

Equipment Use Policy

Document Control

Document Title:	Equipment Use Policy		
Document Purpose:	This document outlines how Exeter Rowing Club will manage the use of its equipment to the benefit of its members in pursuing its aims and objectives.		
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1. Policy Statement

1.1. Exeter Rowing Club provides equipment for the use of its members. To ensure the delivery of maximum value for current and future members the use of this equipment must be managed.

2. Scope

- 2.1. This policy applies to all members.
- 2.2. This policy applies to all equipment purchased by, donated to, or in the care of Exeter Rowing Club.
- 2.3. This policy does not apply to the Club Vehicles or Trailers which are covered by a separate policy.
- 2.4. This policy does not cover the purchasing of new equipment.

3. Objectives

3.1. To provide transparency about the management and use of club equipment.

3.2. To provide a framework for the management of club equipment that provides the maximum value for the club membership over the lifetime of the asset.

4. Allocation of Equipment

4.1. Equipment will be allocated by the Rowing Committee in the first instance.

4.2. Equipment will be allocated to squads based on availability and information provided by the squad lead/coach as required by the Squads Policy. Failure to provide the required information will result in no equipment being allocated for use.

4.3. Equipment will not be allocated to squads (or other ad-hoc member groupings) without the information required by the Squads Policy.

4.4. The club reserves the right to change equipment allocation at any time due to equipment availability or other operational reasons.

4.5. All equipment allocations will be made available to all members via an appropriate manner.

4.6. Where equipment is allocated to be shared by multiple squads' clear times of use will be established. Where these conflict the decision of the club captain will be used to resolve the conflict.

5. Use By Members

5.1. All Rowing Members shall be entitled to use the club equipment, subject to the club captain being satisfied that they are competent and safe to use the equipment.

5.2. Members may use club equipment under suitable supervision or coaching where they have previously been identified as not meeting the required level for competency or safety.

5.3. Members should only use the equipment allocated to the squad they are a member of, and only for the purposes of participating in that squad's activity as outlined in the Club's Squads Policy

5.4. Club equipment must not be used for private coaching, as defined by the Coaching Policy

6. Use by Non-Members

6.1. Non-members must not use club equipment without prior permission of the Club Captain, this includes the use of club equipment by composite crews for either racing or training.

6.2. Members should not permit, or otherwise facilitate the use of equipment by non-members.

7. Care of Equipment

7.1. All members have a duty of care for the club's equipment, including equipment that is not allocated for their use.

7.2. Improper use or care of the equipment should be reported to the Boat House Manager

7.3. Members may be requested to undertake maintenance on equipment by the club from time to time.

8. Breakages

- 8.1. All breakages should be reported to the Boat House manager promptly in the way agreed by the committee and advised to members by the club.
- 8.2. Where breakages are the result of an incident (collision, capsize etc) an incident report should also be completed in line with the current British Rowing Process.

9. Misuse of Equipment

- 9.1. Misuse of club equipment will be dealt with by the Club's Disciplinary and Grievance Policy

10. Charges

- 10.1. The club reserves the right to charge for the use of equipment under exceptional circumstances. The club will endeavour to notify members of exceptional circumstances at the earliest possible opportunity.
- 10.2. Where the actions of a member are deemed by the committee to have incurred unreasonably or otherwise avoidable costs in relation to equipment use (including damage), the committee reserves the right to recover some or all these costs from the member at the club's discretion.

Version Control

Version	Date	Author	Amendments
1	1/9/2021	S Gibson	Draft for Adoption at AGM