



**Job Description
Gear & Equipment Manager**

The Gear & Equipment Manager is responsible for the planning, designing, ordering and distribution of all player and official gear and equipment of Eastern Suburbs Touch Association.

Responsible to

The Gear & Equipment Manager is directly responsible to the Rep Committee, the Coaches Director, the Referees Director and the members of Eastern Suburbs Touch Association.

Responsibilities and duties

The Gear & Equipment Manager should:

- Manage the schedule for the design, ordering and delivery of all official club apparel
- Liaise with club apparel partner, ISC, and the state governing body, New South Wales Touch Association, with all gear requirements, designing, ordering and delivery
- With the collaboration and approval of the executive committee and rep committee, design the brand of Eastern Suburbs Touch Association gear in each cycle
- Ensure that all gear is distributed to members in an efficient and timely manner, keeping to the required schedules and deadlines
- Organise the ordering of gear for players, coaches and officials, including managing any gear ordering communications and order forms
- Coordinate gear sizing days if required, with relevant sample apparel, communications and sizing forms supplied
- Coordinate with team managers, coach director and referees director any requirements or orders for apparel
- Provide support for any requirements for gear changes or new requests
- Coordinate a support team to receive, pack and distribute all gear
- Order for and supply to all coaches and officials any equipment required to fulfil their duties, including footballs, cones etc
- Drive the promotion of club apparel to all relevant stakeholders, including NSWTA and the local community

Knowledge and skills required

Ideally a Gear & Equipment Manager is someone who:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic

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- Is well organised
- Can delegate tasks to a support team

Time commitment required

The estimated time commitment required as the Gear & Equipment Manager of Eastern Suburbs Touch Association is 3 hours per week in peak periods and 1 hour per week in off-peak periods.