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# GUIDELINE 'SPORTS EQUIPMENT'

## Procurement, handling and sustainable use



GERMAN  
DEVELOPMENT  
COOPERATION  
**SPORT FOR  
DEVELOPMENT**



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UNIVERSIDADE PEDAGÓGICA  
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# INTRODUCTION

High-quality and sufficient sports equipment helps offering quality sport and Sport for Development (S4D) trainings. Without it, even the best coaches cannot fully convey their knowledge and the best sports grounds cannot be used efficiently.

Adequate sports equipment enables variable and fun S4D-sessions, eases the learning process and helps promoting personal development through sports. Quality sports and S4D-offers attract more children and youth and, thus, increase outreach.

Sports equipment serves as an incentive: sports equipment improves the training conditions and increases the general appeal of S4D-activities – for children and youth as well as for coaches. As one training set is used by several coaches, its reach is multiplied, allowing more children to benefit from high-quality S4D-activities.

The handling, storage and procurement of sports equipment promotes management skills and stimulates children, youth and coaches to take over responsibility.

This guideline aims to sensitise organisations on the need to offer access to sports equipment, gives tips and tricks for adequate handling, storage and care of the equipment to ensure its long-term use, and formulates recommendations for its procurement.



# PART I



# RECOMMENDED SPORTS EQUIPMENT

Appropriate sports equipment facilitates conducting quality sport and S4D-activities. Yet, an equally important prerequisite is the creativity of the coaches. Creative coaches will find ways to substitute missing equipment with locally available alternatives and design exercises of pedagogic value with and without sports equipment.

## COMBINATION OF EQUIPMENT

Based on partners' experiences in implementing S4D-activities through various sports (football, basketball, volleyball, handball and netball) in countries across Africa, S4DA recommends the following combination of sports equipment for implementing S4D-trainings:

### TIP

A sports equipment set should contain the following items. Ideally, one set is used by several teams and coaches.

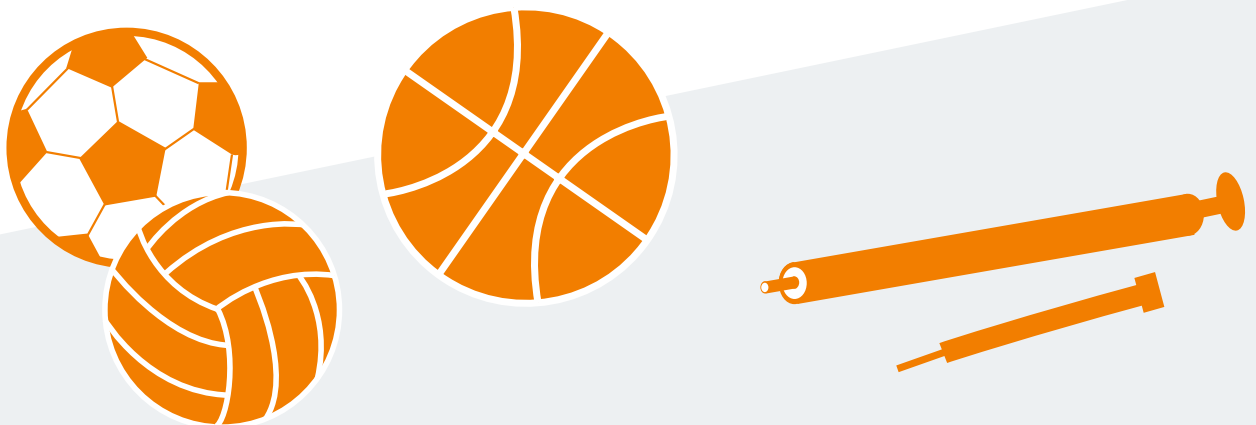
10 Balls, 2 Ball pumps, 5 Ball needles,  
12 – 30 Cones, 16 – 30 Trainings bibs,  
1 Sports holdall

### BALLS FOR EACH SPORT

Balls for each sport are often in short supply – particularly balls of sufficient quality. 10 of these make for effective and attractive coaching sessions for a group of 15 – 30 participants. The aim is to design trainings with the participants being as active and dynamic as possible. If there are enough balls, participants will not be standing still or waiting in rows for their turn.

### BALL PUMPS

Ball pumps enable coaches to ensure the correct ball pressure. Two good quality pumps and five pump needles are sufficient. Instructions for use should be provided to prevent breaking off the needle when not applied properly.





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## CONES

Cones can be used to mark out playing areas and goals, as well as for a variety of other purposes. Depending on the sport in question, 12 to 30 cones in up to three different colours are sufficient.

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## TRAINING BIBS

Training bibs serve to separate players into different groups, or as a way of representing different response options in educational games. Depending on the sport in question, 16 to 30 training bibs in two different colours are recommended.

## PROCURE EQUIPMENT

When procuring sports equipment, the following aspects should be taken into account.

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### NEEDS ASSESSMENT

Before ordering, ask those who will be using the sports equipment (coaches, children, youth) which kind of equipment they need for quality S4D-trainings.

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### SPECIFICATIONS

Make sure the materials (particularly balls) are age- or gender-specific and, if possible, adhere to international or national standards regarding shape, size, weight or material. Usually the standards are set by the sports federations.

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## SPORTS HOLDALLS

Sports holdalls: The sports equipment can be packed into a single sturdy holdall. Weighing less than ten kilograms, the training set consisting of the aforementioned elements is light and easily transportable.

### PLEASE NOTE

Depending on the type of sport practised, different types of balls and additional materials like nets might need to be obtained.

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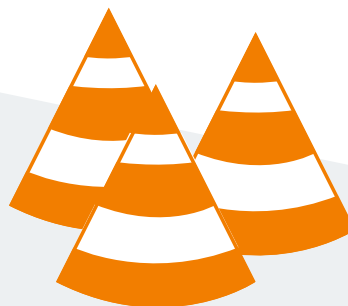
## ENVIRONMENTAL AND SOCIAL STANDARDS

Select a producer that adheres to international or national standards regarding working conditions and materials. If possible, procure from local producers.

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## BRANDING

Decide on a branding for the equipment. Adding logos or slogans to the equipment is a good opportunity for promoting an organisation or winning sponsors.







Be creative: S4D-sessions can also be designed without equipment, Ohangwena, Namibia | © GIZ/Stefan Oosthuizen

## CREATE YOUR OWN EQUIPMENT

If there is not sufficient sports equipment available, be creative, use existing materials and create your own sports equipment. Balls, for example, can be made out of plastic bags, old cloths or rubber balloons. Empty plastic bottles or flags can replace cones for marking sports grounds and games. You can use coloured ribbons which players wear around their chest or tie to an arm instead of bibs, or form the teams according to dark and light coloured clothes. There are countless ways to substitute

missing sports equipment with locally available and freely accessible materials.

### TIP

The **Adapted Sport Manual by the organisation Peace and Sport** shows how to create useful sports equipment with natural resources and recycled materials.<sup>1</sup>

## DEVELOP EXERCISES WITHOUT EQUIPMENT

If there are no training sets available and if you do not have the possibility to create your own equipment, there remains the option to develop and conduct exercises without any equipment. Many sports and S4D-exercises do not require any equipment.<sup>2</sup> Exercises that involve little or no training material should be included in workshops and trainings. Adding some training sessions without any equipment helps to reduce the problem of

insufficient equipment, sensitises trainers and youth for designing alternative fun sports activities and expands their vision on sports.

### TIP

The **Life Skills Through Games Guide**, developed by Jambo Bukoba, presents a collection of team exercises that require no or few equipment.

1 Peace and Sport: <https://www.peace-sport.org/on-the-field/the-manual-suitable-practices/>.

2 See Jambo Bukoba (2012) "Life Skills Through Games. A Teacher's Guide", [https://www.jambobukoba.com/wp-content/uploads/2015/08/Jambo\\_Bukoba\\_Teachers\\_Guide.pdf](https://www.jambobukoba.com/wp-content/uploads/2015/08/Jambo_Bukoba_Teachers_Guide.pdf).



# PART II



# HANDLING AND SUSTAINABLE USE

## USAGE AND AVAILABILITY

Sports equipment is meant to be used. Sometimes, new equipment or equipment of higher quality is being reserved for special events or senior coaches. But it should be available to all coaches and teachers of an organisation. Publicly announcing the purchase or reception of new sports equipment allows participants to claim them for the training sessions, making it harder to reserve them.

Every S4D-organisation should hold a relevant number of sports equipment sets. To assure their accessibility,

they should be owned by the organisation (not the personal property of the coaches) and, if possible, stored there, so that they can be handed out to the coach before the training session(s), who then takes personal responsibility for it and makes sure that it remains ready for use. Moreover, coaches should contribute their knowledge on needed material and quality when it comes to replacing damaged or lost items.

## STORAGE

Experience has shown that S4D-organisations should have a secure, lockable, dry, preferably windowless storage facility and a person responsible for coordinating the handing out and securing of equipment.

This person ensures that coaches have access to equipment when needed. Besides, s/he is responsible for maintaining the equipment and securing it in the designated, locked storage area. Often coaches or (sport) coordinators take on this role.

### PLEASE NOTE

In an optimal sports equipment storage

- balls are stored in a cart, basket or cupboard
- cones are piled on a shelf
- bibs are hanging on the wall
- bag, pump and needle are stored in a cupboard or box
- an up-to-date sports equipment check list is pinned on the wall

## SPORTS EQUIPMENT CHECK-IN/OUT

In order to be able to track the usage of the sports equipment, you should establish a check-in/out-list (see p. 13). Not only does it provide an overview on who is currently using which equipment, but it also promotes responsibility and commitment of the people borrowing it. If there

is a storage master, administering the list is one of his core duties; if not, the borrowers themselves fill it out, based on trust.



## CREATE OWNERSHIP

All users, beginning with the organisation, including the coaches as well as the children, should develop a sense of ownership for the sports equipment. Announce formally – maybe even in some kind of ceremony – any new sports equipment and point out that it can be used for S4D at any time.

To facilitate ownership and make sure that the equipment does not stay locked away, the organisation and coaches should decide on how exactly it will be utilised. Children and youth can be involved in this process by naming an equipment manager (e.g. for a day, a week, or month) whose task it is to make sure (with the help of others) that the relevant equipment is available on the field and fully stored after the training.

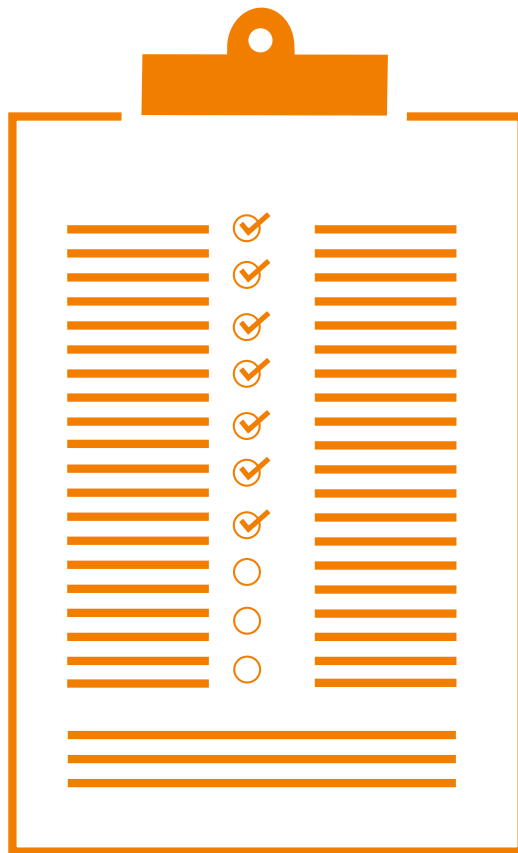
## REPARATION AND REPLACEMENT

The organisations should foster reparation and replacement of lost or damaged equipment. Therefore, a person responsible (e.g. a storage manager) should be designated and a budget for sports equipment be planned. It is

recommendable to procure needed equipment locally to reduce costs and make it easier as well as time-efficient to replace items.



# TOOLS & EXAMPLES





# SAMPLE SPORTS EQUIPMENT CHECKLIST

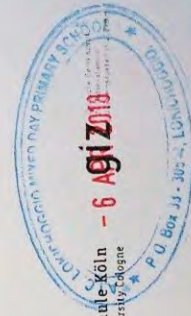
## Tool 8 – Sports equipment check-in & check-out

Securing equipment at each sports ground. It has to be filled out by the groundkeeper or other designated ground staff at the equipment storage facility (at the sports ground) whenever people want to use equipment.

Organization: \_\_\_\_\_

Last name, first name	Organization and Position	Material taken and quantity	Time & Date of handing out equipment	Condition of the equipment when handing it out (New, Good, Used, Damaged)	Time & Date of the equipment being returned	Condition of equipment when being returned (New, Good, Used, Damaged)	Signature of supervisor after return
LICHALEI JOHN	Atkinson- Hobson- Primary Sportsmp	- One ball - 10 Ropes - 10 Cones	4:30pm 26/11/18	Good	- The ball got damaged. - Ropes - Good - Cones - Good	S: 30pm 26/11/18	[Signature]
SHAFON LETAPAKIN	" Sportsmp	" " - Bibs-20	4:30pm 2/2/18	Good	Good	S: 30pm 2/2/18	[Signature]
ELIM JOSEPH	Sportsmp	" " - Bibs-20	4:30pm 9/2/18	Good	Good	S: 30pm 9/2/18	[Signature]

LICHALEI JOHN  
ELIM JOSEPH  
6/04/18



GIZ Regional Programme  
Sport for Development in Africa  
(August 2016)



**SPORTS EQUIPMENT CHECK-IN/OUT LIST**

LAST NAME, FIRST NAME	ORGANISA- TION AND POSITION	MATERIAL TAKEN AND QUANTITY	TIME & DATE OF HANDING OUT EQUIPMENT	CONDITION OF THE EQUIP- MENT WHEN HANDING IT OUT (New, Used, Damaged)	TIME & DATE OF THE EQUIPMENT BEING RETURNED	CONDITION OF EQUIP- MENT WHEN BEING RETURNED (New, Used, Damaged)	SIGNATURE OF SUPERVISOR AFTER RETURN



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**SPORT FOR DEVELOPMENT  
IN AFRICA**

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