



# Private Boat Space Allocation Policy

## 1. Purpose

The purpose of this policy is to ensure the fair, transparent, and efficient allocation and management of boat spaces within the Bedford Rowing Club (BRC) Boathouse. The policy aims to maximise safe use of available space while treating all members consistently.

BRC Boathouse is extremely limited, and its primary purpose is to support the Club's active rowing programme. BRC Club Boats will take priority for space.

## 2. Scope

This policy applies to all individuals applying for, holding, or using a private boat space at the BRC Boathouse.

## 3. Definitions

- **Boat:** single scull rowing boat. Generally larger boats cannot be accommodated at BRC facility but may be considered at the captain discretion
- **Boat Space:** A designated racking space suitable for the secure storage of a boat.
- **Member:** Any Full member applying for a boat racking space.
- **Full Member:** a member who has paid the current Full membership fees as published by the Membership Secretary. For the avoidance of doubt, off-peak membership or discounted family membership is not a Full member.

## 4. Eligibility

Boat spaces may only be allocated to members who meet all the below requirements:

- Own and are legally responsible for the boat
- Have suitable rowing competence to independently row on the river
- Commit to active rowing use of the boat. BRC do not provide boat storage (see section 8.1 Boat Fair Usage)
- Comply with all safety and regulatory requirements. This includes holding a valid EA licence, and have a BED number allocated by the BRC Captain, and clear identification.
- Hold valid insurance for the boat. BRC hold no liability for private boats on Club premises, on the river, or during transport
- Are a Full member with no outstanding fees or breaches of facility rules (where applicable)
- Do not already hold a boat space. Each full member may have one rack, covering one boat . A rack may be shared by multiple full members who jointly pay the racking fee.

## 5. Allocation Principles

Boat spaces will be allocated based on the following principles:

- **Fairness and transparency**
- **Safety and operational requirements**
- **Efficient use of available capacity**

No member is guaranteed a specific location.

## 6. Allocation Process

### 6.1. Application Process

1. A request for a boat space must be submitted **in writing** to the Membership Secretary [membership@bedfordrowing.co.uk](mailto:membership@bedfordrowing.co.uk) and the Captain [captain@bedfordrowing.co.uk](mailto:captain@bedfordrowing.co.uk) confirming they have read the BRC Private Boat space allocation policy.

2. The captain will assess the application against the eligibility requirements in section 5 and confirm to the Membership Secretary. The captain's decision is final, subject to any formal appeals process.
3. The Membership Secretary will confirm to the member and request payment of a holding deposit of £20. This is deducted from the first year's racking fee and refunded if the member withdraws their application before a rack is allocated. On payment the Membership Secretary will add the member to the Boat Racking Waiting List

## **6.2. Boat Space Allocation Process**

1. When a Boat Space is offered, the boat space racking fee becomes payable immediately.
2. Once paid, the member has **up to 8 weeks** to place their boat on the allocated boat space.
3. If the boat space is unoccupied after 8 weeks, the Captain may withdraw the offer and reallocate the boat space to the next person on the waiting list.
4. If the boat space is still required, then they will return to the top of waiting list and be offered the next available boat space. Members intending to purchase a specific boat may find it sensible to purchase and store the boat off-site first, as boat space cannot be held open for long periods waiting for a boat to be acquired.

## **6.3. Boat Space Re-allocation**

1. A boat space allocation does not guarantee that a boat will remain on the same boat space. Boats may be moved for reasons including infrequent use, improving access, reorganising boathouse bays, or refurbishment/maintenance work.
2. At least 24 hours notice should be given if a boat needs to be moved due to major works
3. Boat space locations may be changed at the Captain's discretion for operational reasons.
4. Private boats and boat spaces must not be moved or reallocated without the approval of the Captain. Should the rack offered be in a position that may not be their first choice, they may ask for inclusion in a further list for a preferred location which may then be offered depending on availability.

## **7. Fees and Charges**

- The member will only remain on the Boat Racking Waiting List if they maintain FULL membership and pay each year's Club subscription on time (by 31 March). Failure to do so removes them from the list. Re-entry is at the Captain's discretion and at the bottom of the list.
- Fees will be set and reviewed periodically.
- Allocation is conditional upon payment of all applicable fees by the due date.
- Failure to pay may result in suspension or termination of the allocated boat space.

## **8. Use of Boat Spaces**

Allocated boat spaces:

- Must only be used by the approved boat
- Must not be sublet, transferred, or shared without written permission of the Captain
- Must be kept in a safe and orderly condition

### **8.1. Boat Fair Usage**

BRC boat spaces are not for long term storage. Private boat space supports active rowing. Members are expected to make reasonable, ongoing use of their private boat across the year. As recorded by the log-out sheets.

If a boat is rarely rowed, appears neglected, or has not been used for a significant period, the Captain may withdraw the boat space allocation.

This fair-usage approach ensures that limited boat space is used for boats that are actively rowed and not left idle for extended periods.

The Captain reserves the right to inspect boats and spaces to ensure compliance.

## **9. Temporary Boat Storage**

- No private boat may be brought onto Club premises even temporarily unless the owner has already been allocated a rack.
- The Captain may decide to allow temporary short-term trestle storage at the owner's own risk for up to 5 days. Any boats left in the boathouse without permission may be removed at the owner's risk.

## **10. Review, Reallocation, and Termination**

### **10.1. Termination by BRC**

Boat space allocations may be reviewed periodically. The captain may reallocate or terminate an allocation if:

- The boat space no longer meets the eligibility requirements (see Section 4)
- Terms and conditions are breached
- Fees remain unpaid
- The boat space is required for operational or safety reasons by BRC
- The boat is considered under-used or not maintained (see Section 8.1)

Reasonable notice will be given where practicable.

### **10.2. Termination by Member**

- Members must inform the captain when their boat is advertised for sale or hire, their intention regarding replacement, and when the sale or hire is completed.
- Once the Member no longer requires the boat space they should notify the Captain and the Membership Secretary with at least one months notice of termination.

## **11. Appeals and Complaints**

Members may submit a written appeal or complaint regarding an allocation decision. Appeals will be reviewed by the committee where possible.

## **12. Policy Review**

This policy will be reviewed periodically and may be amended to reflect operational needs, legal requirements, or changes in demand.