



## Equipment Loan Policy

Approved: April 2019  
Review: 2022

## Introduction

Pembrokeshire Weightlifting will sometimes lend equipment to third parties for the purposes of competitions, events or training. Equipment that may be lent out to third parties includes but is not limited to: 15kg,20kg and training bars, competition and training weights, weighted/plastic collars, platform equipment, Para-Powerlifting benches and strapping.

The following rules and procedures will apply to any loan of equipment

1. Any third party that is to receive an equipment loan is to sign the Equipment Loan Agreement and adhere to conditions of the policy and agreement. The Sport Manager and the Lender must also sign the Equipment Loan Agreement prior to the start of the loan. A copy of the agreement should be kept by the Borrower, and in the Weightlifting Wales main office.
2. Loans will be granted at the discretion of the Sport Manager; Pembrokeshire Weightlifting reserves the right to deny a request for equipment to be lent out without giving a formal explanation.
3. If the loan is agreed, collection of equipment is to be pre-arranged between the Borrower and the lender. It is the responsibility of the Borrower to collect and return equipment at the agreed time, place and location, unless otherwise agreed with the Sport Manager and the Lender.
4. The responsibility of the equipment is with the Borrower for the duration of the loan and the Borrower should have the appropriate Employers Insurance and insurance to cover the value of the equipment. The Borrower is advised to check the equipment at the time of collection. Any damage or loss incurred during the loan is to be reported in writing to the Lender and the Sport Manager. Loss, damage or failure to return any item could incur a fine up to the value of replacement of the item(s).
5. If a Borrower is found to have misused any Pembrokeshire Weightlifting equipment they have borrowed, they may be suspended from any future loan of equipment.
6. Pembrokeshire Weightlifting reserves the right to cancel requests or withdraw loans at any time without giving prior notice to the Borrower, then equipment must be returned to the Lender.
7. Any fines sent for equipment will be sent by Pembrokeshire Weightlifting in an invoice format and should be paid by bank transfer to Pembrokeshire Weightlifting within 10 days.
8. Appeals for any fines or suspensions must be made to the Sport Manager and done so within 7 days of receipt of the fine/notice of suspension.

## Equipment Loan Agreement

The loan of equipment has been agreed between the Sport Manager, the lender and the Borrower. By signing this form, the agreement becomes formal, and the Borrower agrees to the policy and below terms and conditions of the loan. Should the Borrower break any of the terms or conditions outlined in the policy or agreement, then they may incur a financial fine plus a potential suspension from further equipment loans from Pembrokeshire Weightlifting.

1. The Borrower will have appropriate and sufficient Employer's Insurance to cover the equipment whilst in their possession (minimum £5 million).
2. The Borrower takes full responsibility for the equipment loaned and for its safe use.
3. Any damage, loss or failure to return equipment when requested will incur a fine and possible ban on future equipment loans from Pembrokeshire Weightlifting.
4. Any misuse of equipment could result in a recall of all equipment and a future ban on loans from Pembrokeshire Weightlifting.
5. The Borrower will return all the equipment at the end of the loan on the date agreed between the Lender and the Borrower. Late return of equipment could result in a fine.
6. Equipment must not be loaned out to any fourth party whilst in the possession of the Borrower.
7. The Borrower will adhere to the terms outlined in the Equipment Loan Policy and the Equipment Loan Agreement.

Please complete the below:

<b>Details:</b>	<b>Details:</b>
Where will the Equipment be stored?	
What date will the loan begin?	
What date will the loan end?	
What equipment will you be loaning? (Include quantity)	
What is the purpose of the loan?	

By signing this form, the Borrower agrees to the terms and conditions of the loan as outlined in the policy and in this agreement, the Lender and Sport Manager sign to approve the loan of equipment as detailed above.

*Name of Borrower:*

*Signature:*

*Sport Manager Name:*

*Signature:*

*Lender Name:*

*Date:*