



TRINITY FOOTBALL CLUB

The Youth Ground, Eastern Avenue, Southend on Sea
Essex, SS2 4FA

Kit & Sponsorship Policy

This policy sets out the processes for the purchase and sponsorship of kit for Trinity FC, and the associated responsibilities.

In this document, the term “**Kit**” refers to the playing kit, the set comprising of Shirts, Shorts & Socks as defined below.

Definitions

Home Kit

The standard home kit will comprise of:

- Shirt & Shorts - predominantly Royal Blue with a White Stripe down the side (body, arm or leg).
- Socks - Royal Blue.

Away Kit

There are currently several different types, styles, and colours of away kit. The club is moving to a standard “away” kit which is covered by this policy.

The standard away kit will be the same as the Home Kit, with the following difference:

- Shirt - predominantly White with a Royal Blue Stripe down the side (body or arm).



All club shirts will have a squad number and a club badge and may contain the name and/or logo of a team sponsor.

The player’s name or initials are **NOT** to be printed onto any item of the team’s Home or Away playing kit.

Club Badge

The club badge will be one of the following and will be embroidered/printed on the left breast location of the shirt.



Funding and Sponsorship

The club intends to have each team kit sponsored where possible, although where a sponsor cannot be found the club will provide a team with a kit.

The purpose of sponsorship is to find a mutually beneficial arrangement between the Club and the Sponsor. All arrangements are to be transparent and shall stand up to any scrutiny. All kit, equipment and other goods supplied to the Club as part of the sponsorship agreement remain the property of the Club.

Sponsorship of a team kit includes the purchase of the kit, as well as any printing costs associated with the sponsor's name and/or logo. Agreement to sponsor is an agreement to meet the full cost of a team kit, not just the printing costs associated with sponsor's name and logo.

- Shirt/Kit sponsorship is governed by the FA Sponsorship Policy, which sets out guidelines on issues such as acceptable logo sizes etc., to which all clubs and teams must conform.

Where a suitable pre-owned team kit is available, this will be provided to a team which is unable to secure a sponsor.

Kit Management

All playing kit remains the property of Trinity FC irrespective of sponsorship or sources of funding.

The club will designate a Kit Liaison Manager/Co-Ordinator who will aid and support in the procurement, issue, return and re-use of kits.

Each team kit is expected to have a minimum of 2-year life with its original team.

All playing kit is to be returned to the Team Manager should a player decide to leave the club or seek to transfer to another team or club. Any player seeking to transfer to a different team or club will not be given clearance to do so until all kit has been returned to the Team Manager as part of the process of ensuring all outstanding debts etc. are cleared.

When a team kit is replaced, it should be returned to the Trinity Kit Manager, appropriately cleaned and sorted, so that it can be assessed, and then stored, disposed of or re-used, as required.

All other items of clothing or equipment – track suits, weather jackets, kit bags, training bibs, water bottles, training balls & equipment, etc. – will be provided by the team rather than the club. Team Managers are encouraged to obtain sponsors or to undertake fund raising to be able purchase these items.

Where a team requires tracksuits etc. these should comply with the Trinity FC club colours and are payable from team funds.

Unless provided by the Club, all other items of clothing or equipment are the responsibility of the Team Manager who has discretion to determine their ongoing use.

Kit Purchase Process

- Purchases will be coordinated by the Kit Liaison Manager/Co-Ordinator using the club approved supplier.
- All kit purchases will be made through the club and will be reimbursed by each team's sponsorship funding.
- Kit sponsorship funding must be paid to Trinity FC only, not individual teams, and will be processed through the Kit Liaison Manager/Co-Ordinator.
- All kit purchases will only be processed using the Trinity FC Kit Ordering Forms, indicating numbers and sizes of kit required, shirt numbering requirements and sponsorship details – accompanied by any sponsors' artwork for printing.
- Lost or replacement items will be dealt with on an individual case basis by the Kit Liaison Manager and the team manager.

- Trinity FC Kit Order Forms are available for download from the club website or from the Kit Manager/Co-Ordinator.

Typical kit requirements for each age group/team are as follows:

Age	Outfield Kits	Goalkeeper Kits	Total
U7-U10	9	1	10
U11-U18	15	1	16
Senior	15	1	16

Kits will be purchased and charged for by individual sets of shirts, shorts and socks. Prices are available on request from the Kit Manager/Co-Ordinator, who will be able to provide a cost estimate for each team on request.

Responsibilities

The club believes that each team kit should last 2 years, although it may be reissued to a different team after being returned. Therefore, the club relies on players, parents, and managers to look after each kit:

Players/Parents

- Look after and be responsible for their kit during the season.
- Must not wear the kit other than playing matches for Trinity FC.
- Keep the kit clean and in good condition.
- Return all kits to the Team Manager when requested.

Team Managers

- Collect kit from players as required and return it to the Kit Manager.
- Identify kit requirements and provide that information to the Kit Manager
- Find a sponsor when the need arises, or an opportunity presents itself.
- Provide suitable sponsor logo artwork for printing onto the kit.
- Ensure no deviation from this policy by individuals.

Kit Liaison Manager/Co-Ordinator

- Operate the club's Kit & Sponsorship Policy.
- Manage stock control, making any purchases with the approval of the Executive Committee.
- Make a list of missing or damaged items, which will require replacement with the approval of the Executive Committee.
- Purchases Kit using the approved supplier.
- Ensures no deviation from policy by teams or individuals.
- Dispose of any old or surplus kit with the permission of the Executive Committee.

Executive Committee

- Ensure the club's Kit and Sponsorship Policy is adhered to.
- Provide permission to purchase items for stock.
- Provide permission to purchase replacements for lost or damaged items.
- Decide on the approved supplier.
- Ensure no deviation from policy by teams or individuals.
- Decide on appropriate disposal of old or surplus kits.