



Social Sport Equipment Procedure

1. Introduction

- 1.1. The following procedure outlines the process of using, collecting and replacing equipment for the purpose of social sport sessions and events.
- 1.2. Social sport equipment will be required from 26th September.

2. Inventory

- 2.1. An inventory per social sport session is to be kept for the session specific equipment. This is to be initially carried out by the ULSU Social Sport Assistant then maintained by the ULSU Social Sport Ambassadors.
- 2.2. Updates are to be made to this weekly by the ULSU Social Sport Ambassadors after each session. This includes old equipment being replaced by new or equipment lost.
- 2.3. Inventories are to be checked once every two weeks by the ULSU Social Sports Assistant.

3. Collection and Putting Away of Equipment

- 3.1. Each session designated equipment can be collected and put back in its specific place which will be communicated by the Social Sports Assistant and Sports Centre Staff to the University of Lincoln Students' Union Social Sport Ambassadors. Social Sports Ambassadors are responsible for the collection and return of all smaller equipment e.g. balls, bibs, rackets and cones etc.
- 3.2. All larger equipment on the University of Lincoln Sport Centre facility e.g. goals & nets are to be set up by Sports Centre Staff.
- 3.3. Ambassadors are to notify a member of the University of Lincoln Sports Centre Staff or the ULSU Social Sports Assistant if equipment isn't in its designated space or the space has been taken.
- 3.4. When accessing the Witham house storage facility the door key is to be signed out at the sports centre reception and signed back in. Under no circumstance is this not to be signed back in after a session.
- 3.5. All ULSU Social Sport ambassadors requiring access to the Witham house facility will be granted swipe card access through the main front door.

3.6. All mats utilised in the ATB building are to be carried two persons per mat and returning to the exact space they were found following use.

4. Damage and Loss of Equipment

- 4.1. University of Lincoln Students' Union Social Sport Ambassadors are required to check all equipment before every session for signs of wear and tear. All damaged, missing or lost equipment is to be noted on the relevant reconciliation sheet. Any damaged equipment is to be reported to the Sports Centre Staff or Social Sports Assistant immediately and if under the sports centre remit will be replaced as soon as possible.
- 4.2. Equipment is to be checked and accounted for by the University of Lincoln Students' Union Social Sport Ambassador for that sport after each session noting any discrepancies on the appropriate reconciliation sheet.
- 4.3. All footballs lost by teams in football league fixtures are to pay the set fine per ball as stipulated in the league rules. These fines will be used to replace all lost balls throughout the academic year. Purchases for these will be made by the University of Lincoln Students' Union.

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