



Doc. Name	Oshawa Ringette Off-Ice Wear Policy	Version	1.0
Original Date	15-July-2019	Validity	2 years
Revision Date	15-July-2021	Document Owner	Treasurer
Document Number	OSRA-TRE-001		

1.0 Purpose

This document outlines the process to determine the selected vendor for all Oshawa Ringette Off-Ice Apparel.

2.0 Scope

All Oshawa Storm Ringette membership.

3.0 Definitions

- Public notification – a notification provided to the public regarding any organizational proceedings
- Vendor – a person or business whose principal product line is off-ice apparel. This vendor must be a legal entity.

4.0 References

- None

5.0 Responsibilities

- It is the Treasurer's role to:
 - Put the request for bid out for public notification
 - To chair the sub-committee on behalf of Oshawa Ringette
 - Provide the motion to the board on the selected vendor
 - Establish the working agreement between Oshawa Ringette and the selected vendor
 - Manage the revenue line for the proceeds to Oshawa Ringette
- It is the Oshawa Board's role to:
 - Participate in the bid process

6.0 Instruction

6.1 In April of every second odd-numbered year, the Treasurer for the Oshawa Ringette Association will put out public notification to accept proposals for vendors to bid on the contract to be the exclusive off-ice vendor for a period of two years. The notification should go out on the association website and social media, at a minimum. Additional means of communication may also be utilized, provided it does not infringe on conflict-of-interest policy.

6.2 A minimum of three vendors must be selected and/or contacted to ensure the bid is deemed competitive.

6.3 A minimum of three weeks will be provided between the notification to the public and the close of submissions.

6.4 The public notification will require the vendor to provide:

- Company name,
- Company contact information and primary point of contact,
- Summary of the company portfolio as it pertains to off-ice wear,
- Summary of the support the vendor will provide Oshawa Ringette, including items like on-line ordering, fitting/sizing process, and product selection process.
- Costing process includes products costs and returns to Oshawa Ringette,



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- Expectations from the vendor with Oshawa Ringette, for example presence on website,
 - Linkage from the vendor to other Oshawa Ringette events, for example annual tournament.
- 6.5 All vendor submissions will be submitted to the Oshawa Ringette Treasurer by the established deadline.
- 6.6 Treasurer will convene a sub-committee to review the vendor submissions to first determine if minimum submissions criteria was met and rank the submissions to take back to the board. The sub-committee retains the right to bring the vendors back to the full Oshawa Ringette Board for the June Board meeting, including the option for vendors to come in to present. Ongoing communication between the submitting vendors and the sub-committee may be required.
- 6.7 A motion will be presented at the July Board meeting, by the Treasurer, for the selected vendor.
- 6.8 The Treasurer will notify the selected vendor and will establish any contract, if required, between both parties.
- 6.9 If a new vendor is selected, the Treasurer will provide the Oshawa Storm Ringette Logo to the vendor. Refer to OSRA-TRE-002 for full details on management of the logo.
- 6.10 Once all agreements are in place, and the selected vendor is ready to proceed, Oshawa Ringette will notify the membership of the new vendor. The vendor should be in a position to support all teams for the upcoming season, which includes Provincial teams that may be active for the upcoming season.
- 6.11 The selected vendor is the only vendor that may be selected for any off-ice apparel for the duration of the agreement. The vendor is the sole source, and exclusive provider, of contact for any off-ice apparel.
- 6.11.1 If an item is requested that is not supplied by the vendor, the vendor shall be approached first to determine if it can be sourced through the vendor,
 - 6.11.2 If the vendor cannot source an item, the requestor may source another vendor. OSRA-TRE-002 must also be followed.
 - 6.11.3 If 6.11 is not followed, refer to OSRA-TRE-002 for penalty clauses
- 6.12 The agreement between the vendor and Oshawa Ringette terminates in two years. The vendor may re-bid for the business at that time.

7.0 Records

- Final agreement will be documented with the Oshawa Ringette Treasurer. A copy will also be with the vendor and the Oshawa Ringette Secretary.
- Notification to the Oshawa Ringette Membership will be provided by the Oshawa Ringette Publicity Coordinator.

8.0 Linkage to Budget

- A revenue line item will be in place for budgeted and actual revenue for off-ice apparel sales.

9.0 History

Revision	Summary of Changes	Changes made by
1.0	Document origin	C. Deans