



Equipment Coordinator

The equipment coordinator is responsible for the procurement, stock management and sales of all equipment provided to teams by the club.

The primary function of the role is to ensure all teams have adequate and functional equipment. The position has key activities:

1. Defining equipment and first aid requirements provided to each team
2. Source the products to be supplied
3. Manage the stock (ensuring it does not become lost or obsolete)
4. Ensure teams have adequate first aid and equipment throughout the netball seasons

Responsibilities

Prior to the Season

- Review the equipment and first aid supplies provided by the club in previous years, ensuring its suitability for the upcoming year
- Perform stocktake of equipment and supplies per team for the upcoming season
- Provide the committee with the recommendations for all equipment and supplies for the coming season
- Liaise with the President and Committee to ensure equipment and supplies reflect the current opinions and nature of club members
- Work with the Club Treasurer to accurately set budget requirements
- Create the equipment checklist which is provided to team managers/coaches
- Be the primary point of contact for all equipment and supplies enquires

During the Season

- Review equipment purchases with the Treasurer to ensure budget targets have been achieved and if not, formulate alternative strategies.
- Be the initial point of contact for any issues or complaints from members concerning their equipment and supplies.
- Liaising with equipment and first aid suppliers as required

Post Season



- Undertake a stocktake at the end of season of the team's remaining supplies and equipment
- Provide a report to the committee of stock on hand
- Make recommendations to the committee for any changes to the supply of equipment and supplies for next year

Participating in Meetings

- Attending and actively participating and contributing in committee meetings is a core function of a committee member.

Essential Skills & Requirements

- Understanding of the needs and tastes of the members and club stakeholders
- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters

End of year hand over

At the end of each year a key activity of the Equipment Coordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Equipment Coordinator should also update or create a list of the equipment and supplies provided to teams throughout the season with the name and contact details of each of the suppliers. This list should also include any terms and conditions which the club or the supplier needs to abide by.

The updated Position Descriptions and additional information must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Equipment Coordinator

An important responsibility of outgoing Equipment Coordinator is to train, mentor and support the incoming equipment coordinator.

The estimated time commitment required as the Equipment Coordinator is between zero to an hour per week (peak time start and end of seasons).