

Waratah Netball Club

Equipment Officer Duties

21st August 2019

Ver 1.0

Intro

The Equipment Officer is a Non-Executive member of the Club Management Committee. The Equipment Officer's primary role is to manage and account for the Club equipment. The Equipment Officer should have a rudimentary knowledge of budgeting and procurement processes.

Equipment Officer Tasks

The Equipment Officer should:

- Arrange secure storage of equipment during non-use periods
- Liaise with the Treasurer to develop the equipment budget
- Maintain records of Club equipment
- Ensure that coaches submit an accurate stocktake equipment at the end of the season
- Ensure that coaches request replacement equipment at the end of the season
- Ensure that any coaches that do not plan to continue coaching return all equipment at the end of the season
- Note any equipment that needs replacing (such as position patches or training bibs, bags, etc) or replenishing (mainly First Aid Kits).
- Seek Executive approval to procure additional stocks, particularly those of pinnies and balls, as these take time to order and receive
- Organise training and game day bags in a timely manner for distribution to the coaches at the start of the season. This includes stocking the bags with all necessary equipment (game balls, training balls, First Aid Kits, clipboards, etc)
- Liaise with the coaches or managers during the season to provide additional resources such as fitness equipment
- Advise coaches of date to return equipment by for the end of season stocktake
- Attend Club Management Committee meetings

Equipment Funds

The Equipment Officer will be allocated a \$100 budget for disposable items (eg ice packs, strapping tape, bandaids etc). This budget may be expended without further authorisation from the Management Committee.

Any purchase for non-disposable equipment, or expenditure above \$100 in toto, must be approved by the Treasurer, or via a Management Committee meeting.