

# IJS Rules for Use

## **Scheduling**

Requests to use the system should be placed with the system custodian no less than 60 days in advance of use.

Member clubs have first right of use for the system when a non-member club requests rental of the system, so long as the request for use by an Interclub member club is made 60 days in advance of the member's competition.

Within 60 days of a competition, use of the system shall be first-come-first-served for both Interclub member clubs and non-member clubs. Use of the system by a non-member club must be approved by the custodian of Interclub's IJS system and the Chairman of Interclub's Board of Directors.

## **Maintenance Support Fee**

The maintenance support fee for Interclub and Interclub member clubs shall be \$250 for the first day of use (or part thereof) and \$200 for each additional day of use (or part thereof) with a maximum of \$1000.

Fees shall only be charged for days on which one or more IJS events are scheduled. There shall be no fee for days that are scheduled for 6.0 events only, or for days of transportation to or from the competition.

In determining days of usage, the 104 at the start of the competition shall govern.

The rental fee for non-member clubs shall be a flat rate of \$1,500 per competition.

Interclub member clubs whose dues are in arrears to Interclub, or have other outstanding debts to Interclub, will be charged the non-member rate for use.

Failure of a user to return the system to Interclub's system custodian in time to allow use at a competition booked for the subsequent week will incur a late return charge of \$500.

Fees are not refundable in whole or in part due to failure of the system during a competition, or to changes in the schedule of the competition.

Fees shall be deposited in a restricted-use account, and are intended solely to fund system maintenance and repairs.

All fees are due to be paid to Interclub within 10 days of the last day of the competition at which Interclub's IJS system was used.

### **Storage**

When not in use, the system shall be stored in a locked, secure location, free of standing or running water, and protected from potential sources of running water.

The system shall be packed in water resistant cases, such as Pelican-type cases with o-ring seals – not plastic tubs or cardboard boxes, etc.

The system must be protected from lightning or damaging electrical discharge.

The system must be protected from damage due to vermin.

The system may never be stored anywhere the temperature falls below 35 F, or exceeds 120 F.

The system must always be readily accessible for pickup when needed by users.

If separate storage is necessitated, the maintenance support fee will be adjusted.

### **Transportation**

The system shall only be transported by private vehicle by the system custodian, or an appropriate member of an Interclub member club approved by the system custodian.

Following the completion of a competition, the system must be returned to the system custodian no later than will allow the system to be used at a booked competition the subsequent weekend.

The system shall **not** be shipped by commercial carrier, checked airline baggage or US Postal Service, etc.

### **System Custodian**

The system custodian must be at least a Level 2 Technical Accountant.

The system custodian has the following duties:

Store the system in accordance with the requirements specified in this document.

Receive, coordinate and manage all requests for use of the system.

When a non-member club requests use of the system on a weekend that an Interclub member-club competition is scheduled, the Interclub member club shall first be contacted and given the opportunity to rent the system that weekend.

Check the system for damage and verify functionality after return from each use, where the system custodian was not responsible for setup/teardown, competition use and transportation of the system (all three).

Verify full system functionality before transportation to a competition, if the system has been stored unused for more than two weeks.

Install all software upgrades within one week of when they are released to system users.

Install ISUCalc updates on the accounting computers when they are released to the accountants.

Make all repairs and conduct all maintenance needed to insure the system is fully functional for each competition.

Make all system upgrades approved by the Interclub Board.

Coordinate delivery to each competition and return from each competition, in accordance with the transportation requirements specified in this document.

For all uses of the system by an Interclub member club, when not present at a competition, be available by cell phone during all competition hours for consulting, assistance to the competition technical accountants, and trouble shooting.

Keep the Interclub treasurer informed of all rental details to allow accurate billing and records of use.

Keep the Interclub Board informed of all damage to the system and repairs needed by the system, and their cost.

The system custodian may expend up to \$250 for any individual repair or maintenance event without requesting prior authorization from the Interclub Board. In the absence of the System Custodian at an event, any Interclub Board member can authorize an expenditure up to \$250 at the request of the event's Level 2 Technical Accountant.

For all repairs or maintenance activities costing more than \$250, and for any system upgrades, the system custodian must first obtain prior authorization from the Interclub Board to make the expenditure.

