



Club Roles & Responsibilities

Uniform Officer

DESCRIPTION OF ROLE

The Uniform Officer's role is important in ensuring we have the resources available to allocate to teams at the beginning of the season and for the collection/storage of resources at the conclusion of each season. The Club has a significant investment in both short and medium term assets that it uses to support on and off field activities and these assets need to be ordered, despatched, maintained, tracked and replaced on a programmed basis. The Uniform officer needs to manage these assets.

ROLE TASKS

Specific tasks that the Uniform Officer will discharge are as follows:

- ✚ Working with the Junior Co-ordinator - Audit and refurbish team uniforms as required:
 - Polo shirts and jackets for team leaders
 - Playing guernseys for each team
 - Small supply of shorts and socks on hand available for purchase
- ✚ Liaise with merchandise supplier to update and manage online store, including reviewing items and pricing
- ✚ Order new and replacement Club Jumpers to cater for projected demand and to replace worn jumpers according to an agreed programmed replacement approach.
- ✚ Package Team jumpers for each team at the commencement of the season for hand over to the Team Manager for allocation to the players such that there are adequate numbers, of good quality and without any duplicate jumper numbers
- ✚ Keep track of the player to whom each jumper has been allocated
- ✚ Collect all jumpers and other operational team equipment from the Team Managers at the conclusion of each season
- ✚ Safely pack all clothing and stock items of equipment for safe and protected storage at the conclusion of the season
- ✚ Undertake and lead stock inventory / stock take at the beginning and the end of season, ensure results of stock take are documented, from this exercise develop an investment or replacement scheme

Time expectation – approximately 2 hours per week during season, please note in the 6-8 weeks prior to commencement of season the time requirement is expected to be approximately 6-8 hours per week. An additional time consideration would also need to be considered for end of season processes.