River SLSC

GLOSSARY

The following table outlines a series of acronyms and verbiage which may not be familiar to all audiences of this document. This table should be referred to for any ambiguity when consuming the contents of the document.

TERM	DESCRIPTION
WRSLSC	Wye River Surf Lifesaving Club
Bunkhouse	Accommodation for persons affiliated with the WRSLSC
Function	An event or gathering relating to club-based celebrations/activities.
Key Safe	A secure lockbox to house facility access keys to the Club Buildings.
Lifeguard	Paid Lifesaving service by SLSA.
SLSA	Surf Life Saving Australia
LSV	Life Saving Victoria

DISTRIBUTION LIST

This section outlines the users of this document and who the intended audience is. This document should not be distributed to parties outside of the distribution list in the interest of the club's confidentiality.

PARTY	RECOMMENDED
Wye River Executive Committee	Yes
Active Member Base	Yes

ASSOCIATED DOCUMENTATION

This document also references other additional documentation which is used to support the points made in the following sections.

DOCUMENT	LINK
Bunkhouse Booking Form	<<TBD>>
Bunkhouse Permission Form	<<TBD>>

TABLE OF CONTENTS

Contents

- DOCUMENT INFORMATION 2
 - DOCUMENT HISTORY 2
 - GLOSSARY 2
 - DISTRIBUTION LIST 2
 - ASSOCIATED DOCUMENTATION 2
 - TABLE OF CONTENTS 3
- DOCUMENT OVERVIEW 5
 - INTRODUCTION 5
 - POLICY PURPOSE 5
 - SCOPE 5
 - OUTCOMES 5
- PRINCIPLES 6
 - BUNKHOUSE CONDUCT 6
 - PERMISSION 6
 - ACCESS AND SECURITY 6
 - BEDDING ALLOCATION 6
 - ALCOHOL CONSUMPTION 6
 - INTOXICATION 6
 - DRUG USAGE 7
 - BULLYING 7
 - SEXUAL HARRASMENT 7
 - SAFETY OF PERSONAL BELONGINGS 7
 - GENERAL LANGUAGE AND BEHAVIOUR 7
 - NOISE 7
 - CLEANING 8
 - MAINTENANCE 8
 - GENERAL MAINTENANCE 8
 - EMERGENCY MAINTENANCE 8
- RESPONSIBILITIES 9
 - EXECUTIVE COMMITTEE 9
 - COMMITTEE MEMBERS 9
 - ACTIVE MEMBERS 9

DOCUMENT OVERVIEW

INTRODUCTION

The WRSLSC aims to be a safe and welcoming environment for all club members, one where senior members can mentor and guide emerging leaders; young adults can demonstrate leadership to young people finding their way in the surf cub environment, and where those young people can learn new life skills that will guide them for a life time. The bunkhouse is a facility that is central to enabling these activities.

The Bunkhouse is also utilized by members of the broader community outside of patrol season enabling community access to this region of the Victorian coast at very affordable rates as well as providing a small income to the club.

POLICY PURPOSE

The Bunkhouse provides the club an essential piece of infrastructure enabling members from the ages 15 years and above to be accommodated and complete their patrol obligations. The club aims to provide a safe, secure and functional facility and indeed we are obligated to do as much while we ‘safeguard children and younger people’. This policy statement identifies the various requirements relevant to bunkhouse use to allow this to happen.

SCOPE

This policy aims to enact on the following users which have been identified as Bunkhouse users.

TYPE	DESCRIPTION
Active	Registered, financial active patrol members who have or are meeting their minimum patrol commitments.
Reserved (Third Parties)	People or organization which have pre arranged a fee based booking with the club for exclusive use of the Bunkhouse facilities.
Other Club Members	Other club members, volunteers or community members who are residing at the bunkhouse with the written permission of the club committee.

OUTCOMES

The goal of this document is to provide a framework and understanding to the ongoing maintenance and sustainability of the Bunkhouse facilities. Given the changing nature of the membership base and the goal to include new facilities within the Wye River Strategic Plan, there is a need to enact formal understanding and respect for the existing and developing resource. This document aims to provide that guidance which can be referred to by all required parties to ensure the ongoing use of the Wye River Bunkhouse for decades to come.

PRINCIPLES

The following principles are to be followed when undertaking the implementation of this strategy for the WRSLSB Bunkhouse.

BUNKHOUSE CONDUCT

Active club members utilising the Bunkhouse during patrol season must abide by the club Code of Conduct. The Bunkhouse is not to be used by active members for private or unsanctioned functions. Requests to use the bunkhouse for any function requires the express permission of the committee.

PERMISSION

All members under the age of 18 years will be required to complete a permission form by their parent/guardian prior to overnight stays at the Bunkhouse. This is to ensure that there is an understanding as to the nature of the Bunkhouse and its operations to all individuals who may be affected by its use.

This form may be accessed here:

ACCESS AND SECURITY

All access to the Bunkhouse is provided through a Key Safe which is mounted to the front of the building. Each season, the combination for the key is changed by the Club to ensure security over the off season as well as provide an up to date permission set for currently active members. This code will be distributed to all Patrol Captains who will then distribute to their wider team for access to the Bunkhouse.

BEDDING ALLOCATION

All bedding is divided into two genders to ensure the safety and comfort of all patrons who may stay at the Bunkhouse. The use of the “central” room within the Bunkhouse can be used by Active patrolling members throughout the season however priority will be given to longer standing residents using the facility such as Lifeguards who may be staying locally.

Individuals will automatically be made to sleep within their appropriate gender unless this falls outside of normal sexual preferences, anyone who wishes to do this must ask permission from the committee.

This consistency will assist in providing a stable place for the Lifeguards to stay and provide a quality service to the club on their rostered days.

ALCOHOL CONSUMPTION

Any club member consuming alcohol on club premises must do so responsibly. An imposed alcohol curfew of 11pm will be enforced in both the Clubhouse and Bunkhouse to uphold the safety off all members and the public. The club will not tolerate any members under 18 years of age drinking alcohol. Any member who is observed in breach of these rules will be required to explain their actions to the Executive Committee and may face disciplinary action.

INTOXICATION

No club member will be intoxicated on club premises. Any member who is seen to be intoxicated may be reported to the committee to explain their actions and may face disciplinary action.

DRUG USAGE

No club members are to use illicit drugs on club premises. All drug consumption will enact a zero-tolerance policy. Any member who is observed in breach of these rules will be required to explain their actions to the Executive Committee and will face disciplinary action.

BULLYING

Wye River SLSC upholds a zero-tolerance bullying policy. This includes all forms of bullying including but not limited to, physical, emotional, psychological, manipulation, verbal and cyber. Any reports of bullying will be taken very seriously and thoroughly investigated by the committee to determine a course of action. Any member which is found guilty to have breached this understanding will face disciplinary action.

SEXUAL HARRASMENT

Sexual harassment is conduct of a sexual nature that is unwelcome to either party. Sexual harassment can be physical, verbal or written and it involves behaviour that could reasonably be expected to make a person feel offended, humiliated or intimidated. This may include physical, verbal or visual and may include statements or transmissions by phone, internet and e-mail. Both males and females can be subjected to sexual harassment from either person of the same or opposite gender. If any club member is reported to have been having in an inappropriate manner will be asked to explain their actions to the Executive Committee and may face disciplinary action.

SAFETY OF PERSONAL BELONGINGS

Whilst the WRSLSC is not responsible for individuals' items/belongings left in or around the bunkhouse. Stealing, tampering or touching of individuals' items without prior permission is not acceptable.

GENERAL LANGUAGE AND BEHAVIOUR

Whilst staying within the bunkhouse, individuals are representing the WRSLSC and are therefore required to behave in an appropriate fashion. All members will behave respectfully towards one another to ensure that all members and guests feel safe and welcomed at all times.

The WRSLSC does not tolerate swearing, aggression, belittling, bullying or harassment within its premises or to other individuals staying within the premises. Any member who is observed in breach of these rules will be required to explain their actions to the Executive Committee and may face disciplinary action.

NOISE

All noise within the bunkhouse needs to be within an acceptable level and take into account neighboring houses. All outside noise shall be reduced by 10pm. All inside noise shall be reduced at 11pm. This does not include general conversation or group activity inside, but does include yelling, playing music or anything of a loud nature.

CLEANING

All users of the Bunkhouse are required to leave it in a clean and well-maintained state before leaving. A full clean of the bunkhouse will be completed by a private contractor as appointed by the committee post all bookings. In circumstances where the bunkhouse is left in an unsatisfactory state post use by Active members they will be asked to explain why to the Executive committee and may relinquish rights over use. Private users may lose all or part of their bond in such circumstances.

General cleaning will be enacted by longer standing residents within the Bunkhouse in addition to the cleaning before departure. Due to the flocculating nature of the residents at any given time, it is important that a consistent level of cleanliness is maintained throughout the season. The Bunkhouse will be subject to inspections by the Committee throughout the January period. Breach of this ongoing cleanliness may result in disciplinary action by the Committee.

MAINTENANCE

GENERAL MAINTENANCE

The Bunkhouse will need to undergo maintenance every season to repair/uphold general items. All general maintenance will be carried out in the period prior to the patrolling season in conjunction with the clubhouse-based maintenance (gear inspection). This is to ensure that the Bunkhouse will be ready for the season and provide a safe environment for all parties across the summer.

EMERGENCY MAINTENANCE

In the event there is requirement to have something repaired outside of the general maintenance period, it is important that any member that identifies the potential hazard, report it to the committee immediately in written format with supporting evidence. The Committee will then action a contractor or volunteer to repair the structure and/or restore services to the Bunkhouse.

RESPONSIBILITIES

To ensure the successful uptake of these changes to the operation of the Bunkhouse, it is a requirement of each of the following parties to enact their understanding of this Policy to communicate this to the broader WRSLSC community.

EXECUTIVE COMMITTEE

It is the responsibility of the committee to ensure that the messaging within this document is distributed to all parties within the distribution list and that it is in a consumable format for persons outside of the organization. All changes which are made to this document post its distribution should be updated as formal amendments to the document and in turn, redistributed to affiliated parties.

All Policy documentation should be easily accessible by the membership base on request and hosted in a central location in the event any documentation may be misplaced or needs to be accessed on demand.

The Executive committee is also responsible for the approval of all documentation (policy or otherwise) before distribution to parties outside of the committee. This formally enacted by the signatory section at the bottom of this document. All signed copies of this document should be added to the local file storage of the WRSLSC for archiving.

COMMITTEE MEMBERS

All Committee members are responsible for carrying out and enforcing the principles outlined in this document and as described in the implementation plan. The committee is also responsible for the disciplinary action which may come out of breaches of this policy document and provide a reasonable course of action for follow up.

The Committee is the gateway for members between the wider organization and the Executive. At all times, the Committee should be representing the best interests of the Club as well as providing a mechanism for users to report any concerns and queries that they may have regarding this or other documentation.

ACTIVE MEMBERS

All Active members have a responsibility to each other to provide a safe environment for all members of all ages and backgrounds. Any breaches of this policy should be reported to the committee to ensure that the environment remains safe and consistent for all members. Disciplinary action may be taken in the event there is evidence to show a situation was ignored or covered relating to the Bunkhouse Policy guidelines.