

# Changeroom Locker Access Policy

## Richmond Rowing Club

06 October 2020

### 1. Purpose

The purpose of this policy is to provide guidance on what provision will be made for access to lockers within the changerooms at Richmond Rowing Club, the process for application for a locker space and the conditions under which lockers may be accessed.

This policy may be reviewed and varied from time to time as the current Committee of Richmond Rowing Club sees fit.

### 2. Provision for Locker Access

2.1. Access to a locker within the male and female changerooms at Richmond Rowing Club, is supported provided there is a locker space available.

2.2. The Committee has a preference that all lockers at Richmond Rowing Club be for rowers **actively representing the club (or with a strong history of representing the club) and members committed to Richmond Rowing Club**. Members who wish to access a locker should therefore be:

- a) *A member of Richmond Rowing Club for at least 12 months*
- b) *Representing Richmond Rowing Club in at least 5 regattas per year including the RV Club and/or, Masters Season including the winter sculling series; and*
- c) *Participating in crew rowing, coaching and/or rowing club administration.*

**Note: The Committee will consider all applications and the continuation of locker access against these criteria but reserves the right to make exceptions for any current circumstances.**

2.3. The provision for locker access will be reviewed annually. At this time if a member with access to a locker does not meet the conditions in 2.2. above the committee may request the member to remove items stored and any locks from the allocated locker with 30 days' notice.

### 3. Security

3.1. Items stored in the locker are at the member's own risk. Richmond Rowing Club and its members will not be liable for any damage or loss of personal items or equipment stored at the Club regardless of the circumstances.

3.2. Members should ensure that their locker is adequately secured and changeroom doors are not left propped open.

### 4. Application Process

4.1. Inquiries regarding available space should be made to the Richmond Rowing Club Secretary in writing, via [secretary@richmondrowing.com.au](mailto:secretary@richmondrowing.com.au)

4.2. Formal requests for a locker should be made to Committee via the secretary using the Changeroom Locker Access Application Form. The secretary will then present the request to Committee.

- 4.3. The Committee will consider the application at the next committee meeting and then inform the member of the outcome. If the request is rejected, reasons for this will be provided.
- 4.4. If there is no space available, members applying for space will be placed on a waiting list in the order in which applications are received.
- 4.5. Where applications for changeroom locker access exceed the number of available spaces consideration will be given to usage and preference will be given to current competing members.

**5. Storage Conditions**

- 5.1. The Secretary as the Committee's delegate will determine where each locker will be allocated at Richmond Rowing Club.
- 5.2. The Committee and secretary reserve the right to change the position and location of lockers from time to time as required to maintain maximum storage space and free up unused lockers.
- 5.3. The Secretary, Facilities Manager and Captain will audit locker access annually.
- 5.4. There may be exceptional circumstances under which members are requested to remove contents of lockers for a period. For example, for major renovations. The Committee will endeavour to give sufficient notice to members and to minimise any disruptions.

**6. Application for Changeroom Locker Access**

This form is to be used to formally request access to a locker within the male or female changerooms of Richmond Rowing Club.

Members are advised to apply for as early as possible.

Applications will be considered at the next committee meeting.

Members should review the Changeroom Locker Access Policy to ensure that they are familiar with the conditions under which a locker will be allocated before applying for space.

Name:

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Date of Application:

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Preferred date to commence Locker Access:

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Date joined Richmond Rowing Club:

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Intended Club representation / coaching / club administration this season:

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Signed:

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