**The Army Rugby Union Clothing and Equipment Care Directive**

**Annex B to**

**ARU Team and Department Planning Direction**

**Jul 2021**

**Background**

1. The Army Rugby Union (ARU) as a registered Charity has a responsibility to ensure all spending is done so responsibly and appropriately in accordance with charitable law. That responsibility includes the purchasing and through life care of Clothing and Equipment for its Management Board and Council, players, coaches, matches officials and administrators. Budget holders should consult the Director of Finance if they are unsure of what represents responsible spending.
2. It should be noted that during the period of a clothing contract the ARU badge is solely licenced to the contractor unless specific permission is granted by the ARU secretariat.
3. Central Governance is the ARU group of individuals controlling the overall finance and accounting of all clothing and equipment. Its lead is the ARU Vice Chair and has the ARU Director of Finance and Chief Operations Officer holding Departments accountable.

**Ordering**

1. Team clothing will be ordered centrally by the ARU secretariat from its contracted clothing supplier. The relevant budget holders should check with the Director of Finance if they are unsure before they consider a third-party purchase via the ARU secretariat.
2. Representative teams clothing will be ordered to reflect the relevant teams planning assumptions given to the ARU Secretariat no later than 1 Dec annually for ARU 7s teams and 1 Jun annually for XVs teams. Central governance will pay for a select number of items, ie: playing strips, a full list of which will be promulgated one month prior to the Financial Screening process.
3. A realistic and full reserve of Central Governance issued items will be held by the ARU secretariat to ensure exchanges can be conducted without any team being disadvantaged.

**Issuing**

1. Team Managers (TM) will be issued their relevant team clothing packs at least 2 weeks before their first fixtures, (once confirmed and the relevant sponsors are agreed) and are to sign for all items issued to them.
2. Representative teams will have a uniformed appearance and should not plan on individual items of clothing, so they do not appear as a ‘stand-alone’ team.
3. As players move from team to team eg: on a player development pathway, they are only to be issued the requisite items appropriate to the team they are moving to, not a full re-issue. Issue receipts must accompany said player from the losing team, to the receiving team’s kit manager. Teams will re-reimburse each other with new kit accordingly.
4. Guidance on how teams will be clothed as follows:
5. Senior Men and Women – Full issue for both Teams.
6. Masters and U23 Teams – Approx 70% of full issue based on the team planning assumptions.
7. A Teams:
   1. Coaches and Management – Full issue.
   2. Players - all players will sign for clothing on a fixture by fixture basis (Less 1 x T shirt & 1 x Polo shirt) and return all clothing before they depart having completed a fixture.
   3. 7s Teams – Full issue based on a summer season similar to the senior men and women.

**Equipment**

1. Equipment is bought on charge depending on the requirement of Teams needs. The ARU secretariat is to hold the full lists of equipment held by both individual Teams /Depts and central holding.

**Finance**

1. The Charity Commission (CC) requires the Army Rugby Union (ARU) Charitable Trust to provide assurance that the funds administered by the Management Board of Trustees (BoT) are held, managed, controlled, and used effectively. The funds are to be used to meet the ARU’s Charitable Instrument, which is to promote the game of Rugby Union within the Army. It is against this intent that all expenditure could be assessed by the CC, and it is incumbent on all ARU Officers and employees that they are cognisant of this when incurring or authorising expenditure.
2. Each area of activity will be controlled by a designated representative Director of Rugby that will be an authorised Budget Holder (BH), assisted where necessary by a nominated Team Manager (TM). The TM will undertake activities on behalf of the BH.

**Accounting**

1. Clothing and/or equipment issued to individual’s representing the ARU remains the property of the ARU. Any item of clothing or equipment must be signed for by the receiver either on an individual issue sheet (IIS) at Appendix A or an AF1033 via the appropriate Team Kit Manager.
2. Quarterly returns of all kit and equipment must be delivered to the ARU secretariat for accounting and serviceability requirements.
3. NLT 4 weeks post the teams last game of the season, TM’s will present their relevant issue and receipt returns to the ARU secretariat. These figures will be balanced against any unissued team clothing held by that team.

**Loss or Damage**

1. Any items of clothing or equipment that are faulty or damaged by an individual will be replaced on a one for one basis – depending on the nature of the damage individuals may be charged for a replacement item. Faulty items must be returned to the ARU Secretariat via the relevant teams equipment manager in order for the item to be returned to the manufacturer. Any items that are lost will be replaced at cost price to the individual once payment has been received by the ARU DoF. This is no different to individuals being supplied any of their Army issued clothing and equipment.
2. Items of clothing will have a life expectancy depending on the garment. Details of which will be confirmed from Central Governance at the time of issue. Life expectancy of each item will be indicated on the issue sheet. Some items of clothing will be one off issues but able to be replaced if faulty or damaged.

**Formal Wear**

1. ARU Blazers will be issued to members of the ARU Management Board and Council and the men’s and women’s senior representative teams. Directors of Rugby, Head Coaches and Inter Services (IS) Captains will be entitled to keep their blazer at no charge to the individual. Any other individual blazer issued will be returned via the representative TM on completion of the IS campaign. Individuals can request to purchase their blazer at cost price but this request must be in writing to the relevant representative TM and the monies are to be paid prior to the completion of the IS campaign. Individuals that fail to return their issued blazer will have the cost of a replacement billed to the relevant team.
2. **Medical Resources**
3. Medical Kit is centrally organised by the ARU Medical lead. Teams’ departments are to submit their medical requirements to ARU Director of Finance and ARU Senior Medical Officer. (SMO)
4. Medical items issued to individuals on a short or mid-term loan such as ‘game ready’ and Pulseroll machines must be signed to the relevant individual by the representative team medical lead once approval has been granted by the ARU Senior Medical Officer (SMO). The issue of medical equipment must include the relevant instructions for correct use and a date annotated on the AF 1033 when the item is to be returned. A copy of the AF 1033 must be given to the ARU secretariat. It is the individual’s responsibility to ensure the equipment is returned to the ARU in a clean and serviceable condition. Any damages incurred during the loan period will be billed to the individual.

**App A to**

**The ARU Clothing and Equipment Care Directive**

**Jul 2021**

**Army Representative Colours and Accoutrements.**

1. XV Cap. The Army Cap is only awarded to players (Senior Men, Women and Masters) representing the Army against the Royal Navy or the Royal Air Force. The presentation of caps is to take place immediately after a player has played their first Inter-Service Championship match, preferably at a formal event. Caps may also be awarded against other representative team, such as the Forces of other Commonwealth Countries upon the approval of the Management Board.
2. Men’s Senior XV Tie. The Army Men’s Senior Players Representative tie may be worn only by players awarded an Army Cap.
3. Other authorized ties are:

(1) ARU Council Maroon with white Cypher

(2) Academy Navy blue tie with white Cypher

(3) ARU Members Navy blue tie with red Cypher

(4) Army Sevens Players Senior Representative tie embossed with VII

(5) Masters Blue with gold Cypher embossed with XXXV

(6) ARURS Colours As per the Army XV tie but with the word referee embossed

c. Sevens Cap. Sevens caps are awarded to players playing a minimum of 4 tournaments in the UK during a season and 1 overseas tournament or 10 accumulated national recognised tournaments over 3 seasons.

d. Other Representative Teams. Players of other full representative teams eg: Academy may be awarded Colours not amounting to a Cap, by the respective Committees. Such Colours are to be agreed by the Council and awards announced at the AGM.

e. Playing Clothing. The Army shall play in primarily red shirts, white shorts, red socks. The emblem shall be the Royal Cypher. The emblem may also be worn on other clothing appropriate to the particular representative squad eg: tracksuits, blazers, smart-casual shirts. Teams are to ensure that the playing clothing worn by squads reflect their current sponsor – client relationship (ie. clothing provided by previous sponsors should not be worn publicly by members of representative squads.

f. Other Clothing. The use of the Royal Cypher is a privilege which must not be abused. Use of the emblem for other items of clothing non specific to representative squads must have the prior approval of the Council.

**KIT ISSUE ISSUE (KII) SHEET - To be retained for the duration of a player’s time with a representative team**

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**Jul 2021**

Number: Rank: Name: Unit:

Season: Team:

|  |  |  |  |
| --- | --- | --- | --- |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Total** | **Remarks** | |
| **Training Shirt Black/Red/White** |  | Not to be issued to players, 3-year life expectancy | |
| **Training Shirt Green/White** |  | Not to be issued to players, 3-year life expectancy | |
| **Training Socks Red** |  | Not to be issued to players, 1-year life expectancy | |
| **Contact Top Red/White** |  | Not to be issued to players, 2-year life expectancy | |
| **Playing Shirts** |  | If the player has played in both Inter services, they can be issued one shirt, 1-year life expectancy | |
| **Playing Shorts White** |  | Not to be issued to players, 1-year life expectancy | |
| **Playing Socks** |  | Not to be issued to players, 1-year life expectancy | |
| **Hoody Red/Blacks (Life Issue)** |  | New Players Only, 3-year life expectancy | |
| **Leinster T-Shirts** |  | 1-year life expectancy | |
| **Track pants Black/Red (Life Issue)** |  | New Players Only, 2-year life expectancy | |
| **Playing Shorts Red/White** |  | Not to be issued to players, 1-year life expectancy | |
| **Polo Shirts Red** |  | 2-year life expectancy | |
| **Polo Shirts Black** |  | Management Only, 2-year life expectancy | |
| **Tie (Life Issue)** |  | New Players Only | |
| **Backpack Black (Life Issue)** |  | New Players Only, 4-year life expectancy | |
| **Match Day Bags (Life Issue)** |  | New Players Only, 4-year life expectancy | |
| **Bobble Hat** |  | Management Only, 3-year life expectancy | |
| **Waterproof Track Pants Black/Red (Life Issue)** |  | New Management Only, 3-year life expectancy | |
| **Clipper Shorts** |  | New Management Only, 3-year life expectancy | |
| **Blizzard Jacket (Life Issue)** |  | Management Only, 3-year life expectancy | |
| **Navigator Jackets Black (Life Issue)** |  | New Management Only, 3-year life expectancy | |
|  |  |  | |
| **Life Issue Items: if the player needs to replace any item (less wear and tear) it will be to their cost.** | | | |
| Players Signature: | | | Date |
| Team Manager / Kit Manager Signature: | | | |