



Operational Policy

ASC Equipment Use Policy

Date of Executive Approval: ___ May 15 ____, 2020

Last Review Date:

Approval Responsibility: ASC President

1.0 Purpose

To outline the requirements and expectations regarding the use of all Ardrossan Soccer Club (ASC) owned equipment.

2.0 Scope

This policy applies to the use of ASC owned equipment.

3.0 Definitions

- ASC – Ardrossan Soccer Club.
- Borrower – Assigned ASC team head coach.
- Equipment – All ASC owned soccer related equipment as issued at time of soccer equipment pick-up day or otherwise loaned.
- Lender – ASC.

4.0 Policy

- 4.1 The borrower will be required to sign an ASC equipment use policy agreement form at the beginning of each season. This signed form must be returned/ sent to ASC Equipment Coordinator prior to the start of soccer season.
- 4.2 Equipment must be returned in good order and must be devoid of permanent damage including but not limited to structural damage and markings beyond reasonable wear and tear, on the established equipment return date as determined by the Lender; ASC Equipment Coordinator.
- 4.3 The Borrower –Is responsible for the full cost of repair or replacement of any or all of the Equipment that is damaged, lost, or unreturned, from the time the Borrower assumes custody until its return to the Lender.
- 4.4 The Borrower shall be responsible for the proper use and deployment of the Equipment.



4.5 The Borrower shall be responsible for training anyone using the “Equipment” on the proper use of the “Equipment” in accordance with any usage procedures.(i.e. Field Line Painting Machine) If the Borrower is unclear about their responsibility in this regard, they are obligated to inquire to the Lender; ASC Equipment Coordinator, with regards to such procedures.

4.6 Equipment must be returned ASC upon the completion of the applicable indoor / outdoor season as specified by the ASC Equipment Coordinator. The ASC Equipment coordinator will set and communicate the equipment pick up & equipment return days, with the assigned team coaches.

Note: ASC long term coaches;

(coaches that coach both indoor and outdoor seasons) may as agreed upon by ASC and communicated with ASC Equipment Coordinator may be permitted to hold on to the equipment for multiple seasons. However, these select coaches will be required to provide a complete inventory; (including pictures of said equipment if requested) of ASC loaned equipment upon request of ASC Equipment Coordinator.

4.7 Types of ASC owned equipment:

- Equipment such as soccer balls, cones, first aid kit, equipment bag, ball pumps and goalie gloves for ages U-9 – U-19 and (goalie net(s) for the outdoor season) shall be issued to each coach at the start of the season.
- Applicable age/ size set of team jerseys (excluding Timbits jerseys and jerseys purchased by ASC for the purpose to be kept by the players following completion of the season. -This type of jersey(s) will be communicated to the team coach at the equipment pick-up day by the ASC Equipment Coordinator).
- The correct size balls will be issued to each coach:
U5 – U8: Size 3
U9 – U12: Size 4
U13 and up: Size 5
- If any type of soccer equipment needs to be repaired or replaced, the coach should contact ASC Equipment Coordinator and make arrangements to return it to the ASC Equipment Coordinator as soon as possible.
- All game balls are to be used for games only, not for practices.
- also included is the ASC owned -Line Painting Machine.
- Any coach failing to return his/her equipment will be invoiced at current market replacement costs.



5.0 ASC equipment use policy agreement form

- 5.1 The borrower will be required to sign an ASC equipment use policy agreement form at the beginning of each season. This signed form must be returned/ sent to ASC Equipment Coordinator prior to the start of soccer season.

ASC Equipment Use Policy Agreement Form

I the undersigned, as a head coach of an Ardrossan Soccer Club (ASC) team. I have read and understand the requirements of the (ASC) Equipment Use Policy. Additionally, I agree to fully comply with all requirements as outlined in the Ardrossan Soccer Club (ASC) Equipment Use Policy. As a Borrower of ASC equipment, I am responsible for the care, custody and control of the loaned equipment. As such I will ensure the prompt return of equipment when requested by ASC. Failure to comply with ASC Equipment Policy, I agree I may be invoiced and will be responsible to reimburse ASC at full replacement value/cost of any unreturned, missing or undue damaged equipment as stated in the above-mentioned policy.

Dated: Day/Month/ Year

ASC Coach: Name _____

Signature _____