



Locker Policy

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Version Control							
Version	Date	Update	Detail	Who	Sign Off		
2.1	Jul 17, 2023	Minor ▾	Policy formatted. Process diagrams added at Section 3 and Section 5, no material changes.	HP	None required		

1 Purpose

1.1 The purpose of this policy is to provide a framework for:

- **Members** to access lockers within the change rooms at Richmond Rowing Club, and
- **Committee** to make decisions about locker allocations.

1.2 The policy describes the:

- **Current locker provision** at Richmond Rowing Club (Section 2)
- **Guidelines** for Committee to follow for allocation and reallocation of lockers (Section 3),
- **Expectations** for the use and access to lockers for members, and what members are agreeing to when applying for an allocated locker (Section 4)
- **Process** for members to make an application for an allocated locker (Section 5, application form included as a link)

1.3 **Fees & Charges:** To recognise the value and privilege of a locker allocation, and to support future improvements to members facilities, there is an annual fee. The fee is not prorata-ed for part-year use, nor is the amount of the annual fee governed by this Policy; it is reviewed each year, endorsed and published along with all other Club Fees & Charges.

1.4 **Review Period:** This policy will be reviewed and varied from time to time by the Committee of Richmond Rowing Club.

2 Provision of Lockers

Lockers are provided so that rowers, coxswains and coaches have a safe place to store their personal belongings while they are rowing. There are 34 lockers in the male change rooms (5 general use, 29 allocated) and 42 within the female change rooms (6 general use, 36 allocated).

2.1 **General Use Lockers** are available for use by members, trial rowers and Top Row participants on a first come first serve basis. If these are all in-use, members can use the hooks and benches instead.

- Items should not be left in general use lockers after the end of a session.

- After 24 hours, items that are left in a general use locker may be removed by a representative of the Committee. Once removed, items will be stored for safekeeping for 14 days, after which time if they have not been claimed they may be disposed of.

2.2 **Allocated lockers** are a privilege, intended for established members of the Richmond Rowing community to store equipment such as rowing shoes, training shoes, seat pads, sun cream, a change of clothes, towel etc between sessions.

A club member using a locker, which is the property of the club, is presumed to have no expectations of privacy.

Because there are a limited number of lockers available to members, not all members who apply for a locker will be successful in receiving an allocation. To manage this, the Committee has developed guidelines by which allocation decisions should be determined.

3 Allocation Guidelines

The Committee has delegated locker allocation decisions to the Secretary, Head of Rowing and Treasurer. Any member of the Club who has held their membership for more than 1 full year (no less than 12 months) can apply for a locker allocation.

Where there are insufficient lockers available, the Committee keeps a waiting list. As lockers become available, allocation is made given consideration both to the order in which applications were received and on the basis of the contribution a member makes to the Club.

3.1 Contribution to the Club

The committee considers that a member makes a significant contribution to the club through:

- a demonstrable and significant history of representing the club, or
- active representation through competition, voluntary administrative roles or any other regular, recognised voluntary contributions that demonstrate their commitment to Richmond Rowing Club and our community.

The delegated representatives from the Committee will consider all applications (and locker reallocations, see 3.2 and 3.3) against this criteria, but reserves the right to make exceptions for circumstances that may not have been foreseen. The rationale for exceptions made will be recorded in the Committee decision register and taken into consideration when this policy is reviewed.

3.2 Principles of Locker Re-allocation

Locker allocation expires at the end of each membership year. Members who do not renew their membership, or have not ensured that their membership payment/s are up to date, may not be eligible to retain a previously allocated locker.

Members who are infrequent attendees to the club for the purposes of participating in training or rowing activities may be required to relinquish their locker should the Committee consider that this limited resource would be better utilised by a club member who more closely meets allocation guidelines.

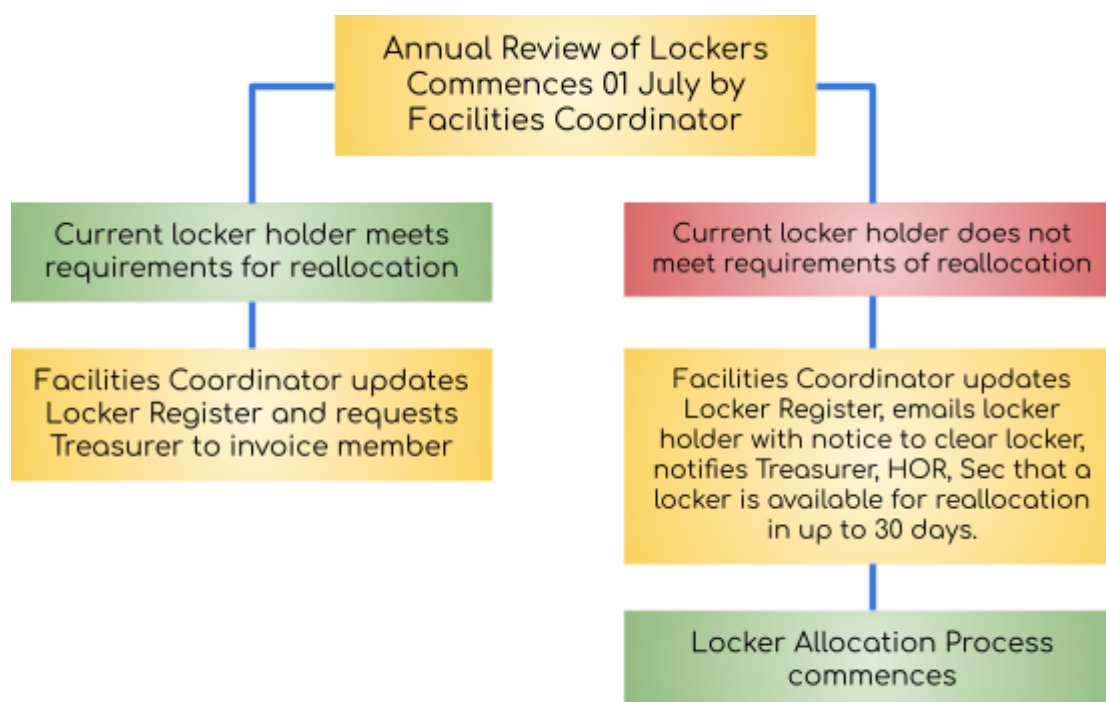
3.3 Process for revoking allocation of a locker

The Committee may revoke locker allocation if:

- The member has not paid their annual locker fee.
- The member has not paid their annual Membership Fee
- The member has accrued a significant outstanding account with the Club
- There is a waiting list for lockers, the member does not meet the Contribution to the Club guidelines outlined in section 3.1.

If the delegated committee representatives determine that locker allocation should be revoked, they will request the member to remove any security locks and stored items from the locker within 30 days.

- The member will be entitled to a full refund of the annual locker fee.
- If they are not able to collect their stored items within the 30 day period, their items will be removed on their behalf and stored in a container for an additional 30 days (or longer by agreement), after which time the items may be disposed of.



4 Use, Access & Security Expectations

The delegated committee members (on behalf of the Committee) determine where and to whom each locker will be allocated and reserves the right to change the position and location of lockers from time to time to maintain maximum storage space.

The Committee will audit locker access periodically – this will be at least annually in line with the reallocation policy at 3.2.

There may be exceptional circumstances under which members are requested to remove the contents of lockers for a period. For example, for major renovations. The Committee will endeavour to give sufficient notice to members to minimise any disruptions. See 4.4.

4.1 On allocating a locker to a member, the Committee can expect that:

- The member will only use their locker for the storage of items required to facilitate participation at the rowing club.
- The locker will be kept in good, clean condition.
- Members will report any wear and tear or damage to the Facilities Coordinator.
- The member will take full responsibility for maintaining any security of the locker.
- The member will not store unpackaged food illicit or illegal substances items
- The Committee will be able to access the locker in limited circumstances, outlined at 4.4.
- The member will relinquish the locker should they no longer require it on a regular basis and will instead make use of the general use lockers.

4.2 When allocated a locker, members can expect:

- A functional locker for the storage of items required to facilitate participation in activities at the rowing club.
- That as the locker is the property of the club, thus they are presumed to have no expectations of privacy. However,
- The locker will not be accessed without their prior knowledge except for the limited circumstances outlined at 4.4.

4.3 Security

Items stored in the locker are at the member's own risk. Neither Richmond Rowing Club nor its members will be liable for any damage or loss of personal items or equipment stored at the Club regardless of the circumstances.

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

4.4 Circumstances in which the Committee may access a locker:

On occasion, it may be necessary for the Committee to gain access to lockers. For example, for the purposes of maintenance and repair. The guidelines for accessing lockers are:

- In the event that access to a locker is revoked, the Committee will provide the member with 30 days notice. See section 3.3.
- In the event of planned maintenance, the Committee will provide members 2 weeks notice of the requirement for access.
- In the event that non-emergency access is required within less than 2 weeks, the Committee will immediately notify members and make every reasonable attempt to provide an opportunity for the Member to clear their locker in advance. Should this not be possible, the Committee undertakes to store the contents of a locker in a safe container for the duration of the works or until the member is able to collect their items.
- In the event that immediate and urgent access to a locker is deemed necessary the Committee will make every reasonable effort to contact the member using the contact details provided by the member, along with a message on Slack.

5 Application Process

Initial inquiries regarding available space should be made to the Richmond Rowing Club Secretary in writing, via secretary@richmondrowing.com.au

Members should review the above Locker Policy to ensure that they are familiar with the conditions under which a locker will be allocated before submitting an application.

Richmond Rowing Club accepts Locker Applications through an online form. This can be found by clicking this link: [RRC Locker Application](#)

Applications will be considered within 2 weeks of receipt..

- If the request is rejected, reasons for this will be provided.
- If there are no lockers available, members applying for a locker will be placed on a waiting list (maintained by the Secretary) in the order in which applications are received.

Note: Joint applications are not accepted, however the Committee is happy for members to enter into informal shared use arrangements.

