



**2020 LOST  
PROPERTY POLICY**

# AVSC LOST PROPERTY POLICY

## 1. POLICY

### Policy Statement

All unclaimed items of lost property will be properly accounted for and disposed of by the governing body.

### Policy Objective

To ensure that unclaimed items of lost property are controlled and disposed of in an efficient and accountable manner.

### Definitions

In this Policy Statement

“Lost property” means any unattended, abandoned, misplaced or forgotten item which is the property of a person or persons and which is found prior, during or after the event within the sporting venues by another person or persons and subsequently handed to the person in charge of Lost Property pending the identification of the original owner or appropriate disposal.

## 2. GUIDELINES

### Australian Volleyball Schools Cup

#### Responsibility for Receipt and Disposal of Lost Property

The AVSC EC are responsible for the receipt and disposal of all lost property found within the boundaries of the Australian Volleyball Schools Cup premises.

#### Responsibility of Finders of Lost Property

Any person finding lost property within the boundaries of the any AVSC Venue **must hand** over such property to the Lost Property Office or Venue Manager.

#### Accountability of AVSC Event

The AVSC Events Office must account for all lost property which has been handed in to it by registering such property and issuing receipts when requested.

#### Documentation

The Lost Property Manager will ensure that a suitable record of all items of unclaimed lost property is maintained and all relevant documents are retained for an entire Australian Volleyball Schools Cup period

#### Responsible Officer

The responsible officer for control Lost Property will be located in the events office.

#### Inclusion of Policy Statement in Policy

Once approved by appropriate authorities, the policy statement on Lost Property will be included in the Australian Volleyball Schools Cup - General Policies and Procedures.

#### Effective Date

The policy on Lost Property came into effect immediately upon being approved by the AVSCEC.

#### Review of Policy

The policy on Lost Property will be reviewed every year by the controlling body, and the outcome of the review will be reported to the VA.

### **3. ADMINISTRATIVE PROCEDURES**

#### **Control and Disposal of Lost Property**

##### **Period of Retention**

All items of unclaimed lost property will be retained at the Events Office for the entire duration of the event or until claimed by the owner of such property, whichever should occur first.

Items with school names or other forms of identification will be returned to the appropriate school as applicable by the end of the event if unclaimed.

##### **Identification of Owners**

Persons making claims for items of unclaimed lost property will be required to adequately identify themselves and describe the lost item(s). Identification cards / Drivers License would be required.

Unless an accurate description of the lost article is given, the unclaimed lost property will be retained by the Events Office.

##### **Valuables**

If the items of lost property remain unclaimed after the event, the items will be disposed of.

##### **Receipts and Registration of Lost Property**

Any item of lost property handed in to the Events Office will be registered upon receipt.

##### **Disposal of Unclaimed Lost Property**

At the end of December after an item of lost property has been handed in, all unclaimed items of lost property will be disposed of as follows.

All money will be deposited in the Australian Volleyball Schools Cup Revenue Account.

All clothing and other domestic type items will be kept at the Volleyball Australia premises for a period of no longer than 3 months post event before being donated to a registered charity.