

## **FIT Merchandise and Clothing Policy**

This policy outlines the club's reasoning and approach to designing, selecting suppliers ordering and distributing club merchandise and clothing.

The purpose of FIT clothing is to provide members with a means of clearly identifying themselves as part FIT. It is in FIT's best interests to encourage members to purchase and wear FIT clothing items during training sessions and at events locally, nationally and internationally.

Within FIT, merchandise and clothing are referred to as OutFIT, which is managed by the OutFIT Officer. The OutFIT officer is appointed by the Committee but is not required to be a member of the committee.

Club merchandise is to display the club's logo and club colours, details of which can be found in the Marketing and Branding document..

### ***Merchandise and Clothing Selection***

FIT typically has made the following items available for sale through the OutFIT shop:

- Merchandise
  - Water bottle
  - Cap
  - Visor
- Clothing
  - T-shirt
  - Singlet
  - One-piece tri-suit (sleeved and sleeve-less options)
  - 2 piece tri-suit (sleeved and sleeve-less options, available to be purchased separately)
  - Hoodie
  - Cycling jersey
  - Cycling knicks

Where a need for a new piece of merchandise/clothing or a change to the current design of one or more of the items above is identified, the following procedure must be followed before an order is made:

1. Submit a proposal to the Committee identifying:
  - a. Item/s to be acquired
  - b. Reason for the request
  - c. Desired timeframe for merchandise to be made available to members (e.g., if program specific date of the program and target event that merchandise is being requested for)
  - d. Where possible, quotes from suitable suppliers outlining all indicative costs including any applicable set up and freight charges
2. Upon receiving the request, the Committee will review and decide as to whether to proceed with placing an order.

- a. Where approval is granted, the requestor will be notified of the decision and the OutFIT Officer will be provided with the relevant information to place an order with the supplier.
  - b. Where approval is not granted, the Committee shall notify the requestor in writing of the decision.
3. The Committee can request further information before the final decision is made.

No merchandise or clothing is to bear the Club logo without permission from the Committee. Decisions are made during the scheduled Committee meetings, however, a request can be made for a decision to be made out of session and recorded at the next scheduled meeting. Out of session decisions are taken based on a simple majority of at least a quorum of Committee members, all of whom have been advised of the matter on which a decision is sought. The calendar of meetings can be found on the website.

### ***Pricing***

All clothing and merchandise which are procured for the purpose of reselling to club members shall be done at close to cost price (considering the total cost of supplying the items, including set-up, artwork, delivery costs, any insurance, item cost etc), rounded up to the nearest five-dollar price point. This is to allow for adjustments to supplier costs while also minimising the requirement to change the costs of individual items to members.

When deemed appropriate, and with the Committee's prior agreement, the price of an item may be reduced below its original cost price with the aim of selling stock more quickly.

### ***Role of the OutFIT officer***

The OutFIT Officer's responsibilities include:

- manage FIT OutFIT inventory levels to ensure appropriate stock is available but stock levels are not excessive
- identify high-demand items which require restocking and place orders with the appropriate suppliers
- fulfill orders place through the club's shop (access via the website).

The Committee reserves the right to review and amend these duties as required each year.

Approved by FIT Committee

October 2023