



## MERCHANDISE COORDINATOR (JUNIORS AND/OR SENIORS)

### Goal Statement:

The Merchandise Coordinator (Juniors and/or Seniors) oversees the collection of merchandise and uniform purchases to optimise the professional appearance of the Club.

### Objectives:

- Oversee all junior and/or senior merchandise and uniform related matters within the Club
- Provide support to the President of the Club
- Ensure the Club uniform is professional/consistent and provides a marketing advantage for sponsors
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

### Responsibilities:

- Develop a variety of Club branded merchandise for players, general members and supporters
- Review and evaluate supplier costs to ensure competitive pricing of our merchandise and uniform
- Develop a merchandise order form for use within the club
- Collect payment and provide receipts for player merchandise and uniform and forward to the Treasurer
- Review and evaluate Club merchandise and uniform costs to ensure the club is generating income on items
- Develop and maintain an up to date player merchandise and uniform payment database in collaboration with the Treasurer
- Uphold and actively promote club values throughout the Club as a whole
- Provide a report on portfolio operations at the monthly committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

### Relationships:

- This position will liaise with associated stakeholders, including but not limited to NFNL, CGR, puma, buffalo sports, and embroidme
- This position will liaise with and have regular communication with team managers, committee members, general members, parents and players

### Qualifications:

- Working With Children's Check

### Accountability:

- The Merchandise Coordinator (juniors and/or seniors) is accountable to the Club President and general committee

Committee Member Name: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_