



# Donvale Dunkers Basketball Club

## Uniform Coordinator

March 2024

**Role:** Club Uniform Coordinator

**Reports to:** Executive Committee

**Committee member:** Optional or as required

**Expected hours of work:** 2 hours per month, variable by month

The Uniform Coordinator is essential to the club in overseeing the procurement and stock management of all clothing and any merchandise sold by the club.

### Responsible to

The role of Uniform Coordinator will be held by either a member of the Committee of management, or by another volunteer within the Dunkers community, who would work alongside and report to the Committee.

All members of the Committee are responsible to the President of the Committee, on behalf of the members of the Club.

### Essential Job Functions

- Be the primary point of contact for all apparel and merchandise enquiries
- Be the initial point of contact for issues raised from the Dunkers community in regard to the uniform
- Liaising with suppliers of the club's uniform, hoodies, and other apparel
- Liaising with suppliers to support the procurement of uniforms for the Future Dunkers program running in terms 1 and 3 each year.
- Reviewing and updating of uniform as decided by the committee.
- Providing recommendations to the committee for all apparel and merchandise, which may include comparing other suppliers' costs and what they can provide, including recommendations for new items from time to time
- Maintain a register of any items loaned to families, and ensure they are returned to the Club
- Stocktake each season
- Maintain stock levels to allow for mid season new player orders.
- Select singlet #'s for new players in line with the club's policy
- Develop and use a system that allows for minimal duplicates of numbers within age groups
- Ensure website has up to date information regarding apparel and merchandise
- Work alongside Registrar in ensuring new players have a uniform.



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### **Knowledge and Skills Required**

Ideally the Uniform Co-ordinator is someone who is:

- Well organised
- Able to allocate regular time periods to perform duties
- Able to respond within a reasonable time frame to enquiries from club members
- Able and willing to work as part of a team
- Able to access and use basic online spreadsheet programs
- Personable & approachable

### **Estimated Time Commitment**

The time commitment required to fulfil the above duties is estimated at less than 1 hour per week, excluding attendance at regular Committee meetings.

It is recognised that during the few weeks around registration each season there will be a peak period of duties to be met, but that would not be in excess of an additional 1-2 hours per week for that period.

As a volunteer position, this time commitment is greatly valued by the Club and recognised as a vital part of keeping the Club running smoothly.

WORKING DRAFT