



UNIFORM AND EQUIPMENT CO ORDINATOR

Summary:

The Uniform and Equipment Co-ordinator is the uniform and equipment manager of the South Upwey Netball Club Teams.

Responsible to:

The Uniform and Equipment Co-ordinator is directly responsible to the committee of management and the members of the South Upwey Netball Club.

Responsibilities and Duties:

- Responsible for co-ordinating the supply, demand and distribution of the South Upwey Netball Club Uniform.
- Responsible for the supply, demand and distribution of equipment for training and game day equipment for teams.
- The co-ordinator must ensure that there are sufficient stock sizes on hand to supply all members requiring items of the Registered Uniform.
- Maintain an inventory system and undertake a stock take at regular intervals or as directed by the executive committee
- Attend monthly committee meetings on a regular basis and provide an inventory holding report for the committee.
- If required additional items can be ordered and purchased in consultation with the President, Treasurer and Secretary.
- It is the responsibility of the Uniform Co-ordinator to place the orders with the appropriate supplier or manufacturer and the organization of deliver or pick-up of stock / uniforms.
- Uniform Prices shall be determined by the Committee
- Ensure adequate stock is available at the commencement of the season
- Be available at Registration Days/Events so that members can access, size and order uniforms for the forth coming season
- In consultation with the executive committee, keep an accurate record of stock/uniforms issued to members
- In consultation with the Treasurer take monies / payment for uniforms and issue a receipt for all monies paid
- Liaise with Treasurer and ensure all equipment and uniform supplier invoices are paid
- Sell second hand uniforms when required
- Take orders and organize new uniforms for the start of the season
- Consult with Committee and relevant members for equipment orders for the start of the season- for example Netballs and training equipment
- Ensuring all equipment is safe
- Ensuring that all teams are equipped with first aid kits at the beginning of each season
- Organise distribution of equipment to coaches before the season commences
- Ensure the equipment bags and first aid kits are kept fully stocked
- Maintain a register of equipment that has been distributed
- Arrange collection of equipment at the end of the season



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- Arrange storage of equipment out of season
- Attend at least one MDNA Delegate meeting.

Knowledge and Skills Required:

- Can communicate effectively, including the ability to effectively liaise with players, coaches and outside organisations
- Knowledge of the club's constitution.
- Computer literacy.