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AUDIENCE: MPFC Equipment Officer, managers and coaches.

This policy contains important information that affects the processes our members use.

Team Equipment

1.1 Subject	Club policy on equipment and apparel associated with club teams and players.
1.2 Purpose	To inform members, managers, coaches and players in regard to the use of club equipment and apparel
1.3 Principle	At the Monaro Panthers Football Club we aim to improve control and management of equipment belonging to the club so as to supply a quality-sporting environment for all players and team officials.
1.4 Issuing of Equipment	1. The club's Equipment Officer will issue equipment owned by the club to individuals or teams. 2. Equipment will be issued to team coaches for the duration of the competition season or as required for approved applications. 3. All apparel issued by the club to any individual, coach, team managers etc, remains the property of the club and shall be returned at the end of the season or as requested by the Management Committee. 4. Once equipment has been issued to an individual, coach or manager, it is then that individual's responsibility to ensure that equipment or apparel is not misplaced or damaged as far as can reasonably be expected. 5. All purchases of uniforms for kits must be made through the Merchandising Officer.
1.5 Equipment Register	An equipment register using Form M – Equipment Register (Inventory List) shall be maintained identifying all match related e.g. goals, corner flags etc, team and training equipment other than equipment held in team kits and detailing: a) description of item held; b) supplier of item; c) date of acquisition; d) cost price of item; e) quantity on hand. The condition of each item shall be documented on the inventory list as well. A team kit register using Form N1 – Team Kits Register (Issue and Return Sheet) shall be maintained for all kits held and distributed detailing: a) age and grade that the kit is handed to; b) the contents of the kit including number and type of shirts, gloves, balls etc; c) coaches name and contact number; d) signature of coach on receipt of kit and date received; e) signature of Equipment Officer on return of kit and date returned.

1.6 Return of Equipment	At the end of the competition season, all equipment is to be returned to the club's Equipment Officer. 2. Failure to return property of the club may result in the individual being charged for the same, at the discretion of the club's Management Committee. 3. Liability pertains to, but is not limited by, all equipment issued by the club as follows; all footballs, match cards, all and any equipment used for training purposes, all and any additional apparel issued. 4. All playing strips must be laundered, folded and placed in team bags before they are returned to the Equipment Officer on completion of the season.
1.7 Use of Equipment con't	Equipment or apparel issued by the club is not to be used under any circumstances for personal activities without the explicit written approval of the Management Committee. Players may be issued with team shirts individually for the season using Form G – (Issue of Team Shirts) to wear in authorised matches. Club shirts will not under any circumstances be worn to any training sessions or any unauthorised match. Players must take a high level of responsibility for the use of equipment. Coaches and managers also need to ensure that all equipment used during the season is returned at the end of any match or training session.
1.8 Replacement of Equipment	Coaches are to report missing or damaged equipment to the Equipment Officer immediately. Any missing or damaged equipment notified to the Equipment Officer will be removed, replaced or repaired on a priority basis.
1.9 Equipment Stock take	A stock take of equipment held shall be performed at the following times: a) Beginning of the season; b) End of the season but no later than 30 September. The Equipment Officer, and at least one other person, shall perform the stock take, to ensure accuracy. The stock take shall provide the following information: a) description of item held; b) location held; c) supplier of item; d) date of acquisition; e) cost price of item; f) quantity per item on hand. The results of each stock take shall be provided to the Treasurer. This allows a proper assessment of the financial performance of the operation after taking into account stock on hand (i.e. current assets).
1.10 Impact on Health and Safety	The Equipment Officer must ensure that all club apparel owned by the club, excluding merchandise for sale, is in a clean and safe state before being used or issued to Managers, Coaches or players. Coaches and managers must inspect, at the commencement and during the competition season, all equipment for any unsafe conditions that may be present or may arise through use. Any unsafe condition noticed must immediately be brought to the attention of the Equipment Officer. Unsafe equipment must not be used under any circumstances
1.11 Reference Codes	Nil