

Naas Cycling Club

Club Gear Ordering Policy

1. A member of the club will be selected by the committee to be responsible for coordinating the ordering of club gear.
2. Orders for Club Gear are to be placed twice a year:

The winter order is to be placed at end of June.

The summer order is to be placed at end of December.
3. The member responsible for club gear will try and maintain a stock of ten of the most common sizes of each of the following items:
 - a. Short sleeve cycling top.
 - b. Bib Shorts.
4. Proposed changes in design are to be agreed and signed off at AGM.
5. Proposed sponsorship changes to be agreed and signed off at an AGM.
6. Changes of supplier are to be agreed and signed off at AGM.
7. Order notifications are to be sent out to members at the beginning of December and June.
8. Members have four weeks to place orders.
9. All gear orders are to be accompanied by full payment at time of ordering.
10. All orders are to be sent directly to the appointed member of the committee.
11. Order and payment to be sent within one week of order cut off date.
12. Collection notification to be sent to members within a week of delivery.
13. Orders to be packed, sealed and labelled for collection by members.
14. Any orders not collected within four weeks to be notified to the committee for follow up action