

Kit Co-Ordinator

Role Description

To procure and maintain the kit and equipment for the club, driving value for money and re-use where possible.

Commitment

Approximately 3 hours per week for 3 weeks in a year (at closed season)
3 hour a month through the season.

Responsibilities

1. To co-ordinate the central purchase of all club kit and equipment ensuring the best price for quality equipment is achieved.
2. To approve payments to the Treasurer.
3. To recycle and reuse as much kit and equipment as possible.
4. To select and recommend suppliers.
5. To issue and update the secondary kit catalogue ensuring secondary kit represents good value for money.
6. To distribute / collect kit to and from teams.
7. To undertake annual inventory stock check with managers.
8. To Keep track of location of kit.
9. To ensure the kit image of the club is kept in line with the constitution and development plan.
10. To co-ordinate with managers and committee on the club's requirements.

Constraints

None

Accreditation Criteria

CRC Check
Committee safeguarding certificate.