

**EQUIPMENT**

**CO-ORDINATOR**

**ROLE DESCRIPTION**

**Objectives**

* To provide support to the Club Committee members to ensure the

efficient management of Club clothing sales

* To provide a range of reasonable priced clothing that will provide

members and supporters with suitable attire to reflect

professionally on the Club

* To maintain equipment supplies for players, coaches and teams

EQUIPMENT CO-ORDINATOR

ROLE DESCRIPTION

**Responsibilities**

* Prepare a report proposing a suitable range of clothing for sale for

consideration by the Committee at the commencement of the

season including hats, shirts, and jumpers

* Ensure there is a large selection of sizes for team clothing – jerseys,

training shirts, shorts, socks

* Arrange the wide promotion of clothing items to members,

supporters and the community

* Provide a convenient means by which orders can be placed for all

clothing lines

* Ensure sufficient clothing stocks are maintained to ensure orders

are filled promptly

* Ensure sufficient equipment available for training and match days

including – balls, Manager Kit bags, goal posts, markers, training

aids

* Maintain strong relationships with approved suppliers of clothing

lines and equipment suppliers through regular liaising

* Do regular stock takes of all equipment and clothing

**Accountability**

* Reports to President
* Reports to the Club Committee
* Provide a verbal update at the monthly Committee meeting
* Seek approval from the appropriate Committee member prior to

committing the Club to any action or financial cost