



Kit and equipment policy

Chester le Street Waldrige Park Juniors FC (WPJFC) are a NIKE partner club. All of our playing kit and footballs will be NIKE products, and these together with required equipment will be supplied by a third party under the terms of our supplier contract. Club wide compliance with Nike terms is required to avoid Club and individual breach of contract. The management committee does not tolerate teams purchasing their own kit or equipment by by-passing the process laid down in this policy document. Unauthorised breaches of this policy constitute 'club misconduct'. A team and its officials are answerable to the management committee when potential breaches are identified.

The management committee chose to enter the scheme because the principle benefits available include coach education vouchers, discounted cost prices, volume price discounts and regular gifts of free match balls. The vouchers can be redeemed against the basic requirement for all our coaches (Introduction to Coaching Football; Introduction to First Aid in Football; Safeguarding Children Course), but also against additional Football Association qualifications such as the youth module or the 'Uefa C Licence'. Feel free to ask your coaches how they have made use of these vouchers. The better our coaches become, the better our players become.

All playing kit and equipment issued remains the property of WPJFC. It is to be returned when no longer in use, where upon serviceable items will be recycled within the club. Issue of new or replacement playing kit and equipment is for registered players only and is dependent on full return of existing items held. Furthermore, new players to the club will not be issued with any playing kit until they have set up their standing order for monthly club subscription.

Each squad in the club gets a typical standard package and that is as follows (dependant on no. of registered players in the squad):

	5v5	7v7	9v9	11v11
Home Strip (shirts incl. GK, shorts, socks)	1 set per registered player			
Away Shirt 1 per registered player	Away shirt if sponsored		Away shirt	Away shirt
Jackets / Jumpers	1 of each per registered player			
Bibs	5	7	10	12
Training Balls	1 per registered player			
Match Balls			2	2
Squad Equipment	1 x team bag, 1 x ball bag, 1 x pump, 1 stack of cones (typically 50), 1 st aid kit			
	Pop up goals	Pop up goals	Goal nets + corner flags	Goal nets + corner flags
Coach tops	Jacket, Jumper & Training shirt provided when coaching qualification is achieved.			

N.B. Based on typical squad sizes, any required variations to this list to be discussed with Kit & Equipment Manager.



Notes:

The maintenance and return of kit and equipment is the responsibility of the kit holder, and passed back via the team coach to the Kit & Equipment Manager.

Goalkeeper gloves and bottoms are subsidised by the club. 5v5 & 7v7 gloves warrant a £10 subsidy. 9v9 & 11v11 gloves warrant a £20 subsidy. The choice of bottoms is particular to each keeper and the committee are willing to offer a reasonable subsidy in each case. Claims to be made via the expense process and paid upon production of a valid receipt.

Training balls and match balls are only replaced where the existing ones are in poor condition; thus a full set of training balls is only supplied when a team moves to the next ball size (u7 for size 3, u11 for size 4, and u15 for size 5). Training balls may not all be of the same colour or style!

Teams may each request one additional match ball per season to replace lost balls but all reasonable efforts are expected to retrieve balls that are kicked beyond the boundary of the home pitch playing area. Any additional match balls required will be charged to the team at £15 per ball.

Coaches who persistently render training balls unusable by over inflating them may also be required to fund replacements.

Adults who are not qualified coaches do not qualify for coaches' clothing and any requests will be declined.

The management committee expect a squad to order, use and maintain a playing strip for two (annual) seasons. If a new squad kit is requested that is unsponsored within this time, good quality pre-used kit may be issued. Coaches should order strips in the following cycles: start of 5v5, start of 7v7, start of 9v9, start of 11v11, U15, U17, although it is noted that some teams are already operating out of this cycle through various individual team circumstances. The Kit & Equipment Manager is aware of the exceptions and will accommodate continuation of these exceptions to ensure those teams continue to operate kit replacement on a two-year cycle.

Sponsorship

Strip sponsorship is actively encouraged. Sponsorship fees fund a strip for two years. It is preferable to secure a sponsor at the start of a two-year kit cycle or existing kit will need to be updated with the sponsor logo during the playing season. Strip sponsorship is paid into the single club bank account.

The sponsor tariff is included in the Requisition Form so that the coach can share this information with their prospective sponsor. Once sponsorship has been agreed, the coach should obtain the key contact details of the sponsor (main contact name, company name & address, email address). The club Kit & Equipment manager will provide an invoice to the sponsor including details of what the sponsorship is for (items and volumes) and the club's bank account details. Once the sponsor funding has been received and confirmed by the club treasurer, only then will the Kit & Equipment Manager commence arrangements for providing the sponsored match shirts.



Match shirts will not have sponsor logos added to them until funding has been received (by necessity after some previous sponsors have failed to provide the promised funding after their company logo has been added to match shirts).

A sponsor is required to provide a suitable high definition image of their company logo so that it can be applied to the match shirts by the printers [Nb. Images must look clear when they are scaled up in size for printing on a match shirt]. The coach or the sponsor must check this before passing the logo to the Kit & Equipment Manager to avoid any unnecessary delays. It is not the Kit & Equipment Manager's role to edit images, or to create logos for companies. If a logo does not already exist, and the company is unable to provide one the options are a) the coach can create one themselves, b) the club pays the printers to create an image, or c) the logo of a suitable charity can be added in its stead i.e. previous teams have used IfUcareshare or British Heart Foundation logos. This latter arrangement can also be used if it is a personal / private donation that has been received to fund the match strips.

There are some sponsors who are willing to fund more than just playing strips, i.e. team hoodies, tracksuits, winter coats etc. Quotes for these will be provided on request, and only upon evidence of a serious enquiry from a prospective sponsor due to the time commitment in preparing these bespoke quotes.

Requisition Form (and Coaches Kit Reconciliation Form)

All required kit items (for a whole team order) must be requested via the Requisition Form. Where an item requires a size specification, this must also be detailed on the Requisition Form. Any item not requested with correct size information where relevant cannot be supplied. Kit for individual signings can be requested via email (not messenger / WhatsApp) but all relevant items, sizes, colours, volumes, shirt no. etc must be stated or the request will be ignored.

Where possible, the Kit & Equipment Manager may provide an indicative date for delivery of requested items. However, this is always expected to be before the start of the teams next playing season unless otherwise advised. The Kit & Equipment Manager will not respond to requests for progress updates but may proactively provide them to provide reassurance when considered appropriate.

To facilitate the smooth operation of the club recycling scheme, some items may require to be returned early. Individual teams will be informed when this is necessary, and this will be implemented only to ensure optimum sequencing of recycled sets of jackets / jumpers between different age groups.

Teams should not expect to receive brand new jumpers and jackets every two years. A new jumper & jacket costs c.£50-60 per player, therefore it is prudent financial policy to recycle jumpers and jackets as far as is practical, and these will be issued to teams in the first instance where the Kit & Equipment Manager holds sufficient stock. If teams insist upon receiving brand new Nike jumpers and jackets when recycled items are already available they will be advised to obtain a sponsor for these instead (quotes may be provided on request) or encouraged to finance them via their own



team's slush fund. Replacements needed when jumpers or jackets are lost are charged at £20 each (child sizes), and £30 each (adult sizes) and will not be provided until payment is received.

It is the coaches' responsibility to order clothing and balls that are the correct size for the period of time that they are to be used. It is expected that the coaches liaise with the Kit & Equipment Manager, management committee, players and / or their parents to maximise the likelihood of the correct size being ordered.

As an England Football Accredited Club, we often get given NIKE balls and strips. These are then given to the appropriate age groups or held in stock to be used at a more opportune time.

Coaches are not expected to purchase items that are listed on the Requisition Form. They should instead place a requisition with the Kit & Equipment Manager. All standard kit is to be purchased via the Kit & Equipment Manager. Keeping this centrally co-ordinated ensures that the club benefit from the discounts provided in return for all items purchased through the Nike Partner agreement. If any ad-hoc items are required, please approach the Kit & Equipment Manager who will hold a small stock to assist with quick turnaround of emergent orders. Coaches will not be refunded for their own purchase of kit or equipment unless this has been explicitly agreed in writing with the management committee in advance of the order being placed.

The only acceptable exception to this policy is where teams have entered competitions to win additional kit for themselves i.e. playing strips, tracksuits etc. It is expected that in these circumstances, winning teams will still inform the management committee out of courtesy, and where possible will endeavour to ensure that the closest match to club colours is applied, and that Nike branded kit is used. The club accept this is not always possible but expect that best endeavours to achieve this are applied. Unless any awarded items come pre-sponsored, the lucky recipients of any match kit should still endeavour, where possible, to obtain sponsorship thus ensuring that the benefit of any such awards are maximised to their fullest potential.

The Kit & Equipment Manager reserves the right to invite a squad to place a requisition outside of the usual order window.



The Process:

1. Requisition Forms are issued on an annual basis once the management committee can project a picture of which teams will operate in the following season. The end of March generally offers a good indication of the start of the order window, and the window typically closes at the end of April. Specific dates will be communicated annually in the final club meeting in advance of the order window opening.
2. Each squad is to monitor their kit and equipment on an on-going basis. They must then complete the Requisition Form with details of existing items and/or items to be returned (depending on stage in kit cycle). The coach is expected to obtain the correct sizes of all playing kit in advance of the Requisition Form being submitted to the Kit & Equipment Manager. Please note that each set of kit is to be utilised over a two-year period therefore each coach must think ahead when collating size requirements.
3. The associated Coaches Kit Reconciliation Form must also be completed and submitted with the Requisition Form.
4. Both forms must be submitted to the Kit & Equipment Manager by the date that is advised when the form is issued. Forms received after that date may not be actioned.
5. Kit and equipment that is no longer of use (due to size or wear & tear) will be returned to the Kit & Equipment Manager who will either recycle or dispose of it. This informs the overall mandate that the Kit & Equipment Manager shares with the Management Committee.
6. The Management Committee review the mandate and sanction an order accordingly.
7. The Kit & Equipment Manager places the order with the agreed Nike supplier.
8. The supplier delivers the order to the Kit & Equipment Manager. This can be delayed and is outside of the control of CLSTWPJFC.
9. The Kit & Equipment Manager collates the kit and equipment into the individual team orders, and ensures that all badging, printing & sizing is to specification.
10. The Kit & Equipment Manager notifies the coaches that their orders are ready for collection.
11. The supplier invoices the Kit & Equipment Manager & Club Treasurer.
12. The Club Treasurer pays the invoice.