Club Equipment Borrowing Policy

1. Purpose

This policy outlines the conditions under which club equipment may be borrowed by members for personal use. Its purpose is to ensure that club equipment is managed responsibly, remains available for club activities, and is used safely and appropriately.

2. Scope

This policy applies to all equipment owned, held, or managed by the club, including but not limited to safety equipment, sporting equipment, tools, communications equipment, training equipment, and other club property.

Club equipment is provided primarily for official club activities and is not public-access property. It is not available for general community use or for use by non-members.

3. Eligibility to Borrow Equipment

Personal borrowing of club equipment will only be approved for full club members. The borrowing member must be current with all membership requirements and must hold any relevant current certification, training, licence, or competency required for the safe and appropriate use of the equipment.

The borrowing member must also be capable of safely collecting, transporting, using, caring for, and returning the equipment.

4. Approval Process

All requests to borrow club equipment for personal use must be approved by the club committee before the equipment is removed from club premises or club control.

Approval may be refused or withdrawn at the discretion of the club committee, particularly where the equipment is required for club activities, where safety concerns exist, or where the member has not met the requirements of this policy.

5. Priority of Club Use

Club activities, events, training, competitions, maintenance, and safety requirements will always take priority over personal borrowing. Equipment must not be borrowed or retained in a way that leaves the club without access to it when required.

Any approved borrowing arrangement must include a return timeframe that ensures the equipment is available for all scheduled club events and activities.

6. Borrower Responsibilities

The borrowing member is responsible for the equipment from the time it is collected until it is returned and accepted back by the club.

- ensure the equipment is used only for the approved purpose;

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- use the equipment safely, responsibly, and in accordance with any instructions, training, or legal requirements;
- keep the equipment secure, clean, complete, undamaged, and fit for use;
- not lend, transfer, hire, sell, modify, or make the equipment available to any other person;
- ensure all accessories, cases, batteries, chargers, instructions, keys, or related items are returned with the equipment;
- promptly report any use, damage, fault, missing accessory, loss, theft, safety issue, or concern to the club committee.

7. Return of Equipment

Borrowed equipment must be returned by the agreed date and time, or earlier if requested by the club committee.

Equipment must be returned in the same condition as it was provided, allowing for reasonable use. The club will inspect returned equipment before accepting it back into service.

8. Damage, Loss, or Misuse

The borrowing member will be required to meet the cost of repair, replacement, cleaning, servicing, or recovery where equipment is damaged, lost, stolen, misused, returned incomplete, or not returned in accordance with this policy.

Any misuse of club equipment or breach of this policy will result in refusal of future borrowing requests and may result in further action.

9. Committee Discretion

The club committee may impose additional conditions on any borrowing arrangement and may vary, suspend, or revoke approval where it considers this necessary to protect the club, its members, the equipment, or the safe operation of club activities.

10. Policy Review

This policy should be reviewed periodically by the club committee to ensure it remains appropriate for the club's equipment, activities, and risk management requirements.

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