

Aspendale Lifesaving Club



Policy Ref#002 – Club Usage for Members Policy

Policy Purpose

As a member of the Aspendale Life Saving Club (ALSC) it is a requirement at all times with no exception for members to conduct themselves with,

- Respectfulness
- Integrity
- Honesty
- Trustworthiness
- Sustainability

As a member of the ALSC you accept the responsibilities of this policy and the ALSC Code of Conduct to which includes accountability for the benefit and enjoyment of the club and fellow members. The ALSC Club Usage Policy has been developed and implemented to ensure everybody enjoys a safe, friendly, inclusive, and sustainable environment.

Policy Description

The details within this Club Usage Policy are for the purpose of all members, and that parents and/or guardians of members under the age of 18 years of age, are responsible for ensuring whilst accessing the club you adhere to all policy requirements with **Any** member found to conduct themselves in a manner that is contrary to these expectations may be subjected to disciplinary action which as a result may have their membership revoked.

All members have an obligation to report any incidents that could be considered a breach of this Policy as soon as they occur to an [Authorised Officer](#) so that any potential breach can follow the [Investigation Process](#), to which potential [Disciplinary Action](#) can/may be taken.

Responsibilities

Member's

- Agree to and conduct yourself in accordance with the ALSC Code of Conduct terms and conditions.
- Must be a current financial Member and have been a financial member for a minimum 12 months prior to applying for access.
- Complete site Induction.
- Over the age of 18.
- Take Responsibility of Actions.
- Are liable for outcomes created from your actions.
- It is not permitted under any circumstances to share the use of your access fob with another person without you being present at all times.
- Access is available to financial members who have purchased an access fob, completed the compulsory onsite induction and agreed to the club access and code of conduct policies.
- Any Non-members are required to remain with a member whilst onsite.

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- Access will not be granted for any activity operating inside the club deemed to be of commercial use paid or unpaid. To occupy the internal space for the running of activities outside of club scheduled activities the user must enter into a hire agreement and provide all relevant insurances and complete all payment requirements.
- Access will only be allowed during allocated times access outside of this will result in removed access.
- Access is granted for the benefit of club use only. Social activities such as parties, functions or gatherings are required to be presented to the committee in writing no earlier than 14 days prior to the proposed event where approval and/or any charges will be at the discretion of the committee.

Equipment

- Usage of allocated Equipment is allowed however it must be returned to the same location cleaned and ready for use.
- All equipment **MUST** be written on the provided whiteboard prior to it leaving the building.
- In the event of any damaged equipment this is to be reported on the provided whiteboard immediately upon return and/or to an [Authorised Officer](#) as soon as practicable with the damaged item put aside and details of problem recorded.
- No equipment is to be removed from the club outside of practicable usage i.e. used at Aspendale beach, competition, or scheduled official training. unless authority has been provided by Committee all equipment is to be recorded on the provided whiteboard.
- Storage of personal equipment is prohibited.
- Usage of patrol equipment including Rescue Boards, ATV, IRB is strictly prohibited unless you have completed any required awards under LSV policy.

Building

- Access to the building unless authorised by club executive is only permitted as follows,
 - 5:30am and 9pm Daily
- Building is to be secured at all times.
- Alarm **MUST** be activated prior to leaving.
- No mess is to be left with all rubbish to be placed in external rubbish bins or taken with you.
- Clean up after yourself do not leave change rooms or any part of the facility unclean.
- Turn off any equipment after use.
- Respect the club and everything in it.
- Access can be removed at any time.
- In the event of a hall hirer activating the space they have the overarching right to be there and therefore your access must not impede their usage.
- Bikes must be left in the garage only or locked up outside.

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Cost

- \$50 annual usage fee (Non-Refundable) payable with your membership each year.
- Club Memberships are based on financial year 1st July to 30th June access will cease if the member is not financial as of 1st July each year and will remain inactive until membership is paid including annual usage fee or member returns FOB.

Authorised Officer

(Please note details for all below positions are available in the Committee section of the ALSC website.)

Club President
Vice President
Secretary
Treasurer
Club Captain
Club Grievance Officer

Investigation Process

- 1) Report of Incident
- 2) Investigation Inc (use of CCTV, Access Control data)
- 3) Interview (if required)
- 4) Committee Review
- 5) Findings delivered both verbally and in writing
- 6) If required disciplinary action implemented

Consequence and Disciplinary

Failure to abide by this policy will result in immediate termination of access.

Any further action including length of termination will follow upon completion of investigation with Consequence and Disciplinary Action to be decided upon at the next available Committee meeting.

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Related Documents

ALSC abide by policies set by both SLSA and LSV – these relate to member protection and management of complaints and grievances.

Documents

ALSC Code of Conduct [ALSC Code of Conduct](#)

Link's to ALSC & LSV policies can be found below,

[LSV Policies](#)

[ALSC Policies](#)

Policy No.	Ref# - 002
Policy Title	Club Usage for Members
Date Approved by Committee	21/06/2024
Scheduled Date for Review by Committee	21/06/2026