

HOME GROUND
COLCHESTER RESERVE
COLCHESTER ROAD
BORONIA VIC 3155
TEL:



CORRESPONDENCE
EASTERN RAPTORS RLC
PO BOX 4781
KNOX CITY CENTRE VIC 3152
WWW.EASTERNRAPTORS.COM.AU

EASTERN RAPTORS RUGBY LEAGUE CLUB

EASTERN RAPTORS RUGBY LEAGUE CLUB **EQUIPMENT POLICY**

Version History

Version	Date	Authors	Summary of Changes
1.0	24/10/13	M Rowell, R Sharp	Document Initialisation

Acceptance

Position	Approval Date	Version	Name	Next Review
President	24/10/13	1.0	Jo Leiper	9/2014
Secretary	24/10/13	1.0	Kelly Rowell	

PURPOSE OF POLICY

The purpose of the document is to facilitate the management and coordination of equipment in the club.

INCONSISTENCY WITH THE CONSTITUTION

If there is any inconsistency between the terms of this Policy and the Constitution, then (to the extent permitted by law) the Constitution will override this policy, and will apply, to the extent of that inconsistency.

EQUIPMENT DEFINITION

The term equipment includes all items 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 balls, Practise balls, Cones, Team manager bags, Hit shields, Tackle bags, Kicking tees First Aid kits, Tag belts, Whistles, Ball bags, Bibs, Water carriers, Ball pumps, timers, hooters, head trainer, water boy and assistant trainer tops, players cards and match scoring book.

Content

1. Storage of Equipment
2. Issue of Equipment
3. Supervision of Equipment
4. Stock take of Equipment
5. Planning of Equipment for the season
6. Purchase of Equipment
7. Reporting of issues

1. STORAGE OF EQUIPMENT

During the off-season the ideal storage of equipment is at the clubhouse. However Colchester reserve does not have the room to store all of our equipment, as well as the club only holds a winter tenancy.



HOME GROUND
COLCHESTER RESERVE
COLCHESTER ROAD
BORONIA VIC 3155
TEL:



CORRESPONDENCE
EASTERN RAPTORS RLC
PO BOX 4781
KNOX CITY CENTRE VIC 3152
WWW.EASTERNRAPTORS.COM.AU

EASTERN RAPTORS RUGBY LEAGUE CLUB

This meaning the Equipment manager will need to work with the Director of Facilities and committee to find an alternative storage place.

The Equipment manager will hold keys to the storage and keep record of who else have access to the key and storage. The Equipment manager is required to know where all equipment is kept at all times and ensures the storage cupboard is lock after all training sessions and match days.

2. ISSUING OF EQUIPMENT

The Equipment manager will issue every Team managers at the beginning of the season with a team kit.

The kit will consist out of the following:

- Player cards,
- one new match ball,
- ball pump,
- match scoring book,
- water boy shirt and
- assistant trainer shirt.
- Print-out of the list of items provided.

Upon receipt of the team kit, Team managers need to confirm that all the items listed are included in the kit. If any difference is found or there is damaged equipment, the Equipment manager needs to be advised as soon as possible to make a correction to the items listed and sign the changes made. All teams will have their own designated ball bag with the appropriate ball size for the age group that will with stored in the equipment cupboard.

Requests for additional equipment need to be directed to the Equipment manager who will make these requests to the Director of Facilities who table the request at the relevant committee meeting to obtain club committee approval and then initiate the purchase for the requestor.

3. SUPERVISION OF EQUIPMENT

The Coach and Team manager for the relevant team accept responsibility for the equipment issued to the team. The Coach and Team manager need to ensure that all measures are taken to maintain the equipment in good condition. Any lost or damaged equipment must be reported to the Equipment manager, where he or she will replace or repair the damaged or lost stock. The Equipment manager coordinates all equipment in the club and needs to know at all times when the holding of equipment changes to new coaches/ Team managers.

4. STOCK TAKE OF EQUIPMENT

All Coaches and Managers are required to report equipment stock 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. All team bags must be returned to the equipment manager 3-4 days after the team's last game of the season.



HOME GROUND
COLCHESTER RESERVE
COLCHESTER ROAD
BORONIA VIC 3155
TEL:



CORRESPONDENCE
EASTERN RAPTORS RLC
PO BOX 4781
KNOX CITY CENTRE VIC 3152
WWW.EASTERNRAPTORS.COM.AU

EASTERN RAPTORS RUGBY LEAGUE CLUB

The Equipment manager will carry out a stock take at the start and end of season and report any lost, missing or damaged equipment to the committee.

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 practises.

5. PLANNING OF EQUIPMENT FOR THE SEASON

The Equipment 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 need purchases

Following the meeting the Equipment manager will provide a cost estimation to the relevant committee to include in their respective budgets.

6. PURCHASE OF EQUIPMENT

Upon approval the Equipment manager will initiate the purchase of the relevant approved items for purchase.

The Equipment manager will honour the agreements with sponsors and preferred suppliers when purchasing equipment as determined by the Executive Committee of the club.

7. REPORTING OF ISSUES

All issues regarding equipment needs to be reported to the Equipment manager of the Club. This includes shortages and faults to equipment, as well as additional equipment required.

8. RECEIVING EQUIPMENT FROM THE VRL

The equipment manager will receive/ pick up any equipment given from the VRL and add all stock into the stock take list for end of season stock take. The equipment manager will also provide a list of equipment provided from the VRL to the Management committee

