**OCCC Guidelines for OC1 & OC2 Storage**

1. **Background**

Our clubhouse holds room for 20 canoes which is made available for hire to active members of Outrigger Caloundra Canoe Club for a yearly storage fee. The storage fee is reviewed annually.

For the year 2020 the fee is set at $100 per pigeon hole.

This policy has been introduced to promote the following:

* fair and transparent use of storage facilities of OC1/2s for club members
* OCCC club culture.

This policy was approved by the Committee on 18 November 2019 and will be reviewed each financial year.

1. **Who can use the OC1/2 Storage**

OCCC storage is only for the use of financial club members. However this does not mean that all members are entitled to use the storage facilities by right of their membership.

Only OC1, OC2, V1’s and Skis are allowed to be stored in the OCCC pigeon holes.

**3. Criteria**

The following criteria must be met to qualify and be able to hire a pigeon hole at OCCC:

* You must be a financial member of the club
* You must be an active or contributing member of the club
* You must have paid your storage fee within the designated period
* You must apply in writing to the secretary each year- one invoice and to be paid within a month of receiving this invoice.

**3.1. Storage Criteria**

If you do not meet the above criteria you will be notified by the committee about your non-conformity.

If your non-conformance continues after being notified, you risk losing your pigeon hole without a refund of paid storage fee and the pigeon hole will be reallocated.

Each year will open up for OC storage applications. To make things fair for all members, this means that existing pigeon hole holders do not automatically qualify to retain their pigeon holes. (They must re-apply)

**3.2. Access to Storage Facility**

Members will be given access to the storage facility once their payment has been made.

**4. Damage**

Members must be respectful and careful of other stored craft at all times. Should any accidental damage occur, it is expected the damage will be advised to the owner and dealt with between the members. OCCC will not enter into any discussions in relation to damage to craft.

Members must accept responsibility for the potential risks involved in storage of their craft and accept responsibility for any damages. Outrigger Caloundra Canoe Club will not be responsible for any damage to private craft for any reason. Iako/seats / bungy cords and other equipment are stored inside the club at your risk.

By making application for a pigeon hole, the member acknowledges they understand and accept this OCCC Storage Policy and will comply with this policy at all times.

**5. Consequences**

Breaches of this guideline may have an impact of future storage at OCCC clubrooms.

**6. Appeals and complaints**

Appeals and complaints should be raised with the club captains. Issues may then be elevated to the committee.

**7. Contact details**

Committee: 1300 794 208 or occcsec@hotmail.com