



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: INVENTORY

POLICY #: 2082

Created: June 5, 2017	Last updated: February 27, 2018	Approved: February 27, 2018
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the requirements in the creation and submission of inventory lists for all of the Minor Sports under the umbrella of the Fort Saskatchewan Minor Sports Association (FSMSA).

2.0 Scope

This policy applies to all of the Minor Sport programs under the umbrella of the FSMSA, currently including baseball, fastball, gymnastics, hockey, judo, lacrosse, ringette, soccer and any other Minor Sports that may join the FSMSA.

3.0 Terms

Inventory – A list generated by a particular Minor Sport program that contains all of the equipment it has in its possession. It must also note equipment that needs to be repaired, replaced, and purchased.

Capital equipment – Equipment with a cost of \$1000 or more. Usually includes charges for transport and installation.

4.0 Policy

- 4.1 Each Minor Sport must annually submit an inventory of all equipment for insurance purposes. This must be done by October of each calendar year.
- 4.2 The inventory is to include a list of all of the equipment that is known to exist under the purview of that Minor Sport.
- 4.3 Equipment that needs to be repaired or replaced should be recorded in the inventory.
- 4.4 Capital equipment to be donated or sold requires prior FSMSA Board approval.
- 4.5 Finally, the inventory list should include all expected capital equipment purchases for the current budget year.