



## **West Perth Football Club**

### **Equipment Coordinator**

#### **Job Description**

The Equipment Coordinator's role is very important to the operations of the Football Club, particularly the on-field operations. The Equipment Coordinator is responsible for ensuring that all on-field equipment and resources are ordered, despatched, maintained, tracked and replaced on a regular basis.

#### **Reporting**

This position reports directly to the Football Operations Manager and works closely with the Football Operations Coordinator, Coaches and Team Managers.

#### **Skills Required**

- Good Organisational Skills
- Honest and Reliable
- Good Communication Skills
- Good Time Management Skills

#### **Duties**

##### **Stock/Property**

- Maintain accurate stock control lists
- Audit and refurbish all "Team Kits" at the commencement of each season to ensure that kits contain all required items
- Collect all jumpers and other operational team equipment from the Team Managers at the conclusion of each season
- Undertake an end of season inventory and pack all clothing and equipment items safely away at the conclusion of the season
- Liaise with the Football Operations Coordinator regarding stock issues and ordering of new and replacement stock

### Match Day

- Transport all equipment to and from the game. This will involve:
  - Packing the equipment van the day before (or the morning of) the game
  - Arriving at the venue by 7.30am in readiness for the colts game
  - Packing property van at completion of league game
- Ensure all equipment required for match days is ready and available for all coaches, players and support staff
- Distribute jumpers and uniform items to players prior to game
- Have drinks ready at all half time breaks
- Be responsible for security and safety of the property room and all equipment during the course of all games
- Ensure footballs are distributed, returned and kept secure
- Post-match – ensure all equipment has been returned and rooms have been left clean and tidy

### Training Nights

- Ensure all equipment required for training is ready and available for all coaches, players and support staff
- Distribute jumpers and uniform items to players prior to training (if applicable)
- Be responsible for security and safety of the property room and all equipment during the course of all training sessions
- Ensure footballs are distributed, returned and kept secure
- Post-training – ensure all equipment has been returned and rooms have been left clean and tidy

### Other

- All jumpers to be washed and dried prior to next home game
- Reflect and uphold the Clubs image at all times
- The Equipment Coordinator will have access to the Club's property van and, with agreement from the Football Operations Manager, may garage the van at his/her residence

### Hours

- Training - Monday to Thursday 4.30pm, – 8.00pm
- Match Days x 20 – 7.30am to 5.30pm