



Equipment Policy

Introduction

The need for this policy is to address the following:

- Maintenance of a supply of equipment to support orienteering events
- A long term budget for its replacement & upkeep
- Adequate insurance.

This paper sets out the policy with the Club for the use and maintenance of equipment. This paper covers the storage and use, upkeep, replacement and insurance of this equipment.

Note: For the purposes of this document equipment is taken to mean all those items which the Club owns to enable it to stage orienteering events (races and activities). This does not necessarily encompass all the equipment needed for events as some items have to be borrowed or hired for an event (e.g. electronic punching items or toilets). It also includes those items owned by the Club to fulfil a corporate existence (e.g. trophies),

Equipment

Club's equipment falls under the remit of the Competitions Working Group. They are responsible for this policy. The Working Group will appoint an Equipment Officer to whom day to day operation is mostly delegated.

The Equipment Officer will maintain a full register of the Club's Equipment. More detail of this list is shown in Appendix A. He is to ensure the list is accurate and as up to date as possible liaising with club members as necessary.

The Equipment Custodian may or may not be the same person as the Equipment Officer and can be a shared role depending on the location of equipment. If different people then the Equipment Officer and Equipment Custodian(s) must maintain good communication with each other to ensure good operation of this policy. Details of the Custodian's role are set out below. When the current Custodian stands down the CWG will ensure the recruitment of his/her replacement.

Insurance

The Competitions Working Group need to ensure the equipment is adequately protected as agreed with the main committee.

The Equipment Officer will undertake an annual stock check of club equipment and advise the Working Group on the current value and replacement cost.

The Treasurer will ensure that any policy is suitable for the Club's needs and is kept current.

Costing

The aim of this policy is to ensure that equipment is available for events as required but also that adequate budgetary controls are in place. This revolves around control of stock and adequate replacement funding. The policy is not designed to be restrictive on individuals but rather to ensure that the cost of maintaining the equipment on an annual basis is reflected in the Club's budget.

The responsibility for maintenance, repair and replacement of equipment is delegated to individuals as explained in the next section. All costs are met by the Treasurer but individuals need to be aware of the limit on unauthorised expenditure set by the main committee¹. All spends are to be copied to the Equipment Officer so that new items can be recorded in the Equipment Register.

On an annual basis (June) the Equipment Officer and Treasurer will produce a report for the Working Group detailing:

- Equipment Value (current and replacement)
- Any major items of equipment requiring replacement in the next year.
- An average cost of the event equipment measured against fixtures and activities. This is to allow an adequate calculation of event fees. The cost of some items of equipment is not included. These are indicated in the next section which also covers how the cost is born by the Club.

Equipment Types

The NATO equipment falls in to five categories:

- Equipment used on a day-to-day basis for events.
- Equipment held in various "team boxes".
- Equipment held for use at Major Events or as spare.
- Items used for development promotion.
- Miscellaneous (such as trophies).

The policy for each of these categories is given in the following sections. A full list of equipment is shown in Appendix A.

Main Equipment

Equipment Custodian

The equipment used on a day to day basis for events is held and maintained by the Equipment Custodian². This equipment is available for issue for events – normally to organisers and planners. A stock is held to cater for the normal calendar of events.

¹ As at June 2012 this is £50.00.

² As at June 2012 this is Patrick Smyth.

The custodian is responsible for:

- Maintaining a record of the location of the Club's equipment.
- An annual stock-take prior to the insurance renewal.
- Issuing equipment to organisers and planners
- Day to day maintenance and/or replacement of equipment.
- Maintaining a satisfactory level of consumables.

Usage

The system requires event officials to provide the Equipment Custodian details of their needs well in advance of the event (with timescales appropriate for the event). Consideration should be given to potential problems in obtaining and/or returning the equipment e.g. holidays, other events. The Equipment Custodian will then agree arrangements for the collection or delivery of the items. Equipment should be obtained from/returned to the custodian rather than passed on to other individuals (except with his agreement in advance).

The Equipment Custodian will record the issue/return of equipment to individuals on an event by event basis in such a way that all equipment is accountable.

Individuals should return equipment in the same state in which it was issued. Any deficiencies breakages or damage should be reported to the Equipment Custodian so that repair/replacement can be arranged.

The Equipment Custodian will hold supplies of consumables that can be used by event officials or to restock Team Boxes.

The Equipment Officer and the Equipment Custodian are responsible in conjunction with Competitions Working Group for organising help as is required for repair of club equipment.

Spare Equipment

Other event equipment is stored elsewhere with other club members³. This consists of items only used at major events (normally Level B) or stocks of items over and above the normal use.

The policy for the use etc. of this equipment is the same as that for main equipment – e.g. it should be requested via the Equipment Custodian.

Event Team Boxes

The event teams (Registration, Start and Finish) maintain their own “Boxes” of equipment which they use for the main club Fixtures. Some items of equipment (for use at registration start or finish) not normally used by these teams are held by the Equipment Custodian.

A small events box is held by the Equipment Officer for use by individuals running small series (e.g. Night Owls).

A Club Night box is maintained by the Club Night Co-ordinator.

³ As at June 2012 this is all held by Helen Rafferty.

The policy and procedures for all these boxes is the same.

The teams are normally responsible for arranging their own equipment for events. They will arrange for its arrival at events (if necessary by passage between individuals). The Team Leaders are responsible for the equipment in the boxes. They are also responsible for its repair/refurbishment and also the maintenance of levels of consumables (e.g. barrier tape) sourced from the Equipment Custodian.

Development Equipment

General

Occasionally items are purchased for use as part of a development project. These are normally the responsibility of the Development Group and are not recorded in the Equipment Register. Some exceptions are covered below.

Development items usually consist of posters handouts etc. and are normally specific to the project and consequently have a limited shelf life. These items are held and used by individuals concerned in the project. The cost of these items should be written off to the project.

Membership Packs

Membership packs are considered to fall within this section. They are maintained by the Membership secretary and are usually held within the Registration Team Box. They are included in the valuation under this heading. Any costs will need to be allocated either against general event expenditure or a specific development project.

Permanent Course Stores

A small store of equipment is held by the Permanent Course Co-ordinator for the upkeep of the Club's permanent courses. This is used and maintained by that individual. Any costs should be counted against the income from permanent courses.

Schools Equipment

A store of equipment has been purchased through grants to NSOA. This held by the Club's Schools Development Lead (John Crosby). This is used and maintained by that individual.

Although owned by NSOA it is included in the Club's insurance. Therefore a record of the items is included in the Equipment register.

Other Equipment

Some individual items fall outside these categories.

Map Printer. This is held by John Crosby. It is maintained by him. A cost per map is calculated separately to the equipment costs. The printer and stocks of consumables are included in the Equipment Register.

Software. The Club owns several copies of the OCAD9 mapping software and also some copies of the OCAD9 course planning software. This is controlled by the Mapping & Fixtures Group.

Trophies. The trophies are held by annual recipients or in store by the Equipment Officer. The Club Secretary is responsible for maintaining a record of recipients.

Document History

The need for this policy was identified by Competitions Working Group at its meeting in February 2011 and was been discussed by the Club Committee in March 2011.

This policy is owned by the Competitions Working Group. Version 1 was adopted at the Working Group meeting on 5th July 2012.

Equipment List

The current equipment list is maintained as a spreadsheet. The June 2012 version is embedded into the icon below.



D:\@Data\My
Documents\Person

Equipment Summary

The diagram below is a summary of responsibilities for equipment within the Club.

