



West Auckland Association Football Club

Gear Steward Role Description

The Gear Steward is a voluntary position responsible for the purchasing, distribution and collection of gear distributed to West Auckland AFC (WAAFC) coaches.

Responsible to	Executive Chair, Football Chairperson & Secretary
Responsibilities & Duties	<ul style="list-style-type: none">• Perform an annual stocktake on all gear (gear is defined as uniform, balls, training equipment, first aid kits or any other item that is issue to a team to deliver football).• Advise Football Committee of any gear purchase requirements.• Keep accurate record of all gear owned by the club.• Sort gear at the start of the season for collection by coaches.• Keep a register of all teams and what has been distributed to whom.• Be a point of contact for coaches or age group delegates for any gear requests during the season.• Arrange the return of gear from teams at the end of the season and assess the condition.• Tidy and store gear away at the end of the season in preparation for the next season.• Follow all aspects of the West Auckland AFC Code of Conduct and any other club policies as they relate.• Meet all the WAAFC reporting requirements as they become due or are requested.• Evaluate personal performance annually reporting to Executive Committee and ensure succession of own position.• Review own position description to ensure accuracy and submit potential changes to the Executive Committee.
Knowledge & Skills Desired	<ul style="list-style-type: none">• Can communicate effectively.• Well organised and can delegate tasks.• Able to keep good records.• Able to work in a logical orderly manner.
Estimated Time Commitment Required	The estimated time commitment required for the role of Gear Steward is 6 - 8 hours over 2 days per season. In certain cases, extra time may be required during the season.
Period of Appointment	Period of appointment 12 months.