

# MARLBOROUGH YOUTH FOOTBALL CLUB

## Sponsor and Kit Ordering Guide

### MYFC – Team Admin Co-ordinator Sponsorship and Kit Ordering Guide

You are responsible for finding a kit sponsor for your team in plenty of time to place the order. Jan/Feb is usually a good time to make a start (this allows time to find a sponsor, get sizes for the players and place the order into time for the New Season commencing in September). You will be best placed along with the Coaches and Team Managers to speak with players parents who may have companies they work for etc that would be interested. Mark Franklin, Sponsorship Manager ([sponsorship@myfc.club](mailto:sponsorship@myfc.club)) and Hayley Bailey, Kit Manager ([kitmanager@myfc.club](mailto:kitmanager@myfc.club)) will provide guidance and help when needed.

There is information on the MYFC website for potential sponsors that highlights the estimated costs and benefits associated with our Sponsorship packages. <https://www.myfc.club/sponsors> *\*check the sponsorship one pager is uploaded to website before finalising this doc\**

Agree on a sponsorship amount using the link above for guidance, the Kit Manager can help with specific pricing. Email [Kitmanager@myfc.club](mailto:Kitmanager@myfc.club) with squad size and an estimate of sizing (always better to err on larger size). The below table will help with costings.

Squad Size Level 1	Squad Size Level 2	Squad Size Level 3
5V5 U7-U8 Mixed/U8-U9 Girls 14 players  £650	5V5 U7-U8 Mixed/U8-U9 Girls 21 players  £950	5V5 U7-U8 Mixed/U8-U9 Girls 28 players  £1250
7V7 U9-U10 Mixed /U10-U11 Girls 18 Players  £850	7V7 U9-U10 Mixed /U10-U11 Girls 27 Players  £1200	7V7 U9-U10 Mixed /U10-U11 Girls 36 Players  £1550
9V9 U11-U13 Mixed /U12-U14 Girls 18 Players  £850	9V9 U11-U13 Mixed /U12-U14 Girls 27 Players  £1220	9V9 U11-U13 Mixed /U12-U14 Girls 36 Players  £1550
11V11 U14-U16 Mixed /U15-U16 Girls 22 Players  £1050	11V11 U14-U16 Mixed /U15-U16 Girls 33 Players  £1500	11V11 U14-U16 Mixed /U15-U16 Girls 44 Players  £2000



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**This is the process to follow once you have found a sponsor and are ready to place the order**

- 1) You will need to collect the kit sizes for each player by completing the Kit Order Spreadsheet

### Some things to remember if you've not ordered kit before:

- Ask parents to select a shirt size one up from current size as the kit needs to last at least 2 seasons.
- A draft guidance to send to parents is set out at the bottom of this document including link to sizing guide. If you have some old Nike kit then good idea to bring to training so players/parents can check actual sizes.
- If rotating keeper order two GK shirts - consider getting two different sizes.
- Shirt numbers. If GK shirt is 1 then first outfield shirt is 2 etc. First time around with young age groups you can allocate squad numbers in alphabetical order starting from 2. In later years players may ask for a particular number or have a favourite. Up to the manager how they deal with that.
- If ordering one or two spare shirts, put unused numbers on the back and think about the sizes to order so you have options depending on likely size of any new player or how you might swap shirts around with existing players to make a kit last a bit longer.
- For younger age groups, from "Child Medium" to "Child Large" Nike shorts it is not a big jump in waist size but is a really big jump in terms of length/bagginess. We've been caught out with that so only go to "Child Large" shorts if players really need it.

- 2) Once you've completed the excel sheet and are ready to place the order then

- Email the [kitmanager@myfc.club](mailto:kitmanager@myfc.club) with Sponsor amount agreed, Age group/Team name, Sponsor details (Company Name, Contact Name, Email Address and Business Address), an invoice will then be sent by the kit manager for the funds.
- The Club Treasurer or Kit Manager will confirm the funding has been received into the Club's bank account from the sponsor/donor.
- If you are using a sponsor logo, make sure you have a jpeg file of the logo artwork from the sponsor.
- It is the Admin Co-ordinators responsibility to order the kit.



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### 3) When placing the order online

- Once ready to place the order email [kitmanager@myfc.club](mailto:kitmanager@myfc.club) to request the Club account login in details. These are issued on a need to know basis and must be kept confidential.
- Login, select Home Kit
- When you order the shirts, opt for the **short sleeved option**. The online shop will automatically specify the orange MYFC colour and add the embroidered MYFC badge
- You need to specify the correct shirt size with the right shirt number
- When adding the shirt number, select **Large Numbers**, then **Standard Number**, Confirm colour - usually Black.
- If you are using a sponsor logo, as well as the logo itself you will need to specify the background colour behind the logo. You can specify a rectangular background window behind the logo or just ask for the background to be the orange shirt colour but if you do that think about how well the logo will stand out. If you specify a background window that is not orange, then you also need to specify the colour of the outline of the rectangular window. **Example of a shirt with a background window is attached in the other two files here.**
- When ordering shirts with a new logo the supplier has not created for MYFC before, **you must tick the box to pay the extra fee for them to do the artwork otherwise the order will be blocked.**
- Once you have placed the order email the MYFC Kit Manager with the order references (Vesey and the one you have entered for the club to track)

The kit usually takes 4-6 weeks to arrive so orders need to be placed by the start of July at the very latest - if no sponsor logo is needed it can be quicker.

- Be sure to put in your correct delivery address
- **If the players already have Club kit, only hand out new kit when they return the old - use the attached sign out sheet when distributing new kit. The playing kit always remains the property of the Club.**



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### Example email to parents when ordering kit:

#### **Ordering kit - please confirm correct size for shirt, shorts and socks**

The Club will order the new kit but we need each of you to provide sizes for your players so we can order the correct sizes. We need sizes for shirts, shorts and socks.

**Please choose one size up as we want the kit to last at least 2 seasons.** The Club's online shop contains a sizing guide - **click on link below**. Please note that for girls you need to select sizes from the men's child/adult size charts as the playing kit is unisex.

<http://www.clubwebshop.com/a-z/clubs/marlbroughyfc/sizing>

**Please confirm correct sizes for your players by xxxxxx.** We'll then place the order in time for new kit to arrive over the summer ready for the new season!

When we distribute the new kit we'll be asking you to hand back any MYFC kit that your players already have. You will also need to sign a form to confirm that you've received the new kit. The playing kit always remains the property of the Club.

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