

Edgeworth & District Little Athletics Club (EDLAC)

Equipment Policy

1. Purpose

This policy outlines the responsibilities and procedures related to the use, care, maintenance, and management of all equipment owned by Edgeworth & District Little Athletics Centre, to ensure safe and effective operation during training and competition.

2. Scope

This policy applies to all committee members, coaches, age group managers, athletes, and volunteers who use or manage equipment owned by Edgeworth & District Little Athletics Centre.

Equipment Covered;

Includes, but is not limited to:

- Athletic equipment (shot puts, discus, javelins, hurdles, starting blocks, etc.)
- Training aids (cones, agility ladders, markers)
- Measuring and timing devices
- Shade structures, signage, tables, and chairs
- Storage containers, bins, and transport trolleys

3. Responsibilities

Committee: Oversees budgeting, purchases, and overall equipment policy compliance.

Equipment Officer: Maintains inventory, organises inspections and audits, manages storage, and processes loan requests.

Users (Coaches, Volunteers, Athletes): Expected to use equipment safely, follow all handling procedures, and report issues promptly.

4. Equipment Use

Equipment is for use during Edgeworth & District Little Athletics Centre events, training, and approved external events only.

Equipment is to be used safely and for its intended purpose only.

Only trained or authorised individuals may use specialised equipment (e.g. high jump mats, electronic timers).

5. Equipment Loans to Coaches

- Coaches may borrow club equipment for official training sessions outside of regular centre meets.
- All loan requests must be submitted to the Equipment Officer and approved by the committee (or delegated member).
- A register must be maintained with the item(s) borrowed, borrower's name, date borrowed and expected return date.
- Equipment must be returned in clean, working order.
- Coaches are responsible for loss or damage due to negligence and may be asked to cover repair or replacement costs.

6. Maintenance and Storage

All equipment must be returned to the designated storage area after use.

Damaged or faulty items must be reported immediately to the Equipment Officer.

Regular inspections will be carried out to ensure the safety and condition of equipment.

7. Loss or Damage

Accidental damage should be reported as soon as possible — the club understands that wear and tear occurs.

- Where equipment is lost or damaged through misuse or negligence, the club may seek recovery of costs or restrict access.
- Repeated failure to report or return equipment may result in restricted use or disciplinary action.

8. Inventory Management

The Equipment Officer will maintain a detailed inventory of all club equipment.

- A full audit will be conducted at the start and end of each season.
- Spot checks may be conducted periodically during the season.

9. Disposal and Replacement

Unserviceable or obsolete equipment will be reviewed by the Equipment Officer and committee for safe disposal or replacement.

All new equipment purchases must be approved through the committee in accordance with the club's budget and safety priorities.

10. Review

This policy will be reviewed annually to ensure relevance and effectiveness.

Approved by: EDLAC Committee **Effective Date:** 29/07/2025

Review Date: 24/05/2026