

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

CLUB SHOP – EQUIPMENT CO-ORDINATOR

ACCOUNTABLE TO: The Management Committee

SKILLS REQUIRED:

- Knowledge of sports related equipment desirable
 - Ability to work and communicate with coaches, trainers and administrators
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EXPERIENCE NEEDED:

- Experience of dealing with equipment suppliers desirable, but not essential
 - Experience of working with databases, spreadsheets, and word processing software (for equipment tracking and inventorying)
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PURPOSE OF JOB:

To negotiate equipment deals with suppliers, and order for matches and tournaments equipment, and to ensure that all the clubs equipment is maintained, and repaired efficiently when necessary.

MAIN DUTIES:

1. Keeps an up-to-date inventory of all kit and equipment owned by the club.
 2. Liaise closely with the Treasure regarding the purchasing of any equipment / kit.
 3. To follow and promote the ASA Child Protection Policy.
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Time Commitment: Mainly at the start of the season, but ongoing updates

Signatures: Equipment Co-Ordinator _____ Date _____

Chairperson _____ Date _____

