



## FC Northwest Equipment Policy

1. Equipment shall be issued to each team at the start of each season at a scheduled pick-up time. Teams must send one person from their team to represent them at one of the equipment dates that teams are given. Failure to do so may result in the team not having items in time for practice or game start dates.
2. A team representative will sign out all equipment that is being distributed to the team. A copy of this will be made and left for the team's manager or coach to pick-up and keep on file.
3. Each team will bring the equipment back at the end of each season at a scheduled drop off time. Teams must send one person from their team to represent them at one of the equipment dates that teams are given. For returning teams, the return and re-assignment of equipment can be arranged to take place at the same time.
4. Any missing items will be held to the team's account, and upon return, the account will be corrected. If after 30 days a team still has outstanding items then honorariums will be adjusted according to replacement costs. (\*)
5. If any items need to be repaired or replaced, the coach or team representative should return it to the Equipment Manager as soon as possible. Equipment sign out sheets will be updated accordingly and a team member will sign for it. In this case no extra charges will be held to the team account.
6. Any coach failing to return his/her equipment in its entirety may not be eligible to coach the following season.

(\*) We recognize that items such as soccer balls may go missing throughout the season and FCNW will allow for 2 or 3 not being returned; otherwise, all other equipment is to be properly looked after, stored and returned to the club when required.

Please contact Melissa Sul or Crystal Kennedy at [fcnwequipment@icloud.com](mailto:fcnwequipment@icloud.com) for any equipment related items.