



Morningsong Life Saving Club

Visitor Sign-In Policy

Purpose

To ensure compliance with legal requirements, maintain a safe environment, and uphold the standards of Surf Life Saving Australia, all visitors to Morningsong Life Saving Club must sign in upon entering the premises.

Why Sign-In is Required

1. Liquor Licensing Compliance - Under the Liquor Control Reform Act and equivalent state legislation, Surf Life Saving Clubs operating licensed premises must record details of non-members.
2. Insurance & Safety - Signing in provides an accurate record of who is on-site, essential for public liability coverage and emergency response.
3. Child Safety & Member Protection - Visitor logs help safeguard junior members and comply with Surf Life Saving Australia's Child Safe Policy.
4. Emergency & Health Requirements - Sign-in records assist emergency services and contact tracing if required.

Visitor Sign-In Process

- All non-members must sign the visitor register upon arrival.
- Visitors must provide: Full name, Contact details, Name of the member they are accompanying (if applicable).
- Visitors agree to comply with Club rules and Surf Life Saving Australia's Code of Conduct.



Privacy Policy

Collection: The Club collects personal information (name, contact details) for compliance, safety, and emergency purposes.

Use: Information will only be used for liquor licensing compliance, emergency response, and insurance reporting.

Storage: Records are stored securely and retained for the minimum period required by law.
Disclosure: Information will not be shared except with regulatory authorities or emergency services if legally required.

Access & Correction: Visitors may request access or correction by contacting the Club Secretary.

Compliance: The Club complies with the Privacy Act 1988 (Cth) and Surf Life Saving Australia's Privacy Policy.

Document Control

Version	Approved By	Approval Date	Next Review Date	Responsible Role
1.00	MLSC Board	20/01/2026	01/10/2026	Secretary