

Peel Region Football Equipment Policy

Policy Number	PRF-POL-003
Policy Owner	Equipment Manager
Applies To	All Athletes, families and Club volunteers who issue, use, return or handle PRF equipment
Approved By	Board of Directors
Effective Date	September 22, 2026
Last Reviewed	September 22, 2026
Next Review	As required

1. Purpose and Acknowledgement

This policy sets out how Peel Region Football (“PRF” or the “Club”) issues, fits, tracks, maintains and recovers football equipment. Its aim is to make sure every Athlete plays in safe, properly fitted equipment, to protect equipment that has been paid for through registration fees, fundraising, sponsorships and grants, and to ensure the Club meets its obligations as a Canadian not-for-profit organization, as a member of Football Ontario, and as a member club of the Ontario Summer Football League, Ontario Fall Football League and Ontario Women's Football League (the “League”).

Before completing registration, all families must review and acknowledge this Equipment Policy.

2. Scope

This policy applies to:

- all Athletes who are issued Club Equipment or who use Athlete-Owned Equipment in PRF activities;
- the Parents/Guardians of Athletes under 18 years of age; and
- all coaches and volunteers who issue, fit, collect or handle equipment on behalf of the Club.

Use of Club Equipment outside of PRF-sanctioned activities is governed by the Equipment Use Outside of Sanctioned Play Policy (PRF-POL-004).

3. Definitions

- **Athlete** – any person registered in a PRF program.

- **Athlete-Owned Equipment** – any protective equipment owned by an Athlete or their family that is used in PRF activities.
- **Board** – the Board of Directors of Peel Region Football.
- **Club Equipment** – any equipment owned by the Club and issued to an Athlete, including helmets, shoulder pads, game and practice jerseys, pants and pads, and any other item issued through the Tracking System.
- **Club or PRF** – Peel Region Football, a not-for-profit corporation governed by the Canada Not-for-profit Corporations Act.
- **Equipment Deposit** – the refundable security deposit described in section 4.3.
- **Equipment Manager** – the volunteer appointed by the Board to manage Club Equipment, or that person’s designate.
- **League** – Ontario Summer Football League, Ontario Fall Football League and Ontario Women's Football League, the leagues that sanction the Club’s regular-season and playoff play.
- **Parent/Guardian** – the parent or legal guardian of an Athlete who is under 18 years of age.
- **Season** – the period of a PRF program, from the first scheduled practice to the last scheduled game, as published by the Club.
- **Tracking System** – the system the Club uses to record the issue and return of Club Equipment.

4. Ownership, Eligibility and Deposit

4.1 Ownership of Club Equipment

All Club Equipment remains the property of Peel Region Football at all times and must be returned to the Club on request. The Athlete and family remain responsible for Club Equipment from the time it is signed out until it is returned and scanned in.

4.2 Eligibility to Receive Equipment

For clarity, the following requirements apply before any Club Equipment is issued:

- registration must be complete under the Registration Policy (PRF-POL-001);
- Season fees must be paid in full, or be current under a payment plan approved by the Club;
- there must be no outstanding Club Equipment or unpaid balance from a previous Season; and
- the Equipment Deposit must have been provided.

The Registrar has the final decision on whether an Athlete is eligible to receive Club Equipment.

4.3 Equipment Deposit

A refundable Equipment Deposit of \$750 per Athlete is required at equipment pick-up. The deposit may be provided as either:

- a post-dated cheque payable to Peel Region Football, dated after the published equipment return date; or
- a credit card pre-authorization of \$750.

The cheque will not be cashed, and the credit card will not be charged, if all Club Equipment is returned by the return date in the condition in which it was issued, allowing for normal wear and tear. If equipment is not returned, or is returned damaged beyond normal wear and tear, the Club may apply all or part of the deposit toward the repair or replacement cost and will refund any balance.

The Club will return or securely destroy deposit cheques, and release credit card pre-authorizations, within 30 days after all Club Equipment has been returned and inspected.

4.4 Financial Hardship

PRF is committed to making sure cost is not a barrier to participation. A family that is unable to provide the Equipment Deposit may contact the Registrar or Treasurer in confidence to discuss other arrangements. Any alternative arrangement is at the discretion of the Board and will be kept confidential.

5. Distribution and Fitting

5.1 Distribution and Fitting of Club Equipment

For clarity, the following requirements apply:

- Club Equipment will only be issued from the Club's equipment room, on dates and at times set by the Equipment Manager. Equipment pick-up will normally be scheduled within the first two weeks of the Season.
- All fittings must be completed, approved and signed off by the Equipment Manager. Helmets and shoulder pads will be fitted to the manufacturer's specifications.
- Only a Parent/Guardian, or an Athlete who is 18 years of age or older, may sign out or return equipment or sign any related waiver, release or acknowledgement.
- All Club Equipment must be scanned out and scanned in through the Tracking System. A record of the items issued will be provided to the family.

5.2 Athlete-Owned Equipment

Athlete-Owned Equipment must be inspected, approved and signed off by the Equipment Manager before it may be used in any PRF activity. Helmets must carry a current NOCSAE certification and reconditioning or recertification label and must be within the manufacturer's stated service life. The Equipment Manager may refuse any item that does not meet Football Canada or Football Ontario requirements, or that the Equipment Manager considers unsafe. The Club is not responsible for the loss of, or damage to, Athlete-Owned Equipment.

Each Athlete must supply their own personal equipment, which is not issued by the Club: a properly fitted mouthguard, football cleats suitable for the playing surface, an athletic support or protective cup where appropriate, and any other personal item the Club identifies before the Season. Flag football Athletes must also supply their own mouthguard and suitable footwear.

6. Care, Loss and Return of Equipment

6.1 Care and Use

Athletes must:

- use Club Equipment only for its intended purpose and only during PRF-sanctioned activities, unless outside use has been approved under PRF-POL-004 and the Equipment Waiver has been signed;
- keep Club Equipment clean, dry and stored safely;
- not deface, paint, cut, apply stickers to, or otherwise alter Club Equipment. Equipment that is defaced or altered is deemed unusable, and the family remains responsible for the full replacement cost; and
- report any damage or loss to the Equipment Manager promptly and not attempt their own repairs. Damaged protective equipment must not be worn until it has been inspected.

The Club is not responsible for any lost, misplaced or stolen personal articles.

6.2 Lost, Stolen or Damaged Equipment

Families remain responsible for the current replacement cost of Club Equipment that is lost, stolen, or damaged beyond normal wear and tear, as determined by the Equipment Manager. Loss or theft must be reported to the Equipment Manager within 48 hours. Replacement equipment will only be issued once the replacement cost has been paid in full.

For clarity, the current replacement costs are:

- helmet – \$640 to \$1,250;
- shoulder pads – \$195 to \$430;
- practice jersey – \$45;
- Guardian Cap – \$95;
- pant pads (set) – \$20; and
- other items – current replacement cost as determined by the Equipment Manager.

The Board may update this schedule annually to reflect current supplier pricing.

6.3 Return of Equipment

All Club Equipment must be returned clean and complete by the return date published by the Club, which will normally be no later than 14 days after the team's final game of the Season. Equipment must also be returned within 14 days if an Athlete withdraws or is removed from a PRF program. Returned equipment will be inspected and scanned in.

Any refund under the Refund Policy (PRF-POL-002) will only be paid after all Club Equipment has been returned in acceptable condition. Where equipment is not returned, the Equipment Deposit will be applied, and registration for future Seasons may be withheld until the matter is resolved.

7. Equipment Safety and Maintenance

The Club will have helmets and shoulder pads inspected, reconditioned and recertified in accordance with manufacturer recommendations and Football Canada and Football Ontario requirements. The Club will keep inventory and reconditioning records and will remove from service any equipment that is unsafe or beyond its service life.

Protective equipment reduces, but does not eliminate, the risk of injury, including concussion. The Club follows the concussion awareness, removal-from-sport and return-to-sport requirements of Rowan's Law (Concussion Safety), 2018 (Ontario).

Football is a contact sport with inherent risks. By registering, Athletes and Parents/Guardians acknowledge and accept those risks, as set out in the Club's registration acknowledgement under the Registration Policy (PRF-POL-001).

8. Privacy and Personal Information

The Club collects only the personal information needed to administer equipment, such as names, contact information, equipment sizes, items issued and deposit details. This information is used only for that purpose, is accessible only to authorized Club volunteers, and is stored securely. Credit card information is never stored in the Tracking System and is securely destroyed once the pre-authorization is released. The Club follows the fair-information principles of the Personal Information Protection and Electronic Documents Act (PIPEDA).

9. Non-Compliance

Failure to comply with this policy may result in one or more of the following, as determined by the Board: withholding of Club Equipment, application of the Equipment Deposit, suspension from PRF activities until the matter is resolved, or refusal of registration for future Seasons. Any discipline will be applied fairly and in accordance with the Club's by-laws and the rules of Football Ontario and Football Canada.

10. Responsibilities

- **Athletes and Parents/Guardians** – follow this policy, care for Club Equipment, and return it on time and in acceptable condition.
- **Board** – approves this policy, decides appeals, and approves any alternative deposit arrangements.
- **Equipment Manager** – issues, fits, inspects, tracks, maintains and recovers Club Equipment, and inspects and approves Athlete-Owned Equipment.
- **Head Coaches** – make sure Athletes wear properly fitted, approved equipment and report equipment concerns to the Equipment Manager.
- **Registrar** – confirms eligibility to receive equipment and has the final decision on who is issued Club Equipment.

- **Treasurer** – manages Equipment Deposits, applies deposits where required, and returns or destroys cheques and releases pre-authorizations.

11. Questions and Appeals

Questions about this policy should be directed to the Equipment Manager at equipment@peelregionfootball.ca. A family that disagrees with a decision made under this policy may submit a written appeal to the Board within 14 days of the decision. The Board's decision is final.

12. Policy Review and Administration

This Equipment Policy is subject to change at the discretion of the Board and will be reviewed annually before registration opens. The current version is posted on the Club website.

Decisions under this policy will be made in accordance with the Club's commitment to athlete safety, fairness, transparency, and responsible program management.