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# Kit & Equipment Co-Ordinator (Committee)

## Role Description

To procure and maintain the kit and equipment for the club, driving value for money and re-­use where possible

## Commitment

Approximately 1 hour per week

## Responsibilities

1. To co-­ordinate the central purchase of all club kit and ensuring the best price for quality is achieved.
2. To co-ordinate the central purchase of all club equipment and ensuring the best price for quality is achieved.
3. To approve payments to Treasurer.
4. To recycle and re-­use as much kit and equipment as possible.
5. To select and recommend suppliers to the committee.
6. To work closely with the kit supplier on club shop matters, and relaying dates to members when the club shop opens and closed
7. Distributes/collects kit & equipment to and from teams.
8. Undertakes annual inventory stock check with managers.
9. Keeps track of location of kit & equipment.
10. Making sure all volunteers have the correct clothing to represent the club, depending on funds available.

## Constraints

1. None

## Accreditation Criteria

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| DBS | SafeguardingChildren | First Aid | ClubWelfare | FA Level1 | FA Level2 | FA YouthModule | LicencedCoach | Other |
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