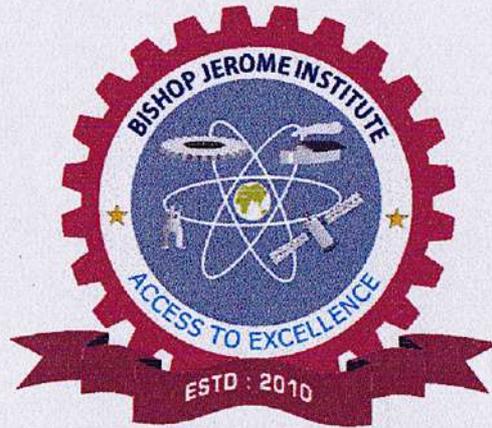


JERSEY DISTRIBUTION POLICY



BISHOP JEROME INSTITUTE

Fatima College Road, Kollam 691001

Policy Ref: BJI/19-2026

Revision: 00/2026

Issue Date: 01-02-2026

Responsible Officer: P.Ed. Instructor

JERSEY DISTRIBUTION POLICY

A) PREAMBLE

To ensure uniform representation, discipline, and accountability in **sports activities**, this policy governs the distribution and usage of official college jerseys **issued to the selected sports teams representing the College in recognized external competitions, namely inter-collegiate, district and/or state-level competitions.**

B) OBJECTIVE

The main objectives of this policy are:

- 1) To establish a **standardized system** for jersey distribution noting that jerseys create a sense of identity and unity among team members.
- 2) Jerseys are issued only to be used to **officially represent** the institution, and that the team retains its professional appearance with boosted morale and confidence.
- 3) Members who wear the jersey is identified as a representative of the institution at external competitions, and also it fosters a team spirit and camaraderie among members.
- 4) To **prevent misuse** during internal or informal activities, and at the same time showcases pride and promotes the institution's image wherever it is represented.
- 5) To define **accountability** and ensure that the goodwill of the institution fly high as every member who wears the jersey is a chosen ambassador of the institution.

C) SCOPE

This policy applies exclusively to the following officially constituted College teams:

1. **Football Team** of 11 team members including goal-keeper and an additional 4 substitutes.
2. **Cricket Team** of 11 team members including wicket-keeper and an additional 4 substitutes.

3. **Basketball Team** of 5 team members and an additional 4 substitutes.
4. **Volleyball Team** of 6 team members and an additional 4 substitutes.
5. **Badminton Team** of 6 team members and an additional 2 substitutes

Each sport shall be allocated **one official set**, which will include jerseys for approved extra players (substitutes), and the Team Manager, as per competition requirements.

D) APPLICABILITY

Jerseys shall be issued only for participation in:

- 1) Inter-Collegiate Competitions
- 2) District-Level Competitions
- 3) State-Level Competitions

Jerseys shall **not** be worn or used for:

- 1) Internal college tournaments
- 2) Department-level competitions
- 3) Practice or training sessions
- 4) Friendly matches conducted within campus

E) TEAM SELECTION AND APPROVAL

1. Teams shall be selected by the duly constituted Sports Selection Committee.
2. The final list of players (including extra players) must be certified by:
 - Physical Education Instructor / Sports Officer
 - Faculty Sports Coordinator
3. The list shall be approved by the Principal/Management prior to jersey issuance.

F) DISTRIBUTION NORMS

For each sport:

- 1) Jerseys shall be issued to the officially selected playing squad.
- 2) Approved substitute/extra players shall also be included.
- 3) The number of jerseys issued shall align with official competition regulations.

G) ISSUE PROCEDURE

1. The Sports Officer/Physical Education Instructor shall issue the Jerseys against signature to the approved list of team members, including substitutes.
2. Jerseys shall be issued against signature in the **Jersey Issue Register**.
3. The **Jersey register** shall contain:
 - a) Name of Player
 - b) Roll Number
 - c) Name of the Sport
 - d) Jersey Number
 - e) Date of Issue
 - f) Signature of Player

All jerseys shall remain the property of the College as long as the player continues to be a student at the institution.

H) RESPONSIBILITY AND ACCOUNTABILITY

- 1) Players are responsible for proper maintenance and safekeeping of jerseys.
- 2) Alteration or misuse of jerseys is strictly prohibited.
- 3) Loss or damage (other than normal wear & tear during matches) shall attract recovery of cost from the concerned player.
- 4) The Sports-Instructor shall have the right to inspect and record the condition of the jersey from time to time.

I) PRINTING AND COST SHARING

- The responsibility of designing, quantifying and printing of the jersey shall always be vested on the Management, who will finalise it in coordination with the Physical Education Instructor.
- In order to ensure care, ownership and responsibility of the issued jersey, **25%** of the cost of the Jersey shall be shared with the player, who shall remit his/her share prior to the issue of the jersey.
- In the normal course, Jerseys once issued, may not be returned by the player. However, the institution reserves its right to confiscate or reclaim the jersey in the instance if the player is subjected to any disciplinary action!

- If instructed, a player subjected to disciplinary action must be returned within **three (3) working days**. Refusal of compliance may result in:
 - a) Withholding of participation certificates
 - b) Withholding of No Dues clearance
 - c) Recovery of jersey cost

J) PROCUREMENT AND FINANCIAL APPROVAL

- 1) Provision for acquisition of jerseys shall be reviewed and approved annually by Management in line with the recommendation of the Physical Education Instructor.
- 2) Procurement shall follow the established institutional purchase procedures.
- 3) The official jersey design shall display the College name and emblem as approved by Management.

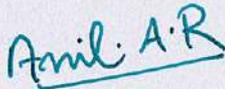
K) POLICY REVIEW

This policy shall be reviewed annually by the Sports Committee and submitted to Management for necessary amendments, if required.

L) APPROVAL

The above policy is hereby approved and shall come into effect from the date mentioned below.

Approved by:



Dr. Anil A.R.
Principal