

## Club Policy – Clubhouse Access

### Broad aims

1. To facilitate and promote the running of club paddling activities and trips.
2. To facilitate the storage of personal club gear, for ease of access, where such gear will be predominantly used for participation in club activities/trips;
3. To facilitate access to the clubhouse to other groups, where there is an established broader community benefit;
4. For members to recognise that access to the clubhouse is a privilege and not a right.
5. To provide flexibility for the club over time.

### General policy provisions

1. **Active participation in club paddling trips/activities** – Access shall generally only be provided to those persons who are actively contributing to the club community and participating in club activities/trips on a semi-regular basis (eg at least every 3-4 months). Members storing boats in the clubhouse, in accordance with the club's storage policy, shall also be provided with access.
2. **Other forms of contribution to the club** - Access may be granted where other forms of contribution are likely eg (a) membership of the committee, (b) assisting with organising non-paddling components of activities/trips, such as catering, and (c) organising social and/or knowledge-sharing events for members.
3. **Period of time** – access shall generally be granted through to 30 June each year, at which point it shall expire. A new request for access (re-activation) shall be made to the club secretary and be considered in line with the club policy at that time – automatic renewal should not be assumed.
4. **Club membership to be valid** – requests for club access shall generally only be granted to current members – this should generally be addressed first, ahead of a new/renewal request for access.
5. **Short-term access** – 'guest access' may be granted for a limited period of time, eg to facilitate the picking up and returning of gear to be used on a club trip/activity. It is the responsibility of the person wishing to access the club gear to make arrangements to pick and return a 'guess' club wristband/fob – such as from the convenor, club secretary or house officer. Reasonable notice of a request is to be made (ie. last minute requests should be avoided)
6. **By other groups** – access may be provided to other groups by approval of the Club Executive, whether it be on a one-off basis or a recurring basis, where it can be established that there is broader club/community benefit (eg not for profit organisations, education providers etc)

*As a general guide, private hire of the venue (eg for parties etc), is not considered appropriate and accordingly access requests for such purpose is unlikely to be provided.*

7. **Payment of deposit/return of wristband** a deposit shall be payable prior to collection of a wristband/fob, at an amount determined by the committee each year. Replacement wrist-bands/fobs may be requested, accompanied by payment of a new deposit. When a member no longer wishes to have access to the clubhouse, it is up to the member to contact the club secretary and make arrangements for return of the wrist-band/key. Any deposit previously paid shall be returned.
8. **Decision-making regarding access** – while this policy provides general guidance, any decisions required in respect of access shall be made by the Club Executive on the advice of the relevance convenor or officer (ie. Whitewater, flatwater, open water or house as relevant). **Requests for access should be made to the relevant convener in the first instance.** Approval of any access shall be recorded in a club database.

**Footnote:** The club has its clubhouse at Richardson Avenue in Tempe, on the banks of the Cooks River – providing opportunities for club activities and gear storage. In September 2017, a new electronic access and security system was installed by the club, creating new and more refined access arrangements (eg separate access to the upstairs environment from the boat storage area) – hence the need for a new policy.