

# **Chipstead RFC – Procurement of merchandise and playing kit**

## **Policy, rules and procedures**

### **1. General**

- Unless otherwise approved by the Executive Board, all items are to be sourced from Canterbury. This will be undertaken via an intermediate supplier.
- All procurement must follow the rules below. Anyone who commits the Club to expenditure which has not been authorised appropriately or in line with the prevailing rules may find themselves personally responsible for the related cost.

### **2. Stock items**

These will be items which are subject to recurrent ordering and will comprise

- Canterbury's own stock items
- Chipstead RFC bespoke items sourced from Canterbury

All items identified and specified as stock items are to be procured by the Club's Merchandise Manager (Helen Davis) and supplied to and purchased through the Club Shop.

The Club Shop is an enterprise open to and accessible by all Club members and all related stock procurement and sale is to be undertaken on a "one club" basis.

The Club Shop is run each season by the current Under-11 age group who at the end of the season will receive 20% of the mark-up on all goods sold through the Shop.

The Club Shop will maintain a spreadsheet comprising current stock levels on which will be recorded orders placed and sales made. A copy of the spreadsheet will be passed to the Merchandise Manager on a weekly basis.

The procurement of existing stock items or of proposed new stock items must be processed via the Corporate Affairs Directorate.

The Merchandise Manager is responsible to the Director of Corporate Affairs (Jill Robinson) for

- initiating procurement of new or existing stock items
- arrangements for sales
- stocktaking and reconciliation of stock
- paying-in of income to the Club account
- provision of information, as required, to the Director of Corporate Affairs and the Director of Finance.

Before any action is taken,

- all proposed procurement estimated to exceed £400 must receive the approval of the Executive Board (or in case of urgency, the Chairman and Director of Finance) and
- the specification of proposed new stock items must receive the approval of the Executive Board

Following Executive Board approval for the proposed procurement to proceed (where this is necessary), orders will be placed by the Merchandise Manager with the intermediate supplier (currently Photo Fit)

Following receipt of the goods, the intermediate supplier will send the invoice to the Merchandise Manager. The Merchandise Manager will authorise the invoice and pass it, together with a copy of the order and the delivery note, to the Director of Finance for payment.

## **2. Non-stock items**

These will be one-off purchases such as playing kit or tour kit for an individual age group.

Before any action is taken regarding procurement, the source of finance must be identified ie whether it is to be from Chipstead RFC funds or an external source (eg sponsorship) or both. If the procurement is to be from a combination of both sources, the proportion to be contributed by each source is to be identified.

**If it is proposed that the Club is to finance the purchase either wholly or in most part,**

- procurement must be via the appropriate Club Directorate
- the Executive Board must approve the related specification to ensure uniformity within Chipstead RFC
- competitive quotes must be obtained from two intermediate Canterbury suppliers.

**If it is proposed that an external source is to finance the purchase either wholly or in most part,**

- procurement must be via the appropriate Club Directorate
- the Executive Board must approve the related specification to ensure uniformity within Chipstead RFC
- If an intermediate Canterbury supplier is nominated by the source of the external finance, the order is to be placed with that supplier.
- If an intermediate Canterbury supplier is not nominated by the source of the external finance, competitive quotes must be obtained from two intermediate Canterbury suppliers.