SRRD Gear Library Policy

To make roller derby more accessible, SRRD provides members of the league with access to a variety of gear through our Gear Library.

If you are a SRRD skater interested in accessing the Gear Library, please review the following policy to determine if you are eligible to utilize this resource:

New Skaters/Transferring Skater Eligibility:

- New skaters must be currently enrolled in the on skates portion of SRRD's New Skater Program.

- Transferring skaters must at least be in the process of completing the transfer application before accessing the skater library (See "Transfer Skater Policy" in the SSRD Member Handbook).

Current Members of SRRD Eligibility:

- Current members of SRRD must maintain the following expectations:
    - Must be a "Member In Good Standing" with the league:
        - Active in committee work (2 hour minimum per committee as member; 4 hours minimum as committee head)
        - Up to date with payments of dues and other costs (or actively participating in the Financial Assistance program)
        - Have no unresolved grievances against them.

(see the "Membership Rules & Regulations" section in SRRD Handbook for additional information)

Former Members of SRRD/Members Returning from a Leave of Absence (LOA) Eligibility:

- Must maintain the expectations of a current member for at least one month before gaining access to the gear library (see "Current Members of SRRD Eligibility" above for list of expectations)

Procedure for Gear Library Use:

1. Eligible skaters who wish to utilize the gear library shall complete the following form:

SRRD Gear Library Checkout Form

2. The Gear Tracker shall review the request and contact the skater within 5 business days to set up a time/location for the Gear Keeper to give the skater the gear.

3. Skaters borrowing gear from the Gear Library will be expected to take care of and return said gear (or renew their checkout, if applicable) by the return date assigned to them (see “Expectations and Responsibilities” section below for additional information).

4. Gear that is collected must be inspected and sanitized by the Gear Keeper before it can be checked out by another skater (see “Checkout Process” for additional information).

Expectations and Responsibilities for Skaters using the Gear Library:

1. Skaters borrowing gear from the Gear Library will be held responsible for taking care of the gear while it is checked out to them. This responsibility includes:
    - Disinfecting/ wiping off the gear after each game/practice in which gear is used
    - Properly storing the gear in the bag or case provided by the Gear Library
    - Only using the gear for roller derby purposes and on floors that are deemed appropriate for roller derby play/practice)
    - Notifying the Gear Tracker of any major damage caused to the gear.

2. Skaters will be held responsible for any gear they check out that is lost or stolen. Skaters will be expected to immediately report to the Gear Tracker any lost or stolen gear and to either replace or pay for replacement items that are identical (or as close to the originals as possible) to the gear that was lost or stolen.

3. Skaters are expected to communicate with the Gear Tracker and determine a time and date to return the gear they borrow on or before their gear return date. Skaters who do not return their gear by their return date will be subject to losing future access to the Gear Library.

4. Skaters borrowing items who fall out of good standing will be asked to promptly return items to the Gear Library. Any holds the skater has will be discontinued. Skaters who fall out of good standing may resume their use of the Gear Library once they have maintained good standing status for a minimum of at least one

month (any holds the skater may have placed prior to falling out of good standing will need to be resubmitted).

5. Skaters who leave SRRD will be asked to return any items checked out to them before leaving the league.

6. Skaters seeking gear that is not currently in the Gear Library are encouraged to fill out the financial assistance form where they can make requests for the league to purchase said items for their use (see the Financial Assistance Policy for additional information).

Checkout Process:

1. Checkout periods last one month from when the skater receives the gear from the Gear Tracker.*

2. Skaters may renew a checkout period for an additional (second) month if a waitlist has not been started for a particular piece of gear. Skaters wishing to renew a checkout period for a second month must submit a written request to the Gear Tracker (ie text, Discord, messenger, email) prior to the end of their initial checkout period.

3. Skaters can check out gear up to two times consecutively before the gear must be inspected and sanitized by the Gear Keeper. Skaters can utilize the Gear Library an indefinite number of times so long as the skater is in good standing and has upkept the responsibilities and expectations set forth for the Gear Library.

4. Requests for checkout renewals cannot be approved if a waitlist has been started for the given piece of gear (see “Waitlist Procedures” for additional information)

5. Skaters interested in checking out a piece of gear that they have previously borrowed and returned may do so by submitting a new request form.

   **Unless otherwise notified. Gear cannot be checked out during SRRD’s off-season periods. Skaters who wish to check out items close to the off-season dates will be notified by the Gear Tracker that their checkout periods may be shorter than usual.*

Waitlist Process:

1. Skaters who submit a request to borrow an item that is currently checked out will be placed on a waitlist to borrow said items.

2. Skaters placed on the waitlist will be notified by the Gear Tracker if they are placed on the waitlist and when the items they are interested in borrowing become available.

Responsibilities of the Gear Tracker and Gear Keeper:

The Gear Library shall be overseen by two members of SRRD. These members shall hold the positions of Gear Tracker and Gear Keeper. Maintaining these positions will count as committee hours as seen under the DEI Committee.

Responsibilities of the Gear Tracker:

1. **Maintain Inventory of Gear**
    - The Gear Tracker shall maintain an UpToDate document showing all the gear within the Gear Library.
    - The Gear Tracker shall update this document as new gear is added or as older gear is phased out of the Gear Library.
    - The Gear Tracker shall maintain a spreadsheet of the inventory for the league to view (a “view only” copy of said document can be found using this link): https://docs.google.com/spreadsheets/d/17LwvLdLafUnysI_aE1_1kRCdtlhbh8KEqiSu9_QscWE/edit?usp=sharing
2. **Keep Track of Gear Checkouts and Returns**
    - The Gear Tracker shall maintain an UpToDate record of gear checkouts and returns.
    - The Gear Tracker will have up to 5 business days to communicate in writing with skaters who submit a checkout request form and the Gear Keeper. This communication will include:
        - Whether or not the gear is available (if it is not, the Gear Tracker will communicate with the skater that they will be placed on a waitlist and notified by the Gear Tracker when they can check out the gear).
        - Confirmation of a date/time/location of where the Gear Keeper and skater shall meet to complete the checkout process.

- The Gear Tracker shall communicate in writing to skaters who have checked out items prior to the final week of their checkout period and the Gear Keeper to determine a date/time/location for the skater to return their gear to the Gear Keeper (or to renew their checkout period for a second month, if applicable) on or before the final day of their checkout period.

- The Gear Tracker shall inform the league in writing when access to the Gear Library will be restricted (ex. off season periods, etc.).

- If the Gear Tracker is not available to manage their responsibilities, the Gear Tracker will be expected to make arrangements with the Gear Keeper to serve as a substitute. The Gear Keeper serving as Gear Tracker sub must be given full access to the gear library documents. The primary Gear Tracker will be expected to walk the Gear Keeper through the Gear Tracker responsibilities prior to starting their absence.

Responsibilities of the Gear Keeper:

1. **Inspect and Sanitize Gear**
   - All gear within the Gear Library shall be inspected by the Gear Keeper for condition and sanitized by the Gear Keeper prior to being made available for initial checkout.

   - After each item is returned, the Gear Keeper will have up to 5 business days to inspect and sanitize the gear before it can be checked out by a new skater (items that are renewed for a second consecutive month do not need to be inspected or sanitized by the Gear Keeper until they are returned on or before the end of the second month).

   - The Gear Keeper shall inspect and communicate with the Gear Tracker in writing to update the condition status (as needed) for the gear upon each item's return to the Gear Library.

   - The Gear Keeper shall communicate with the Gear Tracker in writing of any inventory changes (addition or removal) to the Gear Library.

2. **Store, Deliver, Handoff, and Pickup Gear:**
   - The Gear Keeper shall store the inventoried gear in a cool, dry, safe location that is easily accessible for the Gear Keeper to access on a regular basis.

- The Gear Keeper shall communicate with the Gear Tracker and borrowing skaters to determine the times and locations to hand off and pick up the gear from the gear library.

- If the Gear Keeper is not available to manage their responsibilities, the Gear Keeper will be expected to make arrangements with the Gear Tracker to serve as a substitute. The Gear Tracker serving as Gear Keeper sub must be given full access to the gear library physical inventory. The primary Gear Keeper will be expected to walk the Gear Tracker through the Gear Keeper responsibilities prior to starting their absence.