



Sacred Heart Pymble Football Club

Position Description

JOB TITLE:

Gear Manager

OBJECTIVE:

To ensure that that the clubs sports equipment and uniforms are up to date, stocked in good condition, to enable the players, coaches and managers a perform their duties in a professional, safe & constructive environment for their teams/club.

RESPONSIBILITIES / TASKS:

Order uniforms and have stock available for those to purchase
Ensure equipment for training and games is available
Prepare and distribute kit bags annually with balls, uniforms, bibs, medical kits, trophies etc
Liaise with the financial controller to ensure budgets are not exceeded
Perform stocktakes
Procurement and negotiation of all aspects of gear.
Collecting funds for sales of gear items throughout the year

ESTIMATED TIME COMMITMENT:

Committee meetings and AGM. Prepare and attend: 6 x 3hrs
Purchase gear at beginning and throughout season: 5 hrs and 2 hrs per month
Prepare kit bags: 4hrs
Sell distribute gear at registration day, grading day, trial day: 3 x 4hrs
Collect gear and prepare summer soccer kits (done on Presentation Day usually): 6hrs

Considered as average hours per month over a year: approx. 5 hrs per month
Note that some of the duties are undertaken outside of regular season

RELATIONSHIPS:

Coaches: Equipment

Committee: To discuss stocks, budgets, future requirements

President and Accounts: To work within budgets and deposit funds through financial controller

ACCOUNTABILITY:

President, Coaches

ESSENTIAL/DESIRABLE SKILLS:

Planning
Organisation
Negotiation (minor)