



*To Complete is to Win*

## ASSETS MANAGEMENT POLICY

Policy number	ASSMG	Version	V2
Drafted	2011	Approved	Aug 2014
Responsible person	Assets Officer	Scheduled review date	2018

### INTRODUCTION

VERA Inc. manages assets that have been purchased or donated to support the running of the sport of Endurance Riding within Victoria. The equipment available is for use by affiliated ride organisers and State Management Committee members and volunteers.

### PURPOSE

To maintain a record of current equipment VERA Inc. manages and has available to members.

To set out procedures where the assets of VERA are identified through annual inventories, and are maintained and replaced where required.

To encourage accountability of users of the VERA assets.

### POLICY

The VERA Inc. State Management Committee shall appoint an Assets Officer who will be appointed annually at the time of the Annual General Meeting.

This policy will stand as conditions of use of all VERA property.



*To Complete is to Win*

## ASSETS MANAGEMENT PROCEDURES

Procedures number	ASSMG	Version	V2
Drafted	2011	Approved	Aug 2014
Responsible person	Assets officer	Scheduled review date	2018

### RESPONSIBILITIES

The Assets Officer is responsible for;

- bringing this policy to the attention of all users of VERA Inc. assets.
- Maintenance of a register of all assets owned and managed by VERA Inc., including
  - Purchase date
  - Purchase cost and supplier
  - Current numbers available
  - contact details of the current caretaker.
- Notification to the VERA Inc. SMC if assets require maintenance or replacement
- Presenting an Assets report to the VERA Inc. SMC at each SMC meeting and AGM.

All VERA Inc. members are responsible for respecting this policy when using VERA Inc. assets and reporting damage or loss where relevant.

### PROCEDURES

1. The Assets Officer shall be appointed by the SMC from the VERA Inc. membership.
2. The Assets Officer is responsible for the allocation of VERA Inc. equipment on request. The Assets Officer may prioritise requests.
3. VERA Inc. assets can include, but not limited to the following;
  - a. Ride Organiser Equipment (Ride Trailer) will be available to all affiliated Victorian Ride Organisers. This may be subject to payment of a refundable bond.
    - i. Collection and return of the Ride Trailer shall be arranged between Ride Organisers and relevant custodian.
    - ii. An inventory declaration of Ride Trailer contents will be completed on delivery and return of the trailers.
    - iii. Ride Trailers must be returned to the relevant custodian with consideration to the next user, at least 10 days prior to the next event
    - iv. Consumables such as first aid equipment, if used, are to be replaced by the Ride Trailer custodian – costs forwarded to VERA Inc. for reimbursement.

- v. VERA Inc. Rider Identification bibs used must be washed before returning to the Ride Trailer.
    - vi. Any damage, loss or failure of equipment must be reported to the SMC within 14 days of the Endurance Event on the Ride Trailer declaration form provided.
    - vii. The VERA Inc. SMC in conjunction with the Assets Officer will determine if the Rider Organiser or VERA Inc. is responsible for costs associated with replacement or repair of items.
    - viii. If a bond has been paid - the bond may be retained if equipment repair or replacement is required.
    - ix. Failure to look after the Ride Trailer and its contents in the expected manner may result in the Ride Organiser not approved future access to the Ride Trailer.
  - b. Electronic equipment –computers and printers, clocks.
    - i. Electronic Equipment is available to VERA Inc. State Management Committee executives, VERA Inc. registrars and Ride Organisers.
    - ii. Allocation by the Assets Officer is determined by request, need and availability.
  - c. Trophies – perpetual Annual Awards and State Championship medallions, training and introductory ride medallions.
    - i. Historic Perpetual trophies are held by VERA Inc. and made available for viewing at relevant events such as the State Championships and Annual Awards Presentation.
    - ii. State Championship medallions and leather shields are held by the Assets Officer who shall arrange delivery to the State Championship each year and notify the SMC when medallion supplies are low and need re-ordering.
  - d. Merchandise – which may be held by membership registrar, logbook registrar, merchandise officer
4. VERA Inc. Registrars will hold assets relevant to their role, and report the status of these at SMC meetings;
- a. Membership Registra will manage Membership cards and Rider Identification Bibs.
  - b. Logbook Registra will manage logbooks and covers.
  - c. Merchandise office will manage clothing and sundry items available to the membership for purchase.
5. VERA Inc. assets may be hired out to Non VERA Inc. events at the discretion of the SMC following written application. Hire costs may be negotiated by the SMC.
- a. VERA Inc. affiliated Ride Organisers will always have first option and equipment cannot be hired out if a VERA Inc. Ride Organiser wishes to use the item.
  - b. VERA Inc. assets being hired out should be suitably insured. This will be decided and arranged by the SMC.

- i. As a condition of hire, if an insurance claim results the group or person hiring the equipment will be responsible for payment of any excess in addition to the hire fee.
- c. The assets officer shall keep records of items that are hired such as travel details, dates, destinations.

#### Related Documents

- VERA Inc. Assets Inventory
- Ride Organiser Ride Trailer Declaration
- VERA Inc. hire agreement (for external users)
- State Championship Policy
- VERA Inc. Ride Organiser Handbook
- Volunteer Policy