



Curley Park Rangers Football Club, Connaught Pavilion, Whitmoor Road, Bagshot GU19 5QE

Procurement Policy and Process

Key Contacts:

Quartermaster	Baiju Nakarja (baiju.nakarja@gmail.com)
Treasurer:	Ken Johnson (treasurer@cprfc.org.uk)
Chairperson:	Gary Brett (chair@cprfc.org.uk)
Secretary:	Paul Davies (secretary@cprfc.org.uk)

Club Kit

The club will provide a full playing kit in the club colours consisting of long-sleeve shirt, shorts & socks

Our approved standard club colours for playing kit is,

- Juniors (U6 only) - Amber long-sleeve shirt, black shorts and black socks
- All other age groups - Amber / black vertical striped long-sleeve shirt, black shorts and black socks.
 - Goalkeeper: Junior club (up to U12) - Purple long-sleeve shirt only. Players in these age groups will continue to wear black shorts and black socks.
 - Senior Club (U13 upwards) – Purple Long-Sleeve Shirt, purple shorts and purple socks

The club shirt will include a printed Curley Park Rangers badge, a sponsor's logo (if applicable) & a number in black for U7 & upwards. No other badges / names will be included on the shirts. The club badge will also be printed onto the shorts.

Junior Rangers & under 7s will receive a new kit at the beginning of the season or on joining after they have paid their subscription.

Shirts for all other age groups are expected to last at least 2 years.

- Replacement shirts can be provided as required but only on a player by player basis.
- A small stock will be held at the clubhouse & these can be obtained from Baiju Nakarja/Ken Johnson. You should note that these replacement shirts may not have the Sponsors Logo as the rest of the team.
- Shirts remain the property of the club (even when funded through sponsorship) & players leaving the club must return their shirts to the team manager.

Shorts & socks are not expected to last as long & can be replaced when required through the Club Quartermaster, or on Saturday morning through Ken Johnson / Paul Davies.

- Requirements for 4 or more pairs of socks or shorts should be requested through Baiju Nakarja.

The club holds spare away strips for use when there is a colour clash. These kits should be collected from the clubhouse on Friday or Saturday mornings.



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- The kit should be washed and returned to the clubhouse no later than Friday morning of the week after use.

The club does not supply tracksuits or club specific training wear and request that the players do not use their club kit for training to prolong its life. Any training wear should either be funded out of sponsorship monies or by the parents and carers. If the latter then this must be agreed with all parents and carers before the training wear is purchased.

Coaches kit

- a. All coaches will be issued with rain jacket and tee-shirt on completion of their DBS verification.
- b. Other garments are available to coaches through the Club shop at their own expense.
- c. It is essential that coaches wear these tops at matches / training so that they can be clearly identified.
- d. Replacements can be obtained through the Procurement Coordinator when the condition of the clothing becomes unacceptable. They will not be replaced when we change colours / designs of coaches' tops.

Equipment

The club will provide

- Footballs for training & matches
- Training equipment (eg cones / bibs etc)

2 match footballs will be provided for matches. Care should be taken that these footballs are not lost. Replacement match balls are obtainable through the club quartermaster.

A team should have enough training footballs to give each player a ball at training. As training footballs become unusable through wear & tear, they can be replaced through the club quartermaster. Training footballs are only replaced in full when the team moves up to the next sized football.

The club will provide all appropriate training equipment. If teams identify a specific training equipment requirement, they should provide the details to the Club Treasurer. He will approve the purchase of the equipment by the club manager & reimburse the cost on production of an invoice / receipt.



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Am I obliged to get sponsorship for my team?

- Sponsorship is always very welcome and will assist the Club financially. Managers and coaches are encouraged to seek this wherever possible.
- Sponsorship must always be referred to either the Club Chairman or Club Secretary before confirming acceptance to ensure that the sponsor is ethical for a children's club.
- Sponsorship monies must pass through the Club's accounts and then be paid out by the Club Treasurer for playing kit. The Club will send an official letter of thanks to the sponsor and any required invoice for tax purposes. The Club Treasurer requires full contact details of the sponsor,
 - Name
 - Job Title
 - Company name
 - Company Address
 - Email address
 - Telephone number
- All Club shirts must be in the standard Club colours & style, & not the preferred colours of the sponsor. Areas of doubt should be referred to the Club Quartermaster, from whom the pantone code for the Club's colour can be obtained, if required. Training wear can also be purchased with sponsorship money and the standard Club training wear is available on the Club shop via the Club website.
- It is usual practice for shirts to be ordered through the Club's supplier for consistency. All sponsored shirts must conform to the league rules before they can be worn during a game.
- Sponsorship funds are firstly to be used to purchase playing kit and if there are enough funds remaining then used for purchasing training kit.

What is the kit replacement / procurement process?

1. Junior Rangers (U6's)
 - a. Kit will be issued by Ken Johnson when the player joins the club and has completed membership including subscription payment.
 - b. Stocks of junior rangers' long-sleeve shirts / shorts / socks will be held so that they can be given out on Saturday morning. If not sufficient stock, they will be ordered on an as required basis.
 - c. Shirts will not be numbered, they will just have the CPR badge.
2. Kit for under 7's
 - a. Ken Johnson will control the purchase & issue of the under 7 shirts, they will be issued when the player has completed membership including subscription payment.



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- b. Numbering will be sequential for the whole age group to allow for player movement within the squad.
3. Older age groups (U8's – U18's)
 - a. Whole Team Kit Replacement WITHOUT sponsorship:
 - Team manager/Age group co-ordinator should contact the Club Quartermaster with justification of replacement.
 - Information needed to include: Reason for replacement, quantities of kit, sizes for shorts & shirts.
 - Order requested by completing kit procurement form (Kit Order Form v1.6) – see below.
 - Order details sent to Quartermaster for review & pricing.
 - Quartermaster to confirm approval.
 - Subject to approval, kit ordered and sent to team managers address.
 - b. Whole Team Kit replacement WITH sponsorship
 - Team manager/Age group co-ordinator should contact Club Quartermaster with details of sponsorship amount.
 - Team manager should obtain a high-resolution image from the sponsor in either a JPEG or a PNG file format & send to Quartermaster.
 - This will allow the Quartermaster to price up the kit, do a mock-up of shirt etc. for sponsor approval.
 - Information needed to include: Sponsor logo, quantities of kit, sizes for shorts & shirts by completing kit procurement form (Kit Order Form v1.6) – see link below.
 - Pendle will advise if logo quality is suitable for printing.
 - Sponsorship funds should be sent to Treasurer. Only once the funds have cleared can kit be ordered.
 - If the kit value exceeds the value of sponsorship obtained this must be agreed with the treasurer and the Quartermaster before an order is placed.
4. Sample Size shirts
 - a. The club will hold in stock samples of each size of shirt. These will be available for teams to borrow in order that the correct sizes are ordered.
 - b. Responsibility for ordering the correct sizes rests with the team manager.

To access the Kit Order Form v1.6 click [here](#).