



CHRISTCHURCH UFC

Gear Custodian Position Description

Overview:

The Gear Custodian is the coordinating officer for all of the Christchurch United Football Club's uniforms and equipment for both junior and senior grades.

The Gear Custodian reports to the President of Christchurch United Football Club Inc.

Responsibilities and Duties:

- Examine all equipment and uniforms at the end of the season to ensure it is fit for use for the following season
- Make sure all equipment and uniforms are distributed by and to only approved persons within the club
- If equipment and uniforms are not fit for use, arrange for repairs or consult with the Club Committee on what needs to be replaced
- All playing gear requirements are to be submitted in a report format at the October AGM including costs for approval by the Club Committee
- Ensure all gear with or without club logo to be approved by the Club Committee before purchase
- Arrange laundering services of gear for the senior men's 1st team.
- Organise collection of gear at the end of season, confirming all items are returned, clean and stored
- Arrange three stocktakes per year for gear: September, February and June and present a summary in writing to the next Club Committee meeting
- Develop and maintain an asset register that identifies all equipment and uniforms and the expected future year when these items will likely need to be replaced

Knowledge and Skills:

- Be well organised
- Able to work in a logical, orderly manner
- Have a passion for Football
- Have good communication and interpersonal skills
- Have patience with repetitive tasks
- Good problem solving skills

Estimated Time Commitment:

The estimated time commitment required as the **Gear Custodian** is 2-3 hours per week for the duration of the season. An additional 10 hours is required during the off season.