



Uniform Policy

INTRODUCTION

This Policy lays out the guidelines for all levels of Kiama Downs Surf Life Saving Club Inc in relation to the provision of a club uniform to members. It shall be read in conjunction with the Constitution of the Kiama Downs Surf Life Saving Club Inc.

Purpose

To ensure all members of Kiama Downs Surf Life Saving Club Inc have access to a club uniform.

Responsibility

The uniform committee should be made up of a representative from/but not limited to;

- Junior activities,
- IRB team,
- Senior members

The uniform must be approved by the Executive committee. Changes to the uniform will only be implemented with agreement from the Executive committee.

Procedure

The uniform committee will elect a "Chair" who will ensure the function of the Uniform committee is administered as set out within the Uniform Policy.

Uniform

The uniform will be in club colours. Where practicable the club logo will be displayed on the left hand side.

Ordering

Order forms are to be completed for all swimwear and clothing. The cost of articles ordered will be paid for by members at the time of placing the order.

Order dates will be advertised to members through the website, facebook, instagram, noted in the club calendar and displayed on notice boards at the clubhouse.

All order forms are to be either emailed to the uniform committee or handed to a representative of the uniform committee no less than two days after the closing date of the order.

The Chair will ensure the order is placed, paid for, collected and distributed to Committee members as appropriate.

Members are to acknowledge receipt of their order by signing the copy of the order form. At the conclusion of each order, order forms and summary sheet are to be held by the Treasurer for provision to the Auditor at the end of the financial year.

Cost to Members

The cost of uniforms will be charged at the cost price with a 10% increase on all items – rounded to the nearest dollar.

Stock on Hand

Large quantities of uniforms will not be held in stock with the exception of;

- Rash vests; Competition Singlets;
- competition caps;
- caps;

To satisfy minimum numbers when placing orders with suppliers it may be necessary to hold some swimwear in stock. The amount of swimwear held should be kept to a minimum.

All stock will be held securely within the clubhouse;

At the beginning of the season an audit is to be conducted to determine stock on hand.

A stock sales sheet should be used to verify sales throughout the season.

A final stock take will be taken at the end of the financial year and the amount of stock held noted in the balance sheet.

Availability

Only financial members of the club are able to purchase a club uniform.

All uniform items will be available to all financial club members.

All uniforms will be purchased via an Order Form with the exception of items held in stock.

CONCLUSION

The above policy will assist in ensuring that all financial members of the Kiama Downs Surf Life Saving Club Inc have access to, and the opportunity to purchase, an approved club uniform.