



Olympic Peninsula Sports Union

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27 Feb 2001

POLICY MEMORANDUM #4,

From: Executive Committee, OPSU
To: Distribution

Subj.: **OPSU Equipment Management Policy**

Encl.: (1) Equipment Manager Responsibilities
(2) Inventory form

1. The purpose of this memorandum is to establish the policy for the Olympic Peninsula Sports Union on the management of club owned equipment.

2. All equipment will be maintained and accounted for by the Club Equipment Manager. His responsibilities are specified in the OPSU constitution (see enclosure (1)). He may use a form similar to the provided in enclosure (2).

3. At the start of the youth season, the equipment manager may assign to the head coach of the youth team the basic equipment required (balls, and cones). This equipment will be used by the youth team for the entire season. The coach will account for the equipment as long as it is with the youth team. As additional team equipment is required, the equipment manager will be notified.

4. Senior Men and Military coaches using club equipment will notify the equipment manager what equipment is needed for practice and games. It is the responsibility of the equipment manager to ensure that the equipment is on-site. If the equipment manager is not able to accomplish that task, an alternate will be selected to ensure that the equipment is present.

5. Individuals desiring to use club equipment will be issued it from the equipment manager, dependent on the needs of the club. This will generally be only for the period from the end of Thursday practice to the start of Tuesday practice. Lost or damaged equipment will be replaced in kind, or paid for, by the individual checking out the equipment.

6. Jerseys for all of the teams are owned by the Club. The following is the club jersey policy:

- a. Youth team jerseys will be maintained by the youth coach
- b. Senior Men and Military jerseys will be issued to the players on the day of the game.
- c. Upon completion of the match, prior to players being released, the jerseys will be collected and accounted for.
- d. At home games, a player will be assigned the responsibility to wash and dry the jerseys. They are to be turned in to the equipment manager at the Tuesday practice. The teams wear these jerseys at games, the player washing the jerseys should try to do the best job possible to get them clean and looking good. Lost or stolen jerseys will be replaced in kind, or paid for in full, by the individual responsible for washing them.
- e. At away games, the equipment manager will collect the jerseys. If the equipment manager can not accomplish this, an alternate will be selected,

7. Fields are set up by the club for all home games. The following is the club policy for home game field set up, and clean-up.

- a. All players are expected to present to set the field.
- b. The equipment manager, or field director if assigned, will ensure that the appropriate field equipment is present.
- c. Unless the coach has specifically released a player, all players will assist in setting up the field. The following tasks need to be performed:
 - (1) lining the field (liner pusher, and string men)
 - (2) Flags set up
 - (3) Field barriers set up
 - (4) Goal posts set up (if required, the goal posts being erected, padding installed, etc)
 - (5) Field inspected for rocks and debris
- d. Upon completion of the game, all team equipment will be collected and made ready for transport prior to the team being released. The field will clean up of all trash. If field conditions warrant, the team will perform field maintenance (fixing divots, etc)

8. The equipment manager will have a fund to repair equipment. The total amount of funds available will be established by the executive committee. Within that amount the equipment manager has complete discretion for its expenditure. The equipment

manager will inform the treasurer when funds are needed in order to get the check.

9. Point of Contact is Morgan Roehl, OPSU Secretary-home
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Deane A Shephard

Copy to:
All Players
Executive Committee
Website

Enclosure (1)
Equipment Manager Responsibilities

Per the OPSU Constitution:

Article III

5. EQUIPMENT MANAGER

- a. The equipment manager will be elected by the dues-paid members of the Union.
- b. The Union equipment manager will:
 - (1) be responsible both the accountability and serviceability of Union equipment to include team jerseys
 - (2) report equipment needs to the treasurer
 - (3) ensure the appropriate equipment is present at practice and games
 - (4) ensure half-time water is available.
- c. The equipment manager may select a fields manager, or ask the Union to elect one. The fields manager is responsible for:
 - (1) ensuring that the field equipment is ready for home game set-up
 - (2) maintaining the field equipment
 - (3) requesting funds to replace damaged equipment and purchase field liner
 - (4) supervising actual field set-up.
- d. The equipment manager may request the establish of an equipment standing committee with the following responsibilities:
 - (1) obtaining and preparing the pitch for all matches hosted by Peninsula Rugby Union, or the Bangor Renegades
 - (2) inventory and maintenance of Union equipment (balls, cones, posts, etc.)
 - (3) cleaning jerseys
 - (4) insuring field preparation items (lime, liner, cones, and string) are available

Enclosure (2)
Inventory Form

Inventory of OPSU property-

Item #	Item	Quantity	Condition	Remarks
1	Team Set- Jerseys, Long Sleeve, Stripped	15	Poor, many can not be affordably repaired.	The quality of the jerseys was quite low. These jerseys have lasted less then three seasons.
2	Team Set- Jerseys, Short Sleeve, Stripped	12	Poor, many can not be affordably repaired	The quality of the jerseys was quite low. These jerseys have lasted less then three seasons.
3	Team Set- Jerseys, Short Sleeve, Quarters	14	Poor, many can not be affordably repaired	These jerseys have lasted several seasons. Now age has caught up them.
4	Tackling Bags	4	Good	One bag needs to be restrung, but otherwise the bag is in good shape
5	Rucking Bags	4	Good	
6	Goal post protectors	4	Good	
7	Balls	12	Fair to poor	Many of the balls have just worn out (bladder damage, outer surface worn through
8	Cones, 6 inch orange	12	Fair	
9	Liner	1	Fair	The dispensing rod is damaged making it difficult to lay the dashed lines
10	25 meter tape measure	1	Good	

Example

Enclosure (2)
Inventory Form

Inventory of OPSU property

Item #	Item	Quantity	Condition	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				