**ENSA Societies & Sports**

**Inventory Policy**

**Summary**

This document details the policy and processes, for club’s inventory and the use/storage by ENSA Socities and Clubs. This is required for any student activities and will align with the various other policies which ENSA’s Sports Clubs, Student Societies and their committees and members should relate to.

**Effective Date:** 26/05/2022

**Approved by:** Head of Student Communities and Engagement

**ENSA contact:** Student Activities Coordinator

**Last Reviewed/Updated:** 20/05/2022

**Date due for review:** June 2023

**Applies to:** Sports Club & Society Office Holders/Members

1. **Sports Club and Society Equipment**
	1. All equipment and clothing purchased using Clubs/Societies funds, must be for the benefit of the Club/Society as a whole and represent the best value for money. It must also be maintained to a good standard and stored safely and securely.
	2. All equipment and clothing purchased and maintained by Clubs/Societies remains the property of ENSA and must be returned to ENSA in the event of a Club/Society becoming disaffiliated or dormant.
2. **Asset Lists**
	1. All Clubs/Societies must keep an accurate and up to date record of all equipment (the Asset List), including where, or with whom, is it stored. All items listed must be made accessible to ENSA, should they wish to inspect them at any time.
	2. Any lost or damaged items should be noted on the Asset List and reported to ENSA. No items should be sold without prior approval from ENSA, regardless of its condition.
	3. All purchased items must be added to the Asset List immediately once the item has been received.
	4. Where requested, Clubs/Societies should add assets numbers to items, to allow them to be easily identifiable.
3. **Purchasing New Equipment**
	1. Before any new items are purchased, the Club/Society Committee should first submit an ‘Expenditure Pre-Authorisation Form’ (accessed online via the ENSA Website). (Please follow ENSA’s Sports Club & Societies Finance Policy & Procedures)
	2. Clubs/Societies should aim to have this submitted 7 days or more in advance of the item needing purchased.
	3. ENSA will contact the Club/Society to inform them of whether the expenditure has been authorised and how these items will be purchased.
	4. Clubs/Societies should not make any purchases, including equipment or clothing, without prior authorisation from ENSA. Purchases made without pre-authorisation will not be refunded from the Club/Society account.
4. **External Use of ENSA Equipment**
	1. Clubs may request special permission to use club equipment out with term time. Notification of the use and type of use must be done via email to the Student Activities Coordinator.
	2. Any individuals using the equipment must complete a declaration of use form accepting all the terms and conditions.
	3. Users must accept any costs for broken or damaged equipment, they must accept the current state of equipment when using it and will not be covered by ENSA’s insurance for any accidents/emergencies.
5. **Branded Clothing/Kit and Kukri Sports**
	1. All Sports Clubs should only purchase branded clothing, including competition kit and leisurewear, through ENSA’s Official Clothing Supplier, Kukri Sports. We also strongly encourage societies to use Kukri Sports for branded leisurewear, from their extensive list of non-sports clothing.
	2. The Kukri Sports ‘Kit Shop’ can be accessed through the ENSA website.
	3. If Clubs/Societies wish to purchase clothing from another source, due to items being unavailable from Kukri Sports, they should first contact the Student Activities Coordinator.
	4. Any costs of personalised clothing or kit for members to keep, including for Committee Members, maybe only be subsidise up to a maximum of 70% from Club/Society funds. The remaining balance (a minimum of 30%) must be paid directly by those receiving the items.
	5. Personalised clothing for a coach/advisor may only be purchased if explicitly stated in a Coaching/Advisor Agreement and they are registered with ENSA. These costs may then be fully subsidised (100%) from Club/Society funds.
6. **Kit Storage**
	1. Throughout the year and over holiday periods, ENSA will provide suitable storage facilities where equipment/kit for sessions and games must be held, unless otherwise agreed by the Student Activities Coordinator and Club/Society Committee.
7. **End of Year Inventory**
	1. A full inventory of all assets must be conducted prior to the Club/Society’s AGM.
		1. The ‘outgoing’ Committee Members must ensure all items on the Asset List are accounted for, as they are liable for ensuring no equipment/kit has gone missing during their ‘term of office’.
	2. Following the AGM, the newly elected Committee Members must satisfy themselves that all items on the Asset List have been handed over, as they are now responsible for all equipment/kit.
	3. Once the Asset List has been approved by the incoming committee, the items must be returned to ENSA before 15th May, to be held in a suitable and secure storage facility over the summer.
8. **First Aid Kits**
	1. All Sports Clubs are required to maintain, and make available, a fully stocked First Aid Kit, for all training and fixtures throughout the season.
		1. It is the responsibility of the Committee Members to ensure all First Aid Kits are re-stocked and meet the minimum requirements.
			1. Re-stock items will be free to collect from the ENSA Office (B34, Merchiston Campus) on Monday – Friday from 09:30 to 16:30
			2. An annual ‘First Aid Supplies Charge’ will be deducted from all Sports Club accounts at the beginning of each academic year (September), to cover the cost of maintaining a stock of replacement items.
			3. Replacement, or additional, full First Aid Kits will be provided by ENSA, however the costs will be deducted from the Sports Club’s account.
		2. Sports Club Committees must return, and account for, all First Aid Kits and items prior to the Winter and Summer holidays.
			1. ENSA will restock all First Aid Kits during these times, at no additional cost to Sports Clubs.
9. **Breach of Policy**
	1. Failure to follow the policy outlined above will result in disciplinary action being taken, against individuals, full Committees and/or entire Clubs/Societies. (See ENSA’s Sports & Societies Disciplinary Policy).