



**DICKY BEACH SLSC
APPAREL PURCHASING PROCEDURE
ADM016**

Document Control

Version Control

Date	Version	Details	Author
26.12.2018	1	Initial Introduction of Procedure	Secretary
29.03.2019	2	Update of Purchasing Requirements	Secretary
25.05.2020	3	Annual Review of Policies – including update on Senior State Pack	Secretary

1. Purpose and Background

- 1.1 To guide the Apparel Sub-Committee and Administration staff on the purchasing procedures to be used when considering orders, purchasing and deliveries.
- 1.2 To guide club members regarding all matters of club apparel.

2. Policy/Procedure Statement

- 2.1 The purchasing, ordering and audit of club apparel needs to take into consideration, allocated budget, stock at hand, stocktake reports and identified needs of the club members.
- 2.2 As the Junior Activities area of the club are the main purchasers of uniforms, the Apparel Officer in conjunction with the Apparel Sub-Committee will be responsible for ordering of apparel for the whole club.

3. Applicability:

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club, in particular, the Apparel Sub-Committee under the supervision of the Finance Officer.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 To be read in conjunction with Section 32 of the Constitution; By-Law 5.10 GOV014 (Operations of the Club Apparel Sub-Committee)

5. Considerations

- 5.1 Apparel and the carrying of stock needs to be monitored carefully throughout the year by the Club Apparel Sub-Committee.
- 5.2 Monthly stock takes are to be carried out by the Administration Officer who will report on paper the stocktake figures both to the Finance Officer and to the Apparel Sub-Committee.



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- 5.3 On a weekly basis the Administration Officer will provide to the Apparel Officer a copy of what items of apparel has been sold. This information will be placed in the Apparel Officer's pigeon hole each Friday.
- 5.4 This information will allow the Apparel Officer to have a full understanding of stock levels and provide timely advice if further stock purchases need to be made.

6. **Procedures**

Initial Order

- 6.1 The main ordering of stock for the season will occur between April and October of each year.
- 6.2 The Apparel Sub-Committee at its April meeting will identify the initial stock order based on last previous years' orders and taking into account any potential growth. The order will also take into account senior club togs and rashie orders.
- 6.3 The April committee minutes will clearly state by motion and approval the initial stock order required.
- 6.4 Due to the large value of this order, the order will be discussed with the Finance Officer to ensure the club's finances can accommodate the order.
- 6.5 Following the approval by the Finance Officer, the minutes including this motion will be discussed at Board level for final sign off.
- 6.6 Once Board approval has been obtained, the Board Sub-Committee Representative will advise the Club Administrator and also the Apparel Officer.
- 6.7 The Apparel Officer will then provide the recommended quote place the order for the items on the appropriate supplier's order form and provide this to the Administrator.
- 6.8 The Administrator will complete a purchase order in MYOB and email the supplier the acceptance of the quote.
- 6.9 The Administrator is to monitor the delivery of the goods where necessary, ensuring any part payments are completed at the required time frames.
- 6.10 When the goods arrive, the Administrator will check the stock against the invoice to ensure no discrepancies in the order.
- 6.11 The Administrator will enter the new stock into the POS System and then advise the Apparel Officer the stock has arrived.



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- 6.12 Once the apparel items are entered in the POS system, the clothing is to be unpacked and placed in the locked cabinets supplied for uniforms by the Apparel Officer or their assistants.

Senior Club Orders

- 6.13 Communication through the social media platforms used by the club and also email messages will be forwarded to all members of the club inviting them to order apparel for the forthcoming season.
- 6.14 This communication should be completed in annually in April by the Office Administrator.
- 6.15 The Office Administrator is to ensure a backup supply for senior club members will also be made at that time, identifying the popular sizes in shreds, togs and rashies taking into account new members. The Office Administrator should liaise with the Board Representative and the senior club member on the Apparel Sub-Committee to ensure orders will be sufficient for senior club members.
- 6.16 Orders from senior club members must include the payment for the apparel item.

Subsequent Orders

- 6.17 During the season it is recognised that top-up orders or orders for other newly developed items may be necessary.
- 6.18 Any further orders are to be discussed at the Apparel Sub-Committee meeting, and a carried motion is to be recorded for any further purchases within the minutes of the meeting.
- 6.19 The minutes are then to be circulated to the Board for final approval. Procedures as identified in 6.6 to 6.11 are then to be implemented.

Out of Session Orders

- 6.20 Should urgent items be required, an out of session motion can be circulated to all Apparel Sub-Committee members for approval.
- 6.21 If approved and if the items are under \$500, then the items can be automatically ordered, taking into account the apparel budget and stock on hand.
- 6.22 Procedures as identified in 6.7 to 6.11 are to be implemented.
- 6.23 The OOS motion is to be noted in the Apparel Sub-Committee's next minutes.



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New Items

- 6.24 New items of apparel stock should be minuted and before any purchase is made approval must be sought from the Board.
- 6.25 For new items, or expensive items (over \$90) pre order with payments must be received before the order is placed. The Administrator may assist with the collation of these orders.
- 6.26 If a new item is considered and the total spend for that item is over \$500, then approval must be given by the Board, taking into account the apparel budget and the stock on hand.

State Uniforms

- 6.27 The Apparel Sub-Committee is responsible for the ordering and supply of the State Uniform.
- 6.28 Ordering for State pack should be made by October of each year.
- 6.29 A further sub-committee can be formed to coordinate the sponsorship of the State uniform.
- 6.30 Dependent on the sponsorship obtained is dependent on what apparel is supplied to the competitors.
- 6.31 Unless fully sponsored; Junior Activities competitors will pay no more than half of the full cost for a pack if they have met their fundraising and competition requirements. If a Junior Activities competitor has not met their fundraising and competition requirements a nominal fee will be set by the Junior Activities Committee in conjunction with the Apparel Sub-Committee and must be paid prior to the ordering of the pack.
- 6.32 Senior competitors and officials will be offered at a minimum, the state shirt, jacket/jumper/hoodie and cap for no more than half the full cost. Senior competitors and officials may elect to purchase other items offered in the State pack but this will be at the cost price for the items. Should sponsors cover the ½ costs of all packs, then the senior members will also receive any item at half the cost (e.g. backpack; towel).
- 6.33 Junior Activities Coaches may be supplied a State Pack or portion of a State Pack taking into consideration any contractual arrangements. The expense of supplying a State Pack will be placed against the Surf Sports Budget. The items supplied will be at the discretion of the Apparel Sub-Committee in conjunction with the Surf Sports Officer and JAC Committee.
- 6.34 Junior Team Managers may be supplied a State Pack or portion of a State Pack dependent on the approval of the JAC committee. The expense of supplying a State Pack will be placed against the JAC budget. The items



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supplied will be at the discretion of the Apparel Sub-Committee in conjunction with the JAC Committee.

- 6.35 Senior Team Managers and Coaches may be supplied a State Pack or portion of a State Pack (for coaches taking into consideration any contractual arrangements). The expense of supplying a State Pack will be placed against the Surf Sports Budget. The items supplied will be at the discretion of the Apparel Sub-Committee in conjunction with the Surf Sports Officer.
- 6.36 Nippers will receive the whole pack, while members from the senior club and officials may elect to order portions of the pack.
- 6.37 The Apparel Officer will circulate the order form and arrange sizing dates if needed.
- 6.38 The senior club member on the Apparel Sub-Committee will arrange for the information to be forwarded to relevant members of the senior club. In conjunction with the Club Administrator, the senior club member will collate the orders and pass the collated list to the Apparel Officer.

Authority
John Scott
President