



1.0 Overview Section

1.1 Purpose

The purpose of this document outlines the equipment management and rental process for the WSHA season.

1.2 Scope

This policy applies to all members of WSHA.

1.3 Implementation

Implementation is in accordance with Effective by Date

1.4 Responsibilities

Association Members (Parents/Guardians)	Review, complete and sign the appropriate equipment rental form, as appropriate.
Coaches	Communicate any needs with the equipment manager. Ensure compliance with equipment standards.
Parent Rep	Communicate any needs with parents. Connect parents to the equipment manager if necessary.
Board Members	Monitor and ensure compliance of the policy.
Registrar	Inquire during registration if equipment is needed for the player to participate. Communicate equipment check-out dates.
Equipment Manager	Ensure compliance with policy, rental procedures and equipment management processes.

2.0 Procedure

2.1 Equipment Management

The equipment manager will communicate to the Board unused surplus equipment that may be sold or donated when appropriate. The equipment manager will provide a list of possible resale value and funds from the sale would go back to the equipment budget. If new supplies are needed, equipment manager will communicate to the Board the list of needs and associated costs. All equipment shall meet the requirements of USA Hockey, WAHA, and WSHA.

2.2 Storage

Equipment will be stored, with assistance of the Board to obtain, in a dry, well-ventilated, and accessible space.

2.3 Responsibilities

The equipment manager will assist players in obtaining proper fitting equipment. During the initial handout, the equipment manager is responsible for record keeping of loaned equipment. Coaches are responsible for handing out game jerseys and communicating any equipment needs he/she sees to parents/guardians throughout the season.

3.0 Rental Procedures

3.1 Deposit for Rental: 1 separate check required at equipment checkout time

1. \$75 Post-Dated Equipment deposit check that will be held and returned at time of equipment check-in following the hockey season
 - a. Post dated check collected at time of equipment checkout, post date for April 1st
 - b. Post dated check is held by WSHA and shredded/returned upon equipment check-in for equipment returned in good condition



- c. If equipment is not turned in 4 weeks after last scheduled season practice, during equipment turn in, the post-dated deposit check will be cashed
2. Lost / Damaged Items – if an item is lost/damaged, it is highly preferred that the item be replaced with similar style and exact size. If the lost/damaged item is not replaced, the deposit check will be cashed.
3. Off-season rental – No separate fees are required. Members must communicate and receive acknowledgeable/agreement from the equipment manager to keep equipment during the off-season.

3.2 Equipment Rental Form

See appendix.

4.0 Document Information

4.1 Reference Documents

NA

4.2 Distribution

Members at time of registration. All WSHA members, as available on the association website.

Appendix – Equipment Rental Form



Title: Equipment Rental Policy

WSHA Equipment Rental

Parent Name: _____
(print) (date)

Phone Number: _____ Email: _____

Player Name: _____
(print)

- ☐ Helmet
- ☐ Shoulder Pads
- ☐ Elbow Pads
- ☐ Shin Guards
- ☐ Breezers (hockey shorts)
- ☐ Gloves
- ☐ Skates
- ☐ Bag

Any member who does not return equipment or returns damaged equipment will have the \$75 check cashed.

Parent Signature: _____