

# CASTLE JUNIORS FOOTBALL CLUB



## **Procurement Policy - Version 2**

### **1.0 Introduction**

1.1 The Club recognises the importance of securing best value for money when purchasing goods or services, particularly given that our main source of income is from players and parents. We will therefore ensure that purchasing decisions are equitable, fair and transparent. This document sets out how we will seek to achieve this, using a proportionate approach.

### **2.0 Principles**

2.1 We will apply the following principles when we identify a need for a product or service, to assist us in achieving best value for money:

- Efficiency - we will carry out procurement processes as cost effectively as possible;
- Impartiality - we will treat all possible suppliers fairly and without unfair discrimination;
- Integrity - we will at all times act without any corruption or collusion;
- Transparency - we will ensure that there is openness and clarity on the procurement process and the decisions we make;
- Competition - we will normally seek prices from a number of suppliers, unless there are convincing reasons not to;
- Informed decision making - we will gather accurate and robust information to support our procurement decisions.

2.2 Anyone who is involved in procurement decisions which use Club funds must at all times abide by all of these principles. Failure to do so may result in disciplinary action under the Club's Complaints and Discipline policy.

### **3.0 Roles and responsibilities**

3.1 Any Club member may identify the need for a particular good or service, and identify possible suppliers of it. The Management Committee remains responsible for purchasing decisions where Club funds are being used, and for ensuring that this policy is applied in all cases.

#### **4.0 Procedures**

4.1 The following arrangements will apply to all purchases using Club funds, based on the estimated purchase cost:

Up to £100 No quotes are required, but the person arranging the purchase should ensure that they have considered options for purchase which take account of achieving best value for money.

£101-500 No quotes are required, but the person arranging the purchase should ensure that they have considered options for purchase which take account of achieving best value for money. The Treasurer must be consulted and agree to the course of action being proposed, with this recorded in writing.

£501-£5,000 At least two, and preferably three, written quotations will be sought. The decision on supplier will be signed off by the Management Committee, with that decision formally recorded, along with a record of the reasons for the choice of supplier. Where there are deemed to be convincing reasons not to seek quotations, the decision not to do so will be signed off by the Management Committee, and the reasons recorded.

Over £5,000 At least three written quotations will be sought. The decision on supplier will be signed off by the Management Committee, with that decision formally recorded, along with a record of the reasons for the choice of supplier. Where there are deemed to be convincing reasons not to seek quotations, the decision not to do so will be signed off by the Management Committee, and the reasons recorded. There will have to be compelling reasons not to seek a number of quotations.

4.2 Any gifts or hospitality received by any Management Committee member or other decision maker from a potential supplier must be formally notified to the Club Secretary and recorded in the Management Committee minutes.

**Signed:**

*Trevor Reid*

**TREVOR REID  
CHAIRPERSON**

*Darren Wright*

**DARREN WRIGHT  
SECRETARY**

**Date: 11 January 2018**

<b>Version</b>	<b>Date</b>	<b>Changes</b>
1	January 2016	
2	January 2018	Minor changes to maintain consistency with other policies
	February 2021	Moved to new header - no change in content, so no new version number applied