



Uniform Coordinator

Summary

The Netball Uniform coordinate for Mindarie Netball Club members.

Responsible to

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

Responsibilities and Duties

- Uniform Officer is responsible to ensure that each member is supplied with a uniform for the start of the new netball season.
- Organize the distribution of uniforms to members before the season commences, where able.
- Ensure the uniform stocks are reasonable and try-on uniforms are available for members to try on before ordering or purchasing uniforms.
- Uniform coordinator in consultation with the President, Treasurer and Secretary can order and purchase additional Uniforms twice yearly. 1st order after registrations days are held. 2nd once competition starts any late orders for late registrations or accessories such as hoodies.
- The Uniform coordinator must ensure that uniforms entail available:

Dresses – from Junior to senior sizes

Under shorts – from Junior to senior

sizes Socks – from Junior to senior

sizes Hoodies – from Junior to senior

sizes Accessories where deemed necessary, eg. Hats, promotional items, etc.

- The Uniform Officer is to maintain an inventory management system and undertake a stock take as at the end of each season
- The Uniform Officer 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