



## **POLICY TITLE: Uniform Policy**

<b>RELATED POLICIES:</b>	Bowls Tasmania Player Code of Conduct
<b>RESPONSIBLE OFFICERS:</b>	Chief Executive Officer Administration Officer Board Member for High Performance
<b>AUTHORITY:</b>	Chief Executive Officer
<b>APPLICABLE FORMS:</b>	Uniform Order Form Loan Uniform Form
<b>APPROVED:</b>	August 2016
<b>NEXT REVIEW DATE:</b>	July 2019

**Bowls Tasmania are committed to ensuring that all players and officials present a professional image at all times. The following guidelines are in place to guarantee**

**that this is carried out.**

**Definitions:**

Complete Uniform: 2 x Shirt, 1 x Jacket, 1 x pants (choice of long or short), and 1 x playing cap.

**1. PLAYERS**

• OPEN TEAM

- a) Players competing in the Tasmanian Open Team at the Australian Sides Championships will be supplied with 1 complete uniform to keep.
- b) Any additional garments requested by the players are at the players own cost.
- c) A uniform order form must be completed by the player and signed. (Appendix 1)
- d) Any replacement garments required for any following events are at the players own cost.
- e) Players competing in any Test matches (who have not previously been issued with uniform) will be provided with a complete uniform on a loan basis only and must be returned to Bowls Tasmania at the completion of the event. (please refer section 3 'Loan Process')
- f) Open Players will be issued with a 'blank' GREEN playing cap on debut and will be issued with 'milestone' caps when reached. Replacement caps are at the players own cost.

• JUNIOR TEAM

- a) Players competing in the Tasmania Junior Team at the Australian Junior Championships will be given two playing shirts.
- b) The other garments of the Tasmanian uniform will be on loan to the players.
- c) Players do have the option to purchase garments at a price determined annually by Bowls Tasmania.
- d) A uniform order form must be completed by the player and signed. (Appendix 1)
- e) Any replacement garments required for any following events are at the players own cost.
- f) Players competing in any Test matches (who have not previously been issued with uniform) will be provided with a complete uniform on a loan basis only and must be returned to Bowls Tasmania at the completion of the event. (please refer section 3 'Loan Process') (This includes Under 25's)
- g) Junior Players will be issued a YELLOW playing cap. Replacement caps are at the players own cost.

• SENIOR TEAM

- a) Players competing in the Tasmania Senior Team at the Australian Senior Championships will be given two playing shirts.
- b) The other garments of the Tasmanian uniform will be on loan to the players.

- c) Players do have the option to purchase garments at a price determined annually by Bowls Tasmania.
- d) A uniform order form must be completed by the player and signed. (Appendix 1)
- e) Any replacement garments required for any following events are at the players own cost.
- f) Players competing in any Test matches will be provided with a complete uniform on a loan basis only and must be returned to Bowls Tasmania at the completion of the event. (please refer section 3 'Loan Process')
- g) Senior Players will be issued a YELLOW playing cap. Replacement caps are at the players own cost.

## **2. OFFICIALS**

- a) All officials will be provided with a complete uniform on a loan basis only and must be returned to Bowls Tasmania at the completion of the event.
- b) This uniform will be of the same design as the playing strip.
- c) If officials require alterations to these garments then they must be purchased.
- d) Officials will be issued a YELLOW playing cap with their position title embroidered on it.
- e) Replacement caps are at the officials own cost.

## **3. LOAN PROCESS**

- a) All loan items will be numbered.
- b) Players/Officials must sign a loan form indicating the numbered garment they have borrowed. To be filed and kept by the Bowls Tasmania office. (Appendix 2)
- c) The player/official will be responsible for loss or damage to the garments on loan to them and will be issued with an account if not returned in an appropriate state deemed by Bowls Tasmania.
- d) Uniforms must be returned to Bowls Tasmania including the return form. (Appendix 2)

## **4. TRAVELLING UNIFORM**

- a) All travelling representative players/officials will be required to wear the complete Travelling uniform.
- b) The travelling uniform will include the playing shirt and jacket, black bottoms (supplied by the player) which may include shorts, skirts, three quarters and long pants and neat black shoes.

## **5. RETURN OF UNIFORM inc laundry of items**

- a) All travelling representative players/officials who are issued loan uniforms must ensure all garments are returned to Bowls Tasmania office with 7 days of completion of scheduled play.
- b) It is strongly recommended where possible that loan uniforms are returned

to team manager at completion of competition and appropriate paperwork is completed at that time

- c) If not given to manager uniform must be sent to Bowls Tasmania office:

Bowls Tasmania

Attn Executive officer

PO Box 4041, Invermay

Launceston, TAS 7248

- d) Bowls Tasmania will be responsible for all laundering of uniforms once returned after use.

# APPENDIX 1



## Uniform Orders

**NAME OF PLAYER:** \_\_\_\_\_

**PLAYING SHIRT SIZE:** \_\_\_\_\_

Mens

Wmns

**JACKET SIZE:** \_\_\_\_\_

**SHORTS SIZE:** \_\_\_\_\_

**LONG PANTS SIZE:** \_\_\_\_\_

⋮

Mens

Wmns

This will include; 2x Playing Shirt, 1x Pants (Short or long pants), 1x Jacket with removable sleeves.

If you would like to purchase any additional garments, then these will be at your own expense.

### **Additional Orders Payment Conditions.**

1. Named Playing Shirts **must** be paid for within **7 days** of inclusion in the Final Team.
2. All other 'extra' garments will be invoiced prior to the event.
3. Be advised that unfinancial members are ineligible to represent Bowls Tasmania

**N.B.** Socks worn by players must comply with the Bowls Australia Logo Policy found on their website. The purchases of these are the player's responsibility.

**PLAYING SHIRT:**

\$39.90 + GST (Incl. name on back)

YES NO

**How Many?** \_\_\_\_\_

**CORPORATE SHIRT:**

\$50 + GST

**How Many?** \_\_\_\_\_

**Shorts:**

\$50 + GST

**How Many?** \_\_\_\_\_

**Long Pants:**

\$54.90 + GST

**How Many?** \_\_\_\_\_

**I Agree to the Payment Conditions.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_

**OFFICE USE ONLY.**

**Processed Date** \_\_\_\_\_

**Signed** \_\_\_\_\_

\*If you are submitting the form electronically then it does not have to be signed, but by submitting the form you are declaring your agreement with the above conditions.

## APPENDIX 2



### Loan Uniform

**NAME OF PLAYER:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**PLAYING SHIRT NUMBER:** \_\_\_\_\_

**JACKET NUMBER:** \_\_\_\_\_

**SHORTS NUMBER:** \_\_\_\_\_

**LONG PANTS NUMBER:** \_\_\_\_\_

#### **Uniform Loan Conditions.**

1. The player must return all loan items within 1 week of the conclusion of the event.
2. All garments must be returned in a satisfactory condition as determined by Bowls Tasmania
3. The player will be issued with an account for any damaged or unreturned garments
4. Bowls Tasmania will be responsible for laundering of all loan garments

\_\_\_\_\_

\_\_\_\_\_

Signed

Date

Name and signature Parent/Guardian if U/18 \_\_\_\_\_

Date \_\_\_\_\_

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### **Loan Uniform Return.**

**NAME OF PLAYER:** \_\_\_\_\_

**DATE RETURNED:** \_\_\_\_\_

**RETURNED BY:** \_\_\_\_\_

	<b><u>Playing Shirt</u></b>	<b><u>Jackets</u></b>	<b><u>Shorts</u></b>	<b><u>Long Pants</u></b>
<b>ITEMS RETURNED</b>				