

Ipswich Football Club Equipment Usage Policy



Purpose

The purpose of this policy is to establish strict guidelines for the access, management, and protection of Ipswich Football Club's sporting equipment. It aims to prevent loss and damage by defining clear chains of custody and responsibilities for all stakeholders.

Background

This policy operates in conjunction with the Football Operations Manual (FOM). While the Football Operations Manual outlines the technical specifications, inventory lists, and equipment standards for each squad, this Policy enforces the strict rules regarding access, usage, stewardship, and liability.

Scope

This policy applies to all members of Ipswich Football Club, including coaches, team managers, players, and committee members who are issued with or have access to club equipment. It covers all assets detailed in the Football Operations Manual, including but not limited to balls, bibs, cones, goals, and technology.

Related Documents

- Football Operations Manual – Equipment
- Incident Form (POL-006)

Definitions

Equipment: Refers to all sporting assets owned by Ipswich Football Club, including but not limited to balls, bibs, cones, portable goals, and technology.

Equipment Officer: The individual appointed by the Board to manage the procurement, inventory, and security of club assets. Note: In the event this position is vacant or the officer is unavailable, the duties and authority of the Equipment Officer default to the General Manager or a designated Board Member.

The Steward: The specific individual (usually a Coach or Team Manager) who signs out equipment and assumes full legal and financial responsibility for its care and return.

Restricted Area: Refers to the Equipment Store Room and any other storage facilities designated by the Board as off-limits to general members.

Asset Register: The official club log (digital or physical) used to record the assignment and return of club property.

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Policy Guidelines

1. Ownership and Usage Principles

Club Property: All sporting equipment procured by Ipswich Football Club remains the sole property of the Club. The provision of equipment to a coach is a privilege to assist in training and is not a gift.

Personal Use: Club equipment is strictly for official training and matches and must not be used for private coaching or personal use.

2. Procurement

Exclusive Supplier: Ipswich Football Club maintains a binding exclusivity agreement with Total Club Manager (TCM) for the supply of all Apparel, Merchandise, and Sporting Equipment (including balls, bibs, cones, and goals).

Prohibited Purchases: Coaches, managers, and staff are strictly prohibited from purchasing sporting equipment from third-party retailers (e.g., Rebel Sport, K-Mart, or other online vendors). Doing so constitutes a breach of the Club's commercial obligations.

Centralised Ordering: All procurement must go through the Equipment Officer to ensure it is processed via the approved ordering platform as required by the supplier agreement.

Reimbursements & Liability:

- **No Reimbursement:** The Club will not reimburse individuals for equipment purchased from unauthorised suppliers.
- **Financial Penalty:** Under the Club's commercial agreement, purchasing from outside suppliers attracts a financial penalty (liquidated damages) equal to 25% of the goods' value. The Club reserves the right to recover this cost from any individual who purchases equipment without authorisation.

3. Access and Security

No Self-Service: Coaches, players, and parents are strictly prohibited from entering the Restricted Area to "top up" supplies or replace items.

Authorised Access: Entry is strictly limited to the Equipment Manager and designated Board Members.

Distribution Window: All requests for additional gear or exchanges must be submitted to the Equipment Officer during designated service hours.

4. Allocation and Stewardship (The Sign-Out Process)

Mandatory Sign-Out: All equipment issued to a coach must be signed for via the Asset Register.

Acceptance of Responsibility: By signing the Asset Register, The Steward confirms they have counted the items, verified their condition, and accepted liability for them.

5. Care and Maintenance

Inspections: Coaches are responsible for conducting regular visual checks of their equipment for damage or wear.

Storage: Equipment must not be left unattended at venues (e.g., left on the field after training). It is the responsibility of The Steward to ensure equipment is stored securely when not in use.

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6. Returns and Liability

End of Season: All equipment must be returned by the date designated by the Equipment Manager.

Inventory Check: The Equipment Officer will perform a stocktake against the initial Asset Register entry in the presence of The Steward.

Financial Liability: Ipswich Football Club reserves the right to seek reimbursement for equipment that is lost due to negligence. This may include deducting replacement costs from coaching payments or retaining volunteer bonds.

7. Reporting Loss or Damage

Any damage or loss of equipment must be reported immediately.

An Incident Form (POL-006) must be completed detailing the item lost and the circumstances.

Compliance and Enforcement

All members are expected to comply with this policy. Failure to do so, including unauthorised entry into the Restricted Area or failure to return assets, may result in disciplinary action or financial recovery processes.

Review and Feedback

This policy will be reviewed annually by the Board. Feedback from the Equipment Manager and coaching staff is encouraged.

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