

## PROCEDURE OUFC- PD 009

### Equipment Officer

#### 1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Equipment Officer for OUFC.

#### 2 SCOPE

Controlled documents include, but are not restricted to:

- Registration Forms
- Registration procedures for members
- Membership Records
- Working with Children Forms
- Prohibited Employment Forms

Documents may be printed or in the form of computer data.

#### 3 REFERENCES

Club Constitution  
OUFC 001 Membership  
OUFC 002 Executive Committee  
OUFC 003 Football Committee

#### 4 RESPONSIBILITY

Equipment Officer	Responsible for the management and control of all equipment and processes relating to.  Support the Executive in encouraging the club members adhere to and follow the constitution and Policy and Procedures.
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#### 5 DEFINITIONS

Club: - Ourimbah United Football club  
Committee:- The elected members of the managing body of the OUFC

## **6 ACTION / METHOD**

### **Personnel and Technical Skill Requirements**

- 1) Have an understanding of the Game of Football.
- 2) Have good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club..
- 3) Maintain resources and Records to professional industry standards.
- 4) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.
- 5) Encourage all members of the Club observe the code of conduct.
- 6) The duties of Equipment Officer shall include but not limited to;
  - \* Keep a proper inventory of all uniforms, balls, kit bags and other related assets of the Club. Maintain an accurate record of team / player shirt allocation numbers.
  - \* Issue such equipment as necessary to each team coach before the commencement of the playing season.
  - \* Ensure such equipment is returned in good order at the conclusion of the playing season.
  - \* Be responsible for the procurement and sales of Club clothing and equipment at grading, trials and home games.
  - \* Shall provide the Football Committee with details of all gear, strip and equipment requirements on a monthly basis.
  - \* Maintain all equipment in good working order.
  - \* Issue such equipment as necessary for grading, trials presentation and grading days.
  - \* Liaise with the Football Committee in relation to strips being issued.
  - \* Shall keep a record of all Club Trophies (Perpetual or otherwise) and collect same when required.
- 7) Where possible, attend all official functions and major events of the Club.
- 8) The Equipment Officer shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

**Title: Position Descriptions**  
**Ref: OUFC –PD 009 Equipment Officer**

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Issue Date: 4/11/2010  
Control: Controlled  
Authorised By :

## 7 ACCOUNTABILITIES

The Equipment Officer is accountable to the Vice President and the members for the actioning of their duties and their professional conduct.

### Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

### External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

### Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original