



# Point Lookout Surf Life Saving Club Inc.

PO Box 122 Cleveland Q 4163

Phone: 0428 771 377

Email: [admin@pointlookoutslsc.com.au](mailto:admin@pointlookoutslsc.com.au)

ABN: 67 892 838 556

Dear Point Lookout SLSC member,

This letter is for **new members** wanting to apply for a Blue Card **OR** for **existing members** to renew your Blue Card. Members who hold an official position with the Club i.e. Office Bearers, Coaches, Chaperones, Patrolling Members, Water Safety, etc, **MUST** hold a Blue Card before participating in such a role. Please find below instructions on how to complete the Blue Card application form that should be accompanying this letter.

If you have any questions at all about this application form or process, please contact the Club Administrator on the details listed at the end of this document.

**Please read the important information below BEFORE completing the form.**

## IMPORTANT

The Club is legally obliged to inform you **“that it is an offence for a ‘disqualified person’ to sign a blue card application”**. Please read page 4 of the ‘Blue Card Application’ for a definition of a ‘Disqualified person’.

If you choose not to complete a Blue Card Application, let the Club Administrator know this via email at [admin@pointlookoutslsc.com.au](mailto:admin@pointlookoutslsc.com.au). The Club will not ask for any details however please note that not completing a Blue Card Application may affect the ability for you to become/continue being a member of, or hold an official position with, Point Lookout SLSC.

## PROCEDURE

1. Read the ‘How to complete a Blue Card Application’ Instructions listed below
2. Complete the ‘Blue Card Application’ form provided to you **by the Club**
3. Have a ‘Club Representative’ witness your ‘Proof of Identity’ original documentation

For more information about Surf Life Saving policy on Blue Cards, please refer to the SLSQ Policy MS06 – Blue Card Screening Policy as found on the SLSA Member Portal website [www.portal.sls.com.au](http://www.portal.sls.com.au)

Regards,

A handwritten signature in black ink, appearing to read "Ben Whibley".

Ben Whibley  
Club Administrator  
Point Lookout SLSC  
p: 0428 771 377 | e: [admin@pointlookoutslsc.com.au](mailto:admin@pointlookoutslsc.com.au)

# ‘HOW TO COMPLETE A BLUE CARD APPLICATION’ INSTRUCTIONS

- All volunteers and paid employees (within Surf Life Saving) who hold an official role with the Club AND are **over the age of 18 MUST** complete a ‘Blue Card Application’ form.
- If you are a **registered teacher or police officer** – **STOP HERE** – contact Ben Whibley as you need to complete a different form.
- If you are a **new member AND already hold a Blue Card** – **STOP HERE** – contact Ben Whibley as you need to complete a different form.
- Only use **BLOCK LETTERS** when completing the form and **PRINT CLEARLY**
- Use **only Black or Blue pen**
- Ensure your signature **DOES NOT TOUCH THE LINES** of the box and place the **date** you signed the form in the appropriate box
- Ensure your **NAME** is completed on the **BOTTOM OF EACH PAGE** of the application
- **Read the ‘Blue Card Application’ form, and the applicant’s declaration, in detail BEFORE completing**
- Complete the form
- **Contact 1 of the below Club Blue Card Volunteer Coordinators to organise for your ‘Proof of Identity’ documents to be sighted in person:**
  - **For Senior Members**
    - Karen Bodger (Secretary) – 0407 112 329
    - Ben Whibley (Administrator) – 0428 771 377
    - Dianne Stevenson (Assistant Secretary) – 0427 452 222
    - Clarissa Swaney (JA Treasurer) – 0411 143 492
    - Sharon Brennan (JA Secretary) – 0417 744 817

## SIGHTING OF PROOF OF IDENTITY DOCUMENTS

**Junior Activities Families** – you can catch up with Sharon or Clarissa at Nippers on Saturdays and ask them to sight your ID documents.

**All Members** – if you are unable to organise a time to meet with one of the coordinators listed above, you can generally catch a coordinator at **Redlands Sporting Club** on the **2<sup>nd</sup> Tuesday** of the month as we hold our monthly meetings at this venue (Contact Ben Whibley to confirm if the meeting is on).

- Blue Card Application Form – FAQ’s

Form Section	Explanation
<b>Part A</b>	Select ‘ <b>Volunteer</b> ’ option unless you are an employee within Surf Life Saving
<b>Part B</b>	Ensure ‘ <b>Surf Life Saving Queensland</b> ’ information is prefilled in this section
<b>Part C</b>	Ensure a ✓ is in the ‘ <b>Churches, clubs and associations</b> ’ box
<b>Part D</b>	Complete all fields as required & Sign <b>WITHIN</b> the box
<b>Part E</b>	<b>Contact</b> Club Blue Card Volunteer Coordinator to organise for your ‘Proof of Identity’ documents to be sighted in person
<b>Part F</b>	<b>Do Not Complete - Club to complete</b>
<b>Part G</b>	Only to be completed if you ticked ‘Paid Employee’ box in Part A