

Equipment Officer



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
10/08/2015	Chris Gilchrist	MC Approved	1
12/06/2017	Chris Gilchrist	Logo updated	2

OBJECTIVE

The purpose of this position is to coordinate the management and maintenance of all playing, training & field equipment belonging to Springwood United Football Club (SUFC).

RESPONSIBILITIES

- Maintain a register of equipment including its movements, replacement and maintenance;
- Allocate equipment (kit bag consisting of playing shirts, bibs, balls, cones, first aid kit) to each team within SUFC at the commencement of each season and collect the same at the conclusion of each season;
- Advise the President of Football and the Football Committee regarding any equipment which needs replacing or repairing;
- Facilitate storage of equipment;
- Conduct an annual audit before the commencement of each season;
- Assist with activities and events associated to SUFC – park duty, presentation day, coaches and managers BBQ, muster day.
- Attend Football Committee meetings.

RELATIONSHIPS

- Team Coaches and Managers
- Football Committee
- Age Coordinators
- Club members
- Equipment suppliers

ACCOUNTABILITY

- Reports to the President of Football.
- The Equipment Officer must seek approval from the Football Committee prior to committing the Club to any financial expenditure or action.
- The Equipment Officer is a member of the Football Committee and as such is required to attend Football Committee meetings and assist with ground duty and other club activities.

The estimated time commitment required as the Equipment Officer is heavily weighted to the start and end of season being around 4 - 6 hours per week for 2 – 4 weeks. Throughout the season time commitment is approximately 2 hours per week.

REQUIRED SKILLS

- Organised and logical thinker
- Ability to delegate tasks
- Knowledge of and ability to use spreadsheets
- Diplomatic
- Good negotiation skills
- Good listening ability.
- Effective communicator.
- Dedicated club person

The Equipment Officer is appointed by the Football Committee (and approved by the Management Committee) for a term of one (1) season.

For further information in regards to this role please do not hesitate to contact the President of Football football@springwoodunited.com.au