Role & Responsibilities of the

**Club Kit Coordinator Updated 29/01/19**

**Who will I be responsible to?**

The Club Committee

**Who will I be responsible for?**

N/A

**What is my role?**

1. Liaise with the kit supplier
2. Work as a link between the kit supplier and the club
3. Ensure strong links and communications are maintained with the kit supplier
4. Help in the decision of choosing new kit or a new kit supplier, should the need arise
5. Looking after shirt numbers and coordinating with club captains in case of any problems
6. Keeping track of quantity of shirts in stock and reordering when necessary.
7. Liaising with junior section and performance section to ensure the same look throughout the club including the logo.

**What else can you tell me about the role?**

The Club Kit Coordinator must be well organised, have effective time management, be adaptable and communicative.

**Training recommended**

You may wish to speak to the previous Club Kit Coordinator for how they managed the role.

**How much time will I need to give to the role?**

Approximately 0-6 hours per week. Some weeks will be more demanding than others.

**What tasks are involved?**

Tasks will include:

1. Coordinate kit purchases between the kit supplier and the club.
2. Keep an inventory of club kit (Club shirts)
3. Keep a record of kit sales
4. Liaise with the Treasurer to ensure there are club funds to approve any kit and equipment purchases.
5. Liaise with the Communication’s Coordinator to have kit sales promoted on social media.