



Equipment Coordinator

Summary

The Netball Property coordinator is the equipment manager for Mindarie Netball Club Teams. Responsible to

The Netball Equipment coordinator is directly responsible to the President, the Club Committee and the members of Mindarie Netball Club.

Responsibilities and Duties

- Property Manager is responsible to ensure that each team has adequate equipment during the season.
- Organize the distribution of equipment to coaches before the season commences
- Ensure the equipment bags and first aid kits are kept fully stocked
- Property Manager in consultation with the President, Treasurer and Secretary can order and purchase additional equipment for the teams.
- The Property Manager must ensure that each team has the following equipment:

Ball Bag

Ball minimum of 2 yearly

Set of Bibs

First Aid Kits

Training equipment; ladders, cones etc.

- The Property Manager is to maintain an inventory management system and undertake a stock take as at the end of each season.
- The Property Manager should attend committee meetings on a regular basis and provide an inventory holding report for the committee.
- If for any reason the Property Manager is unable to attend a committee meeting a report to be submitted to the Secretary in writing prior to the scheduled meeting.