

The Uniform Coordinator is the person who coordinates all uniform sales, both new and second hand.

Responsible to

The Uniform Coordinator is directly responsible to the President of Ignite Netball Club and the Club members.

Responsibilities and Duties

The Uniform Coordinator should:

- Adhere to the Ignite Netball Club Volunteer Code of Conduct and Child Protection Policy, and provide an up to date Working With Children Check to the Club as outlined in the Child Protection Policy;
- Be the primary point of contact for the Club in relation to all uniform matters, including providing information to players and their parents;
- Ensure information and pricing of uniform section on website is up to date at all times;
- Check the Ignite email weekly for orders and uniform enquiries;
- Coordinate the sale of all new and second hand uniforms;
- Ensure stock registers are up to date at all times;
- Liaise with the Treasurer regarding payments and reimbursements, and follow up any outstanding payments with parents;
- Provide opportunities for players to try on uniform throughout the season;
- Ensure prompt delivery of uniforms to players when orders arrive;
- Provide relevant information or issues at monthly Ignite Committee meetings;
- Provide Uniform Report for Annual General Meeting each November;
- Attend presentation days/nights and provide members with the opportunity to order and sell uniforms at these events;
- Do a stocktake at the end of each season (June and December).
- Order and collect new stock from suppliers, ready for the new season.
- At the beginning of each season ensure all coaches bags have a spare uniform.

Knowledge and Skills Required

Ideally the Uniform Coordinator is someone who:

- Can communicate effectively;
- Is well organised and can delegate tasks;
- Is computer literate.

Estimated Time Commitment Required

The estimated time commitment required as a Uniform Coordinator of Ignite Netball Club is half an hour per week during the season. More time will be required at the beginning and end of each season.

Reviewed Date: May 2018