

Richmond Rowing Club Incorporated Boathouse Access Policy and Procedure

1. For security purposes the Richmond Rowing Club (RRC) boathouse will be accessed using an identification card system. There will be a limited number of cards available. The cards remain the property of the club.
2. Membership provides members with the right to access the boathouse for the purposes of rowing and club social functions. Not all members require an access card as the boathouse is opened for club training sessions and social functions.
3. The process to obtain an access card is as follows:
 - a. Complete the access card application form;
 - b. Submit the form to Facilities co-ordinator together with the fee and bond;
 - c. Applications will be approved at committee meetings;
 - d. Facilities co-ordinator will register approved cards in the card database identifying which members hold which cards;
 - e. Facilities co-ordinator will provide the members with the approved cards.
4. The committee will approve access card applications if:
 - a. The member is up to date with membership fees;
 - b. The member has completed the application form in full;
 - c. Has paid the fee and bond;
 - d. There are access cards available.
5. A member may not give their card to any other person, including other members of RRC.
6. The member is responsible for the access card that is allocated to them. The member must immediately inform the Facilities co-ordinator if the card is lost or stolen. The card will immediately be de-activated by the Facilities co-ordinator.
7. If the card is lost or stolen, the bond will be kept by RRC and the member must re-apply for another access card should they wish to have one.

8. A member must return the access card to RRC when they are no longer a member of RRC. On returning the access card to the Facilities co-ordinator the card will be de-activated. The bond will be repaid to the member within 30 days of returning the access card.
9. A member may return the access card to RRC at any time. The access card must be given to the Facilities co-ordinator. The card will be de-activated and the bond will be repaid to the member within 30 days of returning the access card.
10. The RRC Committee may request that a member return their access card if:
 - a. The member has not needed to use the access card for boathouse entry for 3 months; or
 - b. If there is evidence that the access card has been misused.
11. The committee will annually review access card holders against the list of current members and will request any lapsed members to return their access cards. RRC will repay the bond to lapsed members returning their access card.
12. Key access to the boathouse is available in the event that the access card system needs to be over-ridden. Keys will be held by the President, Captain and Facilities co-ordinator.
13. The Committee may, at its discretion, provide access cards to external parties, for example, cleaners, caterers for external functions and MLC. The Facilities co-ordinator will record and maintain records of all externally provided cards.
14. Where this policy states Facilities co-ordinator this may be the Facilities co-ordinator or their nominee.

RRC ACCESS CARD APPLICATION FORM

Access cards for the RRC Boathouse require that a \$10 fee is made, a bond is paid and approval from the RRC Committee. This form is to be completed and submitted to the facilities@richmondrowing.com.au together with the fee and bond payment. Bond amount: \$50.

Name: _____

Address: _____

Email: _____ Phone: _____

Reason access card is requested: _____

I agree that:

- I have read the RRC access card policy;
- I will keep the access card secure and safe;
- I will not give the access card to any other person, including RRC members;
- I will immediately report to the Facilities co-ordinator if the card is lost or stolen;
- I will return the access card if I am no longer a member of RRC;
- I will return the access card if I no longer need individual access to the boathouse;
- RRC will keep the bond in full if I am not able to return the card to RRC for any reason, including if the card is lost or stolen; and
- I will have to apply again for an access card and pay another bond if my card is lost or stolen.

Signed: _____

Date: _____

Facilities co-ordinator only

Fee paid? Y / N Bond paid? Y / N Membership paid? Y / N

Committee approved date: _____

Card number: _____

Card provided date & Signature: _____