

**Equipment Policy**

To ensure the smooth running of all sports session please take note and follow the below points, failure to do so will result in disciplinary action.

* All equipment must be returned to unit/office at end of the working day unless kit is needed the morning after.
* If any kit is lost or broken please contact our equipment manager Tyler Bathe as a matter of urgency on:07443464498 or [tyler.innov8sportzcic@gmail.com](mailto:tyler.innov8sportzcic@gmail.com).
* It is the duty of a head coach to make sure you have the kit needed for the sessions you are attending.
* If you are not attending your regular session for any reason it is your responsibility to arrange collection of the kit you have including cones, bibs and first aid kit.
* In the event of you not being able to have the correct kit please contact the equipment manager Tyler Bathe on:07443464498 or [tyler.innov8sportzcic@gmail.com](mailto:tyler.innov8sportzcic@gmail.com) so we can get sort the situation and cause as little disruption to any sessions including your own.
* It is your duty to carry out monthly first aid kit checks and to notify the equipment manager Tyler Bathe on:07443464498 or [tyler.innov8sportzcic@gmail.com](mailto:tyler.innov8sportzcic@gmail.com) if anything is out of date or needs replacing, please ensure you First aid bags are kept free from used equipment.

**This Policy was approved by the Innov8 Sportz C.I.C Board in April 2016 and will be review in September 2016.**