

Member Guidelines – Use of Loan AV Equipment

The AV equipment is lent to clubs with the understanding that:

- The equipment is covered by LSV's Building & Contents Insurance
- The equipment must be kept secure at all times whilst in the possession of the loan club (see below)
- Loan periods will be for two (2) weeks duration (maximum) during the period October to March each year and for four (4) weeks duration (maximum) for the remainder of the year
- Concurrent loan periods will not be allowed
- Loans are not restricted to a particular number during these periods, but will be monitored to ensure equitable access for all clubs
- Preference for loans will be given to clubs that do not have access to their own and/or district managed equipment

Maintenance & Repairs

- LSV will be responsible for the maintenance and repair of the equipment. Except in the case of:
 - Repairs and associated freight costs incurred for damage sustained through club misuse and/or negligence

Security of AV Equipment

- all equipment is to be stored in a secure manner by the clubs
- the minimum security arrangements for the equipment are:
 - laptop computer to be stored in a locked secure cupboard at the clubhouse (for those clubs who do not presently have a clubhouse, a senior club officer should be made responsible for the storage of the equipment)
 - Data projector to be stored as above, with preference given to a roof mounted locked bracket in the clubhouse

Use of AV Equipment

- Equipment must be used only for club-related activities and not lent to outside organisations and/or members
- Equipment is provided to clubs to assist in the delivery of training and education of their members in emergency management and lifesaving training programs. By providing this type of equipment for training at club level it will enable the delivery of training in a uniform and consistent level of quality to all participants and also allow clubs to utilise the latest and current resources from both the State and National level as well as those established at a local level
- Clubs must provide the information requested on the booking sheet to enable LSV to monitor and report to funding authorities on the training outcomes achieved with the use of this equipment. Criteria may include: (i) number of persons trained, (ii) programs delivered and (iii) assessment of the effectiveness of the training programs delivered by individual clubs in regard to the standard and level of member competency in awards gained