



Apparel & Equipment Manager

Position Description

Overview

The Apparel and Equipment Manager is primarily responsible for procuring, managing and reselling playing and social apparel for the club and match and practice related equipment.

Core Responsibilities

- Liaise with Playing Portfolio Manager and club members to develop an apparel offering.
- Liaise with the Senior Coach and Team Captains regarding equipment needs.
- Liaise with apparel and equipment suppliers to purchase competitively priced items.
- Support Association sponsors / preferred suppliers where practical.
- Maintain a contact list of club suppliers.
- Take pre-orders for items from members where practical.
- Manage inventory securely.
- Manage sales to members and supporters.
- Provide invoices and a report of purchases and sales to Club Treasurer via Playing Portfolio Manager.
- Manage player numbers list for playing shirts.
- Minimise stock holding bearing in mind all financial implications.
- Generate a price list for apparel items.
- Liaise with Media Manager to promote items for sale to members and supporters.

Additional Responsibilities

- Report on activities to the Club Executive Committee via the Playing Portfolio Manager.
- Train, mentor and support an incoming Apparel and Equipment Manager.

Knowledge and Skills Required

- Knowledge of Association preferred supplier / sponsorship arrangements.
- Knowledge of VSDCA rules regarding logos on playing apparel.
- Proficient in use of Microsoft Word and Excel.

Personal Qualities

- Effective communicator.
- Well organised.

Qualifications

- None required.

Expected Time Requirement

Approximately 50 hours per annum.