



Uniforms Co-ordinator Job Description

Objectives

The Uniforms Co-ordinator oversees all matters relating to the Macquarie Saints Uniforms. The Uniforms Co-ordinator liaises with the VP Juniors and other members of the committee to ensure the smooth purchase & delivery of Uniforms.

This is position APPOINTED BY THE BOARD but WITHOUT voting rights on board issues.

Responsibilities and Duties

- **Not** required to attend regularly scheduled meetings
- Fulfil Uniform requests as required (Seniors & Juniors)
- Co-ordination with current Uniform supplier
- Manage current stock on hand of Uniforms
- Facilitate collection of uniforms by players & parents

Start of the Season

- Takeover & maintain stock from previous season
- Liaise with the Treasurer to get Uniforms for players as ordered through website
- Notify players of expected delivery times & any delays
- Assist players with collection of uniforms when received from supplier
- Attend the Try Baseball Days (two days, late July) with sample uniforms available for new players to try on
- Attend the Grading Day (late July) with sample uniforms available for players to try on
- Work with Registrar to ensure Uniform information on website is accurate, appropriate & complete

During the Season

- Assist with small number adhoc Uniform requests for new players & replacement uniforms

End of the Season

- Assist with 'special' orders for Presentation Day (April) such as 5 & 10yr Caps, Hall of Fame or other clothing

Relationships

- Reports to the Juniors VP, Seniors VP and Committee
- Liaises with the Juniors VP, Treasurer and Committee as and when required

Accountability

- Reports to the Juniors VP, Seniors VP, committee and members of the Club
- Supports Juniors VP, committee members and all team officials and players of the Senior & Junior club

Period of Appointment

The Uniforms Co-ordinator is appointed for one term (March to March).