



EQUIPMENT ORDER POLICY

Policy number	FACT-004	Version	1.0
Drafted by	Marc White	Approved by Board on	7/4/21
Responsible position(s)	Equipment Coordinator; Treasurer	Scheduled review date	5/1/22

Introduction

Floorball ACT Inc. (Floorball ACT) has a sponsorship agreement with a Czechian equipment supplier, efloorball.net. To minimize shipping costs, Floorball ACT typically organizes bulk orders of equipment for both Floorball ACT and its members.

Purpose

The purpose of this policy is to outline the procedure that must be followed by the Equipment Manager (or their delegate) when organising and processing an equipment order.

Policy

Equipment orders should be processed in accordance with the Procedure described below. This is to ensure ease of tracking and invoicing.

All orders using Floorball ACT's discount agreement with eFloorball.net should be processed by the Equipment Coordinator (or their delegate). The log in details for Floorball ACT's account on the efloorball.net website shall **not** be passed onto individual Floorball ACT members.

Authorisation

[Signature of Committee Secretary]

[Date of approval]

Floorball ACT

Procedure

1. The Equipment Coordinator shall maintain an online, publicly-accessible equipment order spreadsheet (currently at https://docs.google.com/spreadsheets/d/10jSn3_vrF7zoazJ0A2H4f_6IkQYgZy-btAloHEGKhJk/edit). This spreadsheet will show:
 - a. Name of the person/organisation ordering the item;
 - b. Item being ordered;
 - c. URL to the item on the eFloorball website;
 - d. Additional description required (e.g. quantity, colour, handedness, etc);
 - e. Cost in euros (EUR);

The spreadsheet will also compute an approximate total cost of the order in AUD, based on expected shipping costs, the current exchange rate, and any expected credit card fees for international purchases.
2. When the computed value of the items on the current tab of the spreadsheet nears \$1000AUD, the Equipment Manager (or their delegate) will mark the tab as 'CLOSED', and start a new tab for the next order.
3. The Equipment Manager (or their delegate) will then process the order as follows:
 - a. Visit the efloorball.net website, and log in using one of Floorball ACT's logins.
 - b. Add the listed items from the spreadsheet to the cart. Note that the prices will be lower than what members have entered into the spreadsheet, due to them being unable to see the discounts we receive. The discounted value should be updated on the spreadsheet in place of the original value listed by the purchaser.
 - c. Check out the order, paying and delivering as follows:
 - i. Payment should be made via bank transfer from Floorball ACT to eFloorball.net, or by Floorball ACT credit/debit card (should one be available). The Treasurer shall facilitate this for the Equipment Coordinator or their delegate.
 - ii. The order should be shipped to the Equipment Coordinator, or their delegate. Shipments must **not** be addressed to the Floorball ACT PO Box, or to any playing venue.
 - iii. The exception to the above is if the order is for a single purchaser. In this case, the purchaser may directly pay for the order themselves if possible, and **only if they do so**, the order may be shipped directly to that purchaser.
4. Once the equipment order has been paid, the Treasurer will then invoice the purchasers for their share of the order.
 - a. A purchaser's share of the order is computed by the following formula:
$$\text{member's share (AUD)} = \frac{\text{member's order value (EUR)}}{\text{total equipment value in order (EUR)}} \times \text{total order cost (AUD)}$$
 - b. The effect of this calculation is that costs for shipping and fees are apportioned in accordance with a purchaser's financial share of the order, i.e. if a purchaser's order accounts for 20% of the value of the order before shipping and fees, they will end up paying a 20% share of the shipping and fees on the order, in addition to the (converted) cost of the equipment.

- c. This calculation is automatically made on the equipment order spreadsheet, once the actual cost of the order is placed in the 'AUD Total' cell.
- 5. The Equipment Coordinator (or their delegate) shall not release equipment to a purchaser until the Treasurer confirms they have received payment of the relevant invoice.