

Circular

Title:	Update - Booking the South West Development Centre
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Department:	Member Development
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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@slnwa.com.au
Attachment:	Accommodation Layout

Booking Period 2023.1 for the South West Development Centre has now closed, but as outlined previously SLSWA will accept a Booking Expression of Interest after the "Booking EOI Close Date". There are still dates where the facility is available within this first period, clubs can contact SLSWA to determine if their preferred date is available.

Further, SLSWA Clubs are now able to submit expressions of interest (EOI) for a fourth booking period at the South West Development Centre from 1 February 2025. We are wanting to establish a six month interval between being notified and arrival so that clubs with unsuccessful EOIs will be able to source other suitable accommodation for their planned activity.

TABLE 1: Booking Periods

Period	Period Dates	Booking EOI Close Date	Clubs advised by
2023.1	1/08/2023 - 8/10/2023	CLOSED	Within 14 days of booking
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 15 October 2023*	5pm Friday 27 October 2023*
2025.1	1/02/2025 – 1/02/2026	5pm Sunday 14 July 2024	5pm Friday 26 July 2024

**Note re Period 2024.1: The Booking EOI Close Date and advised by date have been brought forward to enable more time between notification and arrival.*

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)
2025.1	Monday 22/12/2025 – Thursday 1/01/2026, Tuesday 6/01/2025- Thursday 15/01/2026 (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 four Booking Periods outlined above.
2. Completed Booking Templates are to be sent to bookings@slnwa.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

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.

Further Information

Should you have any questions regarding a possible booking please email bookings@slswa.com.au or contact the Member Development Department at SLSWA during office hours.



James O'Toole
Chief Executive Officer