



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.

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 include but not be limited to –

- One piece swimmers – Ladies/Girls – compulsory for team competition.
- Two Piece swimmers – Ladies/Girls
- Swimmers – Men/Boys – compulsory for team competition.
- Polo Shirts – short sleeve, predominately Red, club name & Logo on left side.
- Dress Shirt – short sleeve, with club name & Logo on left side.
- Hoodie – with club name & Logo on left side
- All weather jacket – with club name & Logo on left side
- Dress jacket with club name & Logo on left side
- Long Pants
- Shorts
- Rash Vest
- Competition cap
- Cap

Individual names can be added to the uniform at the cost of the member.

Changes to the current uniform will only be implemented if stock is no longer available.

Cost to Members

Uniforms will be supplied “at cost” to members with the exception of rash vests supplied by Bonds.

The cost of rash vests supplied by Bonds will be determined by the finance committee at the commencement of each season.

Ordering

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

A receipt will be provided to the member.

The receipt number will be noted on the order form.

Members will be able to place orders on three occasions throughout the season.

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

Specific times to try on Girls/Ladies swimmers will be advised through the newsletter, on our website, noted in the club calendar and displayed on notice boards at the clubhouse.

Dolphins/Nippers - The Junior activities representative will ensure that order forms are collected and paid for by the Junior members of the club within the specified time frame.

IRB Team – The representative from the IRB Team will ensure that order forms are collected and paid for by members of the IRB team within the specified time frame.

Senior members - The Senior member representative will ensure that order forms are collected and paid for by the Senior members within the specified time frame.

All order forms are to be given to the “Chair” 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 Audit at the end of the financial year.

Money Handling

All money received must be receipted and the receipt given to the club member at the time the order is placed.

All money must be given to the Club Treasurer at the soonest opportunity.

All money must be provided to the Club Treasurer with a Summary Sheet – please see Summary Sheet within the attachments to Money Handling Procedures.

The Club Treasurer will counter-sign the Summary Sheet to ensure accuracy of the money collected.

All money is to be banked into the club bank account at the soonest opportunity.

Stock on Hand

Uniforms will not be held in stock with the exception of;

- rash vests supplied by Bonds;
- competition caps;
- caps;
- Girls/Ladies one piece swimmers (to provide an opportunity for members to determine the correct size when placing an order). Girls/Ladies one piece swimmers will be held in size 6, 10 and 14 only.
- Boys swimmers (to provide an opportunity for members to determine the correct size when placing an order). Boys swimmers will be held in size 6, 10 and 14 only.

Rash vests, competition caps, caps and swimmers will be held securely within the clubhouse;

At the beginning of the season an audit is to be conducted to determine the number of rash vests, competition caps and caps on hand.

A stock sales sheet should be used to verify the sales of rash vests, competition caps and caps throughout the season. Please see forms for an example of a "sales 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 rash vests, competition caps and caps. See the Order Form set out within the forms section.

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.