



Uniform Policy for Ace Sports Coaching

Location: Ace Sports

Policy Created By: Nick McGowan

Policy Date: September 2024

Review Date: September 2025

1. Policy Statement

At Ace Sports Coaching, we believe that a uniform helps create a professional image, promotes team identity, and ensures that staff are easily recognisable. This policy outlines the uniform requirements for all staff members working in our childcare and sports business, ensuring that they are appropriately dressed for their roles and responsibilities.

2. Aims and Objectives

- **Professional Appearance:** To maintain a consistent and professional appearance among staff.
- **Safety and Practicality:** To ensure that uniforms are practical, safe, and suitable for the activities being undertaken.
- **Brand Identity:** To promote the identity and values of ASC through a unified dress code.
- **Equality and Fairness:** To provide a uniform policy that is fair and equitable to all staff members, taking into account individual needs and requirements.

3. Scope of the Policy

This policy applies to all employees, including full-time, part-time, temporary staff, and volunteers working within Ace Sports Coaching.

4. Uniform Requirements

4.1 General Guidelines

- **Uniform Design:** The standard uniform will consist of T-shirts and Hoody. The uniform should be clean, tidy, and in good condition at all times.
- **Footwear:** Appropriate footwear must be worn at all times. For sports activities, this means supportive trainers. For indoor settings, comfortable, closed-toe shoes that provide adequate protection should be worn.

- **Identification:** All staff members are required to wear their identification badges / lanyards visibly at all times while on duty.

4.2 Specific Requirements for Sports Activities

- **Sportswear:** Staff involved in delivering sports sessions must wear suitable clothing and it should allow for full range of motion and be suitable for physical activity.
- **Weather-Appropriate Clothing:** Staff should wear weather-appropriate clothing for outdoor activities, such as waterproof jackets or hats for rainy conditions and sunscreen/ protective clothing for sunny weather.

4.3 Specific Requirements for Childcare Settings

- **Comfortable and Practical Attire:** Staff working in the childcare setting should wear clothing that is comfortable, practical, and suitable for engaging in a range of activities with children.
- **Protective Clothing:** When necessary, protective clothing (e.g., aprons, gloves) should be worn during activities that involve messy play, food preparation, or cleaning.

5. Personal Appearance and Hygiene

- **Grooming:** Staff are expected to maintain high standards of personal grooming and hygiene. Hair should be clean and neatly styled. Long hair should be tied back during activities where it may present a safety hazard.
- **Jewellery:** For safety reasons, jewellery should be kept to a minimum. Dangling earrings, necklaces, and other loose items that could pose a risk during physical activities or when working with children should not be worn.
- **Nails:** Nails should be kept short and clean to avoid any risk of scratching or injury to the children.

6. Provision and Maintenance of Uniforms

6.1 Issuance of Uniforms

- **Company-Provided Uniforms:** Ace Sports Coaching will provide each staff member with the required uniform items upon employment. Staff are responsible for the care and maintenance of their uniforms.
- **Replacement:** Uniforms will be replaced at no cost to the employee when they become worn out or damaged due to normal wear and tear. Staff must notify management when a replacement is needed.

6.2 Maintenance

- **Cleaning:** Staff are responsible for keeping their uniforms clean and presentable. Uniforms should be laundered regularly and in accordance with the care instructions provided.
- **Repairs:** Minor repairs (e.g., fixing a loose button) should be done by the staff member. If the uniform is beyond repair, it should be reported to management for a replacement.

7. Exceptions and Accommodations

- **Religious and Cultural Considerations:** Ace Sports Coaching will make reasonable accommodations for staff who need to modify their uniforms for religious or cultural reasons, such as wearing a hijab, turban, or other traditional attire.
- **Medical Needs:** Adjustments to the uniform may also be made for staff with specific medical needs. This may include alternative footwear for those with foot conditions or different fabrics for those with allergies.
- **Special Events:** On designated special events or theme days, staff may be permitted to wear alternative attire as approved by management.

8. Non-Compliance

- **Addressing Issues:** If a staff member fails to comply with the uniform policy, management will address the issue with them directly. Repeated non-compliance may result in disciplinary action.
- **Replacement Costs:** If a staff member loses or damages their uniform through negligence, they may be required to cover the cost of the replacement.

9. Monitoring and Review

- **Regular Review:** This Uniform Policy will be reviewed annually or sooner if there are changes in legislation, guidance, or circumstances. Staff feedback will be considered in these reviews.
- **Compliance Checks:** Management will conduct regular checks to ensure that all staff are adhering to the uniform policy.

Next Review Date: September 2025

Policy Reviewed By: Nick McGowan