

## **Bairnsdale Rowing Club Security Policy & Procedures**

<b>Approval Date:</b>		<b>Review Date:</b>	
<b>President:</b>		<b>Signature:</b>	
<b>Vice President:</b>		<b>Signature:</b>	

### **Rationale**

Bairnsdale Rowing Club will ensure that adequate security arrangements are in place for the safe storage of Club equipment and personal belongings. The Club will also ensure that it adheres to any security policies and procedures in relation to its use of the Howitt Park Pavilion.

This policy and procedures applies to all BRC members, contractors and visitors to the club.

If you have any questions regarding the Club Buildings Security Policy and Procedures, please contact the BRC President or Equipment and Facilities Manager.

### **Responsibility**

Responsibility for maintaining building security arrangements and ensuring personal belongings are secure rests with all BRC members. All members are required to comply with the policy and follow procedures and, where relevant, to ensure contractors and/or visitors are aware of the policy and procedures. Every member has a responsibility to notify the President or Equipment and Facilities Manager of any breach of this security policy immediately.

#### **1. Personal belongings**

- a. Members will be responsible for the security of their own personal belongings.
- b. Lockers are provided in the shed for members' use on a first come first served basis.

#### Procedures

- a. Members may use their own padlock or use one provided by the club if available.
- b. Empty lockers are to be left unlocked so that others may use them.

#### **2. Shed security**

- a. The shed should never be left unlocked if there are no members present.
- b. Members who row regularly and require a key to open the rowing shed, may request a key from the Committee.
- c. The Club will keep a register of all members in possession of a shed key.

#### Procedures

- a. Members requesting a key to the shed must make the request to a member of the Committee who will raise it at a committee meeting (or with the Committee by email if quick action is necessary).

- b. A key will be issued at the discretion of the Committee.
- c. Members will be required to pay a deposit of \$50 on receipt of a shed key, refundable on return of the key.
- d. The Equipment and facilities manager will record the member's name in the key register, will liaise with the Treasurer regarding deposits and receipts, and will update the register as needed.
- e. Members will return their shed key to the Equipment and Facilities Manager when they no longer need it, when they resign from the Club or when the Committee requests the key be returned.

### **3. Howitt Park Pavilion Security**

- a. Members will comply with all security policies and procedures in relation to the Howitt Park Pavilion as directed by BRC.

#### Procedures

- a. The key to open the Pavilion (providing access to toilets and changerooms) is kept in the filing cabinet in the shed.
- b. Members must ensure the Pavilion door is locked after use.
- c. Members must ensure the key is returned to the filing cabinet as soon as possible after use so that others may use it.

### **4. Insurance**

- a. The Club will ensure that it will have adequate shed and equipment security policies and procedures in place in order to comply with any relevant insurance policies held.

#### Procedures

- a. The Equipment and Facilities Manager will review on an annual basis any Club insurance policies that are held and provide recommendations for renewal and any security policy or procedures to be updated.