



OUTDOOR SPORT INSTITUTE

SKI LEASING COORDINATOR GUIDE

Thank you for your interest in leasing Nordic ski equipment through the Outdoor Sport Institute. This document provides useful information including our policies & procedures and a helpful checklist to guide you through the leasing process. Please read this document carefully and do not hesitate to contact Josh Firmin with any questions you may have. (josh@outdoorsi.org / 207.554.0221)

PURPOSE

OSI aims to break down one of the biggest barriers to outdoor recreation: affordable access to equipment. The nordic ski equipment used in the program is introductory-level designed to serve youth 8th grade and younger. The ski leasing through OSI allows families to become involved in the sport of nordic skiing without the initial investment to purchase new equipment and without worrying that kids will grow out of equipment too quickly.

INTENDED USERS

OSI ski packages consist primarily of “combi” skis and boots; meaning they can be used for both skate and classic skiing styles. All of our equipment uses the “NNN” system of bindings and boots. Our equipment is not compatible with “SNS” boots and or bindings. The program is not intended to provide high level racing equipment to competitive programs. We are greatly encouraged by the number of middle school teams that utilize our equipment to help get more kids on skis, but we ask that programs and participants understand the limitations of an equipment program whose focus is on accessibility and introductory-level equipment.

LEASE FEES

The total package fee is \$65 per package. A ski package includes nordics skis, nordic ski boots, poles and a ski bag. 15% of an organization’s order total will be held as a security deposit for lost/damaged equipment and cleaning. The remaining funds will then be returned to the organization. If equipment losses/damages exceed the deposit amount, the organization will receive a bill for the additional amount. For example, if a program leases 30 packages of equipment at \$65 per package, their total order will be \$1950. The 15% deposit held will be \$292.50. If all equipment is returned on time and in good condition, the organization will receive a refund check in the amount of \$292.50. As these funds came directly from your participants, we respectfully recommend that this money be used to support your ski program. Possible uses include: covering program costs, establishing a scholarship to aid with equipment costs, purchasing wax supplies or other equipment, planning a trip or special activity, or paying a coaches stipend.



LEASING PROCESS

1. Register for OSI's [Community Coach Network](#)
2. Access the necessary ski leasing resources through the "Coach Resource" page. (Password provided following registration)
 - Coordinator Packet
 - Size List Template
3. Review "Coordinator Packet" PDF.
4. Host a Sizing Session.
 - All participants need a completed Rental Release Form (parent signature needed).
 - Electronically send all measurements and participant roster to josh@outdoorsi.org using the "Size List Template" Excel file.
5. OSI staff will process your order and notify you when your equipment is ready to pick-up.
6. Arrange a pick-up date and time with OSI staff.
 - Payment and signed waivers are required at time of pick-up.
 - Bring one total check (payable to "Outdoor Sports Institute").
7. Distribute equipment and establish a return date with participants.
8. Ski all season.
9. Collect equipment from all participants.
10. Note any damaged equipment.
11. Clean off all kick wax or klister.
 - Cleaning fee will be charged for dirty skis.
 - Glide wax on skis is welcomed! (No need to scrape).
12. Return equipment on assigned return date.
 - All equipment must be returned at the same time.
 - Equipment must be packaged and labeled.
 - Equipment received after April 12th, 2019 will be considered late and no security deposit refund will be given.
13. OSI staff will assess equipment and deposit checks, minus any damages/cleaning will be issued.

FAQs

Why can't I get extra poles or skis?

OSI maintains close to 1000 sets of equipment and we regularly run out of the most common sizes. Providing extra equipment to some means others won't be able to ski.



Why do you have set aside 15% of my total order?

Unreturned and heavily damaged equipment remains a significant problem and as such we spend a substantial amount of time locating missing equipment and managing the repair and replacement of damaged equipment. We set aside 15% of the total order to cover replacement and repair cost for our equipment. Programs that successfully return all equipment will be refunded this 15% amount, which can be put back into future ski programming.

Who should I contact if I have questions about ski leasing through OSI?

All inquiries regarding nordic ski leasing through OSI should be directed to Josh Firmin by phone or email. 207.554.0221 / josh@outdoorsi.org

What if someone only wants to lease one item (such as boots)?

We do not lease single items.

Where do we pick up and drop off equipment?

Equipment must be picked up and dropped off at the program storage facility located at 82 Litchfield Rd, Hallowell, ME.

Is this alpine equipment? Where can I lease alpine equipment?

OSI leases cross-country ski equipment. We suggest contacting your local ski shop if you are looking for alpine equipment.

I am an individual that would like to lease equipment. Can I do that?

OSI does not offer individual leases. If you are interested in renting skis for the season we are happy to point you towards a local program