**CAWA Property Policy**

The Chess Association of Western Australia (CAWA) maintains and provides equipment for official tournaments and events. This policy outlines the procedures and responsibilities regarding the use and management of CAWA property.

**1. Equipment Requests**

Tournament organizers must provide the CAWA Property Officer with at least **seven days' notice** of their anticipated equipment requirements. Equipment includes, but is not limited to:

* Boards
* Sets
* Clocks
* Tables

If at least seven days’ notice is given, the equipment can be delivered to any metropolitan venue at a mutually agreed time. This may be the playing venue or an alternative location.

If less than seven days’ notice is provided, the tournament organizer may be required to make arrangements for the collection and return of the equipment.

**2. Equipment Collection and Return**

Ordinarily, the CAWA Property Officer will supervise the collection of all delivered equipment. If the Property Officer is unavailable, the tournament organizer must ensure the security of the equipment until the Property Officer can arrange collection at a mutually agreed time.

**3. Responsibility for Equipment**

* Tournament organizers are responsible for the proper use and care of CAWA equipment while in their possession.
* Any damage or loss must be reported to the Property Officer immediately.
* Equipment must be returned in the same condition in which it was received.

**4. Unauthorized Use**

CAWA equipment is to be used strictly for approved chess events and activities. Unauthorized use or removal of CAWA property without prior approval from the Property Officer is not permitted.

**5. Amendments to Policy**

CAWA reserves the right to amend this policy as necessary to ensure the effective management and fair use of its equipment.

By requesting and using CAWA equipment, organizers acknowledge and agree to comply with this policy.