

# Private Equipment Storage Policy

## Richmond Rowing Club

16 October 2017

### 1. Purpose

The purpose of this policy is to provide guidance on what provision will be made for the storage of private boats and equipment at Richmond Rowing Club, the process for application for space and the conditions under which private boats and other equipment will be stored.

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

### 2. Provision for Private Boat Storage

1. The storage of private boats and other equipment at Richmond Rowing Club, is supported provided there is additional space available, once all club owned boats and equipment have been stored.

2. Single sculls or double sculls/pairs are the preferred boat type considered for private boat storage. The Committee generally considers that the Club fleet provides ample choice and availability of larger boats and that it is preferable that these crew boats are Club owned.

3. The Committee has a preference that all boats and other equipment stored 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 store private boats and equipment should therefore be:

- a. A member of Richmond Rowing Club for at least two years;
- 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 private boat and equipment storage against these criteria but reserves the right to make exceptions for any current circumstances.**

4. The provision for private boat and equipment storage will be reviewed annually. At this time if a private boat currently stored does not meet the conditions in 3. above or the relevant fee has not been paid; the committee may request the boat to be removed from the club with three months' notice.

### 3. Fees and Insurance

1. There is a fee per seat for **storage** of private boats. This equates to one seat for a single and two seats for a double/pair. This fee will be reviewed annually by the Committee and members will be notified of any increases in fees.

2. The private boat storage fee will be invoiced in January and is payable within 30 days of invoicing.

3. There is no part year storage fee. The full annual fee is payable when boats are stored for a part year.

4. If fees are not paid in a timely manner, the committee may request the boat to be removed from the club with 1 months notice.

5. There is no storage fee for equipment other than boats. *However storage space is limited and it is preferred that car roof sculling racks are stored offsite.*

6. Private boats and equipment are stored at the member's own risk. Richmond Rowing Club and its members will not be liable for any damage or loss of boats or equipment stored at the Club regardless of the circumstances.
7. Private boats and equipment are transported at the members own risk. Richmond Rowing Club and its members will not be liable for any damage or loss of boats or equipment transported by the Club regardless of the circumstances.
8. Members should ensure that their boats and equipment are adequately insured.

Note: ***Private boat insurance may be organised through the Richmond Rowing Club, however members remain responsible for ensuring that the insurance provided is adequate. Members wishing to use this insurance should contact the Treasurer. Members taking advantage of the option to insure through the Club's insurer will be invoiced with their rack fee or separately for other equipment (e.g. oars)***

#### **4. Application Process**

1. Inquiries regarding available space should be made to the Richmond Rowing Club Captain in writing, via [captain@richmondrowing.com.au](mailto:captain@richmondrowing.com.au)
2. Formal requests for storage space should be made to Committee via the Captain using the Private Equipment Storage Application Form. The Captain will then present the request to Committee.
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. 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.
5. Where applications for private boat storage exceed the number of available spaces consideration will be given to usage and preference will be given to current competing members.
6. The first storage fee is payable prior to the boat being stored at the club and within 1 month of committee approval of storage space.

#### **5. Storage Conditions**

1. The Captain as the Committee's delegate will determine where each private boat or equipment items will be stored at Richmond Rowing Club.
2. The Captain as the Committee's delegate, will determine how private boats are to be stored at Richmond Rowing Club. For example, there is a requirement to rack boats with no riggers.
3. The Committee and Captain reserves the right to change the position and how private boats and equipment are stored from time to time as required to maintain maximum storage space and safety of all fleet and private boats and other equipment.
4. There may be exceptional circumstances under which members are requested to remove private boats and equipment for a period of time. For example, for major renovations. The Committee will endeavour to give the maximum notice period to members and to minimise any disruptions

## 6. Application for Private Equipment Storage

This form is to be used to formally request space to store private boats and equipment at Richmond Rowing Club.

Members are advised to apply for space as early as possible.

Applications will be considered at the next committee meeting.

Members should review the Private Equipment Storage policy to ensure that they are familiar with the conditions under which equipment will be stored before applying for space.

Name:

\_\_\_\_\_

Date of Application:

\_\_\_\_\_

Equipment requested to be stored:

\_\_\_\_\_

Preferred date to commence storage:

\_\_\_\_\_

Date joined Richmond Rowing Club:

\_\_\_\_\_

Intended Club representation / coaching / club administration this season:

\_\_\_\_\_

Signed:

## For internal use

### 7. Document control sheet

Issue number	Issue date	Details on the change
1	29/03/2008	Updated for billing cycle 31 July
2	13/12/2016	Updated for billing cycle and invoicing insurance and billing costs
3	16/10/2017	Minor layout changes