



Private Equipment Storage Policy

This policy is to provide guidance on storage of private boats and associated equipment at Ballarat City Rowing Club.

Provision for Private Boat Storage

1. Boat racks will always be prioritised to club-owned boats followed by boats provided to the Club by private owners for club racing and training purposes. Privately owned boats which are not provided to the Club and its members for club racing or training purposes are least prioritised.
2. Storage of private boats and other equipment at Ballarat City Rowing Club is supported only when there is available space once all club-owned boats and equipment have been prioritised and suitably allocated.
3. Boat rack allocations are reviewed annually and is approved by the Committee depending on the likely usage of the boat.
4. Members wishing to store privately owned boats and equipment must be full financial members of the Club.
5. The Committee reserves the right to make exceptions for any current circumstances including the right to withdraw or reject the storage of private boats at any time.
6. Should private boat and equipment storage be withdrawn for any reason, the Committee will request the boat and equipment be removed with one month's notice.
7. It is the Committee's preference that only single sculls are stored at Ballarat City Rowing Club providing the usage, storage, and all other requirements as per this Policy are met and maintained.

Fees and Insurance

1. There is an annual fee per seat for storage of private boats. This fee covers associated items such as riggers, oars, trestles, and boat covers.
2. The boat storage fee may be reviewed annually by the Committee and members will be notified in writing of any changes in fees.
2. Boat storage fees are payable by 1 September of each year and must be paid within 14 days from date of invoice. The Committee will withdraw approval for private boat storage if fees have not been paid by the due date.



3. There is no part year storage fee. The full annual fee is payable when boats are stored for a part year.
4. Fee payments are non-refundable and non-transferrable.
5. Private boats and equipment are stored at the members' own risk. Ballarat City Rowing Club and its members are not liable for any damage or loss of boats or equipment stored at the Club regardless of the circumstances.
6. Private boats and equipment are transported at the members' own risk. Ballarat City Rowing Club and its members are not liable for any damage or loss of boats or equipment transported by the Club regardless of the circumstances.
7. Members should ensure that their boats and equipment are adequately insured. Private boat insurance may be organised through the Ballarat City Rowing Club; however, members remain responsible for ensuring that the insurance provided is adequate. Members wishing to use the Club's own insurance should contact the Treasurer or Secretary.
8. Boat storage fees may be waived at the discretion of the Committee.

Storage Conditions

1. The Committee, or Boat Captain as the Committee's delegate, will determine where and how each private boat or equipment items will be stored at Ballarat City Rowing Club.
2. The Committee, or Boat Captain as the Committee's delegate, reserves the right to change the position and how private boats and equipment are stored to maintain maximum storage space and safety of all members, boats, and other equipment.
4. There may be circumstances under which members are requested to remove private boats and equipment for a period, for example, for boatshed renovations. The Committee will give reasonable notice to members in these circumstances.
5. Private boat owners are encouraged to ensure all boats and equipment are clearly labelled both "Private" and with identifying details such as owner's name.
6. Storing boats and associated equipment at Ballarat City Rowing Club constitutes acceptance of this Boat Storage Policy.

Application Process

1. Enquiries regarding available space should be made to the Ballarat City Rowing Club Captain at captain@ballaratcityrowing.com.



2. Formal requests for storage space should be made to Committee using the *Private Equipment Storage Application Form*.

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. 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.

Procedure for making insurance claims for private equipment insured with the Club

The owner is responsible for

- ensuring an incident report has been lodged with the Club
- organising a quote and payment for repair, and
- providing photos of the relevant damage before forwarding to the Secretary and Treasurer for the insurance claim.

Policy accepted 12 July 2022

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Application for Private Equipment Storage

This form is to be used to formally request space to store private boats and equipment at Ballarat City 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: _____

Do you have your own insurance policy? Yes No

Preferred date to commence storage: _____

Date joined Ballarat City Rowing Club: _____

Intended Club representation / coaching / club administration this season:

Signed: _____

<i>Office Use Only</i>			
<i>Presented to committee</i>	<i>Approved by committee</i>	<i>Is insurance required</i>	<i>Initial invoice issued</i>
<i>Date Initial</i>	<i>Date Initial</i>	<i>Date Initial</i>	<i>Date Initial</i>