2027 KIT PLANNING GUIDE

The January checklist for grassroots club kit secretaries

Audit. Budget. Shortlist. Approve. Size. Order.

Six steps from January to March, so your kit is in the clubhouse before pre-season.

START HERE

Kit goes wrong at most clubs for one reason: nobody owns it until it is urgent. By April the sizes are missing, the committee has not decided and the supplier's lead time has run out.

This guide fixes that. It breaks your 2027 kit planning into six steps across January, February and March, with a checklist and a worksheet for each one. Print it, share it with your committee, and tick tasks off as you go.

The plan on one page

When	What to do	Target date	Done
Week 1 of January	Step 1: Audit your current kit		
Mid January	Step 2: Agree a budget range with your treasurer		
End of January	Step 3: Shortlist two or three suppliers and request samples		
February	Step 4: Present your committee-ready pack and get a decision		
March	Step 5: Confirm designs and collect player sizes		
End of March	Step 6: Place the order with a delivery date in writing		

Key dates for your club

Milestone	Date
First pre-season training session	
First fixture of the 2027 season	
January committee meeting	
February committee meeting	
Date kit must be in the clubhouse	

Rule of thumb: most rugby and hockey seasons start in September and most football seasons in August, with pre-season from July. Aim to have kit delivered well before your first session, not your first match.

STEP 1: AUDIT YOUR CURRENT KIT

When: the first week of January. You cannot budget or brief a supplier until you know what you have and what you need.

- ☐ Count every item of playing kit by team and by size.
- ☐ Photograph anything faded, damaged or mismatched.
- ☐ Note which teams are new for 2027 or are growing.
- ☐ List what must be replaced and what can last another season.
- ☐ Check whether your current design can still be re-ordered.

Kit audit worksheet

Team or section	Players	Items needed	Current condition	Notes

STEP 2: AGREE YOUR BUDGET

When: mid January, before you approach any supplier. A budget range agreed in writing saves you from presenting options the treasurer will never approve.

- ☐ Agree a budget range with the treasurer and confirm it in writing.
- ☐ Decide who pays for what: the club, players, parents or sponsors.
- ☐ Confirm sponsor contributions and any renewal dates.
- ☐ Allow for top-up orders when new members join mid-season.
- ☐ Ask whether quoted prices include setup, artwork, logos and delivery.

Budget worksheet

Item	Quantity	Unit price	Total	Who pays
Playing kit				
Training wear				
Leisurewear				
Supporter merchandise				
Sponsor logo application				
Setup and artwork				
Delivery				
Top-up allowance				
TOTAL				

STEP 3: SHORTLIST YOUR SUPPLIERS

When: by the end of January. Shortlist two or three suppliers and ask each one the same questions, so you can compare like with like.

- ☐ Request physical samples from each supplier.
- ☐ Request mock-ups in your club colours with your crest and sponsor logos.
- ☐ Request a fully itemised, all-inclusive quote.
- ☐ Ask for the lead time in writing, from approved artwork to delivery.
- ☐ Ask for references from clubs of a similar size and sport.

Supplier comparison worksheet

Question to ask	Supplier A	Supplier B	Supplier C
Is the price all-inclusive, with no setup, logo or delivery extras?			
What is the lead time from approved artwork to delivery?			
Do you manufacture in-house or outsource production?			
Is our design guaranteed against discontinuation?			
How do top-up orders work, and how long do they take?			
Is there a named contact we can call?			
Will you confirm the delivery date in writing?			
Sample quality, scored out of 10			

STEP 4: GET COMMITTEE APPROVAL

When: your February meeting. Committees usually delay because information is missing, not because they oppose the spend. Bring everything they need to decide in one sitting.

Your committee-ready pack

- ☐ Physical samples the committee can handle.
- ☐ Mock-ups showing club colours, crest and sponsor logos.
- ☐ An all-inclusive quote from each shortlisted supplier.
- ☐ Your completed supplier comparison worksheet.
- ☐ Testimonials from clubs of a similar size and sport.
- ☐ A clear recommendation and the decision you are asking for.
- ☐ The order-by date, so everyone understands the deadline.

Decision record

Item	Details
Meeting date	
Supplier approved	
Budget approved	
Approved by	
Conditions or follow-up actions	

STEP 5: CONFIRM DESIGNS AND COLLECT SIZES

When: March. Size collection is where most orders stall, so make it easy to reply and hard to ignore.

- ☐ Sign off final artwork and check every sponsor logo is print-ready.
- ☐ Check spellings, numbers and crest details on the final proof.
- ☐ Use an online form for sizes rather than paper.
- ☐ Set a firm closing date and publish it to players and parents.
- ☐ Arrange a sizing session with sample garments if your supplier offers one.
- ☐ Agree what happens to late replies, so two people cannot hold up the order.

Size collection tracker

Team or section	Players	Sizes received	Outstanding	Chased on

STEP 6: PLACE YOUR ORDER

When: by the end of March. Work backwards from the date you need kit in hand, and get the delivery date in writing before you pay a deposit.

- ☐ Confirm the final order quantities against your size tracker.
- ☐ Get the delivery date confirmed in writing.
- ☐ Confirm payment terms and deposit amount.
- ☐ Agree who receives the delivery and where.
- ☐ Plan how kit will be checked and handed out to teams.

Work-back date planner

Calculation	Your date
A. Date kit must be in the clubhouse	
B. Buffer for the unexpected (we suggest at least four weeks)	
C. Supplier lead time, confirmed in writing	
D. Latest order date (A minus B minus C)	

Example: at OSO Teamwear, a typical multi-team order takes four to six weeks from approved artwork to delivery. An order placed at the end of March is delivered by mid May, leaving a comfortable buffer before July pre-season.

FIVE RED FLAGS TO WATCH FOR

A cheap quote with extras missing. Setup fees, sponsor logo charges and delivery often appear after you have committed.

No guarantee on your design. If the design is discontinued, new members end up in mismatched kit.

Very fast turnaround promises. Bespoke kit in a few days can mean stock garments or production the supplier does not control.

Size collection drift. Two missing replies can hold up an entire order.

Verbal delivery dates. If it is not in writing, it is not a commitment.

READY WHEN YOU ARE

OSO Teamwear designs and manufactures bespoke kit for grassroots rugby, football and hockey clubs. Much of our production is handled in-house, built on 30 years of manufacturing experience through the Dread Group, so you deal with real people who control quality and timelines.

Request physical samples, a mock-up in your club colours and an all-inclusive quote, and judge the quality for yourself.

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