

Waratah Netball Club

Uniform Coordinator & Merchandise Officer Duties

12th April 2022

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Intro

The Uniform Coordinator is a Non-Executive member of the Club Management Committee. The Uniform Coordinator's primary role is to manage the second-hand uniform pool, and to provide advice to members with respect to procuring new uniforms.

The Merchandising Officer may be a separate Non-Executive member of the Committee, or the role may be combined with the Uniform Coordinators role. The Merchandise Officer's primary role is to manage the Club merchandise system within MyClubMate (MCM) to ensure quick and efficient purchase of new Club uniforms from the supplier.

As Committee members, the Uniform Coordinator and the Merchandise Officers must be aware of the Club Constitution and policies and perform their duties within that framework.

Uniform Coordinator's Tasks

The Uniform Coordinator must:

- Store any second-hand uniforms submitted for sale
- Record the details of the seller of the second-hand uniform along with the size, price and subsequent purchaser of the uniform in a ledger during the season. Post season, a record of remaining stock should be stored on the Club's OneDrive account
- Ensure the seller receives payment and the buyer a receipt of payment
- Act as a point of contact for sale of excess merchandise such as towels and scarves
- Store any sample uniforms and keep the Executive abreast of future needs for samples

Merchandise Officer's Tasks

The Merchandise Officer must:

- Establish and maintain an effective and efficient process with the uniform supplier
- Update process details at Annex A as required
- Advise members of the procedures to procure new uniforms
- Liaise with the Club Treasurer regarding any financial transactions
- Liaise with the Club committee to ensure updates to procedures are distributed via Club media (ie website, facebook, etc)
- Attend Management Committee meetings

Review of this Duty Statement

The Uniform Coordinator & the Merchandise Officer are to review this Duty Statement annually, or on appointment to the position.

Annex A

Uniform Procurement Process

1. Member orders online via Club website 'Merchandise' tab at [Waratah Netball Club /Merchandise](#)
2. The Merchandise Officer (MO) receives the MCM generated invoice notification via email from MCM to uniform@waratahnetball.asn.au
3. MO checks delivery fees are paid. If not – go to 3a, else go to 4
 - a. MO contacts member
 - b. Member pays delivery fees via direct deposit into account with reference provided by MO
 - c. Member advises MO
 - d. MO confirms delivery fees have been received
4. MO places order with OZJT
5. MO receives invoice from OZJT
6. MO submits payment to OZJT Greater
7. MO gains 2nd authorisation for payment
8. MO advises member of purchase action complete
9. MO records details in OneDrive log
10. OZJT delivers merchandise direct to member.