



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

OFFICERS OF THE CLUB

In accordance with the City of Bunbury SLSC Constitution, and specifically clause 24.1, the Board may appoint from amongst its own members, or otherwise, special committees, sub-committees, individual officers and consultants to carry out such duties and functions, and with such powers, as the Board determines.

The Club Officers are responsible to the Board through the relevant Director.

City of Bunbury Club Officers

1. Bar Operations Manager
2. Building Maintenance Officer
3. Occupational Health and Safety Officer
4. Merchandise Officer
5. First Aid Officer
6. Senior Coach or Captain
7. Web Master
8. Youth Coordinator
9. External Water Safety Officer
10. Internal Water Safety Officer
11. Inflatable Rescue Boat (IRB) Officer
12. Head Coach
13. Jet Ski Operations Officer
14. Gym Officer

1. Bar Operations Manager

General Description - Objectives

- Provide bar facilities to Club members & visitors on scheduled days and functions.
- To ensure a safe and comfortable environment for club members through the implementation of the Responsible Management of Alcohol policy.
- Ensure that bar operations are managed efficiently to meet budget requirements.
- To provide support to the Board of Management Committee members to ensure the efficient operation of the club.

Responsible to:

- Director of Administration
- Director of Finance
- Liaise with Director of Youth
- Liquor Licensing

Responsibilities and Duties:



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

- Provide bar services for all functions and events as required by the Board of Management.
- Coordinate bar staffing for all bar operations.
- Ensure appropriate licenses are held by Club and displayed as required.
- Manage the sale of liquor in accordance with the provisions of the Liquor Control Commission licence as held by the Club.
- To account for all purchases and sales of liquor.
- Ensure sufficient supplies of liquor are available to meet the needs of all Club members and visitors.
- Implement the Club Responsible Management of Alcohol policy.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Board of Management or Social Committee.
- Provide a report on any aspect of the portfolio operations to the monthly Board of Management meeting.

Qualifications - Accreditations

- Responsible Service of Alcohol Certificate
- Police Clearance

Relationships

- Reports to the Director of Finance
- Reports to the Board of Management
- Liaises with the Director of Youth
- Liaises with official Club suppliers & other key stakeholders

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - It is estimated on average 6hrs / week in season and 2hrs off season.

2. Building Maintenance Officer

General Description - Objectives

- To manage the Club physical facilities (building internal and external) and board walk) to ensure a high standard of safety and presentation for club activities, competition, training, events and other activities conducted from time to time
- To provide support to the Board of Management and House Committee members to ensure the efficient operation of the Club

Responsibilities



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Board of Management and Director of House and House Committee;
- Ensure the following maintenance works are completed:
 - All Club Facilities
 - Boat shed
 - Patrol tower
 - Boardwalk
- Provide a report on portfolio operations to the Director of House for monthly Board of Management meeting

Qualifications - Accreditations

- Broad and practical building and maintenance knowledge and skills
- National Police Clearance and/or Working with Children Card

Relationships

- Reports to the Board of Management
- Reports to the Director of House
- Liaises with the Director of Finance
- Liaises with official Club suppliers & stakeholders

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - It is estimated on average 2hrs / week in season and 3hrs off season.

3. Merchandising Officer

General Description - Objectives

- To provide support to the Board of Management and members to ensure the efficient management of Club clothing and resource sales and stock.
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

Responsibilities and Duties

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Board of Management at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

- Arrange the display of clothing lines in the Club merchandise room prior to the commencement of each season and during the season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

Relationships - Reports to:

- Director of Administration and
- Director of Finance
- Board of Management

Qualifications - Accreditations

- Highly organised
- Working With Children card and/or Police Clearance

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - It is estimated on average 2hrs / week in season and 3hrs off season.

4. Occupational Health and Safety Officer

General Description - Objectives

- To manage all Occupational Health and Safety and risk management issues for the club and inform/educate club members about risk management issues

Responsibilities and Duties:

- Ensure the club complies with safety and health regulations, policies and procedures as required by SLSA, SLSWA and any other safety and health regulatory authority.
- Raise awareness of issues associated with occupational health and safety and risk within the club.
- Complete risk assessment analysis.
- Complete other checklists as required.
- Develop a risk management plan.
- Develop policies and procedures that will address occupational health and safety issues.
- Keep records of all risk management meetings, training records and incident reports.
- Organise training and education on risk management.

Relationships

- Reports to Director of House and Board of Management,



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

- Liaises with Building Maintenance Officer
- Liaises with Club members and visitors to the club

Qualifications - Accreditations

- Working with Children and/or Police Clearance
- OH&S qualification, knowledge and/or background

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - It is estimated on average 2hrs/week in season and 1hr off season.

5. First Aid Officer

General Description - Objectives

- Responsible for the general maintenance of the First Aid Room and all first aid equipment within the club

Responsibilities and Duties:

- Order and maintain First Aid Equipment in accordance with SLSWA and SLSA policies.
- Maintain bed linen, towels etc. for the first aid room
- Contribute to a safe and healthy club by following SLSWA and SLSA policies and OH&S instructions.

Relationships

- Report to the Director of Lifesaving and Board
- Liaise with Director of Education

Qualifications - Accreditations

- Hold a current Senior First Aid Certificate and/or SLSA Bronze Medallion
- Working with Children and/or Police Clearance

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - It is estimated on average 2hrs/week in season and 1hr off season.



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

6. Senior Coaches

The following Surf Sports positions are referred to as senior coach or captain within the City of Bunbury SLSC:

- Life Saving Coach;
- R & R Coach;
- March Past Coach;
- Beach Coach;
- Board Coach;
- Swim Coach;
- Ski Coach; and
- Surf Boat Captain.

General Description - Objectives

- To manage and/or coach and develop members of the club to perform consistently at their highest level in their stated surf sports discipline.

Responsibilities and Duties:

In conjunction with the Director of Surf Sports and/or Head Coach, ensure the arrangement, co-ordination and supervision of training sessions and member fitness program for their stated discipline, and

- Assist in the major areas of member skill and fitness training
- Ensure members are best prepared for surf sports competition
- Formulate and supervise training programs for individual and teams members in their stated discipline
- Report any deficiencies requiring urgent attention in performance and training to the Head Coach and/or Director of Surf Sports.
- Provide advice and instructions to individual members and teams in respect of fitness, development, skills and performance
- Manage and/or coach the team during all competitions
- Attend all formal training sessions
- Assist with the management and recruitment of members
- Attend, on occasions Junior Sunday morning activities to familiarise yourself with member development and recruitment
- Attend all club and team functions where possible
- Be responsible for the maintenance and safe-keeping of the stated disciplines equipment and associated equipment. The Boat Captain shall arrange training and instruction in rowing for members.
- Nominate members and teams in the stated discipline to the Head Coach and/or Director of Surf Sports for interclub competition as required.



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

Relationships

- Directly responsible to the Head Coach and/or Director of Surf Sports and Board of Management.
- Liaises with Club members
- Liaise with the Director of Youth on possible promotion and recruitment of members to surf sports competition.

Qualifications - Accreditations

- Working with Children and/or Police Clearance
- Current SLSA Coaching Accreditation qualification.

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - The time required to fulfil the role of any of the stated senior coaches is dependent on the stated discipline.

7. Web Master

General Description - Objectives

- The Webmaster shall be responsible for the operation and maintenance of the club's website.

Responsibilities and Duties

- Maintain current and up to date information on the club Web site concerning club life
- Ensure that the club Web site is easy to navigate and that it addresses the needs of the members and the club.
- Assume the role of a web designer,
- Monitor, improve, and update the performance of the club Web site.

Relationships

- Report to the Director of Marketing and Sponsorship and Board
- Liaise with Director of Administration
- Liaise with club members and sponsors

Qualifications - Accreditations

- The ability to work and communicate well with others
- Have knowledge of the club's, and SLSA and SLSWA policies and expectations



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

- Have technical expertise and information and technology knowledge and application skills.

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - The time required to fulfil the role is estimated on average 3hrs in season and 1hr off season.

8. YOUTH CO-ORDINATOR

General Description - Objectives

The Youth Coordinator shall be responsible for the U/15, U/17, U/19 Membership groups, and shall assist youth members to gain the full benefit of their membership.

Responsibilities and Duties

- Support, encourage and mentor youth members
- Co-ordinate and manage youth members during Sunday mornings activities
- Assist the Director of Juniors with the development and implementation of programmes to support the engagement and retention of youth members in the club.
- Ensure a variety of sport, recreation, cultural and other programs are planned and implemented
- Communicate with youth to determine their needs and interests

Relationships

- Report to the Director of Surf Sports and Director of Youth

Qualifications - Accreditations

- National Police Clearance and/or Working with Children Card

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - The time required to fulfil the role is estimated an average 4hrs in season and 1hr off season.

9. Water Safety External

General Description - Objectives

The External Water Safety Officer will co-ordinate and manage the provision of lifesaving and water safety services for external community water based events and/or activities, and ensure the safety of all participants.



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

Responsibilities and Duties

- Ensure the provision of sufficient, properly equipped and qualified water safety personal; rescue water craft; and effective communication
- Ensure the minimum standards for water safety are commensurate with the activity/event; number of participants; and experience and type of participants involved in the activity.
- Liaise with the External Event Manager to ensure that the expectations of the event are in accordance with SLSA, SLSWA and Club requirements, policies and OH&S regulations.
- Complete all required documentation/s to ensure SLSA, SLSWA, and State regulations are met and adhered too.

Relationships

- Report to the Director of Lifesaving
- Report to the Director of Finance
- Liaise with external parties regarding the provision of lifesaving and water safety services.
- Liaise with the Director of Surf Sports

Qualifications - Accreditations

- Proficient Surf Rescue Certificate or the higher qualification of the Bronze Medallion (including the Certificate II in Public Safety).
- A reasonable swimming ability as may be required to rescue individuals in the sea.
- A range of skills including surf awareness, rescue skills, first aid and resuscitation.
- National Police Clearance and/or Working with Children Card

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - The time required to fulfil the role is dependent on the community event being organised.

10. Water Safety Internal

General Description - Objectives

To co-ordinate and manage club water safety for Club water based activities and events including Sunday morning junior activities, senior Sunday morning activities and Trophy Events, senior and junior club championships, and regional and state inter-club carnivals.



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

Responsibilities and Duties

- Ensure the provision of sufficient, properly equipped and qualified water safety personal; rescue water craft; and effective communication
- Ensure the minimum standards for water safety are commensurate with the activity/event; number of participants; and experience and type of participants involved in the activity - refer City of Bunbury SLSC Policy No. 1.4
- Liaise with the Director of Youth, Age Group Managers and Surf Sports to ensure that the expectations of the Sunday morning activities are met
- Provide the required 'Internal Water Safety Log Book' to water safety personal to enable water safety personal to log completed hours.
- Assist water safety personal in the development of water safety skills and knowledge where necessary.

Relationships

- Report to the Director of Lifesaving
- Liaise with the Director of Youth, Director of Surf Sports and Age Group Managers

Qualifications - Accreditations

- Proficient Surf Rescue Certificate or the higher qualification of the Bronze Medallion (including the Certificate II in Public Safety)
- A reasonable swimming ability as may be required to rescue individuals in the sea.
- A range of skills including surf awareness, rescue skills, first aid and resuscitation.
- National Police Clearance and/or Working with Children Card

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - The estimated time required to fulfil the role is dependent on the particular water based activity. However, it is estimated on average 4hrs /week in season.

12. INFLATABLE RESCUE BOAT (IRB) OFFICER

General Description - Objectives

The IRB Officer shall be responsible for the maintenance and safe-keeping of the Inflatable Rescue Boat (IRB) and all associated equipment.

Responsibilities and Duties



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

- Ensure that a reserve of fuel is available for emergency use at all times
- Arrange and authorise such repairs deemed necessary to the craft within limits set by the Board of Management.
- The IRB Officer shall liaise with the Director of Education to ensure all candidates for the IRB crew and IRB Driver receive proper instruction
- Liaise with the Director of Lifesaving to ensure the IRB is used competently by patrol members and maintained properly before, during and after patrol duty.
- Notify immediately the Director of Surf Sports and the Director of Lifesaving if for any reason the craft is disabled.

Relationships

- Report to the Director of Lifesaving
- Liaise with the Director of Surf Sports and Director of Education
- Liaise with the External Water Safety Officer; and Internal Water Safety Officer and rostered Patrol Captain for club based activities.
- Liaise with Director of Youth

Qualifications - Accreditations

- The IRB officer shall be a qualified IRB Driver
- National Police Clearance and/or Working with Children Card

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - The estimated time required to fulfil the role is estimated on average 4hrs /week in season and 2hrs/week off season.

12. HEAD COACH

General Description - Objectives

To manage, organise and support the surf sports coaching staff to carry out the goals and objectives of the City of Bunbury SLSC.

Responsibilities and Duties

- In conjunction with the Director of Surf Sports Plan, prepare and evaluate the club coaching programmes, training schedules and competition schedules for club members.
- Ensure that all programs and schedules are age appropriate.
- Coordinate, support and communicate with coaching staff to discuss programmes, goals and progress, and ensure that any concerns are addressed.



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

- Provide support and advice to senior coaches and assistants within the coaching team
- Provide educational opportunities where possible and information on sports science and lifestyle guidance.
- Abide by and promote sound ethics and club policy, child protection, fair play and equal opportunities to all members.
- Ensure that all coaching staff qualifications are kept up to date.
- Promote SLSA code of conduct for coaches, players and parents at all times.

Relationships

- Report to the Director of Surf Sports

Qualifications - Accreditations

- Hold a minimum SLSA Development Coach (Level 1 or 2) surfs sports coaching accreditation.
- Minimum 4 years' surfs sports coaching experience.
- Excellent written, interpersonal and oral communication skills
- Thorough knowledge and understanding of SLSA Surf Sports rules and interpretations.
- Demonstrate a dedication to the health, well-being and social development of all members.

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - The estimated time required to fulfil the role is estimated on average 4hrs /week in season and 2hrs/week off season.

13. Jet Ski Operations Officer

General Description - Objectives

The Jet Ski Operations Officer shall be responsible for the maintenance and safekeeping of the Jet Ski and all associated equipment. The SLSWA Jet Ski Operations Officer has the overarching responsibility for the delivery of Jet Ski operations in WA.

Responsibilities and Duties

The responsibility of the City of Bunbury SLSC Jet Ski Operations officer is in accordance with the Memorandum of Understanding (MOU) between SURF LIFESAVING WESTERN AUSTRALIA and the CITY OF BUNBURY SURF LIFE SAVING CLUB.

The City of Bunbury SLSC Jet Ski Operations (JSO) Officer is to:



**CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

**POLICY
NUMBER
1.2
July 2019
Version: 7**

- Ensure the Jet Ski and associated equipment detailed in the MOU at Item 1 is only used for conducting lifesaving and water safety activity (as defined at Item 1 of the Schedule).
- Report to the Director of Lifesaving any damage to the Jet Ski or associated rescue equipment and Personal Protective Equipment (PPE) as stated in Table 1 and Table 2. Any damage caused by inappropriate behaviour, undue care and attention or non-compliance to standard operating procedures of members of the Club must be reported to SLSWA.
- Ensure that Members do nothing to negatively impact the insurance held by SLSWA and the club.
- Liaise with the Director of Education to ensure Jet Ski operators remain annually proficient in the required awards and fitness levels.
- Be responsible for the delivery of the Jet Ski to and from the nominated repair and maintenance provider as listed on the Jet Ski maintenance checklist South West Millard Marine 5 Sandridge Rd, Bunbury WA 6230 (08) 9721 3033t at times and dates as advised by SLSWA.
- Ensure unserviceable status, all damages or operational issues with the Jet Ski or associated equipment are reported immediately to SLSWA Jet Ski Operations Officer.
- Ensure compliance with the Jet Ski Maintenance checklist attached at Schedule 2 of the MOU.
- Return the Jet Ski and Equipment referred to in Table1 to SLSWA immediately upon cessation of the MOU and in the same condition recorded at the date of the MOU (fair wear and tear excepted).
- Ensure that a reserve of fuel is available for emergency use at all times.
- Liaise with the Director of Lifesaving to ensure the jet Ski's are used competently by patrol members and maintained properly before, during and after patrol duty.
- Notify immediately the Director of Surf Sports and the Director of Lifesaving if for any reason the craft is disabled.
- Comply with all reasonable requests of SurfCom or the relevant Support Operations Regional Jet Ski Coordinator if the Jet Ski and associated equipment is required for Marine Search and Rescue purposes outside of the local area of operations.



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

Relationships

- Report to the Director of Lifesaving
- Liaise with the Director of Surf Sports and Director of Education
- Liaise with the External and Internal Water Safety Officers
- Liaise with rostered duty Patrol Captain
- Liaise with City of Bunbury SLSC Administrators
- Liaise with SLSWA Jet Ski Operations Officer.

Qualifications - Accreditations

- The Jet Ski officer shall be a qualified Tier 2 Jet Ski operator.
- National Police Clearance and/or Working with Children Card

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - The estimated time required to fulfil the role is estimated on average 4hrs /week in season and 2.5hrs out of season.

Table 1

Item No.	Operational Equipment provided with Jet ski	Sea-Doo
		No.
1	Fire Extinguisher	1
2	Flares (set)	1
3	Grab bag	1
4	Jet ski - Sea-Doo	1
5	Kill cord – Sea-Doo	2
6	Knife (Rescue Tool)	1
7	Radio	1
8	Radio Charger	1



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

9	Radio Covers	1
10	Rescue Tube	1
11	Sled	1
12	Sled Attachments	1
13	Trailer - Spare Tyre	1
14	Trailer – Spare Tyre Holder	1

**Schedule 2
Jet Ski Maintenance Checklist**

Daily Maintenance Checks					
Pre - operations			Post - operations		
1	Check Logbook		1	Wash Craft (ensure sand removed)	
2	Remove Trickle Charger		2	Wash/clear intake grill and jet	
3	Replace Seats		3	Remove Seats	
4	Replace HSA Straps		4	Lightly spray engine compartment (water)	
5	Insert Bungs		5	Lightly spray electrical parts with dewatering agent	
6	Inspect of Hull for damages		6	Attach hose to flush pipe	
7	Inspect Engine Compartment		7	Engine On	
8	Inspect Sled and attachments		8	Water On	
9	Check Trailer		9	Run 3 – 5 minutes	
10	Start/Stop Check		10	Engine Off	
11	Check Steering corresponds with Jet		11	Water Off	
12	Check Water Separator		12	Refuel	
13	Check Fuel		13	Trickle Charger On	
			14	Complete Logbook	



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

Monthly maintenance	
1. Remove trickle charger	
2. Attach hose to flush pipe	
3. Engine On	
4. Water On	
5. Run 10 minutes	
6. Engine Off	
7. Water Off	
8. Sponge any excess water from engine compartment	
9. Lightly spray engine bay with anti – corrosion lubricant	
10 Check oil level	
11 Check coolant fluid level *	
12 Complete Logbook	
13 Email SLSWA Jet Ski Operations Officer Engine Hours and faults	
14 Trickle Charger On	

SLSWA shall be responsible for coordinating the servicing for the jet skis. The Jet Ski Operations Officer shall coordinate with the Club on when the Jet Ski is due for service. The club shall be responsible to ensure the craft is transported to and from the Approved

14. Gym Officer

General Description - Objectives

City of Bunbury SLSC is committed to helping members gain and maintain fitness so they can safely and effectively carry out their volunteer responsibilities. The gym facility and associated equipment has been purchased for use by members.

The objective of the following is to ensure the City of Bunbury SLSC has a successful safety and operational process relating to the gym and under the control of the Gym Officer.



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

Responsibilities and Duties

The City of Bunbury SLSC Gym Officer will be responsible for Gym Conditions of Use which are:

- Only members of City of Bunbury SLSC may use the gym and associated equipment
- To use the gym, members must meet the following conditions.
 - Be a financial member of the City of Bunbury SLSC
 - Be over the age of 15 years with a Bronze Medallion or training for the Bronze Medallion
 - Sign the register on entering and leaving the gym.
 - Obtain and supply written clearance from a medical practitioner if requested by the Gym Officer.
 - Or be an Associate Member (Gym Only)
- No member may use the gym while under the influence of alcohol or recreational drugs
- No food is to be consumed in the gym area but consumption of water is encouraged
- Members must use spotters on all moderate to heavy sets
- Members should be considerate of others and use their own towel to wipe down benches and equipment after use.
- All equipment must be returned to its storage place after use
- Ensure the lights, music and radio are turned off and the door is locked when leaving the gym
- Any damaged equipment should be reported to the Gym Officer
- Any severe injuries sustained in the gym or as a result of using the gym and associated equipment must be reported to the Gym Officer as soon as possible.
All injuries no matter how minor are to be recorded in the incident register located in the First Aid room



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
OFFICERS OF THE CLUB
POLICY**

POLICY
NUMBER
1.2
July 2019
Version: 7

The Gym Officer will encourage members to be vigilant about personal safety at all times when entering and leaving the facility.

Relationships

- Report to the Director of Surf Sports and the Board of Management

Qualifications - Accreditations

- National Police Clearance and/or Working with Children Card
- Broad and practical knowledge and skills relating to gym equipment its upkeep and the safe use of said equipment

COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE - The estimated time required to fulfil the role is estimated on average 1hr /week.