



**Association cycliste canadienne  
Canadian Cycling Association**

# CANADIAN CYCLING ASSOCIATION

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## Equipment Distribution Procedure



# THE CANADIAN CYCLING ASSOCIATION EQUIPMENT DISTRIBUTION PROCEDURE

Date of implementation: July 1<sup>st</sup> 2009

The following procedure has been developed to ensure that the distribution of CCA owned equipment to targeted National Team athletes is adequately monitored.

This document is NOT intended to limit the equipment distribution scope but to make certain that the athletes that most need and deserve the CCA owned equipment have access to the CCA's equipment assets.

## **Conditions to distribution of CCA equipment:**

### Approval of CCA officials:

Athletes identified by the CCA as being on one of the National Team lists published in January will have priority over other athletes. The National Coach will assess the needs of the athletes requiring CCA equipment and recommend any chosen athlete to the Chief Technical Officer.

Exceptionally, a National Team Coach may decide to distribute a piece of equipment to an athlete not identified on the National Team list on the condition that the National Team coach makes a written request, outlining the reasoning, to the Chief Technical Officer.

### Period of validity:

An athlete can have access to a distributed piece of CCA equipment for the period of one (1) year. The period starts from the time that the National Team list is posted to the following year when the National Team lists are revised.

### Costs to the athlete (shipping):

There are no costs of shipping for any National Team tier 1 athlete as long as the shipping is within Canada. National team tier 2 and 3 athletes may be asked to contribute to the cost of shipping of equipment. Any other athlete chosen by a National Team coach and approved by the CTO will be asked to cover the cost of shipping to receive and to send back equipment which will be done on the most cost efficient basis with due consideration to delivery time.

### Security deposit:

Athletes who have been chosen to receive CCA equipment will be asked to provide a security deposit to the value of 20% of the equipment purchased price. This security deposit can be issued to the CCA by way of cheque, money order or credit card. The deposit will be returned to the athlete once the equipment is returned to the CCA, in the package in which it was sent out, and is deemed to be in good condition\*. In the case of a cheque, it must be date marked for the end of the loaning period. In the case where an athlete has renewed her/his right to keep the piece of equipment for another year, the athlete will be asked to renew the security deposit procedure.

*\* A piece of equipment is deemed to be in good condition if there are no signs of neglect. It will be up to the CCA signing off staff member to establish if the equipment has deteriorated due to normal usage or neglect. Unless the equipment is "out of box" new, a picture of the equipment will be taken before shipment to athlete. In addition, the athlete will have 10 days from receipt of the equipment to contact the CCA about any equipment failure. If there is no communication with CCA regarding potential equipment failure within these 10 days, the CCA will record that the loaned out equipment is in proper working order.*

## ATHLETE EQUIPMENT DISTRIBUTION FORM

Name:

Surname:

Address (In full):

Email:

Tel:

Cell ph.:

National Team Coach:

Athlete signature:

*By signing the athlete agrees to the aforementioned items in this procedure*

CCA staff signature:

Security Deposit amount:

*(Approx. 20% of estimated equipment cost (New))*

All deposit information should be sent either by email or mail c/o Finance with the mention of the following information:

For Credit cards:

Full name of card holder as imprinted on credit card

Full address of card holder

Credit card number

Credit card expiry date

For cheque or money orders:

Made out to "Canadian Cycling Association"

C/O Finance

**Canadian Cycling Association**

C/O Finance

203-2197 Riverside drive

Ottawa, Ont. K1H 7X3

**For Office use only:**

Name of equipment:

Estimated cost (New):

Model:

Serial number:

Date sent out to athlete:

Date received back by athlete:

Amount of security deposit:

Method of security deposit payment:

*Cheque*

*Money order*

*Credit card\**