

Team Aber Clothing Guidelines 2017-18



Aims

The aim of these guidelines is to unify Team Aber through sports playing kit and leisurewear. The guidance set out below is to help clubs and societies achieve a consistent look throughout Students' Union [SU] activities, in the undertaking of their sport.

In terms of playing kit, we recognize the difficulty of having all clubs under one supplier, which is why for the academic year of 2017-18 we have decided to go against one umbrella supplier. This is to make your lives easier, and to give you more choice.

Definitions

The SU defines kit as anything that you play your sport in. For example, in football, the shirt, shorts and socks that you train and play football in would be classed as kit.

The hoodie that you may wear to travel to training in, the t-shirts that you may out on socials as a club or for general day to day wearing would be classed as leisurewear.

If your order falls under the kit classification the following rules must be that adhered to when finding a supplier and placing an order for your items.

Branding

You are limited to the colours red with black / white / green trim or highlights for home kit and, if purchasing an away kit, black with green / white / red. The SU logo and Team Aber branded banner will be on every garment. A suitable version of both of these logos can be emailed to you by your relevant Coordinator* on request.

There will be NO individual sponsors printed on any representative playing kit; only of those specifically chosen by the SU.

How to Order Playing Kit

The SU's financial procedures must be adhered to for all bulk kit orders (as opposed to individually purchased ones). If you are unsure of these procedures, please contact the finance office.*

Steps to Ordering Kit:

Firstly, identify the supplier you would like to use for your team kit. We would always recommend using local suppliers, who the SU already have strong working relationships with, in case of any problems. If you use an outside supplier, we will be limited in how much we can help you if any issues arise. If you would like a recommendation on who to use as a supplier, please contact your relevant Coordinator.*



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When looking for a supplier, think about value for money, quality of kit and lead times on the product. Work directly with the supplier in designing your kit. Make sure that the supplier knows that the SU logo must be present on the front / top / left, and the Team Aber banner branding on the back / bottom of the kit.

Before confirming any order, please email your relevant Coordinator* with the proofs of the kits design and the quote that the supplier has offered. The proofs can be checked to make sure your kit designs conform to the unified branding. If you choose to order your kit without consulting your coordinator and the design falls outside of the guidelines specified in this document, you will be required to re-order your clothing. If the order is being placed through the SU, the finance office will contact the supplier and raise a purchase order so that the supplier can invoice.

If the kit is being delivered to the SU a committee member will need to check the delivery – if there are any anomalies it will need to be reported as soon as possible. It will be the committee's responsibility to distribute the kit out to the relevant members.

Ordering Leisurewear

If your order is classed as leisurewear (e.g. social tops / hoodies) there are still standard guidelines that will need to be adhered to.

Similarly to playing kit, the SU's financial and ordering procedures must still be adhered to for all bulk orders.

The SU logo will be on every garment. The Team Aber branded banner is optional. You are not limited to the Team Aber colours, so you may choose any colour scheme you wish. In contrast to playing kit, you may have individual sponsors printed on your group leisurewear. However, any other personalization's (i.e. Nicknames) must first be sent to your Opportunities Officer* for approval. Our finance team will not put your payment through for your order until this approval has been met.

Any garment with inappropriate prints (e.g. racial / homophobic / sexist / swear words, etc.) will not be approved. If any member of your group is caught wearing garments with unapproved and inappropriate prints, SU disciplinary procedures will be initiated.

*Key Contacts

Opportunities Officer – union.activities@aber.ac.uk

Sports Coordinator – leg13@aber.ac.uk

Societies Coordinator – sib17@aber.ac.uk

Finance Office – sufstaff@aber.ac.uk

