



Inventory Procedure

Rev: 1 – 07/21/2010

SECTION 1:

1. At the beginning and end of each hockey season, inventory will be conducted on the following items
 - a. Equipment – this includes all equipment owned by the association that is used in the Mite equipment program and goalie program
 - i. Parents and players are responsible for the care of the association's equipment and will be assessed a fee to replace equipment that is not returned or returned in an unusable condition (Other than normal wear).
 - ii. The fee will be assessed to the parents of the player
 - iii. The fee will be based on the replacement cost of the equipment.
 - b. Jerseys- managers must have their teams jerseys turned into the equipment manager no more than two weeks after the end of the season.
 - c. Concession equipment- this includes all machines, tables, shelving, and equipment owned or leased by the association. Inventory will be completed by the Concessions Manager.
 - d. Office Equipment – This includes any items that the association owns to conduct business. This may include but not limited to computers, printers, desks, chairs, etc.
 - e. All inventories will be kept on record with the secretary of the association .