

UQCC Equipment borrowing and booking register

This must be filled out if you are taking kayaks away from the shed (ie: not launching from the pontoon.)

Important - read before borrowing

1. Borrowing is a member **privilege** and has **strict procedures and rules**. If you do not properly follow the borrowing procedures, or do not adhere to the club rules, borrowing privileges may be removed and you could be **thrown out of the club and potentially be charged with stealing!** It is essential that good records be kept.
2. You are **wholly responsible for the equipment** you borrow for private trips. The person who provided **key access** to the shed will be held accountable for the **proper and legible completion of the borrowing book**.
3. **Gear loss or damage**. We expect the equipment you borrow to experience normal wear and tear through usage. However, if you have lost or damaged equipment through negligence, the club will ask you to **replace that equipment**. Please contact borrowing@uqcanoecub.net for help with any issue, queries, or damage reports.

There are **five basic steps** that must be followed – see below (the full policy is available online).

1. **Email** borrowing@uqcanoecub.net
2. Fill in **borrowing book**.
3. Collect gear
4. Wash, **return**, & check off gear.
5. **Pay mandatory wear and tear contribution**

INFORMATION TO INCLUDE in the **EMAIL AND** in the **booking book**

1. **Name of each BOAT** and the **full name of the club MEMBER** for **EACH** the boat.
2. Contact information: **Email** and contact phone number for the members
3. List extra equipment (paddles, PFD, helmet, tow rope, pump, etc)
4. Dates and destination

FIVE STEPS THAT MUST BE FOLLOWED

1. **Email**

Email borrowing@uqcanoecub.net before you borrow any equipment. Include the information outlined above. Check the club website for club events that may overlap.

2. **Enter your booking in the book**

Enter all the information outlined above in the borrowing book on the first date of the booking. Mark the other dates until your return date. Note that **club trips and events take precedence** over club trips. Email the organiser of the club event well in advance if there is an issue.

3. **Collection of boats**

A. Double-check that your boat(s)/gear is **not double booked** over the dates you plan to borrow it (especially regarding club trips).

B. Check the gear for damage and make a note if there is damage. Make sure it has proper **flotation**. If it is not clean please make a note and email the equipment officer or discipline representative.

C. Ensure that **all** equipment **actually** borrowed is listed (this also serves as a checklist when you return).

D. Transport (USE FOAM AND/OR CRADLES)

All **FIBREGLASS KAYAKS** MUST be loaded onto a **cradle and/or foam padding** (cut strips from the foam mattress in the shed). Strapping fibreglass kayaks directly onto roof-racks results in dents and can crack the kayak! These methods also help protect the plastic sea kayaks. Be careful!

4. Return of Gear

- A. Return all gear in a **timely manner** - especially where there is another booking or club event soon after.
- B. **Wash** any salt, sand/mud, chlorine or manky festy water from the gear. These degrade the plastic, fabrics and fittings of all gear. Hang out any wet gear to dry and return all other gear to the correct place. Make sure the gear is left in acceptable condition for the next user!
- C. **Check off** all the equipment you have borrowed from the list, and make notes of any loss/damage.
- D. Write in your actual **return date**.

5. Equipment wear and tear contribution. This is mandatory.

When you borrow gear from the club you must contribute to its maintenance and replacement. The contribution box is the metal box on the shed wall (next to the desks).

Please **label an envelope with four things**:

- your **name**
- the **type of gear** borrowed (white water, sea kayak, canoe etc...)
- the **amount contributed**, and
- the **dates** when you used the gear.

Place the money in the envelope and put it in the box. Coins can be added separately as they do not fit in easily. A minimum guide to contributions follows (and on the website). If you feel you should be paying more (due to the type of use) then please do! :)

Wear and Tear Contribution Guide - You do the maths and **THANK YOU!**

Kayak	Cost (\$)	Expected life (Days of use)	Approx wear / day (\$)
Whitewater / Surf ski	1000 – 2000	300 – 400	3 to 6
Sea Kayak	2000 - 4000	400 – 600	5
PFD	100 - 200	150 – 250	1
Paddle	100 - 400	100 – 300	1
Skirt	100	50	2
Tent	100	75	1
Sleeping Bag	100	50	2
Dry Bag	35-50	50	1
Sleeping Mat	15	30	0.50
Cooking Stove	140	400	0.50
Safety Gear (First aid kit, flares, throw bags etc...)		FREE Please use it! (Well we hope you don't but you know what we mean). This is part of the core costs of the club.	

OTHER BORROWING NOTES

- Do **not** take equipment/boats that is/are already booked.
- The first entry in the book takes precedence (ie first in first serve).
- **Club events take precedence** over private trips (even if club events are organised after you have booked)
- **Do not** borrow any **Green Ant, Fire Ant, or Cougar TK1s**. These are **too fragile** and are only for use on the river.
- **Check the equipment damage list** on the board for known issues with the gear.