

Halifax Rowing Club

Private Boat Storage and Use Policy

Date of HRC Board Approval: September 20, 2016

Revised: March 28, 2017

Date of Policy Implementation: March 28, 2017

Preamble:

The Halifax Rowing Club (HRC) makes a limited amount of space available for members in good standing to store privately owned rowing shells (PORSs) for the purpose of rowing.

Definitions:

Rowing Shell: A single scull (1x rowing shell), one (1) set of sculling oars, a rigger (attached to the shell or stored in a defined location if it is a quick release rigger)

Member in good standing: A member who has paid all applicable membership and program fees, including the applicable boat storage fees, or has a payment plan approved by the HRC Treasurer for the current year. Applicable programs include both recreational/fitness and competitive programs.

Boat Storage Fees: The HRC Board will establish the fees for the storage of privately owned rowing shells on or before April 1st of each year, and notify all members of the fee. Boat Storage Fees are non-refundable.

Private Shell Berth: Private Shell Berths may include boat racks, ceiling slings, and/or appropriate floor space. The type and location of private shell berths will be determined by the HRC Board of Directors, and are subject to change at the discretion of the Board.

1.0 Private Boat Storage Waiting List Process

1.1 The HRC Board will publish and maintain a Private Boat Storage Waiting List.

1.2 On the date of formal implementation of the policy, the waiting list will consist of active HRC members who had previously expressed an interest in renting a HRC private shell berth; the ordering of the waiting list will be by date of such expressed interest, which has either been documented or has been specifically remembered by the current or past Presidents of HRC.

1.3 After the date of formal policy implementation, any HRC Member in good standing may request to have his or her name added to the Private Boat Storage Waiting List by submitting their request, in writing, to the HRC Board's Member-at-Large. Once the request

is approved by the HRC Board of Directors, the member's name will be added to the bottom of the Private Boat Storage Waiting List.

2.0 Assigning Available Private Shell Berths

2.1 When a private shell berth becomes available the HRC Board will determine if the now empty berth is to be made available for the storage of privately owned rowing shells. This decision will be made within 30 days of being notified of the future vacancy of the private shell berth.

2.2 If the HRC Board agrees that the available berth is to be offered for the storage of a privately owned rowing shell:

2.2.1 The member at the top of the Private Boat Storage Waiting List (the applicant) is notified by the Club Secretary, in writing, that a berth is available for him/her to rent and occupy with a private shell. If the applicant wants the space they must:

2.2.1.1 Sign the HRC Boat Storage Agreement within three (3) weeks

2.2.1.2 Pay the boat storage fee within three (3) weeks of being notified

2.2.1.3 Provide proof within three (3) weeks that they will be able to fill the available berth within four (4) months

2.3 If the applicant does not wish to rent and use the boat storage berth or is unable to fulfill any of the obligations listed in 2.2.1.1 to 2.2.1.3, the applicant immediately forfeits his/her position at the top of the boat storage waiting list and his/her name is automatically placed at the bottom of the waiting list unless he/she indicates no further interest in being on the waiting list.

2.3.1 The member who is now at the top of the Private Boat Storage Waiting List becomes the new applicant and be required to fulfill the obligations listed in 2.2 above.

3.0 Obligations for Members with Assigned Private Shell Berths

3.1 Members with PORs stored at HRC must be members in good standing.

3.2 Members with PORs stored must annually sign an HRC Boat Storage Agreement and, by doing so, they acknowledge that their PORs and associated equipment (oars, riggers, etc.) is being stored 'at their own risk'. HRC is not responsible or liable for any damage to PORs or associated, privately owned equipment, of any sort by any cause.

3.3 Members with PORs must follow standard safety practices including rowing with a PDF in their shell, wearing a whistle, using appropriate lighting if rowing in low light conditions, etc.

In addition they must:

- 3.3.1 Follow the HRC flow pattern at all times
- 3.3.2 Follow the HRC Cold Water Policy whenever it is in effect
- 3.3.3 If present, ensure that HRC Coaching staff are aware that they are on the water, and where they will be rowing
- 3.3.4 If they plan to participate in coaching sessions while rowing their PORs, they must ensure that coaches are informed of this intention in an appropriate, timely manner.

3.4 Members must actively use their PORs (see relevant definition in 3.4.1). Failure to do so will automatically result in the member forfeiting his/her rental and use of a private shell berth, and the member will be required to remove their PORs at the end of the current rowing season.

- 3.4.1 Members will be deemed to be actively using their PORs if they row a minimum of **thirty five (35)** rowing sessions from May 1 – November 1st in any season. These 35 rowing sessions must take place on the North West Arm, with the rower rowing from and returning to the club during each rowing session.
- 3.4.2 Like all HRC members using any shell, members using a PORs must sign it in and out **each and every time** they use it. Members are required use a sign-in/out sheet that has been specifically developed for members who own and use private shells. Failure to do so may result in the removal of boat storage privileges.

3.5 Members with PORs have access to the Club so they can access their shell outside of normal HRC program hours. These members will:

- 3.5.1 Keep access codes (key access, alarm system, etc.) private and confidential, and not share them with anyone else, including other members
- 3.5.2 If they are opening up the club, turn off the alarm upon entering the Club. If they set off the alarm by mistake they must call the alarm contact center immediately and provide them with the provided alarm access code to avoid a call to the Halifax Police and any false alarm fines.
- 3.5.3 If they are the last person leaving the Club, they will be required to ensure that all equipment (slings, hoses, buckets, sponges, PFDs, etc.) are off the docks and

put away, all interior Club lights are off, the alarm is turned on, and all doors are securely closed and locked.

- 3.5.4 Failure to perform the requirements set out in 3.5.1 to 3.5.3 may result in the removal of boat storage privileges.

4.0 Additional Administrative Details

- 4.1 HRC reserves the right to modify any aspects of this policy at any time.
- 4.2 The number of private shell berths to be maintained by HRC and offered for rental to members is decided by the HRC Board of Directors on an annual basis prior to the beginning of the on-water season. On the date of formal implementation of the policy, the number of private shell berths is identical to the number that were available and rented for the 2016 on-water season, i.e., eight (8) shells.
 - 4.2.1 HRC reserves the right to reduce the number of private shell berths it makes available to its members for the storage of privately owned rowing shells.
- 4.3 Members renting a private shell berth **may not** sub-let or otherwise transfer the berth to another member even if they remove their PORS prior to the end of their agreed to rental period.
- 4.4 A member renting the a private shell berth is entitled to remove their PORS from their private storage berth for rowing in other locations, for any part of the current rowing season **however** they must meet the usage requirement as outline in 3.4.1 above.
- 4.5 HRC reserves the right to move, relocate or remove any PORSs. The affected member will be notified by the HRC Board, in writing, prior to initiating any action. The notification will explain the reasons for such movement, relocation or removal of the PORS.
- 4.6 Any member who is requested, in writing, to remove their PORS, for any reason, will have two (2) weeks to remove their shell. If the shell is not removed within the two (2) week period, the PORS will be removed from the Club and transported to the member's home address.
 - 4.6.1 If it is not possible to make contact with a member to request the removal of their PORS, and/or if the member does not have a home address within 50 km of the Club, the Club will:
 - 4.6.1.1 De-rig the PORS and store it in a safe location.

4.6.1.2 Send a registered letter to the member's last known address notifying them that his/her PORS will be auctioned off to the highest bidder if the member does not claim and remove the PORS within four (4) months of the date of the registered letter.

4.7 In the event the Board decides it requires one of the private boat storage berths for Club equipment, the member who was last granted the privilege of private boat storage will be asked to remove their shell from the Club, and this member's name will be placed at the top of the waiting list.

5.0 Appeals and Grievances

Any member that wishes to file a grievance related to this policy, or appeal a decision of the Board as it relates to any aspect of this policy, is entitled to do so by following the grievance process outlines in Section 14.0 of HRC's Bylaws. A copy of HRC's Bylaws can be found online here:

<http://www.halifaxrowing.ca/live/wp-content/uploads/Halifax-Rowing-Club-By-laws-Approved-Feb-2015.pdf>

6.0 Review of Policy

HRC's Board of Directors will review this policy at least once every five (5) years. Any changes to the Policy will be presented to the members at least sixty (60) days before they come into effect.