



CLUB HOUSE POLICY

APPROVAL BY THE RAGLAN SLSC BOARD AS AT DRAFT

1 Overview

- 1.1 This policy sets out the requirements that apply to **all those** that use the clubhouse to ensure it remains clean and tidy.
- 1.2 The Constitution, Regulations and supplementary policies such as the Overnight Stay and Supervision Procedures that apply to minors (under 18 years of age) augment this policy.
- 1.3 The Clubhouse Management team is set out as below:
 - (a) Convenor of Clubhouse/Projects
 - (b) Clubhouse Manager
 - (c) Clubhouse Co-Ordinator

2 Aims

- 2.1 To establish standard rules and protocols for use of the club house and its facilities
- 2.2 To maintain a high level of tidiness of the club house
- 2.3 To ensure accurate reporting of incidents and damage related to the clubhouse

3 General

- 3.1 **Reporting damage/repairs**
 - (a) damage and repairs are to be recorded in the book below the notice board, if urgent contact Club House Manager
- 3.2 **Use of telephone**
 - (a) local calls are free, but the telephone is toll barred
- 3.3 **Behaviour problems/discipline**
 - (a) Discuss with Patrol Captain during patrol hours or Contact President or Chairperson.
- 3.4 **Food and catering**
 - (a) Members are expected to bring their own food and drinks. All food to be removed at the end of their stay.
 - (b) Catering for events must be tidied up after events and all food removed.
 - (c) Condiments can be left in the fridge for future use.
 - (d) Please respect other people's food and drink
- 3.5 **Furniture**
 - (a) Only the **white chairs** with holes are to be used for patrolling. Good white chairs are kept for building hire.
- 3.6 **Security of personal belongings**
 - (a) All personal belongings are the responsibility of the owner.
 - (b) The Club can be locked/alarmed if no one is in the building to ensure it is secure.
- 3.7 **Rubbish disposal,**
 - (a) There are bins for rubbish when they are full empty them into the wheelie bins outside and refit plastic liner bags which are available in the drawer in kitchen.
- 3.8 **Storage of personal equipment e.g. surf boards**
 - (a) This must be organized by the owners of the equipment and agreed with the gear steward or a board member but is on a casual basis not full-time storage.
 - (b) The club will endeavour to keep the equipment safe however accepts no responsibility for personal equipment stored at the clubhouse.
 - (c) All personal equipment must be removed from the club house at the end of the season.

- (d) No surf boards to be stored upstairs.
- 3.9 **Smoking, Vaping and Illegal Drugs**
 - (a) **No illegal Drugs are to be brought into the Clubhouse and the Clubhouse is a no smoking no vaping facility.**
 - (b) Refer 2022 Raglan SLSC Alcohol Policy
- 3.10 **Security**
 - (a) On vacating the building, the last person out is to ensure all lights are turned off, all doors and windows are shut and secure, set the alarm and lock the door.
- 4 **Accidents and Emergencies**
 - 4.1 During patrol hours Patrol Captain is to take responsibility and activate approved responses as per the Club Standard Operating Procedures (CSOPs) e.g. First Aid/Police/Fire.
 - 4.2 In case of a major incident, they must immediately notify the President or Chairperson of their actions so that the President or Chairperson is aware of the incident.
 - 4.3 During out of patrol hours and in the off season the most senior experienced Club member must take responsibility and activate responses as per the CSOPs. The President and Chairperson must be advised of the course of action taken.
- 5 **Complaints and Discipline**
 - 5.1 Process and procedures are specified in the Club Constitution, Regulations and Policies.
- 6 **Hireage of Clubhouse**
 - 6.1 The process is specified in the Building Hire Contract and managed by The Clubhouse Co-ordinator.
 - 6.2 Clubhouse hireage dates will be specified in the Club's booking calendar and on the notice board in the Clubhouse by the Clubhouse Co-Ordinator
 - 6.3 The electronic Club calendar will record all Club events including the hireage dates of the Clubhouse.
- 7 **Overnight Stay and Supervision of Minors (Under 18s)**
 - 7.1 Refer to the 2022 Raglan SLSC Overnight Stay Policy.
- 8 **Clubhouse Clean Up Policy, Tidiness and Rubbish Disposal**
 - 8.1 Clubhouse cleaning procedures must always be adhered to inclusive of patrols times, workshops, courses, functions and other club activity.
 - 8.2 The Clubhouse Manager may determine from time to time that the Clubhouse needs a cleaner to clean it and arrange for this to be done.
- 9 **Timing for patrol clean-ups:**
 - 9.1 For Voluntary patrols clean-ups must be done at the end of patrol on Sunday or when situations demand it. Sign offs on clean ups must be completed by the relevant Patrol Captain. **See Appendix 1**
 - 9.2 For Regional patrols clean-ups must be done at the end of the week Friday signed off by the Paid Lifeguard Service Patrol Captain and Clubhouse Manager or designated appointee.
- 10 **Cleaning Resources:**
 - 10.1 Cleaning resources are supplied by the Convenor of Clubhouse Management and stored in the kitchen or drying room.
 - 10.2 Cleaning as follows will be carried out at the end of the patrol weekend and on Fridays when PLS are staying at the club.
- 11 **Kitchen - This area must be kept clean and tidy**

- 11.1 All dishes to be washed, dried and put away properly before and after patrols, workshops, functions etc.
- 11.2 All benches to be wiped down and left tidy inclusive of servery.
- 11.3 All perishable food that belongs to yourself must be removed from fridges and cupboards when you leave.
- 11.4 Coffee, sugar and tea are put back into the cupboard.
- 11.5 Kitchen rubbish bins emptied into the appropriate wheelie bins outside and washed out when required.
- 11.6 All recycling bins emptied into the appropriate wheelie bins outside and placed back in the servery.
- 11.7 All oven trays washed and put into the oven drawer; tops of ovens wiped down.
- 11.8 Kitchen floor swept and mopped with hot water using appropriate floor cleaner.
- 12 **Toilets**
 - 12.1 Rubbish bins emptied and cleaned when required.
 - 12.2 Hand towels and soap dispenser refilled
 - 12.3 Toilet rolls to be refilled
 - 12.4 Toilets cleaned inside and out with toilet cleaner
 - 12.5 Floors mopped with hot water using appropriate floor cleaner
 - 12.6 Mirror and windowsill wiped down
- 13 **Main Room**
 - 13.1 Entire floor area inclusive of passageways to be swept/vacuumed and mopped with hot water using an appropriate floor cleaner – dirty bucket water to be emptied and mop left to dry in drying room
 - 13.2 All equipment cleared out of this Main room except tables, chairs, lounge furniture and white board
 - 13.3 BBQ / gas bottle brought inside for the week inclusive of cover
- 14 **Bedroom Area – (Dry Zone ONLY)**
 - 14.1 **No food or drink are allowed in Bunk rooms**
 - 14.2 **No wet persons or gear allowed in this area – dry zone**
 - 14.3 All clothing/bedding removed from rooms and hallway (put into a lost property if they do not belong to anyone present)
 - 14.4 Vacuum the area and sweep the stairs going downstairs.
 - 14.5 Rubbish into the appropriate wheelie bins outside
 - 14.6 Wet towels and clothing **are not** to be hung over the balustrade above the stairs or the bunks to dry. Please put wet items in the drying room.
- 15 **Drying Room**
 - 15.1 Pick up all clothing and towels from the floor and hang it on coat hangers on the racks
 - 15.2 Squeegee the floor, ensure area is left clean and tidy
 - 15.3 Check if there is anything that needs to go into lost property, if it is still wet hang this up to dry before putting it into lost property
- 16 **Mens and Womens Shower Rooms**
 - 16.1 Scrub down the sides of shower cubicles with a hard brush to remove soap scum.
 - 16.2 Wash sinks and stainless areas with appropriate cleaner.
 - 16.3 Rubbish bins emptied and cleaned
 - 16.4 Hand towels, toilet rolls and soap dispenser refilled.
 - 16.5 Toilets cleaned inside and out with bleach.
 - 16.6 Floors scrubbed with a hard brush and all-purpose cleaner, rinsed and rubber scraped.

- 16.7 Take all towels, clothes and products to the lost property bins that do not belong to people there at the time.
- 17 **First Aid Room**
- 17.1 Make sure all equipment has been checked and packed away appropriately
 - 17.2 Surfaces are clear and wiped with bleach
 - 17.3 Sink has been cleaned with bleach and rubbish emptied. Please be aware of what is in the rubbish tin and where it should be emptied
 - 17.4 Restock gloves if required and hand towels
 - 17.5 Floor swept and scrubbed with a hard brush, hot water and all-purpose floor cleaner
- 18 **Rubbish Removal**
- 18.1 All rubbish bins must be emptied into the wheelie bins that are located downstairs outside of the gear shed doors, at the end of each weekend or sooner if any bins are full
 - 18.2 We have a contract with Extreme Waste who empty our bins weekly.
- 19 **Office Management Policy**
- 19.1 If you are a person with an office key, you are responsible for the security of the office when you use your key. This is particularly applicable if you lend your key to a member.
 - 19.2 Please do not use the office as a dumping ground as space in there is limited.
 - 19.3 If you need something out of the office, please contact the person responsible
 - (a) Patrol uniforms – Convenor of Membership
 - (b) Training equipment – Chief Instructor/Lifeguard Development Officer
 - (c) Club apparel – Club Apparel Officer
 - 19.4 Uniforms are not to be taken from the office without discussion with the Uniform Officer or your Patrol Captain. They must be signed for by the person taking them. Please do not sign for someone else's uniform.
 - 19.5 Please always keep the Office tidy.
- 20 **Parking:**
- 20.1 No parking of any private vehicles in the driveway. (This includes private motorbikes, jet skis and boats) or in front of the garage (unless organised with Patrol Manager.
 - 20.2 Vehicles parked here shall be at the owner's risk and no liability will be with club or club members should they be damaged.
 - 20.3 If vehicles are parked here overnight for safety reasons, they are to be removed by 8am the following morning.