

Shared club equipment booking log

A blank reservation list and a worked clash example. No automatic checks.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

This is a manual Word record, with a PDF copy. It does not reserve equipment, check qualifications or approve an outing. Follow your club rules and activity plans.

Club: _____

Record owner: _____

Period covered: _____

Where the current copy lives: _____

Last updated: _____

Use one line per request

- 1 Use an asset ID so everyone means the same item.
- 2 Record the date, start time, end time and booking contact.
- 3 Keep a request pending until clashes and club rules have been checked.
- 4 Mark confirmed, changed or cancelled requests clearly.
- 5 Check the current record before using the item. A booking is not safety approval.

Blank booking list

Asset ID / contact	Date / start / end	Status	Checked by / notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Worked example: boat B04

Fictional example. Crew A has a confirmed booking from 09:00 to 10:30. Crew B asks for 10:00 to 11:00. The requests overlap for 30 minutes.

Request	Decision
Crew A: 09:00 to 10:30	Keep the confirmed booking.
Crew B: 10:00 to 11:00	Find a different time or boat.
Crew B: 11:00 to 12:00	Check availability and club rules before confirming.

A new time still needs review. Allow for the club's own turnaround rules. Keep damaged equipment out of use through the club process. A printed copy can become stale after another booking changes.