



## **THE NEED FOR EQUIPMENTS AND THEIR TYPES**

### **INTRODUCTION**

Equipment is an vital of Physical Education and sport. Though several interesting activities can be played without any equipment, almost all institutionalized games and sports require standard equipment. In sports like shooting, archery, cycling etc. equipment accounts for more than 30 to 40% of the athlete's success at competitions. Equipments and materials (supplies) are the terms which carry varied meaning in physical education and sport. The terms of equipment and supplies (materials) are defined by Charles A. Butcher as follows: Equipment is the term used for those items that are not considered expendable but are utilized over a period of years, such as parallel bars, steel dumbbells, audiometer, hurdles, horizontal bar, goal posts, running treadmills, ergo meter bicycle etc. Supplies are those materials that are expendable and need to be replaced at frequent intervals such as shuttle cocks, tennis balls, T.T. balls, cricket balls, volley balls, basketballs, football etc. Equipment and supplies are aids or tools used to facilitated the teaching of health , physical fitness, physical education , the coaching of games and sports, conduct of intramurals and extramural. Quality and well maintained equipment and supplies are essential to good teaching and coaching.

### **TYPES OF EQUIPMENT**

A large variety of equipment is used in physical education and sports not only for sporting activity even for the care and maintenance of sports infrastructure and storage of equipment. Equipment used in PE comes in a large variety. It may be categorized according to its nature and use.

#### **1. Consumable equipment**

The consumable items are supplies that are subject to quick wear and tear through use and are replaced instantly or at frequent intervals. This includes shuttle cock, T.T balls, nets, bats, lawn tennis balls, sticks, footballs, hockey balls, volleyballs, cricket balls, aquatics equipment etc.

The life span of supplies is largely dependent upon their own quantity, the manner in which they are handled, the weather and atmospheric conditions under which they are used and the level of training and/or competition at which they are tested for durability and strength.

#### **2. Non-consumable (semi-consumable) or permanent equipment**

Non-consumable or permanent equipments including goals posts(football, hockey, handball) uprights, hurdles, basketball poles, net ball poles, lawn tennis poles, gymnastics apparatus and equipments, strength training equipments etc. Such equipment when damaged wholly or partially may be put to use again after minor repairs. Keeping the equipment in excellent working condition requires constant checking, dusting, and cleansing, maintaining and immediate repairing.

## **NEED FOR EQUIPMENTS**

It is necessary for the Physical Education teacher to prepare a check list of equipment, supplies and material required for each activity/sport for instruction and competition. The need for equipment and supplies fluctuates over time. For instance, during competitive season, the requirement of equipment and supplies is much higher than in lean season. The need of sports equipment in the educational institution depends upon the number of factors. Some of the major considerations are as follows:

1. The type of program offered by the institution required or elective physical educations, recreational programme, competitive sports, mass demonstration, professional etc.
2. The kind of activity-individual, dual, group or tem, elite class sports, public sports etc.
3. The level of the institution and organization of sports-school, college, university; intramural, extramural, intervarsity etc.
4. Number of teachers and teaching stations etc.

For each sports or games, an equipment requirement is different. To determine the need and requirements of sports equipments, material or supply while considering the above mentioned factors, the existing stock along with the consumption in the previous year and expected consumption in the future, if any, must be taken into consideration. Therefore it is a necessary for the physical education and sports department to prepare an inventory or check list of equipment, material and supplies.

## **PROCEDURES FOR THE PURCHASE OF EQUIPMENTS**

Direct purchase of equipment involves a standard procedure which is mandatory for all to follow. Before the actual purchase procedure begins, a host of factors and formalities intervene for consideration. First there is a need to create a need for equipment/supplies in which case teachers, coaches and ground staff play an important role because they actually run the programmes. Second, in-charge of the equipment should always keep himself updated of the stock position and verify expediency of purchase. He should then put up the case to the head of the department/institution for approval as well as sanction of expenditure. Third, the procedures for bulk or yearly purchase are slightly different from those followed in casual purchase. Fourth, the quantity of equipment to be purchased should be determined at the outset after making an assessment of the stock position from the inventories. Finally the PE department must maintain a list of dealers/manufactures capable of supplying sports goods on competitive rates in a given time-frame when the purchase order is placed with them.

### **Purchase procedure**

1. Once finalized the equipment requisition should be put up for sanction to the competent authority who may reject or modify the requisition.
2. Purchase of equipment up to Rs.500/- may be made direct without calling quotations.
3. All bulk purchases, usually above Rs.5000/- have to be effected by a committee duly constituted for this purpose preferably at the beginning of the year.

4. According to rules, the purchase should be made on the lowest bid basis for the same or similar type of item.
5. In bulk purchases, the purchase committee should inspect each article thoroughly and select the best considering the brand, quality and price.
6. After the selection process is over the Physical Education teacher shall prepare the supply order, get it approved by the head and dispatch to concerned firm for execution of the supply within the given period.
7. When the equipment is received it should be thoroughly checked for quantity, quality and condition, and must be compared with the sample retained, then entered in the stock resister at respective place. While making entry in the entry resister, the name of the fund/ grant out of which payment will be made must be mentioned, may be in the remarks column or otherwise as reference for future. This will enable the department at the time of condemnation of equipment. Otherwise separate resister for making purchase/s out of students' funds and grants must be maintained.
8. Purchase of goods by purchase committee: purchase of equipment's costing above Rs.15000/- ( Rupees fifteen thousand only)and up to Rs.1,00,000/- (Rupees one lakhs only) may be made on the recommendation of a duly constituted local purchase committee consisting of three members of an appropriate level as decided by the head of the department. The committee will survey the market to ascertain the reasonableness of rates quality and specification and identity the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:  
“ certified that we ..... members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”.
9. In case, there is a delay in supply of the material on the part of the firm. It must be reminded again regarding the consequences for inordinate delay mentioned in the terms and conditions of the bid as well as supply order.
10. Quotations or tenders (limited and open tenders) depends on the bulk of purchase and total amount involved, it is a quite an elaborated as well as exhaustive procedure of purchase. No doubt, it involves lengthy process and procedure, but the satisfactory part is that one gets desired item at very competitive rates. The firm can be directed to display their product for selection along with financial bid. Samples can be selected and retained to compare with the supply to be made by bid winner.

## **PRINCIPLES TO BE FOLLOWED FOR THE PURCHASE**

The following are some of the important guidelines to decide the quality and quantity of equipment to be purchase:

1. The objective of the institution in general and the department of physical education in particular, and the number of students actually participating, budget allocations, economy measures etc. should be taken into account.
2. The view of the teacher faculty of physical education, coaches and even outstanding sports students must be duly obtained, considered and valued.
3. The teachers of physical education and coaches should prepare an inventory of sports equipment to be procured based on their past experience and keeping in view the future needs. They should also specify the brand of the equipment along with the required quantity.
4. Once the list of equipment and supplies has been prepared, it should be scrutinized thoroughly by the head of the department and institution for quality, quantity and budgetary allocations, needed for the program. It will be, appreciated if a committee of expert teachers, coaches, bursar, store officer, etc. is constituted to handle the job with utmost care and transparency.
5. The physical education department must prepare a list of reputed dealers manufacturers, located locally and outstation. Only competent and dependable firms should be considered. Exercises should be done to procure their catalogues of sports equipments of different games and sports.
6. Except for emergency casual purchase, the bulk of equipment, material and supplies should be procured once in a year, preferably during the summer vacation or at the beginning of the session.
7. Initial imbalances in demand and supply of consumable equipment should gradually be leveled.
8. Procure 10-15% more than the actual requirements so that the next academic session begins without hassles.
9. The sports store officer or in- charge sports stores, should give the account of the items mentioned in the inventory prepared by the concerned teacher and coaches. Further, the equipment available in the stores may be subtracted and if any other kind of equipments is needed to procured as per the information of the store officer, may be added in the inventory.
10. For new physical education and sport plant, procurement of major and permanent in nature equipment should be spread over 3-5 years to meet the budgetary constraints.
11. Financial resources must be checked beforehand to meet the estimated expenditure of sports equipment with a vision to have sufficient financial reserves to meet the exigencies and casual purchase, entry fees, refreshment, daily allowance and travelling allowance experience, medical aid expenses, sports kit, officiating charges etc.
12. Head of the department of physical education must be consulted on account of the new program activities to be introduced or to be discontinued, if any, in the next academic session. Accordingly, inventory of equipment may be changed.

## **CONCLUSION**

From the concluding point of view, Equipments and materials (supplies) are the terms which carry varied meaning in physical education and sport. Equipment and supplies are aids or tools used to facilitate the teaching of health , physical fitness, physical education , the coaching of games and sports, conduct of intramurals and extramural. Quality and well maintained equipment and supplies are essential to good teaching and coaching. . The need of sports equipment in the educational institution depends upon the number of factors. The teachers of physical education and coaches should prepare an inventory of sports equipment to be procured based on their past experience and keeping in view the future needs. They should also specify the brand of the equipment along with the required quantity.