

# Saffron Walden Community Football Club

## GUIDANCE NOTE



### Kit and Equipment Purchase

The following guidance is designed to provide more clarity to coaches and assistant coaches on the purchase of kit and equipment. It is consistent with the messages sent out over recent months, but brings that together in one place, along with other related guidance e.g. on expenses. The key points to note are as follows:

1. New kit for teams is purchased centrally. All kit orders should go to the club's appointed Kit Manager to make the order, and should use the template/spreadsheet provided by the Kit Manager
2. Age group leads should coordinate kit orders for the teams at their year group and ensure these are sent to the Kit Manager using the template.
3. The club budgets for new kit (i.e. shirt, shorts and socks) on the basis of it lasting for two years. For a given team, we would therefore expect to make one substantive kit order every two seasons. Where new players join the team – either mid-season or the year 'after' a kit order has been made – new kit should be ordered for that/those individual players.
4. Where a player leaves the club within the first year of having a new kit, coaches should seek to recover the kit, which could then be used as a 'spare', for example while awaiting arrival of new kit for a new player. All new players should expect to receive a new kit though, rather than a 'used' one.
5. The club does not budget for providing tracksuits for players. Individual teams should consider seeking sponsorship for tracksuits or other items they would like to purchase for their teams (e.g. subs benches).
6. Coaches who have gained the appropriate qualifications (FA registered with SWCFC) choose two of these items: polo shirt; tracksuit top; rain jacket.
7. Teams will also receive a set of equipment for the season made up of balls and other equipment, as agreed by the Board. These are best bought centrally as the club can buy in bulk and secure a better price whilst ensuring that, broadly speaking, all team and players are treated equally.
8. The club does not generally fund things such as team tracksuits; venue hire for friendlies; additional fitness/training sessions; team excursions or trips.
9. If you have any questions please contact a Club Board member.
10. Thanks again for all your efforts! If more funds become available in the future we will seek to build on what we can provide

**SWCFC Board November 2018**



**CHARTER STANDARD  
COMMUNITY CLUB**

