



HOPE VALLEY NETBALL CLUB

0420 203 293

Leeds Avenue, Hope Valley SA 5090

EQUIPMENT & UNIFORM OFFICER

The Equipment and Uniform Officer works with the President and Coach's Coordinator to ensure that coaches and players of the Hope Valley Netball Club have sufficient equipment. They are also responsible for organising ad hoc uniform and merchandise for sale to members, and liaising with the uniform suppliers.

Responsible to:

The President of the Hope Valley Netball.

Responsibilities and Duties Equipment Officer:

- Ensure that equipment is available for use by coaches and players
- Arrange for stocktake of equipment from time to time, including the re-stocking of coaches bags at the beginning of every season and ensuring that each coach has a bag that is sufficiently stocked with medical supplies and other equipment
- Arrange for purchase of equipment as required, ensuring that equipment purchased is value for money by seeking a variety of quotes from different sources
- Keeping track of purchases made and working with the Treasurer to ensure payment of any outstanding invoices
- Ensuring appropriate documentation is retained in order to undertake the process for any grant acquittal (if applicable).
- Assist the club committees with their duties as needed

Responsibilities and Duties Uniform Officer:

- Liaise with Sports Power and other suppliers/stockists to ensure that uniform items are available for purchase by club members and supporters
- Arrange for the sale of ad hoc items such as track suit pants, rugby tops, scarves, and other items of merchandise or uniforms as determined by the committee from time to time.

Election and Term

The Equipment and Uniform Officer is elected at the AGM for a 12 month term.

The committee understands that all volunteers have other commitments, whether that is work or family. These duties (including response to emails / calls) can be managed around those commitments. This role also requires the volunteer to join the Committee.

Please feel free to call me on 0466 668 845 if you would like to discuss this role further.

Regards,
Keith Waugh
President