



OFA EQUIPMENT USAGE POLICY

Amended as of July 2011

Adopted by the OFA August 2011

Preamble

Whilst it should be recognized that the Ontario Fencing Association (OFA) is not in the position to maintain equipment, or to supply equipment to its members, it has accumulated a small stock of equipment through several special projects. To date, there has been no formally documented policy to govern usage the use of this equipment beyond the lifespan of the funding which was used to acquire it. This document describes policies for useage.

What OFA Equipment is available for use by members?

There are five categories of OFA-owned equipment available for use by its members:

- Category 1: pistes and associated hardware
- Category 2: scoring boxes, reels, and cables
- Category 3: officials equipment (weights, gauges, stopwatches)
- Category 4: participant equipment (e.g. jackets, masks, gloves, weapons)
- Category 5: technology (including video referee equipment)

Who may use OFA equipment?

The equipment may be used by any member club in good standing with the OFA, subject to its availability, as described below. The OFA may, at its discretion, also make the equipment available to other organizations and persons external to the OFA. In such situations, equipment will be rented at the rates in Appendix B.

Category 1 equipment will **only** be issued into the care of a suitably qualified armourer, on the recommendation of the OFA Officials Committee, and is issued on the understanding that the OFA assumes no liability or responsibility related to its usage.

Equipment from Categories 2, 3 & 4 may be issued to any recognized official of the club requesting the equipment who is charged with responsibility for its care.

Equipment from Category 5 will not be issued to any club or external organization except in special circumstances at the discretion of the OFA Executive Director or President.

What are acceptable uses for OFA equipment?

Category 1, 2, and 3 equipment is intended for use at OFA sanctioned activities such as tournaments and training camps.

Category 4 equipment is intended to facilitate the introduction of fencing into new areas in Ontario, or for other OFA identified priorities and projects.

Category 5 equipment is solely for use in events, workshops, and projects that are directly run by the OFA.

How is OFA equipment requested?

A request for an equipment loan is made by e-mail to equipment@fencingontario.ca at least 14 days prior to the event. The request must provide (a) the equipment requested, (b) the reason for the request (c) the name and club of the person responsible for the equipment while it is on loan. Decisions on requests will be based upon the availability of equipment, and shall be made by the OFA Equipment Coordinator in consultation with the OFA Executive Director. When there are competing requests for equipment, the OFA Executive Director shall guide the allocation equipment at his or her discretion. There is no appeals process for equipment requests.

On receipt of a request, the OFA Equipment Coordinator will approve or deny the request based on the policies outlined in this document and shall make appropriate arrangements with the requester for access to the equipment. Note that it is the requesters responsibility to pick up and return the equipment in a timely manner (see **Transport of Equipment** below).

Fees/Costs (See Appendix B for a list of rental rates)

There is no rental fee to OFA member clubs in good standing, provided the activity is OFA inclusive and is not revenue generating.

Examples are:

- A club co-hosting an OFA camp or training activity may use the equipment with no charge or registration fee to the participants.
- A club that wishes to conduct a “for profit” sports camp, or a non-OFA event would be charged for its use at the rates outlined in Appendix B.
- A club requesting use for an OFA tournament falling under Competition Categories 1 - 3 (as defined in the current Sanctioning Policy) may use the equipment provided with no charge. Tournaments falling under Competition Categories 4 and 5 would be charged for its use at the rates outlined in Appendix B.

Clarification on whether or not fees are applicable for any particular event is the responsibility of the person requesting the equipment.

Transport of Equipment

Any club/person using the equipment is responsible for safe transportation of the equipment from and back to its storage facility in a timely manner (within 2 days of the close of the event) unless other arrangements have been made with the OFA Equipment Coordinator. It is the responsibility of the borrower to provide human resources to load and unload the equipment.

Maintenance and Repairs

Borrowers are to ensure that the equipment is complete and is working satisfactorily when received and returned. Basic repairs may be undertaken by suitably knowledgeable persons but any repair work or lost equipment must be reported to the OFA when the equipment is returned. Any outstanding repairs or replacements will be undertaken by the OFA and their cost passed on to the last person to borrow the equipment.

Transfer Receipt

Each user is to complete Appendix A (Equipment Transfer Receipt) for usage of equipment. Appendix A lists equipment used, and acknowledgement that equipment was received in good working order and returned in good working order. Any missing items are to be recorded upon receipt to the OFA storage facility, as well as any repairs required or undertaken.

Policy Changes

The OFA reserves the right to change this policy without notice as its operational needs demand. However any equipment signed out under this agreement is subject to this version of the policy until the item is returned to the OFA storage facility.

APPENDIX A

EQUIPMENT TRANSFER RECEIPT

USER (PLEASE PRINT) :

USER SIGNATURE :

DATE :

OFA REPRESENTATIVE :

EQUIPMENT RECEIVED :

MAINTENANCE PERFORMED:

RETURN STATUS :

DATE RETURNED :

USER SIGNATURE :

OFA REPRESENTATIVE :

APPENDIX B

FEE SCHEDULE FOR EQUIPMENT RENTAL

Category 1 (pistes and associated hardware): \$50 per set per day of use

Category 2 (scoring boxes, reels, and cables): \$25 per set per day of use

Category 3: (officials equipment i.e., weights, gauges, stopwatches): \$10 per set per event

Category 4: (participant equipment, i.e. jackets, masks etc.): \$10 per set per week of use

Please note that Category 1 equipment will only be released to a suitably qualified armourer to ensure that they are properly installed and do not create a hazard for participants. All liability and responsibility for equipment lies with the borrower.