



**DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. GOV014
OPERATIONS OF THE
CLUB APPAREL SUB-COMMITTEE**

Document Control

Version Control

Date	Version	Details	Author
23.04.2017	1	Initial Introduction of Procedure	Secretary
29.04.2019	2	Reference to purchasing apparel and returns policy	Secretary
25.05.2020	3	Annual review of policy – removing Finance Committee as overseeing committee	Secretary

1. Purpose and Background

- 1.1 To guide Club Apparel Sub-Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Chairperson of the Club Apparel Sub-Committee regarding their responsibilities to conduct, record and report meeting outcomes.

2. Policy Statement

- 2.1 The Club Apparel Sub-Committee shall administer and co-ordinate the purchase, design, sponsorship of all club apparel.

3. Applicability:

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Club Apparel Sub-Committee under the supervision of the Board.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 32 of the Constitution; By-Law 5.10; Policies ADM16 and ADM17.

5. Considerations

- 5.1 The Club Apparel Sub-Committee shall be responsible for:
 - 5.1.1 Creating designs in keeping with By-Law 10.1, taking into consideration direction provided in the Apparel and Brand Manual;



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- 5.1.2 Apparel shall be the case of one club – one design;
- 5.1.3 Apparel items shall stay in place for a minimum of three years (with the exception of State and Australian Championship uniforms);
- 5.1.4 The key elements of PMS colour, size, design and logo are included in the Brand Manual, which controls all aspects of brand and design (Refer to the Policies and Procedures Manual – Brand Manual);
- 5.1.5 Apparel design complying with the branding protocols;
- 5.1.6 Identifying suitable reliable suppliers of clothing;
- 5.1.7 Identifying the clothing requirements for the Club;
- 5.1.8 Designing State and Australian Championship uniforms to be completed by 30 October for the approval of the Board in November;
- 5.1.9 Ordering of apparel must be approved by the Apparel Committee and forwarded to the Board;
- 5.1.10 No orders will be accepted by Suppliers without the approval of the Board
- 5.1.11 Should orders be made outside of these directions, the person making the order will be responsible for the costs involved, the club will not be held responsible; and,
- 5.1.12 Dealing with matters referred to it from the Board or Council.

6. Procedures

- 6.1 To control and monitor the responsibilities listed above the Club Apparel Sub-Committee shall conduct meetings quarterly at a minimum.
- 6.2 The Chairperson for meetings will be elected by its members following the Annual General Meeting.
- 6.3 Should the Chairperson be absence, a vote will occur to elect the Chairperson of that meeting.
- 6.4 The Club Apparel Sub-Committee Agenda (TEMP014) for meetings shall be:
 - 6.4.1 Opening
 - 6.4.2 Attendances;
 - 6.4.3 Apologies;
 - 6.4.4 Disclosure of Interest
 - 6.4.5 Declaration of Confidentiality
 - 6.4.6 Confirmation of Minutes of Previous Meeting;
 - 6.4.7 Business Arising;
 - 6.4.8 Correspondence;



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- 6.4.9 Budget Issues;
- 6.4.10 Strategic Plan;
- 6.4.11 Reports;
- 6.4.12 General business;
- 6.4.13 Next Meeting Date; and
- 6.4.14 Closure of Meeting.
- 6.5 The Club Apparel Sub-Committee shall report to the Board within seven days of their meeting on the required Minutes Template (TEMP009).
- 6.6 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.7 Once the Minutes have been approved, a signed copy should be forwarded to the Board secretary.
- 6.8 Resolutions or recommendations for consideration by the Board shall also be provided on the Cover Committee Report (TEMP010) and should include a rationale to support the resolution or recommendation. This includes but is not limited to:
 - 6.7.1 Apparel designs and purchases;
 - 6.7.2 Budget approvals; and
 - 6.7.3 Current activities designated in the Strategic Plan.
- 6.9 Any committee member may also attend any Board meeting (advising the Secretary seven days prior to attendance) to further clarify any resolution or recommendation from this committee.
- 6.10 Dissemination of apparel information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

John Scott
President