



Rahoon Newcastle GAA Club

Purchase Procedure Document

Objective:

This procedure is designed to identify the actions required to be taken by members of Rahoon Newcastle GAA Club, when purchasing any club wear, gear, equipment and any other items needed for teams.

Procedure:

1. Equipment/gear (Sliotars, Cones, Bibs, Tackle bags etc)

- Each team management group will collectively identify what is required in relation to equipment/gear as early as possible at the start of the year.
- A representative from the team will complete a current inventory of all items, and then also indicate what additional items and quantities will be required for the coming season.
- The request form should then be sent to the Purchasing Officer.
- The Purchasing Officer will assess the requirement and ensure that all items are source at best value.
- The Purchasing Officer will submit details and costings of the required purchases to the Club Treasurer for approval, he/she then proceed with the ordering process.
- Once the equipment/gear has been received the Purchasing Officer will make arrangements with the team representative for the handover of the items.

2. Kit (Jerseys)

- As part of a team's Kit Bag a set of club jerseys will be assigned to a particular age group. In some cases, jerseys will be shared across 2 or more age groups e.g. U12, and 13s could use the same jerseys
- As part of the annual review (as above) of the Kit Bag the incoming management group for each team will review what jerseys they have, to establish if there are any missing numbers and the general condition of the kit.
- If it is deemed that one or more specific jersey number(s) need to be replaced they should be included on the request form as in section 1.
- Should a complete new set of jersey be required, the team manager will contact the Club Treasurer to get approval for the purchase.
- Once approval has been given, jersey sizes and quantities should be sent to the Purchasing Officer.

3. Player owned gear (Hurleys& Helmets)

- Purchase of Hurley and Helmets maybe required for the younger age groups that have significant numbers of new starts, typically u6s, u7s and possibly u8s.



- The team manager or representative should estimate as early as possible in the year the quantities of Hurleys and Helmet required and their sizes. These details should be noted on the inventory sheet and forwarded to the Purchasing Officer.
- The Purchasing Officer will pool all the requests from the various teams to ensure best value pricing can be achieved.
- The Purchasing Officer will submit details and costings of the required purchases to the Club Treasurer for approval, he/she then proceed with the ordering process.
- Once the equipment/gear has been received the Purchasing Officer will make arranges with the team representative for the handover of the items.
- It is the responsibility of the manager or representative to ensure all the required money is collect for the sale of the Hurleys & Helmets and handed over to the Purchasing Officer. The Purchasing Officer will advise what price should be charged for the items.

4. Coaches and Player owned Club Wear (Jerseys, Zip-tops, Jackets etc)

- We encourage all teams to reach out to local businesses to seek a modest amount of sponsorship that will supplement the purchase of club wear such as Zip-tops and Jersey to be owned by the player and coaches.
- If this can be achieved, please contact the Purchasing officer to discuss what item(s) the group would ideally like to purchase and want quantity. The Purchasing Officer will then contact the supplier and revert with options of what is available and the pricing.
- The Purchasing Officer will submit details and costings of the required purchases to the Club Treasurer for approval.
- Once a final discussion is made on the requirements and list of sizes and responding initials should be sent to the Purchasing Officer. Ideally the list should be regenerate using MS Excel and the Purchasing Officer will advise of layout.
- The Purchasing Officer will make the order and revert with an approximate delivery date.
- The person taking charge of the initiative on behalf of the playing group must ensure the following:
 - A. The agreed sponsorship money is transferred to the club either by Bank Transfer or Cheque
 - B. That sufficient contributions are made by the coaches and player/parents to cover the balance of the cost for the order.
 - C. The above monies are collected and handed over to the Club Treasurer within 30 days of receiving the purchased items.



Contact Details:

Purchasing Officers

Deirdre Carr

Eric Miserra

E-Mail

deirdrecarr@hotmail.com

eric.miserra@hotmail.com

Responsibility

Jerseys & Club Wear

Equipment, Hurls & Helmets

Treasurer

Martin Kelly

treasurer.rahoonnewcastle.galway@gaa.ie

Document Creation and Approval:

Document Created: 18 January 2022

Document Approved: 20 January 2022

Document Approved by: Rahoon Newcastle GAA Club Executive