



Uniform Coordinator

The Uniform Coordinator is responsible for managing the Club's clothing merchandise which ranges from club shirts, shorts, pants and hats.

Responsible to: The Secretary

DESIRED SKILLS

- Well organised
- Ability to keep accurate records
- Good understanding of the Uniform needs of the club
- Good interpersonal and communication skills

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Club.

Before the season

- Perform a review of all Club clothing merchandise to identify the needs for the upcoming season.
- Ensure all Uniform meets operational and safety requirements.
- Dispose of Uniform not fit for purpose.
- Propose clothing requirements and supplier(s) for any recommended purchases and seek written approval.
- Seek written approval from the secretary for spend of up to \$500 or Committee approval for spend of over \$500 prior to purchasing new clothing merchandise.
- Liaise with suppliers for purchases and delivery of clothing.
- Receive and check the new clothing to ensure it is as ordered.
- Update the Club Uniforms register in Microsoft Teams with details of merchandise purchased.
- Arrange the distribution of clothing to appropriate Club players, coaches, and team managers.

During the season

- If additional clothing merchandise needs to be purchased, seek written approval with the proposed list of merchandise required for purchasing. Approval is required from the Secretary for up to \$500 and from the Committee over \$500.
- Provide Club officers with additional clothing as required.

After the season

- Update the Uniform register in Microsoft Teams to reflect the latest Uniform status
- Arrange for the storage of Uniform at the end of the season at the designated secure club nominated location. If any Uniform is being moved to non-club designated storage, please inform the committee of this within 5 days of the event.
- Inform the Committee of potential Uniform requirements for the following year for budgeting purposes.

END OF YEAR HAND OVER



- Ensure the latest copy of the Club Uniforms register, supplier and storage details are handed over to the new coordinator if there is a change of personnel.