



Circular

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| Title: | Bookings Open for the Surf Life Saving WA South West Development Centre |
| Date: | 15 June 2023 |
| Document ID: | 10, 2023/2024 |
| Department: | Member Development |
| From: | David Somers, Member Development Coordinator Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: dsomers@slnswa.com.au |
| Audience: | Club Presidents, Club Administrators, Club Officers |
| Summary: | This Circular contains information regarding Club Bookings for the South West Development Centre located in Margaret River. |
| Action: | Clubs wishing to book the South West Development Centre are to complete the relevant tabs on the online Booking Template and return to bookings@slnswa.com.au |
| Attachment: | Accommodation Layout |

Affiliated SLSWA Clubs are now able to submit expressions of interest (EOI) for bookings at the South West Development Centre for the period from 1 August 2023. At this point in time, the facility is only available to SLS entities, and we will be taking bookings for the three Booking Periods detailed in [Table 1](#) below. The purpose of this Circular is to outline booking procedures for the period up until the end of January 2025.

We are in the process of finalising further documentation, some of which will be presented at the 2023 July Forum and others that will be sent to clubs soon and upon a successful booking.

TABLE 1: Booking Periods

| Period | Period Dates | Booking EOI Close Date | Clubs advised by |
|--------|------------------------|-----------------------------|-----------------------------|
| 2023.1 | 1/08/2023 - 8/10/2023 | 5pm Sunday 9 July 2023 | 5pm Friday 21 July 2023 |
| 2023.2 | 9/10/2023 – 31/01/2024 | 5pm Sunday 27 August 2023 | 5pm Friday 8 September 2023 |
| 2024.1 | 1/02/2024 – 31/01/2025 | 5pm Sunday 26 November 2023 | 5pm Friday 8 December 2023 |

Note: Clubs wishing to be considered for the first Booking Period (2023.1 - 1/08/2023 – 8/10/2023) are required to submit their Booking Template before 5pm Friday 9 July 2023.

Dates when the Centre is unavailable for club use.

The SLSWA Member Development Department has already scheduled our two very popular and well-attended youth-development camps, Rise Up and T.O.A.D. Additionally, like Head Office, the Centre will be closed for a period over Christmas.

[Table 2](#) below outlines dates when the facility is unavailable in reference to the Booking Periods above.

TABLE 2: Unavailable/Closed Dates

| Period | Dates when the Centre is unavailable/closed |
|--------|---|
| 2023.2 | Friday 22/12/2023 – Thursday 11/01/2024 (SLSWA Camps) |
| 2024.1 | Monday 23/12/2024 – Thursday 2/01/2025, Tuesday 7/01/2025 - Thursday 16/01/2025 (SLSWA Camps) |

Booking Process

Centre bookings will happen via an EOI process. This is done by submitting the [Booking Template](#). Clubs interested in submitting an EOI are to note the following:

1. Until further notice, SLSWA will only accept Booking Template for the three Booking Periods outlined above.
2. Completed Booking Templates are to be sent to bookings@slnswa.com.au
3. Booking Templates do not guarantee a successful booking, they act as an expression of interest.
4. Bookings are only to be made for SLS members. The only non-members that may stay at the Centre are parents and siblings of attending under 18 members and/or an adult partner of an attending adult member.

5. Upon the “Booking EOI Close Date”, SLSWA will assess each Booking Template received. Priority will be given to clubs whose camp purpose and outcomes develop members in one or more of the four SLSWA Pillars of Lifesaving, Education & Training, Surf Sports and Nippers & Youth. SLSWA will also take into consideration the number of members benefitting and their ages.
6. SLSWA will accept a Booking EOI after the “Booking EOI Close Date”, but only if there is availability with no other on-time Booking EOIs lodged. Please contact SLSWA to determine if this applies to your preferred date.
7. Within 14 days of the “Booking EOI Close Date” or of lodging a Booking EOI (in the case of late bookings) SLSWA’s Development Department will advise the Booking Officer on whether their EOI is successful or not.

How to complete the Booking Template

The Booking Template is an Excel spreadsheet with five tabs. One Tab contains instructions. On the four other numbered tabs, only yellow highlighted cells are editable. This means you can only enter information into the yellow cells.

Tab 1

Tab 1 relates to the Margaret River Lodge. The Lodge is the main accommodation, catering for up to 74 people in 15 dormitories. Following the Booking Template guidelines, clubs can book 1 or all 15 dorms. As they work through the sheet the Booking Officer will be able to get an idea of the cost of this accommodation.

Tab 2

Tab 2 relates to Boodjidup House. Boodjidup House caters for up to 18 people in 7 x two-bed rooms and 1 x four-bed room. Boodjidup House can be booked together with the Margaret River Lodge or by itself. If booked with the Lodge, please note, adult supervisors will be required to stay in the house when there are under 18 members staying in it. Unlike Margaret River Lodge, separate rooms cannot be booked in Boodjidup House. The whole house must be booked.

Note, Boodjidup House is not available for bookings over the summer school holidays as it will be used to accommodate SLSWA Lifeguards.

Tab 3

Tab 3 relates to the Training Room. The Training Room is available for three separate block bookings (morning, afternoon and evening). When two groups are in the Lodge at the same time the Training Room is a common area after 6pm and evening bookings will not be accepted.

Tab 4

Tab 4 relates to two 12-seater buses that are available to clubs staying in the Lodge and/or Boodjidup House. The buses can be driven by members 25 years or older with a valid C (or C-A) licence. There is a daily hire charge, as well as a charge per kilometre travelled. The charges are outlined in the Booking Template. The buses are based at the Centre and must remain in the south west region. They are not available for clubs to transport members to and from other regions.

Cancellation of bookings

At this point in time SLSWA does not intend to request a deposit from clubs. Clubs, through the original Booking Officer, can cancel a booking at any time however clubs that cancel their booking within 21 days of the intended stay will be charged the accommodation cost minus the first night’s linen and cleaning fee when other Booking Templates were received for some or all of the same time period.

Invoicing

Clubs will be invoiced post-stay (or intended stay) once the Facility Manager updates the Booking Template with any variations from the original booking. This invoice may include additional charges such as the following:

1. Additional accommodation cost due to variations from the original Booking Template.
2. If the buses are used clubs will be charged \$1 (ex GST) for each kilometre travelled.
3. If the Training Room requires additional cleaning clubs may be charged a \$200 cleaning fee (ex GST).
4. If a bus is damaged, either the cost of repair or the insurance excess costs - whichever is the lesser amount.
5. If SLSWA equipment or property is damaged, either the cost of repair or replacement.

Further Information

As stated earlier, there is more documentation to follow on the South West Development Centre. In the meantime, should you have any questions regarding a possible booking please email bookings@slnwa.com.au or contact the Member Development Department at SLSWA during office hours.

A handwritten signature in black ink, appearing to read "J. O'Toole".

James O'Toole
Chief Executive Officer

South West Development Centre Accomodation Layout

