



Equipment Coordinator

Position Description

Reports to:

Vice President, committee

Purpose of the role:

The Cats maintain two locations, Aranda and Giralang, each with two containers. The Equipment Coordinator is responsible for maintaining quantity and quality of the non-committee equipment, including game equipment, safety equipment, playing uniforms, kit bags and a raft of other equipment.

Qualifications and Desirable Characteristics:

- WWVP Card
- First aid qualification (Desirable)

Duties and Responsibilities:

- Maintain first aid kits (as per attached list)
 - Fill FAK's prior to season starting
 - Liaise with coaches/managers to refill consumables through the season
- Maintain Kit bags (as per attached list)
 - Purchase new whistles each year
 - Stocktake bags at beginning and end of each season
 - Ensure appropriate sizes and quantities of guernseys for each age group (plus spares)
 - Managers will need to manage certificates, gift vouchers and other awards to ensure their issued fairly throughout the season.
- Awards
 - Ensure each age group receives an appropriate amount and type
 - Ensure sponsors are represented on awards
 - May require printing of certificates
 - Buy footy cards for younger age groups (liaise with committee to determine this)
- Managing Aranda and Giralang containers
 - Tidying, maintenance etc as required. You can achieve this by yourself or with working bees

Time Commitment:

- Pre-season: 10-12h in preparation and stocktaking

- In-season: 1h per week max
- Post-season: 5-10h stocktaking



First Aid Kit Checklist

Check	Item
	Band aids
	Gloves
	Paper tape
	Strapping tape
	Tweezers
	Cotton buds
	Tissues
	CPR mask
	Scissors
	Eye irrigation
	Eye pad
	Antiseptic gel sachet
	Splinter probe
	Adhesive dressing strip
	Gauze swab
	Wound wipe
	Bandages
	Bandage clasp
	Safety pins
	Mask
	Triangle bandage
	Plastic strapping roll
	Ice packs



Kit Bag Checklist

Check	Item	Notes
	First aid kit	
	Plastic strapping roll	
	Ice packs	
	Ball pump	
	Game ball	Only necessary for U11 and up
	Clipboard + pen	
	Notepad	
	Goal flags	Only necessary for U11 and up
	Boundary umpire bib	Only necessary for U11 and up
	Team Manager bib	
	First Aid bib	
	Water shirt	Only necessary for U11 and up
	Trainer/Runner shirt	Only necessary for U11 and up
	Hi-vis vest	
	Tarpaulin	
	Whistles	
	Player of the week trophy	
	Play of the day certificates	Qty based on sponsors each year

Uniform Bag Checklist

Check	Item
	Guernseys (qty for team)