



Policy Locker Use

Purpose

The club has installed lockers to provide members staying at the club a place to secure valuable personal items.

This policy has been prepared to establish:

- guidelines for responsible use of club lockers
- guidelines for access to lockers by committee members and patrol captains

Scope

This policy covers the lockers provided within the bunkrooms as well as any other cupboards that may be locked from time to time without specific authorisation by the committee.

This policy does not cover lockers, cupboards or other storage that has been locked by order of the committee.

References

- Club Constitution

Definitions

CLUB – Inverloch Surf Life Saving Club Inc.

CLUB COMMITTEE MEMBER – Any member duly elected to an official club position who is listed as a member of the Club's Committee as per the Club Constitution.

PATROL CAPTAIN – A member appointed by the Club Captain to fulfil the patrol leadership and management role of Patrol Captain for the current season.

Requirements for use of lockers

The following requirements must be followed for use of lockers:

- a member must be staying at clubhouse and have filled out the accommodation register
- members must provide their own padlock
 - padlock must be clearly labelled with member name
 - combination lock preferred
- no perishable food is to be stored in lockers
- members must open the locker at the request of any Patrol Captain or member of the Club's Committee
- if a member leaves the club and does not remove their padlock the padlock may be removed
- you agree that use of the locker is at your own risk and do not hold the club liable for any loss or damage to your property when using the locker
- by using a locker a member agrees to the requirements for locker use and if they breach any of these requirements they understand that their padlock may be cut off the locker and any contents removed and/or disposed of
- All lockers are to be cleaned out at the first non patrol day
- Lockers to be made free for next user every Monday morning



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Access by Club Committee and Patrol Captains to lockers

To ensure that use of the lockers is not abused, Patrol Captains and members of the Club Committee are empowered by the club to inspect lockers at any time. All members must comply with such a request.

Club Committee members and Patrol Captains are empowered to cut a padlock off a locker in the following circumstances.

- A member who is present and has been requested to open their locker for inspection and who refuses to comply
- A locker which has no label and where a reasonable attempt has been made to identify the user of the locker. (A reasonable attempt should include, at a minimum, placing a notice on the locker for three hours and quizzing members present to see if the owner can be identified.)
- A member is known to have left and cannot return immediately to remove their padlock and items stored in the locker and the locker is required by another member

As removing a padlock includes the destruction of an individual's property (cutting the padlock)

and accessing potentially valuable personal items the decision to remove a padlock should not be made lightly. To protect Patrol Captains and Club Committee members from accusations of improper conduct they should follow the steps outlined below when removing the padlock.

- Complete the padlock removal with another senior (over 18 years) member present as a witness.
- Write down why the padlock was removed and those present when this is done
- Catalogue the contents of the locker
- Have both/all members present sign this record.
- Place contents of locker in a bag and label with the name of the member if known.
- Store the bag securely

Tampering with lockers

Any member found to be tampering with a locker must be reported immediately to the Club Committee, referred for review and may face disciplinary action (which may include suspension or expulsion from the club), the matter may also be referred to the police for criminal investigation.

Locker use signs

Attached are signs to be displayed in an appropriately prominent location near each set of lockers.

Version Control and Review

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REV	RECENT REVISION REASON	ISSUED BY	AUTHORISED BY	DATE
2	Approved for Issue	T. Dando	Club Committee	22/12/10
1	Practical implementation changes recommended by Committee for approval	T. Dando	Club Committee	05/12/10
0	Initial Issue	T. Dando	DRAFT for Discussion	05/11/10

Next Review by November 2011