



Sporting Communities CIC Equipment Policy

Sporting Communities will provide staff with adequate equipment, including electronic equipment, to perform their work. Please remember that Sporting Communities is a not-for-profit organisation. As such, the company runs and survives by the services it provides to communities. The longer equipment and resources last, the more we can focus finances on services and employment of staff.

Please note that equipment provided remains the property of Sporting Communities and must be treated with the utmost care.

The equipment issued must not be added to or altered by the individual, or used for purposes other than Sporting Communities work.

Equipment is solely for Sporting Communities staff. If a staff member gives/lends his/her equipment to anyone else, they will be subject to disciplinary action.

If there is a need for new equipment, this must be requested to a senior member of staff. Please do this at your earliest convenience. Staff will then obtain the new equipment and allocate it to you as soon as possible. New equipment requests will only be rejected if it is deemed not reasonable or appropriate by senior staff, or there is no budget to cater for such equipment.

On leaving Sporting Communities employment, staff must ensure that all equipment is returned to their line manager on the last day of service.

If Sporting Communities equipment is damaged, the staff member must report that immediately.

Misuse of Sporting Communities equipment can render the staff member subject to disciplinary action.

I understand and agree to abide by this equipment policy.

Signed _____
(Director/Manager)

Signed _____
(Coach)