**ENSA Societies & Sports**

**Inventory Policy**

**Summary**

This document details the policy and processes, for club’s inventory and the use/storage by ENSA Societies 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:** Student Engagement Team lead

**ENSA contact:** Head of Student Activities

**Last Reviewed/Updated:** 09/08/2024

**Date due for review:** June 2025

**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.
	3. Any equipment from a dormant or dissolved Club/Society will be held by ENSA for 2 years, to allow the club to be re-established more easily. However, if equipment is difficult to maintain or store, the equipment will be sold and instead the proceeds will be held in the Club/Society account until it becomes active again.
2. **Inventory Lists**
	1. All Clubs/Societies must keep an accurate and up to date record of all equipment (the Inventory 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. Inventory List must be stored on the clubs Teams Channel and kept up to date. ENSA will regularly review.
	3. Any lost or damaged items should be noted on the Inventory List and reported to ENSA. No items should be sold without prior approval from ENSA, regardless of their condition.
	4. All purchased items must be added to the Inventory List immediately once the item has been received.
	5. 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’ (using the [ENSA Societies & Sports Finance & Booking Form](https://forms.office.com/Pages/ResponsePage.aspx?id=WNzgmUucIEiGFwTDhsJUxk03wIwEdhBPm1LIpDEl9LZUMUdTV1pRODhYRTZNUk84WkFYWTdGVEJZVyQlQCN0PWcu)). (Please follow ENSA’s Sports Club & Societies Finance Policy & Procedures)
	2. Clubs/Societies should aim to submitted their pre-approval at least 7 days in advance of when the item needs purchased, to allow ENSA staff to approve the expenditure.
	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/Societies may request special permission to use equipment outside of term time, or for personal use. Requests for use, stating the equipment required and type of use, must be submitted via the external use of equipment form found on the [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/).
	2. Any individuals using the equipment must complete a declaration of use form accepting all the terms and conditions.
	3. User must accept the current state of equipment when using it and accept the liability for any costs for replacing broken or damaged equipment.
	4. Personal use of items shall not be covered by ENSA’s insurance for any accidents/emergencies.
5. **Branded Clothing/Kit & ENSA Kit Sponsor**
	1. All Sports Clubs should only purchase branded clothing, including competition kit and leisurewear, through ENSA’s Official Clothing Supplier. We also strongly encourage societies to use the current kit sponsor for branded leisurewear, from their extensive list of non-sports clothing.
	2. The ‘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 the current kit sponsor, they should first contact the ENSA Student Activities Team.
	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. **Storage**
	1. Throughout the year and over holiday periods, ENSA will provide suitable storage facilities where all equipment/kit must be held, unless otherwise agreed by the ENSA Student Activities Team and Club/Society Committee.
	2. ENSA accepts no responsibility for the loss, theft or disposal of any personal items left within ENSA storage locations. Personal items are left entirely at the owners’ risk.
		1. Personal items are not covered by ENSA insurance.
		2. Personal items may be disposed of at any time and without warning.
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 Inventory List has been approved by the incoming committee, the items must be returned to ENSA before Summer, 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.
		3. 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).