



Rovers Football Club

Position Description – Gear Steward

JOB TITLE:

Gear Steward

OBJECTIVE:

To ensure that there is suitable gear available to Coaches and Players as approved by the President and General Committee.

RESPONSIBILITIES:

- Order gear to meet forthcoming playing season requirements.
- Issue kit bags to coaches for each team at the club.
- Coordinate working bee to check and prepare kit bags.
- Order and issue Mini Rovers shirts and balls.
- Attend registration days to field questions regarding gear and online orders.
- Liaise with coaches as necessary throughout the season regarding gear requirements and issues.
- Liaise with managers as necessary throughout the season regarding on-field kit and player shirt numbers (for competition teams).
- Work with gear supplier to ensure online shop is functioning appropriately and financials are up to date.
- Maintain database of playing shirt numbers and assist FTW with filling orders for playing gear as necessary.
- Process invoices for deposit and payment to club Treasurer.
- Attend monthly committee meetings.
- Participate in discussion and decision making of the committee.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Work closely with the Secretary regarding garment and gear selection.
- Liaises with Treasurer regarding payments and rebates.
- Liaises with various external suppliers.

ACCOUNTABILITY:

- Accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Provide a Gear Report for each committee meeting.

ESSENTIAL SKILLS:

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Approachable personality.
- Effective communicator – in person and via email.
- MS Excel knowledge (basic)
- Be discreet and able to maintain confidentiality on relevant matters.
- Well organised and committed to the role.

The estimated time commitment require as a General Committee member is up to 2-3 hours per week with some weight to end and beginning of season.