



# Administration Guidelines/Policies

## Apparel Purchasing Procedure

Endorsement Date:	9 <sup>th</sup> November 2020
Policy Topic:	Club Apparel
Policy Number:	ADM018
Document Version Control:	V1.0

### 1. Purpose and Background

- 1.1 To guide the 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 Club Administration will be responsible for ordering of apparel for the whole club.

### 3. Applicability:

- 3.1 This procedure applies to all members of the Marcoola Surf Life Saving Club, in particular, the JAC Apparel Officer and Administration team under the supervision of the Director of Finance.

### 4. Considerations

- 4.1 Apparel and the carrying of stock needs to be monitored carefully throughout the year by the Administration team.

### 5. Procedures

#### *Initial Order*

- 5.1 The main ordering of stock for the season will occur between April and October of each year.

- 5.2 The Administration team 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.
- 5.3 Due to the large value of this order, the order will be discussed with the Director of Finance to ensure the club's finances can accommodate the order.
- 5.4 The Administration team will then provide the recommended quote place the order for the items on the appropriate supplier's order form.
- 5.5 The Administrator is to monitor the delivery of the goods where necessary, ensuring any part payments are completed at the required time frames.
- 5.6 When the goods arrive, the Administrator will check the stock against the invoice to ensure no discrepancies in the order.
- 5.7 The clothing is to be unpacked and placed in the locked cabinets supplied for uniforms.

### ***Senior Club Orders***

- 5.8 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.
- 5.9 This communication should be completed in annually in April by the Office Administrator.
- 5.10 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.
- 5.11 Orders from senior club members must include the payment for the apparel item.

### ***Subsequent Orders***

- 5.12 During the season it is recognised that top-up orders or orders for other newly developed items may be necessary.

### ***Out of Session Orders***

- 5.13 Should urgent items be required, an out of session motion can be circulated to all Board members for approval.
- 5.14 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.

### ***New Items***

- 5.15 New items of apparel stock should be minuted and before any purchase is made approval must be sought from the Board.
- 5.16 For new items, or expensive items (over \$90) pre order with payments must be received before the order is placed.
- 5.17 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*

5.18 Ordered as required by appropriate officer.

### **6. Returns Procedure**

- 6.1 Apparel purchased from the club cannot be exchanged or money refunded if the clothing has been worn.
- 6.2 Common sense must prevail when members purchase and require a refund or exchange.
- 6.3 It is the final determination of the Administration team if clothing is exchanged or money refunded.
- 6.4 No refund or exchange will be provided if a member changes their mind regarding the purchase of clothing.
- 6.5 If there is a fault with the clothing the member will receive a full refund or exchange of clothing if available.
- 6.6 If the clothing does not meet the specifications as identified originally, the member will receive a full refund or exchange for an alternate clothing type. Should the exchange alternate item be less expensive a refund of that amount will be provided to the member. If the alternate clothing type is more expensive, the member will be required to pay the difference between the original amount and the new amount.
- 6.7 Should a clothing item be worn and brought back after contact with water or sand, no refund or exchange will be provided to the member.
- 6.8 Members trying on swimwear (including but not limited to togs or jammers) must wear some type of underwear prior to sizing of clothing.
- 6.9 All exchanges must have a receipt to enable an exchange to be made.
- 6.10 No exchanges will be considered over 28 days after the purchase.