



Gear Steward / Merchandise Manager

Responsibilities

The Gear Steward / Merchandise Manager is responsible for the design, acquisition & distribution of all club training equipment and club apparel.

Duties

- Oversee all club merchandise designs always ensuring the highest standards of design
- Ensure that all club merchandise (both on-field and off-field) produced is approved by the Executive
- Ensure that all on-field apparel (both purchase and design) is compliant with QRL licensing program
- Ensure all club training equipment is up to standard and available to all coaches and teams
- Ensure all coaches have enough team training equipment to properly run training sessions
- Stocktake all merchandise at seasons end and report to treasurer
- Oversee the ordering of all on-field playing gear and liaise with QRL gear suppliers getting quotes and ordering requirements
- Oversee the ordering of all other merchandise working with the club Secretary
- Ensure all Sponsorship Agreements are abided by
- Plan and schedule gear handout day at the start of season
- Maintain records of who has received uniforms
- Oversee all merchandise sales and stock
- Develop a Merchandise & Training Gear budget with approval from the Executive

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is well organised and can delegate tasks
- Has knowledge of Stocktaking procedures
- Has knowledge of pricing and ordering clothing and Training equipment