



## **University of Nottingham Sport**

### **Kit Policy Document**

### **2023 - 2025**

University of Nottingham Sport and PlayerLayer have extended their partnership for an additional two years, running until March 2025. The agreement continues on from our previous contract, providing unified playing, training and committee kit for our sports clubs.

This policy document will provide clubs with guidance on:

- The approved & prohibited club kit criteria
- Authorised, exempt & competitor supplier lists
- Branding & sponsorship
- Order process
- Sanctions

UoN Sport constitutes that all clubs comply with the agreed parameters outlined in this kit policy document and any associated brand / sponsorship guidelines linked within.

Failure to abide by the guidelines or processes outlined in this policy document may result in disciplinary action.

If you have any kit policy related queries then please contact the Club & Coach Development Manager - [matthew.nicholson@nottingham.ac.uk](mailto:matthew.nicholson@nottingham.ac.uk)

## Approved & Prohibited Criteria

	Competition / Match Day Kit	Club Leisurewear / Off-Field Kit
UoN Sport / Official Club Logo	✓	Optional
University Crest	X	X
PlayerLayer product	✓ (Some exemptions apply)	Optional
UoN Sport Official Colourways	✓	✓
Club Name/Wording	✓	✓
Where kit can be worn	Any event / competition when representing UoN. Training and / or spectating.	Training and / or spectating.
Where kit cannot be worn	Social events e.g. Crisis	Any event / competition when representing UoN. Social events e.g. Crisis
Authorisation from UoN Sport / PlayerLayer required?	✓ (Only if new item / design change is requested)	✓
Notes	<p>All players must wear authorised (<i>see appendix 1</i>) PlayerLayer kit during all competitions / events when representing UoN Sport (including National League). Players should also, where possible, warm up and travel in the authorised PlayerLayer leisurewear range that is available to purchase online or at DRSV.</p> <p>Where competitions / events run for multiple consecutive days (e.g. Table Tennis, Squash, Badminton) discretion will be applied. In these instances, athletes should prioritise wearing official playing shirts in knockout rounds (Semi-Finals / Finals) of competitions / events over qualification stages (groups / heats). Within qualification stages the preferred alternative kit should be other authorised items of UoN PlayerLayer kit e.g. Committee Tops, Black Performance Tee, Scholar Tops.</p> <p>Players should also wear authorised PlayerLayer kit when representing UoN Sport at open days, recruitment days, medal ceremonies and during any media commitments. It is advisable that clubs purchase some stock items for these instances or alternatively may request to hire these items from UoN Sport (e.g. Midlayer a medal ceremony or media interview).</p> <p>If Competition / Match Day kit cannot be produced by PlayerLayer then as per clause 3.1.3 of the contract clubs can sought authorisation for kit to be outsourced (<i>see appendix 2</i> for current exemption list) to another manufacturer but this must be approved by PlayerLayer and UoN Sport and cannot be from a competing teamwear brand as per <i>appendix 3</i>.</p>	<p>Clubs may design and purchase non-PlayerLayer off-field items, including those sold by UoN Sport (e.g bobble hats, ties, sliders). These items may only be worn when training and / or spectating and are not authorised to be worn during competitions or events when representing UoN Sport, as outlined in the competition / match day kit section to the left. This includes not wearing when representing UoN Sport at open days, recruitment days, medal ceremonies and during any media commitments.</p> <p>When creating any off-field kit clubs should use the official UoN Sport branding guidelines to support with any designs, including ensuring the use of the correct colour pantones, logos and font by the manufacturer.</p> <p>All design concepts must be sent to and authorised by the Club &amp; Coach Development Manager prior to order confirmation being made. Approvals will aim to be made within 10 working days.</p> <p>If clubs are found to have designed / purchased off-field kit items that have not been approved by the Club &amp; Coach Development Manager then they will be subject to the appropriate sanctions outlined within this document.</p> <p><i>Please note that PlayerLayer Quarter Zip Fleece is classified as off-field leisurewear and as a result is not authorised to be worn during all competitions / events when representing UoN Sport including open days, recruitment days, medal ceremonies and during any media commitments.</i></p>

## Approved & Prohibited Criteria

	Social / Tour Kit	One-Off Events
UoN Sport / Official Club Logo	X	Optional
University Crest	X	X
PlayerLayer product	Optional	Optional
UoN Sport Official Colourways	X	Optional
Club Name/Wording	X	Optional
Where kit can be worn	Social events e.g. Crisis. Tour	For duration of the event. Training and / or spectating.
Where kit cannot be worn	Any event / competition when representing UoN.	Any event / competition when representing UoN.
Authorisation from UoN Sport / PlayerLayer required?	X	✓
Notes	<p>These items are not authorised to be worn at any competition, events or on match days when representing UoN Sport. This also includes not wearing when representing UoN Sport at open days, recruitment days, medal ceremonies and during any media commitments.</p> <p>Drinking tours and club socials are not affiliated with UoN Sport and therefore kit worn as part of these must not be branded.</p> <p>Whilst approval for these items does not need to be granted from PL or UoN Sport, any designs and / or slogans that would bring the university or club into disrepute will result in disciplinary action.</p> <p>Note: where teams are competing in pre-season tours where fixtures are being played then authorised Competition / Match Day Kit should be worn.</p>	<p>Examples such as charity fundraisers, summer / easter camps or alumni events.</p> <p>One-off events do not include any competitions / events when representing UoN Sport such as friendlies or EUSA / other international fixtures / competitions. These items should also not be worn when representing UoN Sport at open days, recruitment days, medal ceremonies and any during media commitments (unless it relates to the specific event).</p> <p>For clarity the kit should make reference to the specific event name and date it has been designed for.</p>

## Appendix 1 - Authorised PlayerLayer Range

*New items may be added at any time. A full catalogue is available upon request. Clubs have autonomy to add any of the below items to their online club shop should they wish to.*

*Please note that personal items such as socks (where not a requirement of the sport), headbands, sweatbands, gloves as well as personal equipment such as rackets, sticks, bats, helmets are excluded from this policy and are authorised. If in doubt, please get in contact.*

Product	Colour	Range
Backpack	Black	CORE
Baseball Bottoms	Black	BESPOKE
Baseball Jersey	Forest Green	BESPOKE
BaseLayer	Forest Green	BESPOKE
Basketball Shorts	Forest Green / Gold	BESPOKE
Basketball Singlet	Forest Green / Gold	BESPOKE
Bench Coat	Gold	BESPOKE
Blitz Shorts	Forest Green / Black / White / Gold	BESPOKE
Briefs	Black / Forest Green	BESPOKE
Crewneck Jumper	Forest Green	CORE
Cricket Shirt (SS & LS)	White	BESPOKE
Cricket Slipover (SS & LS)	White	BESPOKE
Cricket Trousers	White	BESPOKE
Crop Top	Forest Green	BESPOKE
Euro Socks	Forest Green / Gold / White	BESPOKE
Gilet	Forest Green / Gold	BESPOKE
GK Shirt	Grey	BESPOKE
Hijab	Forest Green	BESPOKE
Hoodie	Forest Green	CORE
Leggings	Black	BESPOKE
Long Sleeve Tee	Forest Green / Black	BESPOKE
Midlayer	Forest Green	CORE
Netball Dress	Forest Green	BESPOKE
Padded Jacket	Forest Green & Gold	BESPOKE
Polo	White / Forest Green	BESPOKE
ProLayer Lacrosse Shirt	Forest Green / Gold	BESPOKE
Rugby Jersey	Forest Green / Gold	BESPOKE
Running Shorts	Forest Green	BESPOKE
Skort	Forest Green	BESPOKE
Socks	White	BESPOKE
SpeedLayer & FitLayer Vest	White / Forest Green	BESPOKE
SprintLayer Shorts	Forest Green	BESPOKE
TrainaLayer Bottoms	Black	CORE
VictoryLayer Playing Shirt	Forest Green / Gold / White	BESPOKE
VictoryLayer Tee	Black / White	CORE
WeatherLayer Jacket	Gold	CORE

## Appendix 2 - Current Exemption List (2023 - 25)

*Please note new exemptions may be added at any time.*

*As PlayerLayer are continuously developing new products, all items listed below should be reviewed / checked annually to ensure exemption still applies.*

Club	Product	Club	Product
American Football	Jersey & Lowers	Wakeboard & Waterski	Rash Vest
Artistic Swimming	Swim Suits	Water Polo	Hats
Boat	Racing suit & Blazers	Water Polo	Suits
Boxing	Boxing Shorts	Motorsport	Racing Overall
Brazilian Jiu Jitsu	Rashguard & Gi	Mountaineering	Snood / Muff
Canoe Polo & Kayak	Buoyancy Aid	Powerlifting	Singlet
Canoe Polo & Kayak	Cag	Shooting	Shooting Jacket
Canoe Polo & Kayak	Rash Vest	Skydiving	Snoods & Jerseys
Cheerleading	Dresses	Swimming	Suits
Cycling	Racing Suits	Swimming	Hats
Equestrian	Jodhpurs	Taekwondo	Dobok
Gymnastics	Leotards	Trampoline	Leotards
Ice Hockey	Jersey	Triathlon	Tri suit
Jiu Jitsu, Judo & Karate	Gi	Thai Boxing	Thai Boxing Shorts
MMA	Rashguard	Wakeboard & Waterski	Rash Vest

## Appendix 3 - Competitor Brands

*Under the terms of the contract all approved exemption kit cannot be provided by any of the below kit wear manufacturers / suppliers.*

Canterbury	Gilbert Grays
Viper10	Kooga
Mizuno	Kukri
Samurai	Puma
O'Neill's	Rhino
Macron	Serious Stuff
New Balance	Stuart Surridge
Joma	Gym Shark
Adidas	Castore
Nike	Canterbury
Akuma	Viper10
BLK	Mizuno



## Branding

University of Nottingham Sport have a strong brand presence and have created specific guidelines that clubs should follow.

These include the following:

- Using your correct club logo.
- Using the correct font.
- Using the correct colourways.

A complete PDF download of the UoN Sport brand guidelines can be [downloaded here](#). It is recommended that this document is sent to any suppliers who are designing any exempted competition playing kit or off-field kit as supporting guidance.

If you have any questions regarding branding, please contact [Mark.Bullock@nottingham.ac.uk](mailto:Mark.Bullock@nottingham.ac.uk)

## Sponsorship

There are also guidelines in place for where sponsorship logos can be placed on the authorised PlayerLayer competition / matchday kit due to existing sponsorship deals at UoN sport.

Authorised placement areas can be [found here](#) on the club sponsorship guidance document.

### Key kit sponsorship considerations:

1. Consider the implications on club or member's finances when the sponsorship agreement ends e.g:
  - a) If shirts are individually owned and the club changes sponsor, will the individual need to pay for a new shirt?
  - b) If shirts are club owned, and the club changes sponsor, will the club be able to afford a new set of shirts? Can the original sponsorship amount cover this cost?
  - c) If the sponsorship agreement is not renewed, but the shirts are still worn, the sponsor will be given free exposure, and limits the club's ability to find a new sponsor.
2. If the sponsor agreement is made before the kit is purchased, PlayerLayer may be able to sublimate the logo in to the kit at no extra cost to the club. Please note this depends on the item. If kit is already owned there will be embellishment costs that should be taken into considered.
3. Embellishment can be done by a provider of the clubs choice. Screen printing, iron on patches, and sew on badges should all be considered.
4. All kit sponsors will have to form part of an official sponsorship agreement. This must be approved by the University of Nottingham Students' Union via [studentgoups@uonsu.com](mailto:studentgoups@uonsu.com)

If you have any questions regarding branding, please contact [Matthew.Nicholson@nottingham.ac.uk](mailto:Matthew.Nicholson@nottingham.ac.uk)

## PlayerLayer Order Process

(Existing Approved Product Range – See Appendix 1)

1. UoN Sport Committee Member contacts PlayerLayer Account Manager David Williams (PL AM) to place an order [david.williams@dreamsport.org](mailto:david.williams@dreamsport.org)
2. PL AM replies with a Manual Order Form (MOF) within 48 hours.
3. Manual Order Form (MOF) to be completed by Committee Member and sent back to PL AM.
4. PL AM replies with a quote and specs within 48 hours (if product(s) are from the existing range). UoN Sport staff will be copied in.
5. Committee Member is then to approve the order via email confirmation within 24 hours. At this stage a formal UoN/SU purchase order number is required for the order to be put into production. The UoN Sport staff member will provide the purchase order number to allow their order to be put into production. Staff member to add PO and order details to centrally held document.
6. PL AM will reply to confirm the order is in production and within 72 hours will send an doc detailing delivery date.
7. Kit arrives, followed by the invoice. If any GOK is used, this will be detailed on the invoice.
8. Once kit has been delivered to Portland Building or DRSV, reception staff note as delivered and email the club contact to collect.
9. Club to collect kit and approve order is correct via [clubadmin@nottingham.ac.uk](mailto:clubadmin@nottingham.ac.uk)
10. UoN Sport staff will process the invoice via SU finance sending email with club confirmation, invoice and SPS code to [SU Purchase Invoice](#).



## PlayerLayer Approval Process

(Not in Existing Approved Product Range)

1. UoN Sport Committee Member contacts PlayerLayer Account Manager (PL AM) [david.williams@dreamsport.org](mailto:david.williams@dreamsport.org) to enquire about placing an order for a new product.
2. If request from a Committee Member, the PL AM should contact UoN Sport staff for approval on designing new product, if this product cannot be sourced from PL the decision will be made here whether this can be outsourced by both PL AM and UoN Sport Staff.
3. If approved, PL AM will reply with designs and a Manual Order Form (MOF) to be completed by Committee Member and sent back to PL AM.
4. PL AM replies with a quote and specs within 48 hours
5. Committee Member is then to approve the order via email confirmation within 24 hours. At this stage a formal UoN/SU purchase order number is required for the order to be put into production.
6. The UoN Sport staff member will provide the purchase order number to allow their order to be put into production. Staff member to add PO and order details to centrally held document.
7. PL AM will reply to confirm the order is in production and will send an excel doc detailing delivery date within 72 hours.
8. Kit arrives, followed by the invoice. If any GOK is used, this will be detailed on the invoice.
9. Once kit has been delivered to Portland Building or DRSV reception staff note as delivered and email club contact.
11. Club to collect kit and approve order is correct via [clubadmin@nottingham.ac.uk](mailto:clubadmin@nottingham.ac.uk)
12. UoN Sport staff will process the invoice via SU finance sending email with club confirmation, invoice and SPS code to [SU Purchase Invoice](#).

## Outsourcing

Outsourcing can occur in certain circumstances. These are usually when PlayerLayer are unable to provide the specialist kit that your club requires. There is a pre-approved list of clubs and items that can be outsourced.

1. Clubs to check if their item is on the pre-approved outsourcing list (see appendix 2)
2. All clubs then check with PL AM [david.williams@dreamsport.org](mailto:david.williams@dreamsport.org) to see whether kit can be supplied by PL.
3. If PL agree they can't provide product to suitable standard PL AM will provide permission to that club to outsource for the academic year.
4. Clubs must check each academic year with PL in case of development on product range as they have first refusal.
5. If approved for outsourcing, club to send external designs to UoN Sport staff to approve, these must meet kit guidelines outlined above in this document.
6. UoN Sport to approve order and design.
7. Club then order kit.

## Sanctions

It is the expectation of UoN Sport that each sports club will support in ensuring that their members are aware of the information, procedures and potential sanctions outlined within this kit policy.

There is also an expectation that club committee members will support UoN Sport by holding their members accountable and support with positive conversations and solution finding when breaches occur.

Below is an outline of the sanctions that may be taken in the result of a breach of the guidelines set out within this kit policy document.

<b>Occurrence</b>	<b>Individual</b> 1 Member	<b>Team</b> 2 + Members
<b>1<sup>st</sup></b>	<b>Verbal or written warning to individual.</b>  <i>Note: Hardship kit funds may be available to support purchasing of kit.</i>	<b>Verbal or Written warning to club.</b>  <i>Note: Hardship kit funds may be available to support purchasing of kit.</i>
<b>2<sup>nd</sup></b>	<b>Written warning to the individual and club president (and head coach if applicable).</b>	<b>Written warning to the club president (and head coach if applicable).</b>
<b>3<sup>rd</sup> +</b>	<b>Individual fines will be issued as follows:</b>  <b>Development Sport: £50</b>  <b>Performance Sport: £100</b>  <b>1<sup>st</sup> Team or High Performance Sport: £150</b>  <i>This fine will be doubled each time the same individual is caught re-offending within an academic year.</i>	<b>Club fines will be issued as follows:</b>  <b>Development Sport: £50</b>  <b>Performance Sport: £100</b>  <b>1<sup>st</sup> Team or High Performance Sport: £150</b>  <i>This fine will be doubled each time the same club is caught re-offending within an academic year.</i>

## Frequently Asked Questions

### **Q: Can I order playing kit from another provider other than PlayerLayer?**

A: Usually no, however there are a handful of exceptions where PlayerLayer cannot provide the specialist kit you need.

Please refer to the exemption list (appendix 2)

### **Q: Can I order training kit / leisurewear from another provider other than PlayerLayer?**

A: Although clubs are not required to provide training / leisurewear, if a club chooses to order training or leisurewear kit it must either be from the range available through PlayerLayer or designed following the approved criteria and UoN Sport brand guideline document.

### **Q: How do I add personalisation's to the kit?**

A: Personalisation can be added when completing the design specification of any order, this could be name on sleeve or a sponsor's logo somewhere on the kit. Personalisation orders should be checked thoroughly preferably by more than one person to ensure that all details are correct, once the sales order has been approved by the club then nothing can be done if an error is then found.

### **Q: How long does kit take to arrive?**

A: Lead times on kit vary depending on stock levels and degree of personalisation, any queries regarding this should be sent to the [PlayerLayer Account Manager](#). We recommend getting orders in as early as possible.

When an order is made it will state a 'due date'. Make a note of this as kit should be delivered by this date. If kit is delivered after this date / there are delays please notify UoN Sport as we may be able to negotiate discounts based on length of delay.

### **Q: What happens if we do not wear PlayerLayer kit.**

A. As we have a legally binding supply agreement with Player Layer covering all UoN Sport Clubs, if a club / members are found not to be wearing PL kit where required there may be financial sanctions to that club.

If you have any kit related queries, please contact the Club & Coach Development Manager - [matthew.nicholson@nottingham.ac.uk](mailto:matthew.nicholson@nottingham.ac.uk)