

EQUIPMENT DEPOSIT POLICY – Coaches

- A \$500.00 Equipment Deposit is due from coaches upon receiving jerseys/equipment from SPRA.
- No jerseys/equipment will be issued without a team cheque or personal cheque made payable to Sherwood Park Ringette Association. The coach is responsible for all jerseys/equipment loaned to them for use by their respective team.

Policy Scope:

Applies to jerseys/equipment released to coaches of all SPRA teams.

Philosophy & Intent:

A refundable deposit for jerseys/equipment will assist to ensure a prompt and complete return of equipment. This would in turn allow for more efficient planning with equipment repairs and/or replacement purchases prior to the subsequent season.

Boundaries & Guidelines:

The deposit applies to all equipment provided by SPRA to coaches including but not limited to such items as: jerseys/jersey bags, pinnies, ring bags, goalie equipment, equipment bags, etc. It is not intended to cover the number of rings or first aid kit contents.

Application Guidance:

SPRA understands that there will be some normal wear and tear but negligent damage and/or loss of equipment will result in the deposit being forfeited for the amount of such item(s) in question. Some examples of negligent damage would include severe rips in jerseys, stains from sports drinks, etc.

Timing Requirements:

- Prior to the release of jerseys/equipment to coaches of SPRA teams a cheque/deposit of \$500 is required. Cheques are to be postdated to February 28th for the upcoming season/year, made payable to SPRA and given to the Equipment Director at time of jersey/equipment sign-out.
- Coaches will be responsible for all jerseys/equipment signed out to them including goalie equipment loaned by SPRA to players on their respective teams.
- Cheques will be held by the Equipment Director or Treasurer until complete jersey/equipment returns pending no issues regarding repairs/replacement or other.
- The coach is be responsible for returns of jerseys/equipment in a clean and serviceable condition.
- Jerseys/equipment will be inspected at time of return and the Equipment Director is to be informed of any soiled, missing items or damages not already noted at time of release. For any matters pertaining to repairs/replacement of items and at the discretion of the Executive, soiled, damaged and/or lost equipment issues will be reviewed and may result in a portion or full amount of the deposit being forfeited – (*see “Returns under Review” – appendix A and B*).
- Equipment return dates will be provided/communicated by SPRA prior to but not later than April 30th of that season/year or as decided upon by the Equipment Director. Any

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returns after this date will be penalized \$50 per week. (See “Returns under Review - appendix “C”).

- Upon complete equipment returns cheques will be shredded or returned to Coaches. For any outstanding items in question, the Treasurer will deposit cheques, as per the direction of the Equipment Director and this will be communicated to the respective coach. *Note: For any matters related to “Returns under Review”, and at the discretion of the Executive, cheques will be deposited into the SPRA account with any remaining portion of the deposit, if any, to be mailed to the coach in a timely manner.*

Roles & Responsibilities:

Team Coaches are responsible for:

- Providing a cheque to the Equipment Director prior to taking possession of team jerseys/equipment for the season including goalie equipment signed out to their respective team.
- Returning all jerseys/equipment in a clean and serviceable condition.
- Informing Equipment Director of any soiled, missing and/or damaged jerseys/equipment.
- Providing current mailing address to Equipment Director at time of return for any matters in question regarding replacement/repair of items.

Equipment Director is responsible for:

- Collection and security of the deposit cheques.
- Documenting, distributing and receiving jerseys/equipment to/from coaches of SPRA teams throughout the season.
- Determining if jerseys/equipment are soiled, lost, and/or damaged at time of return. Coaches will be informed at the time of return of any matters pending further review regarding possible repair/replacement of such items.
- Informing and providing the Treasurer with cheques for deposit (*Note: amount of item deemed for repair/replacement will be determined by Equipment Director and/or Executive with remaining portion, if any, to be mailed out*).

Treasurer is responsible for:

- Receiving deposit cheques from the Equipment Director as necessary.
- Depositing cheques as indicated by Equipment Director – re: “Returns under Review”. (*Note: Outstanding jersey/equipment issues will be managed and in consultation with the Executive for an agreed upon amount as deemed necessary*).

EQUIPMENT DEPOSIT POLICY – Individual Use

- A \$500.00 Equipment Deposit Cheque is due upon receiving equipment from SPRA.
- No equipment will be issued without a personal cheque made payable to Sherwood Park Ringette Association. The borrower is responsible for all equipment loaned to them.

Policy Scope:

Applies to equipment released to players/parents/others for use activities such as goalie camps, shinny sessions, etc. *(Note: This may include non-SPRA activities however use of equipment is to be used in the matter it was intended for).*

Philosophy & Intent:

A refundable deposit for equipment will assist to ensure a prompt and complete return of equipment. This would in turn allow for more efficient planning with equipment repairs and/or replacement purchases prior to the subsequent season.

Boundaries & Guidelines:

The deposit applies to all equipment provided by SPRA including but not limited to such items as: goalie equipment, equipment bags, sticks, etc.

Application Guidance:

SPRA understands that there will be some normal wear and tear but negligent damage and/or loss of equipment will result in the deposit being forfeited.

Timing Requirements:

- Prior to the release of equipment to an individual a deposit cheque of \$500 is required. Cheques are to be made payable to SPRA and given to the Equipment Director at time of equipment sign-out. Dating of cheques will be as per the direction of the Equipment Director.
- Individuals will be responsible for all equipment signed out to them.
- Cheques will be held by the Equipment Director until complete equipment returns.
- The individual will be responsible for returns of equipment in a clean and serviceable condition.
- Equipment will be inspected at time of return and the Equipment Director is to be informed of any soiled, missing items or damages not already noted at time of release. For any matters pertaining to repairs/replacement of items and at the discretion of the Executive, soiled, damaged and/or lost equipment issues will be reviewed and will result in a portion or full amount of the deposit being forfeited *(see “Returns under Review” appendix A and B)*
- Equipment return date will be agreed on between borrower and Equipment Director at time of sign-out or as communicated by both parties. Equipment returned after the agreed on date will be penalized \$50 per week. *(See “Returns under Review - appendix “C”).*
- The Equipment Director will shred or return cheques upon complete return of equipment. Note: For any “Returns under Review”, and at the discretion of the Executive, cheques

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will be forwarded to the Treasurer for deposit into SPRA account with any remaining portion of the deposit, if any, to be mailed to the player/parent in a timely manner.

Roles & Responsibilities:

Individual is responsible for:

- Providing a cheque to the Equipment Director prior to taking possession of equipment.
- Returning all equipment in a clean and serviceable condition.
- Informing Equipment Director of any soiled, missing and/or damaged equipment.
- Providing current mailing address to Equipment Director at time of return for any matters in question regarding replacement/repair of items.

Equipment Director is responsible for:

- Collection and security of the deposit cheques.
- Documenting, distributing and receiving equipment to/from players/parents/other.
- Determining if equipment is lost, and/or damaged at time of return. Individual will be informed at time of return for any matters pending further review regarding possible repair/replacement of such items.
- Shredding/return of deposit cheques for complete equipment returns.
- Informing and providing the Treasurer with cheques for deposit (Note: amount of item deemed for repair/replacement will be determined by Equipment Director and/or Executive with remaining portion, if any, to be mailed out).

Treasurer is responsible for:

- Receiving deposit cheques from the Equipment Director.
- Depositing cheques as indicated by Equipment Director – re: “Returns under Review”.
(Note: Outstanding jersey/equipment issues will be managed and in consultation with the Executive for an agreed upon amount as deemed necessary).

“Returns under Review”

APPENDIX “A”

This appendix addresses the repair/replacement costs of jersey/goalie equipment.

Replacement: Costing list is based on 2010/2011 Edition of the United Cycle Goal Catalogue. *Note: All other pricing is based on market estimates at date of policy review and as agreed upon by the SPRA Executive.

- \$250 - goalie pads
- \$130 – chest protector
- \$100 – trapper
- \$60 – blocker
- \$50 – ring bags*
- \$70 – goalie equipment bag
- \$50 - per jersey*
- \$500 - per set of jerseys*

Repairs: Cost of repairs, assuming this would be lesser than replacement cost of item, will be determined by a reputable vendor such as United Cycle’s Service Department.

- Cost of repair - To Be Determined*

APPENDIX “B”

This appendix addresses jerseys requiring laundering. Pricing was based on market estimates at date of policy review and as agreed upon by the SPRA Executive.

- \$50 per set of jerseys*

APPENDIX “C”

This appendix lists the penalty fee to be imposed on “late returns” of jerseys/equipment as agreed upon by the SPRA Executive.

- \$50 per week