

EQUIPMENT DAMAGE/MAINTENANCE

SCOPE: To ensure proper condition of the TRRA fleet, all damages, no matter how small or insignificant or even if fixed privately, must be reported using this form. This information is used to monitor the equipment and expedite necessary repairs and maintenance. Thank you

DIRECTIONS: 1. Fill out all four steps with as much detailed information as possible.
2. Place in "Repair Bay" box on the repair bay door.
*Repair Bay door is located where the TRRA 8+'s are stored. Door is by the bow of those 8+'s.

1. Name and location of shell: _____

2. Check the appropriate box for common items. If item is not listed, skip to step 3 to write in.

- | | |
|--|---|
| <input type="checkbox"/> Cracked outside hull | <input type="checkbox"/> Broken skeg or rudder |
| <input type="checkbox"/> Cracked inside hull (foot deck, etc) | <input type="checkbox"/> Worn out shoes |
| <input type="checkbox"/> Taking on water | <input type="checkbox"/> Any missing/damaged parts |
| <input type="checkbox"/> Bent or broken rigger | <input type="checkbox"/> Loose/damaged seat/track |
| <input type="checkbox"/> Cox box wiring does not work
<small>(test cox box with another boat to isolate wiring problem)</small> | <input type="checkbox"/> Loose/damaged ft stretcher |
| ↳ <input type="checkbox"/> bad connection <input type="checkbox"/> bad rating <input type="checkbox"/> bad speakers | <input type="checkbox"/> Damaged oarlock |

3. Describe the details of the damage. Also describe specific location of the damage.

4. Your Name: _____ **Team/Group:** _____
Phone: _____ **Date:** _____ **Time:** _____
Are you able to assist with the required repairs/maintenance? _____ **When?** _____

TRRA Equipment Damage Policy:

A crew or individual that is responsible for damage to equipment due to negligence shall be charged for the repair or the cost of the insurance deductible, if applicable. If the crew or individual charged believes that they were not responsible for the damage or otherwise believe that the charge to them is unfair, the crew or individual(s) may appeal to the equipment committee, and subsequently, if necessary, to the Board of Directors. Failure to pay the assessed fee after appealing to the equipment committee and the Board of Directors may result in suspension of all membership privileges.