

UQCC Personal Borrowing Policy

Last updated July 2021

Policy Name	Borrowing Policy	Version	V1.0
Drafted by	Henry Friend	Approved on	July 2021
Approver/s	Club Committee	Scheduled review date	July 2023

1. Introduction

1. Borrowing equipment from the Club is a **privilege** and has **strict procedures and rules**. This is to ensure that members are safe, equipment is protected and the Club manages its risk profile. **If members do not follow this policy, their borrowing privileges will be revoked.**
2. Equipment to borrow may include Sea Kayaks, White-water Kayaks, Flatwater Kayaks, Canoes, Polo Bats, or associated equipment (such as camping gear or kayaking safety gear).
3. Any questions regarding this policy, the procedure or borrowing should be directed via email to borrowing@uqcanoecub.net

2. Purpose

- 2.1. This policy has been developed to:
 - Assist members wishing to borrow club equipment for personal use,
 - Clarify the policy and procedure of personal borrowing,
 - Ensure that policy is fairly and reasonably enacted.

3. Policy

- 3.1. Borrowing must not interfere with club events, activities or requirements.
- 3.2. Non-members (e.g. friends or partner if not financial members) are **not** allowed to use club equipment under any circumstances.
- 3.3. All equipment borrowed is entirely the borrower's responsibility. The club expects that equipment will experience normal wear and tear through usage. However, if you have lost or damaged equipment, you agree to be wholly responsible for any costs incurred by the club and you indemnify the club for its loss, repair or replacement. You are advised to seek insurance which covers roof rack contents
- 3.4. Club approval is based on an assessment of potential risk to club equipment and **not** to the member/s. It does not look at the safety of, or take responsibility for, any member/s on a private non-club activity. It also takes into account the track record/s of member/s adhering to borrowing procedures.
- 3.5. Approval is made by the Committee through the borrowing@uqcanoecub.net email address (including the Executive and Discipline Reps).
- 3.6. Members **must** pay the relevant wear and tear charges as outlined at the end of this policy, **after borrowing is approved and before taking equipment.**
- 3.7. Any gear which has not been approved for borrowing or recorded as taken is viewed by the Club, Insurers and UQ Sport as being stolen. The Club reserves its rights to debt recovery in these circumstances.
- 3.8. Fiberglass boats are not permitted to be borrowed unless otherwise decided at the discretion of the Committee due to their fragile nature. Likewise, the club trailer is not permitted to be borrowed unless otherwise decided at the discretion of the Committee.

4. Procedure for Borrowing

4.1. Reservation & Approval

- Email borrowing@uqcanoecub.net with the following information **at least 1 week prior** to borrowing;
 - o Name of each boat and the full name of the member paddling that boat
 - o Contact details – email and phone number
 - o Dates of borrowing
 - o Destination & intended use
- Wait until you have been given written approval from the committee/borrowing for your request. **You must not take any equipment before approval has been given and you have paid the wear and tear charge.** The Committee may require further information before being able to approve your request.

4.2. Collecting Equipment & Transportation

- Wear and tear fee must be paid before collecting equipment.
- Email borrowing@uqcanoecub.net a list of **all club gear actually taken** (use the equipment codes). **Include additional equipment like paddles, spray decks, safety equipment.**
- You will require your own roof racks. The club does have a few cradles and tie downs that may fit your racks (please arrange beforehand along with your borrowing request). **Roof racks with cradles or foam paddling is required for all kayaks with cradles preferred for fibreglass boats.**
- 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 borrowing@uqcanoecub.net
- Ensure that you check any tie-down straps you use are rated and safe to use. The club will not take any responsibility for the safety of boats on personal trips.

4.3. Returning Gear

- Ensure equipment is properly cleaned and washed (especially any mud/salt/sand). 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.
- Gear must be returned in a timely manner. If you are unable to return equipment by the date given in your original borrowing request please notify the club and return the gear ASAP. Email borrowing@uqcanoecub.net when gear has been returned.

4.4. Wear & Tear Contribution

- On approval of borrowing of the equipment, please pay the requisite Wear & Tear Contribution charge (see 5. Wear & Tear Fees). The wear and tear contribution is paid for each day the equipment is borrowed. This can be done via EFT into our bank account.
- **Members who do not contribute the wear & tear charge will have their borrowing privileges revoked. No equipment is to be taken before payment has been made.**
- When using EFT, please do the following;
 - o Pay the wear and tear charge into UQCC bank account, details below
 - o Email the borrowing email with a copy of your remittance
 - o Include your name, the gear borrowed, the amount contributed and the borrowing dates in the email.

Bank details are located in the shed.
Please take your phone and transfer when you borrow.
The Club prefers PayID

5. *Wear & Tear Charges*

Safety equipment is provided free of charge. e.g PFD, Paddle float or hand pump.

Wear and Tear charges are for each day the borrowed equipment is used.

e.g 1 day hire sea kayak = \$15. 2 day hire sea kayak = \$30

Equipment Type	Wear & Tear per day
Whitewater	\$15
Polobat	\$15
Sea Kayak	\$15
Paddle	\$5
Spraydeck	\$5
Sea Kayak Sail, Other kayak equipment	\$2 per item
Camping Equipment	\$2 per item

6. *General Notes*

- *Do **not** take equipment/boats that is/are already booked.*
- *The first request submitted 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, Cougar TK1s or Composite Polo Bats** These are **too fragile** and are only for use on club events and river paddling for the flat water kayaks.*
- ***Check the equipment damage list** on the board for known issues with the gear.*
- ***UQCC does not provided first aid kits** or medical supplies for private borrowing by members. Please do your own research and take your own first aid supplies.*