

# BLIGH PARK FOOTBALL CLUB



## Position Description: Equipment and Uniform Officer

### **Overview**

The Equipment and Uniform Officer is responsible for:

- Maintaining safe operation and longevity of Club equipment. The role generally encompasses the acquisition, management and protection of Club equipment.
- Ensuring that each club team has been issued playing uniforms and training jerseys (if provided) at the start of the season and that the uniform is returned at the end of the season (or during the season if in exchange for sponsor jerseys).

### **Responsibilities**

#### **Prior to the season**

1. Undertake a review of all Club equipment and identify the equipment needs for the upcoming season.
2. Prepare an Equipment Register for Club records.
3. Review all Club equipment from an operational and safety perspective. Repair equipment as required and dispose of equipment that is no longer usable.
4. Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the Committee to purchase the equipment.
5. Update the equipment register for all new equipment purchased.
6. Allocate Club equipment to Team Coaches or Managers per the Kit List for each team.
7. Liaise with equipment suppliers for purchases and maintenance.
8. Ensure those using Club equipment have been trained or qualified to do so.
9. Oversight and responsibility of club uniforms.
10. Ensure teams are issued with playing uniforms at start of season.
11. Ensure accurate recording of all uniforms to teams.

#### **During the season**

1. Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition.
2. Ensure Club equipment not being used is stored in a manner conducive to its safe use and longevity.
3. Manage any equipment deficiencies and disposals.
4. Liaise with Sponsorship Officer to collect playing jerseys and distribute sponsor jerseys for any teams with sponsors. This also applies for any teams that choose to purchase personalised jerseys. All club jerseys must be returned before teams are provided with their sponsor or personalised jerseys.
5. Assist with pack up of equipment as required on game days and other Club run days.

## **Post season**

1. Collect all equipment to be stored during the off season (updating the equipment register).
2. Ensure all team playing uniforms are returned at the start of the season.
3. Stocktake playing uniforms and liaise with Committee should new uniforms need to be ordered in preparation for next season.
4. Review and repair any equipment requiring attention.
5. Follow up equipment not returned as required.
6. Notify the Committee of likely equipment requirements for the following year.

## ***End of year hand over***

### **Updating key documents**

At the end of each year a key activity of the Equipment and Uniform Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Equipment and Uniform Officer will also update the equipment register listing all the equipment the Club owns and where it is currently stored or who is in possession of equipment still in use.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Equipment and Uniform Officer**

An important responsibility of the outgoing Equipment and Uniform Officer is to train, mentor and support the incoming Equipment and Uniform Officer.

## ***Essential Skills and requirements***

- Hold or willing to apply for a current volunteer Working With Children Check.
- Well organised.
- Willing to follow up missing equipment.
- Able to keep good records.
- Able to work in a logical and orderly manner.
- Strong understanding of the equipment needs of the Club.

The estimated time commitment required as the Equipment and Uniform Officer is **1 hour** per week, however, this will increase at the beginning and end of season as equipment and uniforms are distributed to and returned by teams.

*Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.*

*Updated: July 2023*