

DEPARTMENT: Administration	SUBJECT: Reciprocal Rights Visitor Policy	
AUTHORISED BY: Management Committee		
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Visitors Policy – Version 1

For a visiting member to obtain reciprocal rights, they must be:

- A current and financial member of another Surf Life Saving Club within Australia
- Proficient in the relevant category

Evidence must be shown via:

A letter issued on Club specific Letterhead and signed by the relevant Director, Secretary or Club Administrator

Prior to the visitor obtaining reciprocal rights they are required to:

- Submit a letter or email of request, stating the dates of their intended visit and a letter containing the required confirmation details as listed above
- Schedule an induction with a member from the Administration team & sign the relevant form upon completion

Induction procedure:

- Upon arrival, go through the Induction Checklist
- Write the details of the visitor/s on the noticeboard on the breezeway to include: Name, Visitor's Club, Dates of visit.
- If using the gym, complete a Gym Access Form and obtain a copy of the Gym Policy.
- If a FOB is purchased, make a calendar entry to deactivate FOB once visitor leaves.

The visitor is entitled to:

- Access to Club facilities, including the Gym provided they meet the NHSLSC policy requirements (Must complete a Gym form)
- Participation in the relevant training session
- The visitor may purchase a FOB for \$30, refundable upon return subject to its condition.

The visitor is not entitled to:

- Use of Club equipment eg. Boards, Skis etc.
Note: Subject to the relevant Director's and/or Head Coach's approval, and equipment availability, the use of Club equipment may be allowed upon request.