



# SWIM MANITOBA

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## Equipment Policy

Approved February 26, 2018

1. General Guidelines:
  - 1.1. Equipment is the property of Swim Manitoba,
  - 1.2. Equipment is to be under lock and key in cages in the Pan Am Pool unless authorized by Swim Manitoba to be used by a member
  - 1.3. The codes for the cages are to maintain and known at all times to four equipment administrators:
    - 1.3.1. The Executive Director of Swim Manitoba
    - 1.3.2. The Technical Director of Swim Manitoba
    - 1.3.3. The Program Administrator of Swim Manitoba
    - 1.3.4. The Provincial Officials Director
2. Code management
  - 2.1. The code may be released to the following individuals by an equipment administrator listed above;
    - 2.1.1. The Meet Manager of a sanction Swim Manitoba Program Competition that is to take place within three days of the receipt of the code,
    - 2.1.2. The Meet Manager of a sanctioned Swim Manitoba Championship meet that is to take place within one week of the receipt of the code,
    - 2.1.3. Any individual that requires access to specific equipment for a “special” project approved by Swim Manitoba
  - 2.2. The code to one or more of the cages should not be in the possession of more than one individual other than an Equipment Administrator at any time.
  - 2.3. The code is to be changed by an Equipment Administrator as quickly as possible after the completion of each sanctioned Swim Manitoba Competition and then provided to the other three Equipment Administrator.
  - 2.4. The code is to be changed after the return of all equipment used in the completion of a “special” project.
  - 2.5. The equipment cages are to be checked to establish that all equipment is present before a code is changed.
3. Cage management
  - 3.1. An equipment listing sheet that details the equipment in each cage shall be maintained in each locker.
  - 3.2. There are two locked equipment cages located in the PA room of the Pan Am Pool. Access to this room is only available through a request to facility maintenance.
  - 3.3. From the time a Meet Manager or individual working on a special project is given the code to a cage they are responsible for the management and security of all the contents of that cage.
  - 3.4. An equipment cage shall be locked when leaving the PA room.
4. Cage contents verification



- 4.1. Verification of the contents of a cage after the end of a sanctioned competition should whenever feasible be completed by one of the session Referees.
- 4.2. In the absence of verification at the end of a sanctioned competition by the one of the session Referees verification of the contents of a cage must be completed by an Equipment Administrator at the earliest convenient time.
- 4.3. The contents of a cage remains the responsibility of the Meet Manager or individual working on a special project until it has been verified as outlined in 4.1 or 4.2.
- 4.4. The code to a cage must be changed after its contents have been verified (see section 2.4) or as soon as feasible after verification.

## 5. Use of equipment

- 5.1. The contents of each cage are to be used solely for the purpose outlined in the Swim Manitoba Equipment Rental Agreement.
- 5.2. The contents of the cages are not to be utilized without a properly executed Swim Manitoba Equipment Rental Agreement in place.
- 5.3. Use of the equipment on an ad hoc basis can only be authorized by an Equipment Administrator and must be reported back to one of the other three Equipment Administrators.

Approved by the Swim Natation Manitoba Board of Directors February 26 2018