



NAAS

CYCLING CLUB

Gear Ordering Policy

1. A member of the club will be selected by the committee to be responsible for coordinating, ordering, distribution and sale of club gear (Club Gear coordinator)
2. Orders for Club Gear are to be placed generally twice a year or when the need dictates. Summer Gear – generally in February/March and Winter Gear – generally in October/November
3. The Gear Coordinator will try and maintain a small stock of current club gear
4. Changes in design are to be proposed and voted on at AGM/EGM.
5. Sponsorship changes are to be proposed and voted on at AGM/EGM.
6. Change of supplier to be proposed and voted on at AGM/EGM.
7. Order notifications are to be sent out to members by the Club Gear Coordinator via the Club secretary.
8. Members will be notified by email as to the closing date for submission of the order. No orders will be taken after this date has passed.
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 Club Gear Coordinator or an appointee in his absence
11. Order and part payment to be sent to the supplier 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