Saints Sport team and leisurewear policy

1. Introduction
The University has appointed Richmond Sport as the exclusive provider of all sports kit to its students, staff and affiliated sports clubs, with internationally renowned sports brand Macron as the recognised sportswear partner. For the avoidance of doubt this includes the use of ‘gifts’ donated by competitor brands. This agreement also covers ‘specials’ such as tour kit and events. All affiliated Athletic Union Sports Clubs must go through Richmond Sport for all University/Saints Sport branded team and leisurewear items.

2. Trademarks
The University crest and Saints Sport logos are protected trademarks and as the intellectual property of the University of St Andrews may only be used under licence by authorized suppliers. The University has granted to Richmond Sport the right to use the trademarked University Crest and Saints Sport logos in the promotion and sale of sports kit. Under no circumstances can sports clubs use the University crest and Saints Sport logos to order sportswear from other suppliers.

The University’s trademarks immediately identify our University, and there are rules set in place to ensure appropriate use through consistent application. This assures quality and strength of the University of St Andrews brand. Logos must be used exactly as described to maintain a coherent and distinctive identity for the University.

Only in very exceptional cases will additional or stand-alone logos and brand expressions be considered for Schools, units or services (including sports clubs). Approval will only be given by the director of Corporate Communications once it has been demonstrated in a detailed report that a clear academic or market imperative underlines the requirement for another logo or brand.

2.1. Sports club logos
Corporate Communications have created specific logo designs for all AU sports clubs for use on clothing, which incorporate the name of the club.
3. Saints Sport leisurewear range
   3.1. Richmond Sport webshop
       The full Saints Sport leisurewear range is available to view and buy directly from the Richmond Sport website.

   3.2. Richmond Sport Retail Store - 35 North Street, St Andrews
       Alternatively, the Richmond Sport retail store located at 35 North Street, St Andrews, stocks all items in the range and allows customers to view and try on items before purchase.

4. Club leisurewear ranges

Sports clubs can work with Richmond Sport to design their own ‘club specific’ leisurewear ranges from items in Macron’s extensive stock collection. All items must adhere with University and Saints Sport brand guidelines, following the University’s colour palette and with the correct use of logos. Items may be personalised with initials, names and committee positions. **Clubs must not order University/Saints Sport branded leisurewear items from any other suppliers.**

5. Team wear

All teams representing the University must compete in official Saints Sport team wear, unless otherwise dictated by sport specific competition regulations (e.g. martial arts, fencing, horse riding). All team kit orders should be processed through Richmond Sport, who will work with clubs to select the most appropriate garments, fabric types and cuts, and ensure any specialist requirements are met and included in the design.

As the University’s recognised sportswear partner, all teams should be competing in Macron kit wherever possible. If in the event that the University requires a product that is not currently manufactured by Macron, Richmond Sport will seek to source from an alternative ‘specialist’ brand, and where necessary open an account with the new provider.
To maintain a coherent and distinctive identity for teams competing for the University, Richmond Sport will work with Saints Sport and Macron (or ‘specialist’) to create a design bespoke to the University of St Andrews that will be implemented across the whole team wear range, independent of the sport or the supplier.

6. **Club orders process**

6.1. Clubs are to contact William Richmond from Richmond Sports to discuss any team and club leisurewear requirements, go through options and agree a proposed order:

   william@richmondsport.co.uk

6.2. Richmond Sport will raise any branding queries with Saints Sport and once these are addressed, produce a bespoke order form for the club to complete.

6.3. Clubs are to send completed order forms to Mark Gillespie (Finance Officer) (sportsfinance@st-andrews.ac.uk) **AND** cc William Richmond (william@richmondsport.co.uk), taking care to complete all sections and highlighting any additional embellishments required. **Please note the price on the order forms excludes VAT.**

6.4. Finance Officer will raise a Purchase Order (PO) against the club’s operation budget and send to Richmond Sport to reference against the order.

6.5. At this point Richmond Sport will place the order with the supplier.

6.6. Richmond Sport will drop off the completed order with the Admin Office at the Sports Centre and email through the invoice.

6.7. The Admin Office will check off the delivery and receipt the purchase order.

6.8. The Admin Office will contact the club:

   - to confirm that the kit has arrived and is ready to be collected from the Sports Centre reception
   - to provide a copy of the invoice and inform the club how much they are due
   - to provide details of how to refund their operational budget* (see Appendix for more details).

6.9. Clubs must report any errors or faults with the order within 1 week from collection by emailing William Richmond (william@richmondsport.co.uk) **AND** the Admin Office (sportsadmin@st-andrews.ac.uk), who will log the error. In the first instance clubs are to resolve issues directly with Richmond Sport. If the matter can’t be easily resolved, clubs are to contact Fergus Knight (Assistant Director) (frk@st-andrews.ac.uk).

**Admin Office:**

T: 01334 462180

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The University of St Andrews is a charity registered in Scotland, No: SC013532
Appendix

"Payment should be made as soon as possible, and no later than 4 weeks from receipt of clothing. Payment can be made by cheque payable to ‘University of St Andrews’ and passed to the Sports Admin Office or by electronic bank transfer; if paying electronically, ensure you include your club’s unique reference code, this can be found on the Club Management Portal and should be in the form of e.g. “CSAG-AIKIDO-6120”.

Once you have made the payment please email a screen capture to sportsfinance@st-andrews.ac.uk.

The University's bank account details are as follows:
The Royal Bank of Scotland
113-115 South Street
St Andrews
Fife
KY16 9QB

Account Name University of St Andrews Income Account

Bank Sort Code 83-26-28

Account Number 00279295