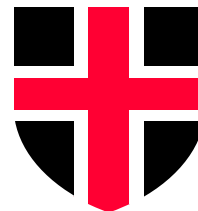


Durham City



AMATEUR SWIMMING AND WATER POLO CLUB

Role Description: Club Kit/Equipment Co ordinator

Role of Club Kit/Equipment Co-ordinator

To negotiate equipment deals with suppliers, and order kit and equipment for the club. The role also involves ensuring that all the club's equipment is maintained and updated as necessary.

Main duties:-

- To have overall responsibility for all club equipment in conjunction with other Club volunteers
- To keep and update a detailed list of all equipment owned by the Club
- To check condition of equipment from time to time in conjunction with coaches and to arrange for necessary repairs and replacements.
- To liaise with suppliers regarding the purchase of club costumes and equipment in conjunction with other volunteers as appropriate
- To take orders for the purchase of club costumes and equipment (supported by other Club volunteers)
- To order equipment as agreed by the Committee
- To ensure that poolside storage space is kept tidy and organised
- Support and enforce the club's Equity and Child Protection Policies

Approved:- April 2014