



Position Description: Property Manager

The Property Manager is responsible for all property belonging to the Club. They shall keep a record of property issued to Coaches and Managers and shall submit an inventory at the Annual General Meeting.

1. Oversee all the property needs of the Club. Make required purchases and ensure equipment is stored safely.
2. Maintain register of all Club equipment.
3. Prepare team bags for the season with coaching coordinator.
4. Ensure the maintenance and upkeep of equipment.
5. Stocktake of all equipment at the end of season.
6. Determine what equipment is required for the following season seek ratification from the executive and purchase equipment as identified, as necessary.
7. Look at new designs for Club jackets, t shirts and other Club gear, and obtain quotes if necessary.
8. Distribute equipment to all coaches and team managers. Maintain register of all equipment distributed.
9. Ensure that all team bags including all Club jumpers are returned at end of season in conjunction with Team Managers and the coaching coordinator.
10. Organise spare jumpers.
11. Organise alternative jumpers for games with teams where colours and designs clash.
12. Organise the sale of unused equipment to Club members or other clubs.

The Property Manager is a member of the General Committee and reports to the Coaching Coordinator and President.