

West Ryde Rovers Football Club



UNIFORM AND LOAN EQUIPMENT POLICY

West Ryde Rovers Football Club
(Incorporated September 2015)



UNIFORM AND LOAN EQUIPMENT POLICY

DOCUMENT CONTROL

Version	Description of Change	Author	Owner	Approve	Issue Date
1.0	New Policy	L.Donald	WRRFC	AGM	20 Sep 2015

Legislation/Regulation	Reviewed by	Date of Review

UPDATES AND DISTRIBUTION LIST

Suggested changes to this document shall be proposed by the document owner. These shall be reviewed with the Management Committee where relevant and, if applicable, approval of any proposed changes shall be provided to the General Committee.

The following shall be advised of policy and/or procedure changes:

- Management Committee,
- General Committee, and
- Any other roles identified as accountable or responsible.

REVISIONS

The next revision of this document is to take place within 3 years after the last issue date unless there have been changes in legislation or scope of application.



TABLE OF CONTENTS

Document Control 2
 Updates and Distribution List..... 2
 Revisions 2
Introduction..... 4
General..... 4
Loan Shirts 4
Issue of Kit Bags 4
Shirt Numbering 4
Exchanging of Shirts/Equipment 4
Use of Shirt..... 5
Return of Shirts/Kit Bags 5
Loss or Damage to Shirts 5
Failure to Return Shirts 6
Equipment 6
Records 6
Hardship 6
Disregard..... 7





UNIFORM AND LOAN EQUIPMENT POLICY

INTRODUCTION

This document will outline the procedures and policy of the West Ryde Rovers Football Club in relation to all Uniforms and Loan Equipment.

GENERAL

Within the code of Football in NSW, there are clubs that require their players to buy their own playing shirt to play in their local competitions. WRRFC does not require this, and supplies all teams with their own playing strip (Loan Shirt), free of charge, and without any security deposit, for use during official and sanctioned competitions. This incorporates all teams, men's and women's, from Under 6 through to All Age, Over 30+ and Super League.

WRRFC shorts and socks which are also a compulsory component of the playing uniform, must be purchased either individually or as a package from the Club.

LOAN SHIRTS

Loan Shirts are issued to the teams Coach/Manager in the pre-season as part of the kit bag, and are issued to the team until the end of the competitive season. The Loan Shirts (and accompanying kit bag, balls, training equipment and bibs etc) must be returned to the club at the times designated on completion of the season. All clothing, including the Loan Shirts must be returned in a laundered and folded state, and in good order and condition, or else administrative charges shall be presented to the Coach/Manager or player for either the replacement of the strip, or the cost of any repairs.

ISSUE OF KIT BAGS

The team's kit bags (including Loan Shirts, match ball, coach and manager armbands, goalkeepers gloves (if available)) are issued to the teams assigned Coach or Manager. The WRRFC Equipment Officer or Assistant Equipment Officer will double check the contents of the kit bags and annotate on appropriate paperwork, who has taken responsibility of the kit, which team the kit is for and what is inside the bag.

At the end of the season the Team Manager is responsible to ensure that all issued items are returned to WRRFC in a good order and condition. Genuine fair wear and tear is acceptable, however any damage regarded as above and beyond this shall be referred to the WRRFC Committee.

SHIRT NUMBERING

Players competing in the Under 10 and older age groups must wear a playing shirt that clearly displays a number on the back. Each player in the team must have a unique number, and all the playing shirts (with the exception being the goalkeepers' shirt) must be the same.

EXCHANGING OF SHIRTS/EQUIPMENT

In the event that there are two identical numbered shirts issued to a team, the Team Manager is to contact the Equipment Officer or the Assistant Equipment Officer to arrange for an exchange to a number not used by another member of the team.



UNIFORM AND LOAN EQUIPMENT POLICY

Managers are to ensure that shirts are issued to players based on shirt size ONLY, not preferred number. This is due to the fact that, generally speaking, the lower the number the smaller the size and vice versa. Therefore, if the size of a shirt is inappropriate then swap the shirts within the kit bag between players. The Club will not swap shirts around for the preferences of a player wanting a particular number in any circumstance.

If this does not alleviate the problem, then contact the Equipment Officer, or Assistant Equipment Officer, to arrange a suitable time to get another sized shirt. It is the responsibility of the Team Manager to ensure any replacement shirt obtained is not a duplicate of the numbers already in use by the team.

USE OF SHIRT

Uniform shirts may be worn to and from official matches, and during matches, but must not be worn at any other time, unless for an approved Club related activity or event. When players attend training they are to wear their own privately owned shirts and not the WRRFC playing shirt. The players are expected to take due care of the shirt once issued.

Alternatively the Club has Training Shirts and Singlets available for purchase which can be arranged in the pre-season by contacting the Equipment Manager, or at the Canteen during the season.

RETURN OF SHIRTS/KIT BAGS

At the end of the season the Team Managers will be advised of times and dates of allocated kit return days. Prior to this, the Team Manager shall collect all of the loan shirts and ensure they are all laundered and in good condition, and then place them folded into the team kit bag.

The kit bag will be returned to the Equipment Officer or Assistant Equipment Officer, where all items will be checked and accounted for, and the Team Manager is to sign off to confirm the return and condition of the equipment returned.

The Team Manager must make all reasonable attempts to collect and return all the loan shirts by the nominated time for returning shirts. The Club is to be notified with the names of players who have not returned the loan shirts.

The Team Manager needs to provide sufficient notice to the players to ensure that shirts get returned in time to allow for timely return of the kit.

LOSS OR DAMAGE TO SHIRTS

If a shirt gets damaged, and the damage is small and easily repairable without obvious evidence, the shirt shall be repaired by a person suitably skilled to repair it. If the damage is substantial and cannot readily be repaired the player is to advise the Team Manager who in turn will arrange for a replacement shirt with the Club's Equipment Officer or Assistant Equipment Officer.

If a shirt is lost then a replacement needs to be obtained from the Club's Equipment Officer. The player will be charged the cost of the replacement shirt unless it can be proven that the loss was not preventable by the player, or if other extenuating circumstances warrant waiver of the charge.



UNIFORM AND LOAN EQUIPMENT POLICY

FAILURE TO RETURN SHIRTS

If a player/Team Manager fails to return the loan shirt, the player will become liable for the replacement cost of the shirt. The cost charged will be the actual retail cost of a replacement shirt at that time. The cost may be waived in exceptional circumstances where the player can demonstrate that the loss was beyond his or her reasonable control, or in the event of genuine hardship.

Players who failed to return their loan shirt will be notified and asked to make the required payment within a specified time period. Failure to pay within the nominated time may give cause to place the player's name on a defaulter's list. In such event the player may not register in subsequent seasons until such time as the cost of the replacement shirt is paid in full.

EQUIPMENT

Each team will be provided with a match ball, training balls, players bibs and other items for use during the season. The Team Manager shall ensure that all equipment issued is returned at the end of the season.

Team Managers are to ensure that their Match Ball is marked with a permanent marker the teams age and division. i.e. U12/1 WRR or U12 Div 1 WRR.

There are occasions that Match Balls may be lost, or become defective, and in these cases the Equipment Officer, or Assistant Equipment Officer, shall be contacted by the Manager to arrange a replacement.

The Team Manager and Coach will be responsible for all equipment issued. At the Club's discretion the Team Manager and/or Coach may be liable for the cost of replacement of items lost or damaged whilst issued to their team.

RECORDS

The Team Manager is required to sign for the Loan Shirts and equipment issued to the team. The Club will retain these records.

The Team Manager will also be issued with the Equipment Issue Form for the purpose of obtaining the parents'/players signatures when the shirts are issued. This form is to be returned to the Club as soon as possible once shirts have been issued.

The Equipment Issue Forms will be returned to the Team Managers towards the end of the season so that they can again obtain parents'/players signatures as the shirts are returned.

When all the shirts have been received the Team Managers shall return the kit to the Equipment Officer or Assistant Equipment Officer on the kit return days assigned, and they will then sign off on the returned kits. A list of the names of players who have failed to return shirts will be compiled.

HARDSHIP

Where hardship arises such that a player cannot meet the obligation to pay for a replacement Loan Shirt the Club Secretary must be notified in writing. The Club Management Committee will then consider the situation and, in consultation with the player (and/or their parent), agree to a payment plan on the merits of the individual case and circumstances. All requests for consideration will be



UNIFORM AND LOAN EQUIPMENT POLICY

confidential to the Management Committee. It is essential that cases of hardship be notified to the Club's Management Committee before the player is put on a defaulter's list.

DISREGARD

Disregard of this policy may be considered as a breach of the Code of Conduct. This could result in the player's inability to register for future competitions with the Club or other clubs affiliated with the Gladesville Hornsby Football Association (GHFA) or North West Sydney Women's Football (NWSWF).

