



Policy and Procedure Manual

Policy Name: Craft Repairs Policy
Policy Number: MBASS.00
Policy Date: 7 July 2014

Purpose of the Policy

This policy provides guidelines for the process and costs associated with repairs to personal and club craft.

Procedures

MSLSC at times allows members to use the clubs craft for the purpose of training and or competing in surf sports. This is done on the understanding that all members who borrow club craft are fully responsible for the care, repairs and maintenance of such craft.

Similarly MSLSC acknowledge that there are members who provide their own craft to train and compete.

Should any club craft or personal craft be damaged the club is in a position to offer minor repair services as follows.

If craft is damaged and requires repair a Damaged Craft form should be completed and handed in to the MSLSC Maintenance person at which point it will be confirmed whether he is able to repair the damage.

Repairs will be charged as follows

- Minor Dings - \$50
- Minor Seam Repairs - \$50
- Re-cabling - \$50
- Bent Rudders – POA

Once repaired the owner/borrower will be contacted and the charge form will be completed and handed to the Member Services Coordinator.

The owner/borrower of the craft should make payment for the repairs at the administration office.

Upon presentation of the receipt the craft will be released to the owner/borrower.

Other repairs that cannot be handled by the MSLSC Maintenance Person are to be done offsite.

Should the owner/borrower require MSLSC to transport the craft this will be done at a cost of \$20 each way to Sunshine Coast or \$120 each way to Gold Coast.

In this instance payment should be made directly to the contracted repairer.