



Elwood Life Saving Club Inc Code of Behaviour



Version Control

Version 1.0 10 March 2010
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Elwood Life Saving Club Code of Behaviour

Elwood Life Saving Club (ELSC) members agree to adhere to policies and procedures prescribed by Life Saving Victoria (LSV) and Surf Life Saving Australia (SLSA) along with policies and procedures developed by Elwood Life Saving Club (ELSC) Committee. These policies can be accessed via these organisations respective websites and can also be located with the Standard Operating Procedures (SOPs), ELSC Minutes and similar documents.

1. General

- 1.1 No statements in relation to ELSC are to be made directly to the media or via social media, such as, but not limited to, Facebook, Twitter, Tumbler, Instagram without the approval of the President, Vice-President, Secretary or Treasurer, unless authorised by the same.
- 1.2 No harassment or bullying of any sort will be tolerated at ELSC.
- 1.3 Considerate behaviour and a respectful attitude towards other Club members and members of the public is expected at all times.
- 1.4 Members must abide by local by-laws and state and federal laws.

2. Facilities and Equipment

- 2.1 Users of ELSC facilities and equipment are required to:
 - Clean up after themselves;
 - Return all equipment to its correct location after use, ensuring it has been cleaned and stored correctly;
 - Report any damage to the relevant Club Officer e.g. IRB Captain, Equipment Officer;
 - Assist in keeping ELSC clean and tidy at all times.
- 2.2 Some equipment may be used by Club members outside of patrol and training sessions, please refer to the Use of Boards and Equipment Policy. Only qualified members (those who hold a current Bronze Medallion or Surf Rescue Certificate) are permitted to use Rescue Boards, Competition Boards and Skis. An adult ELSC member must sign out and appropriately supervise use of equipment by juniors. Juniors must wear a high visibility pink vest at all times.
- 2.3 Qualified members, who are not on patrol, who wish to use equipment during patrol hours, should notify the Patrol Captain of intended use of equipment during Patrol hours.
- 2.4 Use of ELSC equipment requires wearing of appropriate clothing, footwear or safety gear. If unsure, request guidance from a Committee member or Patrol Captain.
- 2.5 Damage to any ELSC equipment should be reported immediately to the relevant Club Officer e.g. IRB Captain, Nipper Coordinator via email or telephone. (Contact details are located in the Radio Room)
- 2.6 ELSC property may not be removed from the premises without the prior consent of an ELSC Committee member. All ELSC property must be logged 'out' prior to removal and logged 'in' when returned to ELSC premises. Water Safety and BBQ equipment may be logged 'in' and 'out' using an agreed checklist.

2.7 Members may not store bathers, wetsuits, other swimming gear or equipment at the club without the prior approval of an ELSC Committee member.

2.8 Members should not leave personal items unattended whilst at ELSC. Members are encouraged to use the club lockers whilst at the club to secure their belongings. ELSC is not liable for loss of personal belongings.

3. Risk management

2.9 Any potential risks within ELSC must be reported immediately to the President or an ELSC Committee member via email or telephone.

2.10 Any incidents involving risk, danger, injury or potential injury to a person must be reported to the President or an ELSC Committee member via email or telephone as soon as practical following the incident. Incidents must also be reported to Committee in writing via the Incident Report Form and the first aid book (if there was an injury). These forms are located with the Patrol Log in the Storage Area.

3 Parking

3.1 Dedicated parking spaces are available during patrol hours for members engaged in patrolling duties. Members are encouraged to report to the council any members of the public who abuse the use of ELSC designated spots. Members need to display a sign that it is an ELSC vehicle when parking in the designated parking spaces.

4 Use of ELSC building

4.1 Security

a. Users of ELSC must ensure the premises are locked and properly secured after use including engaging the alarm.

4.2 Use or hire of ELSC building

a. All requests for use of ELSC premises by members or outside users must be directed to the ELSC Hire Coordinator for approval. If necessary the Hire Coordinator will refer to the ELSC Committee for further approval. When this is not possible or practical, requests may be directed to the Club President who will liaise with Committee members as appropriate.

4.3 Upstairs Meeting Room

a. The upstairs meeting room is a quiet meeting and activity area. Wet bathers and wet or sandy feet are not permitted upstairs.

b. Children must be supervised in this area at all times.

c. Chairs and tables are not permitted on the balcony.

d. No items of any description may be placed on the balcony ledge.

4.4 Training room

a. This is a low-intensity training area due to the need to care for overhead lights and fans. Low-intensity activities include: table tennis, first-aid and resuscitation training. Ball games to be excluded.

b. Vigorous training activities and games are to be conducted outside.

5.5 Kitchens

a. Users of ELSC kitchen facilities and equipment are required to:

- Clean up after themselves; remove uneaten food from fridges.
- Wash cutlery, crockery and cooking utensils and return to cupboards and drawers after use;
- Assist in keeping ELSC clean, hygienic and tidy at all times. Contents of refrigerators will be disposed of regularly. Items outside use-by dates or without labels will be discarded.

5 Alcohol, smoking and illicit drugs

- 6.1 No alcohol is to be consumed during patrol hours by patrolling members or when in patrol uniform. Patrolling members must not be under the influence of alcohol when commencing patrol.
- 6.2 Under-age drinking is not permitted in the ELSC building or at ELSC functions.
- 6.3 Any alcohol stored on ELSC premises must be locked in a secure area, and only with the approval of an ELSC Committee member.
- 6.4 Smoking is not permitted inside the ELSC building or its environs or by members when in patrol or ELSC uniform.
- 6.5 The use of or storing of illegal drugs is not permitted in the ELSC building. Instances of illicit drug use or storage will be referred to Victoria Police, and any member found to be involved may be expelled from ELSC.
- 6.6 Members are not to be under the influence of alcohol or drugs whilst participating in any club activity

7 Use of Mobile Phones

- 7.1 Mobile phones and other electronic devices should not be used during patrol hours whilst performing patrol activities, other than in relation to managing an incident e.g major first aid. Such devices may be used during break times by patrol members.