



Truro and Area Minor Hockey Association - Policy/Procedure

CATEGORY: ADMINISTRATION	TITLE: EQUIPMENT & EQUIPMENT MANAGER DUTIES
POLICY #: 2.9	LAST UPDATE: AUGUST 2019
POLICY: TAMHA will ensure all players are provided with approved hockey wear	
PURPOSE: To ensure all TAMHA hockey wear & equipment that is provided is returned as required	

PROCEDURE:

1. Equipment

- a. Each TAMHA rep team is required to pay each year in to the TAMHA sweater fund. Funds will accrue to the credit of each team in order to purchase replacement jerseys at the end of a determined period of time. The TAMHA sweater fund monies will be collected prior to December 1 of the current season and held in trust until such time new sweaters are to be ordered for a particular team. All jerseys are to be ordered by the equipment manager.
- b. Game jerseys are not to be worn during practices or any other time other than game situations or approved team functions.
- c. Jerseys will be the responsibility of the team and must be returned at the end of the current hockey season to the equipment manager.
- d. TAMHA will endeavor to provide goalie equipment to novice and house league teams if required. Other miscellaneous equipment will be made available with the approval of the board and the equipment manager as needed.
- e. All equipment on loan from TAMHA must be returned to the equipment manager by May 15th at the end of each hockey season. Parents/Coaches will be required to sign out any equipment borrowed on the appropriate sign out forms.
- f. TAMHA rep teams are required to purchase and maintain their own supply of pucks which shall remain the property of the individual rep team.
- g. The equipment supplied by TAMHA shall be of good quality, in good repair, and in the case of goalie equipment shall provide adequate and safe protection for the player.

- h. All equipment orders are to be made by the equipment manager.

2. Jersey's

- a. TAMHA provides jerseys for players of the association to wear.
- b. Jersey's and equipment will be assigned to each coach in accordance with established procedures. The Coach/Manager are responsible for collecting the Jersey's and equipment at the end of the hockey season and returning them to the Equipment manager.
- c. Coach/manager must sign off on the jersey tracking form upon receipt and return of jerseys. These completed forms are to be given to the equipment manager at the start of the season and upon return of team jerseys at the end of the season.
- d. Parent/Guardian will sign out the Jersey's from the Coach/Manager at the beginning of the season by signing the TAMHA Jersey Guidelines and also the team Jersey tracking form and also provide a post dated cheque dated May 15 of the current hockey year, as a security deposit of \$50 for C level (house league) teams and \$150 for rep teams. All cheques are to be turned in to the TAMHA Office Administrator.
- e. Name bars, and "C's" or "A's" must be sewn on- NOT IRONED OR GLUED. They must be removed from the jersey prior to being returned.
- f. At the completion of the season, jerseys are to be washed and promptly returned to the Coach/Manager on a pre-determined date set by the Coach/Manager prior to May 15. Upon return of the jersey, the post dated cheque will be returned to the parent
- g. Any jersey not returned to the equipment manager by May 15th or showing signs of abuse/damage from ironed, glued, or taped name bars or letters (Other than normal wear or accidents) will be invoiced to the parent/guardian at \$50 per Jersey for C level players (house league) or \$150 for rep league players.
- h. Failure to return jersey (or pay invoice) will prevent child from participating in future TAMHA activities

3. Equipment Manager

- a. Maintain an up to date inventory and distribution log of all jerseys and equipment.
- b. Issue and obtain jersey tracking forms for all jerseys and equipment at the start of the season and in conjunction with the division reps and team coaches/managers collect all jerseys and equipment at the end of each hockey season.
- c. Arrange for repair of jerseys and equipment where necessary.
- d. Arrange through the Board appropriate insurance coverage for protection of jerseys and equipment from loss due to fire or theft.

- e. May be authorized to purchase equipment as necessary.
- f. Recommend purchase of jerseys and equipment to the Board where applicable.
- g. Present a yearly report at the annual General Meeting

RELATED GUIDELINES: