



# Morningson Life Saving Club Club Facilities Access Policy

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## **Purpose**

To ensure safe, secure, and responsible use of club facilities by all members

## **Scope**

This policy applies to all Morningson Life Saving Club representatives, including members, volunteers, committee, staff, contractors, and those representing the Club online.

## **Access Hours**

Morningson Life Saving Club Members may access the club premises between the hours of 6:00 AM and 8.00 PM, seven days a week.

Access outside these hours will be restricted unless required and approved by the Club Board of Directors.

Access to the premises does not provide the authority to hold private functions inside the premises. All requests for private functions must be submitted to the Morningson Life Saving Club Board of Directors for review and consideration.

## **Club Access Card Usage**

- One Club Access Card can be issued per membership, be it individual or family, and must not be shared with any individual outside that specific membership.
- Members must scan their Club Access Card upon entry to the club.
- Lost or stolen cards must be reported immediately to the Club Administrator.
- Club Access Cards must be returned to the club if membership ceases.

## **Fob Access – Youth & Seniors**

- Youth and Senior members can be issued Fobs, which provide 24/7 access to the Board & Ski storage facilities, for the sole purpose of retrieving and returning their own equipment, and access to the club facilities for utilising the showers and toilets.
- Before leaving the storage area, members must ensure that the storage facility doors are fully closed and secured.
- Access to equipment storage facilities will be provided only after board/ski storage fees have been paid. Members must ensure that all fees are paid before requesting access to storage facilities.
- Access does not allow or permit the use of the club facilities for unsupervised social use or gatherings



## Usage of stored equipment

- Members must not remove or tamper with any club equipment or equipment that is stored and owned by other members.
- Club owned equipment is only to be utilised during supervised club programs/events or with prior approval from a member of the Morningsong Life Saving Club Board of Directors.
- All equipment must be washed and free of sand before being returned to storage.
- Any damaged club equipment must immediately be reported to a club official.

## Children and Family Member Access

Children under the age of 16 who are entering the club facilities with a Club Access Card must be accompanied by a parent or guardian who is a current club member.

If a parent or guardian provides the Club Access Card to a family member aged 16 or over for unsupervised access:

- The parent or guardian accepts full responsibility and accountability for the family member's actions, conduct, and compliance with club policies.
- The family member must be made aware of and adhere to all club rules, including security and safety procedures.

## Revocation of Family Access

The Morningsong Life Saving Club Board of Directors reserves the right to revoke access privileges for any family member if:

- There is a breach of club policy or misconduct.
- The parent or guardian fails to ensure compliance with club rules.
- The family member's access is deemed to pose a risk to safety, security, or club operations.

In such cases, the parent or guardian will be notified and may be required to attend a review meeting with the Board of Directors.

## Building Security Responsibilities

Before exiting the building, members must ensure:

- All doors and windows are securely closed and locked.
- All lights are turned off, including in bathrooms, storage areas, and meeting rooms.
- Appliances and equipment (e.g., kettles, fans, heaters) are turned off.
- Kitchens and food preparation areas are clean, with all dishes and cutlery used having been washed and stored correctly.
- If individuals are still present in the premises when leaving, ensure to inform them of your departure and the requirement for them to secure the building correctly on departure.



## Incident Reporting Procedures

To maintain safety and accountability, members must report any incidents that occur during their time at the club, including:

- Security breaches (e.g., unlocked doors, suspicious activity)
- Responsibility breaches (e.g., lights, appliances, kitchen or food preparation areas)
- Damage to property or equipment
- Injuries or medical emergencies
- Hazards or unsafe conditions

Reporting Process:

1. Immediate Action: If urgent and required, contact emergency services
2. Contact a Mornington Life Saving Club Director
3. Mornington Life Saving Club Board of Directors will review the incident and take appropriate action, and members may be contacted for further details.

## Compliance

Failure to comply with this policy may result in suspension or revocation of access privileges.

Repeated breaches may lead to further action as determined by the Mornington Life Saving Club Board of Directors.

## Acknowledgment

All members issued a Club Access Card or Fob must sign an acknowledgment form confirming they understand and agree to abide by this policy.

## Document Control

Version	Approved By	Approval Date	Next Review Date	Responsible Role
1.00	MLSC Board	12/01/2026	12/01/2027	Maintenance & Facilities Director