



CANI Equipment Policy

Procedure for signing out equipment

- Equipment must be signed out using the equipment sign out sheet by a member of CANI staff. (Proof of ID may be required if hirer is not known)
- CANI Staff member to check that the equipment is in good condition and no parts are missing. If there is minor damage or parts are missing these must be recorded in the out of use book in the office. If the damage will be a safety risk the equipment must not be issued.
- Equipment not deemed fit for use must not be signed out for purpose and an out of use sign to be attached to it.

Information to be given to recipients

- Please ensure the equipment is in good condition before you accept it and it is fit for purpose.
- If you damage equipment you will be required to replace it unless you can prove that the damage occurred through no fault of the user.
- If equipment is returned with any parts missing you will be invoiced for the replacement cost.
- We ask that you look after the equipment so the equipment will be available for years to come. Equipment must be transported on a CANI trailer or by an alternative suitable means that will not damage the equipment.
- If equipment is stolen you must contact CANI as soon as possible as we will need to contact the PSNI and our insurer etc.
- It is your responsibility to adhere to the speed limit, take account of road conditions and ensure all boats are secure while transporting CANI equipment CANI will not be liable for any claims where the equipment is involved in damage or injury..

Procedures for signing in equipment

- Equipment must be signed in using the equipment sign out sheet by a member of CANI staff.
- Equipment must be checked that everything is in good condition and no parts are missing.
- All equipment must be returned washed especially if used in salt water.
- If the equipment is damaged or parts are missing these must be reported and equipment marked as out of service.
- Spare parts should be ordered immediately and an invoice sent to the hirer.
- If the hirer has a dispute over the condition of the equipment or over loss of parts this should be discussed with the CANI Development Manager.

The person responsible

- At the point of booking CANI will ensure that the equipment will be used by an updated and qualified CANI coach or leader.
- The coach or leader does not need to be the person collecting the equipment but he / she must email the CANI office to agree to be the named responsible person.
- The person responsible must use the equipment in compliance with the British Canoeing Terms of Reference which detail the environment and the ratios for the coach or leader.
- The person responsible must carry out a risk assessment in advance of and on the day before departure.
- The person responsible will be held accountable for any damages and must ensure they use the equipment within the appropriate environment.

Storage and care at CANI store

- All CANI equipment must be stored either in the CANI containers or on a trailer in a locked compound.
- Boats must be stored on appropriate racks to reduce the risk of long term damage.
- Equipment must be washed and dried before being stored.

Transportation

- Equipment must either be transported on a CANI trailer or on a suitable alternative.
- If boats are being carried on non CANI trailers the trailer must be the right size and the span between the bars suitable for the boats being carried.
- Padding must be used on all trailers when carrying fragile craft.
- Before the trailer leaves the store it must be checked and deemed road worthy, this check should include.
 - Wheels
 - Tyres
 - Lights
 - Ball hitch
 - Secondary braking / Security chain or cable (from the trailer to the tow bar)
 - The frame
- The person towing the trailer must make the decision that they are happy to tow the trailer as it will be their licence affected if stopped by the PSNI and a fault is noticed.

Security

- All CANI equipment is insured for fire and theft which requires that when not in use all equipment must be secure against theft. This can either be a compound, container, garage or a private / secure residence. If equipment is stolen (as stated above) CANI must be contacted ASAP who will contact the PSNI.
- Boats should also be cable locked to trailers / roofs if unattended for short periods of time.

Ongoing maintenance and tracking

- Equipment marked out of service should be fixed as soon as possible.
- An asset register will be kept in the CANI office.
- An annual equipment audit will take place.
- All equipment should be checked on a regular basis by a CANI member of staff for defects or serious damage. If damages are noticed the equipment must be marked out of service, parts ordered or fixed and put back into service as soon as possible.
- Buoyancy aids will be tested regularly and all other equipment must be checked and overhauled annually.

Prioritisation of use

- CANI equipment can be booked by contacting the CANI office.
- The bookings for short term loans are made on a first come basis.
- When there is more than one request for the long term loan of equipment the following priority scale will be followed;
- Performance equipment
 - CANI development and talent squads.
 - CANI programmes.
 - Junior blader programmes.
 - Clubs that have coaches and the suitable environment to run suitable programmes.
 - Other user's e.g. outdoor / commercial operators. Uniformed organisations. Non CANI members.

- Recreational equipment
 - CANI programmes.
 - CANI Club mark clubs.
 - CANI clubs.
 - Other user's e.g. outdoor / commercial operators. Uniformed organisations. Non CANI members.

Hire / loan costs

| Daily rate | CANI club mark club | CANI club | CANI individual member | Non CANI member rate | Not profit business rate | For profit business rate |
|---|---------------------|--------------------------------------|------------------------|----------------------|--------------------------|--------------------------|
| Boat (including paddle, buoyancy aid, helmet and spray deck) | Free | £5 | £5 | £10 | £10 | £15 |
| Trailer | Free | Included with the boats if required. | | £10 | £10 | £20 |
| Event equipment (Tents, timing systems, pa systems, bibs, numbers etc.) | Free | Free | N/A | N/A | N/A | N/A |



Hire / Loan Sign Out Sheet

Details of the person collecting the equipment

| | | | |
|-----------------------------|--|--------------------|--|
| Name | | CANI number | |
| <i>If not a CANI member</i> | | | |
| Address | | | |
| E-mail | | | |
| Mobile number | | Alternative number | |

Details of the responsible person if not the person collecting the equipment

| | | | |
|-----------------------------|--|--------------------|--|
| Name | | CANI number | |
| <i>If not a CANI member</i> | | | |
| Address | | | |
| E-mail | | | |
| Mobile number | | Alternative number | |

Details of where the equipment will be used, i.e. Grade 2 river or the Blackwater River

Qualification of the responsible person

| | | | | |
|--|-----|--|-----------------|--|
| Qualifications are checked in the CANI database | Yes | | No (non-member) | |
| If the responsible person is not a member of CANI, in date certificates of another awarding body must be seen. | Yes | | N/A | |

Equipment Out

| | |
|------------------|-------------|
| Signature | Date |
| | |

Equipment Returned

| | |
|------------------|-------------|
| Signature | Date |
| | |

