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Gear Hire Policy and Procedure of AUCC

The Gear Shed Officers (GSOs) have the responsibility of knowing where all gear is at all times.

1. Definitions

- (1) Club gear shall include all paddles, helmets, sprayskirts, kayaks, outfitting, deck covers, First Aid kits, throwbags, carabiners, rafts, raft pumps, airbags, wetsuits, river rescue equipment, trailer and any other equipment that is property of Auckland University Canoe Club (AUCC).
- (2) Club trips shall include all trips authorised in accordance with the AUCC Safe Operational Plan (SOP).
- (3) General Hire shall mean the hire of club gear for the purposes of a club trip (excludes restricted-hire items).
- (4) Personal Hire shall mean the hire of club gear for purposes other than a club trip (excludes restricted-hire items).
- (5) A club member is any life member, instructor, seconder, or member as defined within the Constitution of AUCC.
- (6) A non-member, including a non-financial member, is a person who does not fall within the definition of a Club Member as per the Constitution of AUCC. Ex officio members for the purpose of this policy are non-members.

2. Storage of Gear

- (1) All Club gear is to be stored at the AUCC gear shed located at Colin Maiden Park, unless prior approval from the GSOs is given to store the gear elsewhere.
- (2) The GSOs shall keep the lock code to the gear shed and shall be responsible for changing the lock code combination from time to time.
- (3) The GSOs are responsible for ensuring that gear is stored in the gearshed, and if it is not, ensuring that a record of where the gear is stored is kept.
- (4) The GSOs are responsible for keeping a record of who hires what gear and when.

3. Short Term Hire

Any rental five days or less will be considered short term hire, during which, only the day(s) of use will need to be paid. Failure to follow the below procedures will be logged, and penalties may be applied by the GSO(s) and Committee. Penalties may include a restriction on future gear hire.



3.1. General Hire

Applies to use of club gear on official AUCC club trips.

1. Emails for club trips are sent to membership emails. Interested club members fill in signup form to attend. Required gear is calculated from signups.
2. Trip organiser(s) contacts GSOs for the required gear after trip signups are complete. Transport of required gear to/from trip location organised by trip organiser(s) and GSOs.
3. Payment for attendee gear hire is via bank transfer to AUCC or in cash to trip organiser(s).
4. Trip organiser(s) email GSOs any payments not made, for GSOs to follow up.

3.2. Personal Hire

Applies to use of club gear outside of official AUCC trips.

1. Gear is **requested with reasonable notice** via online form accessed on AUCC website (www.aucc.org.nz/gearhire). While we recognise advance notice is not always possible (e.g. instances of flood runs), GSOs are not able to guarantee hire requests with less than 3 days notice.
2. GSOs will request additional details if required.
3. **GSOs will determine hire request** and, if approved, provide a pickup time or access codes to the gear shed.
4. On completion of hire, hiree notifies GSOs of **gear return and payment**, as well as any **incidents or damages** over the period.

3.3. General and Personal Hire Prices (Short Term)

Kayaking: (includes helmet, PFD, sprayskirt, & paddle)	Member: \$10 per day Non-member: \$20 per day
Rafting seat: (includes helmet, PFD, & raft paddle):	Member: \$20 per day Non-member: \$40 per day
Gear only: (helmet, PFD, sprayskirt, & paddle. Excludes kayak/rafting seat)	Member: \$5 per day Non-member: \$10 per day
Wetsuit:	Member: \$5 per day Non-member: \$10 per day

Hire in the context of upskilling (e.g. first-aid, raft guiding) is at GSO discretion. Trip organiser(s) should contact GSOs to discuss.



4. Long Term Hire

Any rental more than five days will be considered as a long term hire.

4.1. Hire Procedure

1. Gear is **requested with reasonable notice** via a form accessed on the AUCC website (www.aucc.org.nz/gearhire). Long term hire requires more notice to ensure gear availability and safety, therefore are not able to guarantee hire requests with less than 10 days notice. GSOs will request additional details if required.
2. **GSOs will determine hire request** and if approved provide a pickup time or access codes to the gear shed.
3. Through the hire period, GSOs and hiree must have effective channels for communication. Failure to respond within a reasonable timeframe is justification for discontinuation of the hire, and repossession of gear.
4. On completion of hire, hiree notifies GSOs of **gear return and payment**, as well as any **incidents or damages** over the period.

4.2. Additional Considerations

1. Gear must be returned if another member has requested a short term hire and the hiree is not using it on the requested days.
2. All gear must be returned the week before club trips unless prior arrangements are made with GSOs.
3. **Long term hire is limited to current financial club members only.**

4.3. Prices (Long Term)

Prices only apply outside of club trips. The below is a guide, with final quotes at the ultimate discretion of the GSOs.

Kayak plus gear (helmet, PFD, paddle, & sprayskirt): \$50 per week.

Gear only (helmet, PFD, paddle, & sprayskirt): \$25 per week.



5. Restricted Hire

Additional considerations are made for items of which significant user skill is required, are significant monetary value to the club, or requests for hire are rare. It is recommended to allow extra time for the approval of a restricted-hire item (versus a personal hire).

Personal raft hire is requested via the online form accessed on the club website, filled out by the trip organiser. Approval is granted by RVP, RSO, or President. The details will be forwarded to the GSOs for pickup arrangements and to provide a quote. Note: A suitable safety outline is imperative to hire approval. Trip organiser is responsible for raft(s) for the duration of hire period.

Personal raft hire considers different factors to a club trip. The cost will be determined by (but not limited to) factors such as the length of the trip, number of participants, and number of days the gear is used on the trip. For clarity, the general hire price will be used as an initial guide. However, this may change depending on the context of hire.

For marquee, gazebo, or trailer hire, the interested hiree shall email the GSOs directly. Hire approval and quotes are at the discretion of the GSOs.

6. Payment

GSOs, Trip Organiser(s), and Treasurer are responsible for depositing money and/or checking the AUCC bank account for gear hire payments on a fortnightly basis.

Payment should be made **within 3 days** of the completion of general, personal, restricted, or long-term hire. Failure to pay will result in refusal of future gear hire, thereby also restricting club trip attendance.

7. Liability for Loss or Damage of Club Gear

1. Members:

(a) AUCC will accept liability for loss or damage of club gear except;

(i) when that loss or damage was the result of irresponsible or careless behaviour (such as, but not limited to, mislaying gear before or after a river trip, taking unnecessary risks on a river). In such circumstances the person(s) using the gear may be fully liable for the cost or replacement or repair.

(ii) For the avoidance of doubt, what constitutes irresponsible or careless behaviour is solely within the discretion of the Committee to decide.



(b) AUCC will accept no responsibility for the loss or damage of club gear by a member on a trip whilst paddling where that loss or damage occurred in a rapid that is more difficult than grade four, in accordance with the Safe Operational Plan. Hire for use on grade four may be subject to extra checks with the safety team and/or President, so it is advised to request gear early to avoid disappointment.

(c) Members may be responsible for loss or damage of gear that occurs off the water, unless the loss/damage took place while the item was in transit.

2. Non-members

(a) If an insurance claim is submitted due to loss or damage by a non-member, the non-member will be liable for paying the excess and/or sum insured if below excess.

3. Trailer hire:

(a) AUCC will accept liability for club members against loss or damage occurring on a club trip, and the gear was being used in accordance with the road rules and common practice.

(b) AUCC will accept no responsibility for the loss or damage which was the result of irresponsible or careless behaviour (such as, but not limited to, speeding or taking unnecessary risks while driving). In such circumstances the person(s) using the gear will be fully liable for replacement or repair.

(c) For the avoidance of doubt, what constitutes common practice, irresponsible or careless behaviour is solely within the discretion of the Committee to decide.

4. Both members and non-members shall be responsible for returning gear to either the gear shed or a location specified by the GSOs. They shall continue to be liable until the GSOs have been notified of return. This means it is the hiree who shall be ultimately responsible for ensuring that the return of their gear is recorded.

5. The committee shall determine the extent to which any person(s) must cover the cost of repairs or replacement of lost gear. Where this is covered by insurance, members may be liable to pay the excess fee.

6. In all cases, those responsible for a loss or damage will be notified of their liability as soon as practicable and will have an opportunity to explain the circumstances to the committee. The committee will decide the extent to which the individual is liable. It also has the discretion to reduce the contribution required from the maximum levels detailed above, if it feels that circumstances warrant this.



8. Repair or Replacement of Club Gear

1. A person responsible for gear loss may elect to:

- (a) Repair the damage (contributing to the cost of any materials required). The repair must be carried out to the satisfaction of (and within the time period specified by) the Committee Or;
- (b) Organise for the repair to be carried out by somebody else (professional or otherwise) and contribute towards the cost (labour and materials) of having this done. The repair must be carried out to the satisfaction of (and within the time period specified by) the committee or;
- (c) Contribute to the cost or replacing the item with equipment in a similar condition. The cost or replacement will be the amount listed in the clubs current valuation of club gear.

2. If the committee decides to replace the gear, regardless of the election of the person responsible, then the amount to be contributed shall be determined from the most recent valuation of the club gear or the insurance excess, whichever is the lesser. The person responsible shall pay or make arrangements to pay the agreed amount as soon as it is determined, regardless of whether the club purchases the equipment or not.

3. The committee has discretion to set the amount for replacing or repairing club gear to be contributed by the person responsible, at any level up to a maximum set by the current valuation of club gear or the insurance excess, whichever is the lesser.

9. Amendments

These rules may be added to, repealed, or amended at any general meeting (annual or special) provided that such action shall be invalid unless the notice calling the meeting shall specify in general terms the proposed resolution and unless it be carried by a majority of at least two-thirds (2/3) of those present and entitled to vote.



Document History

Version 1.0: Created in 2009.

Version 1.1: Revised to include long term hire, raft(s), and trailer prices. Updates to short term hire prices. 2015.

Version 1.2: Revised to include restricted hire, payment expectations, and loss/ damages/ repair/ replacement expectations. Updates to short term and long term hire. By Josh Schollum, in consultation with Lizzie Rolph. 2018.

Version 1.3: Revised to include document definitions, storage location, wetsuits, and upskilling. Updates to short term/ long term/ restricted hire, payment expectations, and loss/ damages/ repair/ replacement expectations. By Alicia Anderson, in consultation with Ally Price and Maurycy Prystupa. Comments from Lizzie Rolph and Isaac Teng. 2020.