**Role outline: Kit Officer**

**NAME OF CLUB: TAMESIDE NETBALL CLUB**

**ROLE: KIT OFFICER**

**RESPONSIBLE TO: CLUB COMMITTEE**

**NAME OF VOLUNTEER: ELAINE HARPER**

**START DATE: 1 SEPTEMBER 2020 END DATE: 31 AUGUST 2021**

Main Duties:

* ensure all playing members have appropriately sized, up to date kit;
* ensure all coaches and volunteers have appropriately sized, up to date kit;
* maintain a steady supply of kit in a variety of sizes on request for managers and coaches to use as standard size templates;
* order and deliver to specification the kit orders of all members and volunteers;
* deal temporarily with kit payments and ensure the Treasurer has up to date transactions and payments in full within 5 days of purchase;
* to ensure the website has an up to date list of kit and prices;
* network and communicate with manufacturers and sponsors to secure quality kit at low cost prices;
* keep records of all kit purchases;
* enforce the club kit policy; and
* attend the AGM, EAGM, committee meetings and/or any sub-committee meetings as relevant.

Signed ……………………………………………………………………..

Date ………………………………………………………………………..