

PROCESS TO UPDATE/RECORD INVENTORY:

- All requests for equipment should be made at least two weeks in advance to person in charge of inventory or Chairperson. Under exceptional circumstances this can be reduced at the discretion of the SU committee.
- A written record shall be kept with equipment to be signed in and out by person who controls the inventory. Record of where or for what event the equipment is to be used for and duration should be recorded on this copy.
- A receipt detailing the equipment should be signed by both the inventory controller and the person borrowing the equipment. This should be kept for record.
- An electronic copy should be updated on a forth-nightly basis from March – Sept and monthly basis outside of this period.
- The electronic copy should be kept online for members to see available equipment.
- The committee should deem which requests are of higher priority in the case of conflicting requests.
- All loans to SU members/clubs/teams should be accompanied by a 10% deposit based on the equipment value on 1st April of the year in question. This will be returned in full on return of equipment in the condition it was loaned in.
 - In the event of equipment being returned in an unsatisfactory condition (as deemed by the council on report from person in charge of inventory control) the club/team who were leant the equipment will be charged an amount to replace/repair the equipment concerned. All equipment will have a recorded cost in the inventory records of which this fine cannot exceed.
 - Prices should be reviewed before 1st April each year and prior to loaning to anyone if used after pre-season review.
 - Any softballs lost must be replaced in full at a charge of £6 per ball.
- In the event that a non-Softball Ulster member/club requests loan of equipment for an event/game not supported by any softball Ulster member, the SU council must decide on the deposit required based on the risk involved. Any balls lost must be replaced in full at a cost of £6 per ball. The deposit must be no less than 25% of current value.