



Cage Equipment Management Policy

The Cage Coordinator(s) is responsible for the following:

- **Administer checkout and return of equipment according to the Cage Equipment Checkout Policy**
 - Lost equipment or equipment damaged beyond normal wear and tear should be charged to the responsible party. Present each case to the Board of Directors for approval of action to be taken.
 - The Cage Coordinator(s) has the authority to refuse to checkout equipment to any member who has not returned equipment due from previous checkout or who has not paid charges due from equipment lost or damaged beyond normal wear and tear.
- **Conduct annual inventory in March or April**
- **Conduct annual inspection of boats, pfd's, trailer, stoves, sleeping bags and tents**
- **Maintain/repair equipment**
 - Maintain instructions on equipment use and care
 - Perform or obtain necessary maintenance or repair services to keep equipment in good condition
- **Equipment Purchase**
 - Submit annual equipment purchase budget in January
 - Acquire approved budget items with approval from the President on any budgeted items over \$200. Any items not budgeted are to be submitted to the board for approval before acquisition
 - Label new equipment and add to inventory list
- **Equipment disposal**
 - Submit recommendations to the board of directors for disposal of equipment
 - Equipment that is in useable condition but is no longer being use must be first offered to the current membership. The coordinator should recommend a price for approval by the board. Items may be offered for direct sale or for sale by auction with the board setting the reserve price
 - Equipment that is no longer useable may be thrown out or offered for spare parts with the approval of the board of directors.