

MSSC Merchandise and Equipment Officer

The purpose of this position is to coordinate the management and maintenance of all playing, training and field equipment that belongs to the MSSC.



Reports to: Committee and needs to liaise with Registrar and Treasurer for the purchase of items.

Responsibilities

- Maintain a register of equipment including its movements, replacement and maintenance
- Obtain a contact list from the Registrar of Coaches and Team Managers.
- Allocate equipment (kit bags consisting of playing strips, bibs, balls, first aid etc) to each team within the MSSC at the commencement and conclusion of the playing season.
- Report replacement and price of all replacement items at the committee for approval to replace
- Facilitate the safe storage of the club's equipment and merchandise
- Complete annual stock take of equipment and merchandise **in August** each year.
- Ensure annual quotes (2 or 3) process (note: conflict of interest requirements) for merchandise and seek committee approval before ordering.
- Develop/maintain Club Merchandise Booklet - Website in liaison with support web person and promote to club members
- Ensure all payments for Merchandise is paid in full in liaison with the Treasurer
- Order and deliver merchandise in a timely manner
- Ensure that merchandise is only managed by one person and that stock is kept to a minimum by stocktake **in August**. It is not efficient to be holding hundreds of dollars in stock in the off season.