



Kalamunda Districts Rugby Union Club

EQUIPMENT POLICY

Purpose of this Policy

The purpose of the document is to facilitate the management and coordination of all equipment used by Kalamunda Districts Rugby Union Club - inclusive of both junior and seniors.

Equipment Definition

The term equipment includes all clothing and tools purchased and kept by the Club for the purpose of training and playing matches. The following items amongst others are included in this definition: Match jerseys, Shorts, Socks, Match balls, Practise balls, Cones, Kitbags, Jumper bags, Hit shields, Tackle bags, Kicking tees, Scrum machines, First Aid kits, Tag belts, Coaches shirts, Touch judge flags, Whistles, Ball bags, Bibs, Water carriers, Coaches boards, Ball pumps, Agility poles, Agility ladder, Scrum hats.

Merchandise items are excluded from this definition.

Storage of Equipment

During the off –season the storage of equipment shall be at the Club house. Coaches will deliver all equipment to the Merchandise Manager at the end of the season upon which it will be checked prior to storage.

The Merchandise Manager will hold keys to the equipment storage facilities and keep record of who else have access to the key and storage.

The Merchandise Manager needs to know where all equipment is kept at all times.

The scrum machine is an item which shall not be removed from the Club and Club grounds.

Issuing of Equipment

The Merchandise Manager will issue every Coach at the beginning of the season with a standard kit.

The kit will consist of the following:

Set of Match Jerseys in Jersey kit bag – Age group of relevant teams will determine the number and size of shirts in the set.

Set of Balls in Ball bag – Age group relevant to the team, will determine the number and size of the balls.

Other equipment – The content and number of items in the kit may vary from year to year as it is based on the quality of the existing kits (carried forward from previous year) as well as the available and approved budget for the relevant year to fill items on.

Other equipment will normally include: cones; linesman flag; whistle(s); water bottles & bottle carrier.

Printed Record of items provided.

Upon receipt of the standard kit, Coaches need to confirm that all the items listed are included in the kit. If any difference is found, the Merchandise Manager needs to be advised as soon as possible to make a correction to the items register and sign off the changes made.



Requests for additional equipment need to be directed to the Merchandise Manager. These equipment requests will be presented to the next committee meeting for approval. Once approved, the purchase will be initiated for the requestor.

Supervision of Equipment

The coach and/or manager for the relevant team accepts full responsibility for the equipment issued to the team.

The coach and/or manager therefore need to ensure that all measures are taken to maintain the equipment in good condition.

The Merchandise Manager coordinates all equipment in the Club and needs to know at all times, when the holding of equipment changes to new coaches/managers.

End of Season Equipment Stock Take

All Coaches and Managers are required to report equipment levels as at the end of season by using the initial list of equipment issued and adding a comment as to the condition of the equipment and who (with contact details) holds it. Reports are to be delivered to the Merchandise Manager who will advise storage arrangements at the particular time.

The purpose of stock take is not only to determine the position with regard to current equipment levels for financial purposes, but also to assist with determining what additional equipment is required for purchase in time for the start of the new season. If the information is not provided the purchase of items in time for the start of the new season is delayed and can affect team practise.

When the end of season stock take is completed, the Merchandise Manager will table a list of all equipment items and where it is kept at the earliest Club Committee meeting prior to the AGM.

Planning for the Season

The Merchandise Manager will meet with the relevant committees (senior and junior) at the beginning of the year to determine and record the needs for equipment for the coming season and agree on a standard kit for each age group.

Following the meeting(s) the Merchandise Manager will provide cost estimation to the relevant committee(s) to include in their respective budgets.

Budgets will need to be prepared for approval by the Club Committee.

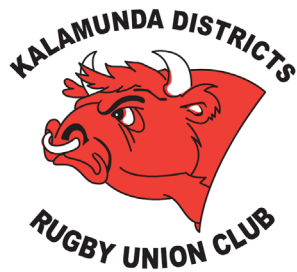
Purchase of Equipment

The Merchandise Manager will compare the existing equipment the Club holds with the required and table a list of items for purchase prior to the coming season at a Committee Meeting for approval.

Upon approval the Merchandise Manager will initiate the purchase of the relevant approved items for purchase.

The Merchandise Manager will honour the agreements with sponsors and preferred suppliers when purchasing equipment as determined by the Club Committee.

The Merchandise Manager will adhere to the correct use of the Club logo as determined by the Executive Branding & Merchandise Policy.



Reporting Issues

All issues regarding equipment needs to be reported to the Merchandise Manager.

Reporting includes shortages and faults to equipment, as well as additional equipment required.

Equipment Record

The equipment record document is in the Register of Essentials – Policies & Manuals – Policies
File name: Equipment Register v2 02.12.2020.xls.

For information regarding the Kalamunda Districts Rugby Union Club

Equipment Policy, contact the Merchandise Manager

merchandise@kalamundarugby.com.au

EQUIPMENT REGISTER

Team:

Item	Size	Qty	Comments
Playing Jersey No 1			
Playing Jersey No 2			
Playing Jersey No 3			
Playing Jersey No 4			
Playing Jersey No 5			
Playing Jersey No 6			
Playing Jersey No 7			
Playing Jersey No 8			
Playing Jersey No 9			
Playing Jersey No 10			
Playing Jersey No 11			
Playing Jersey No 12			
Playing Jersey No 13			
Playing Jersey No 14			
Playing Jersey No 15			
Playing Jersey No 16			
Playing Jersey No 17			
Playing Jersey No 18			
Playing Jersey No 19			
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Playing Jersey No 22			
Playing Jersey No 23			
Playing Jersey No 24			
Playing Jersey No 25			
Playing Jersey No 26			
Playing Jersey No 27			
Playing Jersey No 28			
Playing Jersey No 29			
Playing Jersey No 30			

Item	Size	Qty	Comments
Kit Bags			
Water Bottles			
Water Bottle carrier			
Whistles			
Linesman Flag(s)			
Cones			
Balls			
Ball bag			

Prepared By:	Date:
Reieved By	Date:

Returned By:	Date:
Checked By	Date: