



Scouts

1st Ince and Elton

Management of Equipment Policy

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Management of Equipment Policy

- All equipment is the responsibility of all members of the Group to care for and respect when used.
- All equipment must be booked out of the Group via the Quarter Master¹ and records kept on OSM.
- It is the responsibility of the leaders in charge of an activity that the equipment is returned in good and dry condition and any damage/issues are reported to the QM as soon as possible.
- QM has the responsibility to keeping accurate records of all equipment, where it is kept, it's current condition and who has borrowed and for what reason via OSM.
- All equipment must undergo an annual check to make sure it is ready for the busy spring and summer season. QM should report any issues to the Committee in order to have it mended/replaced as soon as possible.
- QM and other Leaders should report any major requirements for future planning to the GEC as soon as possible in order for the GEC to have reasonable time to raise additional funds should they be required.

¹ QM – Quarter Master

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