

GULF SWIMMING EQUIPMENT POLICIES AND PROTOCOL
APPENDIX H
REVISED SEPTEMBER 2013

Colorado Timing Systems 24/7 Hotline (1-800-287-0653) You will have to leave Name and number

Introduction and Overview

Gulf Swimming owns and maintains three equipment trailers that are available for meet hosts' usage during Gulf sanctioned swim meets. Clubs hosting meets can rent an equipment trailer from the Gulf at a flat day rate (see price list). The trailers are stored at three separate locations (Kingwood, Cypress, Spring) with the intent of making accessibility as convenient as possible for most of the teams in the Gulf LSC area.

Oversight for trailer reservations and billing is provided by the Gulf Equipment Coordinator (GEC). Storage, inventory and maintenance of individual trailers are provided by three GEC-approved hosting clubs (currently BTA, CFSC, and PACK). Each of these three Trailer Hosts (TH) will be reviewed seasonally by the GEC for performance and reliability, with changes recommended as required for improvement.

The GEC is the single point of accountability for all equipment rentals. Once the GEC has received an equipment rental request, he will make the assignment by email, providing user instructions to the renter. The appropriate TH will be copied on the email so that the trailer can be prepared in time for the meet.

Equipment maintenance may be performed as needed by each TH at their respective storage locations. Selective backup components will be housed at a central location, and will be made accessible to the TH as needed. For any defective components that cannot be repaired locally, the GEC will make arrangements for either replacement or factory repair.

Rental Process

1. All rentals must be requested by email. Email requests may be sent in at any time, the earlier the better, but preferably no later than the time of meet sanction. Any email request sent less than 2 weeks before the meet date will be considered late. **Late equipment rentals, if available, will be provided at double the current day rate.** The email request must be sent to the Gulf Equipment Coordinator Eddie Adams (gulfequipmentcoordinator@gmail.com) with the following information:

Name of Meet
Dates of Meet
Contact name
Contact email
Contact Cell Phone
Trailer preference <optional information>

(Email requests containing incomplete information will be returned for completion)

2. The Gulf Equipment Coordinator will confirm the trailer assignment by return email approximately one week prior to the meet. The confirmation email will include the rental details, including location for pick up and return of the trailer, and instructions on required equipment inventory. The appropriate TH club will be copied on the email alerting them of the reservation so that they may make preparations in advance. Generally, the equipment may be picked up 1-2 days prior to the first day of the meet. **The trailer is due back to the TH by 3:00 pm the following day of the meet, unless alternative arrangements have been made with the TH and approved by the GEC. Late charge fees will be imposed and strictly enforced, in the amount of \$100 per day to a maximum of double the rental, until the trailer is returned to the appropriate site.**

3. The rental fee is due at the time of meet sanction. Checks should be made out to **Gulf Swimming** and mailed (along with the sanction fee) to the Gulf Sanction Coordinator, Herb Schwab (802 Lakeshore Drive, Sugar Land, TX 77478). Equipment trailers will not be released to the renting club until the fee has been paid – NO exceptions. Any fines should be mailed to the Gulf Treasurer, Tom Hasz (1911 Shadow Forest Drive, Katy, Texas 77494).
4. The renting club is **required to complete a pre- and post-meet inventory of the trailer contents each time the equipment is rented**. A digital inventory form (in MS Excel file format) will be attached to the confirmation email. The completed form must be returned to the GEC (and copied to the appropriate TH) by email within 3 days after the meet. Please fill out the Excel form and save it in the same file format -- paper, scanned, or substitute reporting will not be accepted. **Failure to comply will result in a \$100 fine levied against the renting club – no exceptions.**
5. All equipment must be returned to the trailer and secured properly at the conclusion of the meet. Any equipment in need of repair, or any equipment that appears to be missing before or after the meet must be listed on the inventory form. Defective items must be clearly tagged and placed in an accessible location within the trailer. **Failure to comply with either of these requirements may result in a \$100 fine levied against the renting club. Renting clubs also assume liability for any equipment lost during the meet.**
6. The TH will validate the renting club's inventory, repair any defective equipment, and secure the equipment in the assigned storage facility for the next meet. Results of the TH inventory and repair will be reported to the GEC.

Rental Rates

- Gulf member teams hosting Gulf-sanctioned meets = \$100 per day / trailer
- Gulf member teams hosting non-sanctioned meets = \$250 per day / trailer
- Non-Gulf member teams = \$1,750 per day / trailer

Note

- Gulf sanctioned meets have first priority on equipment rental over non-Gulf meets.
- Trailer hosts will not be charged for use of equipment at their own hosted meets.
- Trailer hosts will have priority on equipment usage for non-Gulf meets (when no USAS meet).
- Trailer hosts must comply with the inventory requirements for their own hosted meets.

Equipment Care

- Gulf equipment must not be transferred from one club to another without the written consent of the GEC. For any unauthorized transfer, a renting club may be fined, or may potentially forfeit future access to equipment.
- The renting club assumes liability for missing, damaged, or non-working equipment resulting from accident or abuse. This goes into effect when the club picks up the equipment. Should the club renting the equipment discover an occurrence of damaged or missing equipment from the previous renter, they should report this immediately to the TH. Replacement of items due to normal wear and tear is the responsibility of the Gulf.
- The renting club also assumes liability for any municipal fines that may be levied during transportation of a Gulf equipment trailer (such as EZTAG violations or other traffic or parking violations). If such a violation is charged directly to Gulf Swimming, it will be the responsibility of the club to reimburse Gulf Swimming for the actual cost of the fine, and in addition, the club will be charged a \$100 administrative fee payable to Gulf Swimming.

- Care must be taken to ensure that the correct inventory is restored to each trailer after the meet is over. All too often, items from one trailer end up in another trailer (commonly during Long Course meets). When the trailers are returned to different locations, this creates a problem for the swim club renting the equipment (fines and inconvenience) and possibly for the club who may need the equipment for the next weekend.
- Start modules should be switched off prior to being returned to the trailer.
- Many of the components in the trailer are susceptible to heat damage if the trailer is closed up and stored in direct sunlight, particularly during the summer season. During meets, the trailer should be located in a shaded environment or all of the contents removed and stored in a moderate temperature environment to avoid heat induced damage to equipment.
- Touchpads shall be removed from the pool at the end of each day. This requirement is to avoid premature deterioration of the adhesive on the decals and Velcro. It is OK to put the touch pads in the pool prior to and during warm-ups.
- Touchpads must never be transported unless they are securely attached to the touchpad caddy, and they must always be transported within the Gulf trailers.

Summary of Roles and Responsibilities

Renting Club's Responsibilities

1. Send an email request to Eddie Adams (gulfequipmentcoordinator@gmail.com) at least 2 weeks prior to meet (preferably with meet sanction), providing the following information:
 - Name of Meet
 - Dates of Meet
 - Contact name
 - Contact email
 - Contact Cell Phone
 - Trailer preference <optional information>

(Email requests containing incomplete information will be returned for completion)

2. Coordinate pick up and return of trailer with assigned trailer host (TH)
3. Inventory contents of trailer prior to meet, and following meet using electronic Gulf form
4. Send inventory results to both GEC and TH by email attachment
5. Note on form any missing or non-functioning equipment
6. Blue tag any equipment items needing repair
7. Utilize rented equipment in a safe manner, and take steps to protect and secure equipment during the meet
8. Send equipment rental check directly to Herb Schwab at time of meet sanction
9. Return all equipment securely in the trailer at the conclusion of the meet

Trailer Host's (TH) Responsibilities

1. Provide a secure storage facility for trailer and contents
2. Coordinate pick up and return of trailer with assigned club representative
3. Independently verify renting club's inventory following each meet
4. Repair any non-functioning equipment
5. Replace any consumable supplies as needed (e.g., electrical tape, duct tape, super glue, electrical ties, etc.)
6. Report inventory verification and repair status to GEC
7. Report any missing equipment or non-repairable equipment to GEC
8. Make arrangements to pick up any replacement equipment from GEC as needed
9. Coordinate shipment of defective equipment to factory for any warranty or other repairs as directed by GEC
10. Maintain license tag renewals for trailers

Gulf Equipment Coordinator's (GEC) Responsibilities

1. Maintain a database of equipment rentals / status; forward status reports to Gulf Treasurer
2. Assign trailers to renting clubs
3. Provide detailed instructions to renting clubs regarding trailer usage and necessary paperwork
4. Obtain replacement equipment for TH as needed
5. Provide repair consultation to TH upon request
6. Evaluate TH performance after each competitive season
7. Host a reasonable replacement equipment inventory and deploy to trailers as needed
8. Engage in long-term equipment planning for the Gulf
9. Provide training opportunities on equipment deployment, usage and repairs
10. Report program status to Gulf Board of Directors

Gulf Swimming Responsibilities

1. Technical Planning Committee Chair to notify GEC of all 3+ meet weekends well in advance
2. Pay for the cost of all replacement equipment or factory repairs
3. Pay for any facility rental costs for trailer hosts