UNIFORM COORDINATOR POSITION DESCRIPTION

Position Title:	**Uniform Coordinator**		
Reports to:	Committee/Rep Coordinator	**Direct Reports:**	N/A
Employment Status:	Volunteer		
Time Commitment	1 – 10 hours per week based on time of season		
Manningham Netball	Manningham Netball is a not for profit, member based association which is governed by a volunteer General Committee and is affiliated with Netball Victoria. **Our Purpose** – To provide an inclusive and rewarding netball community where people of all ages and aspirations can participate and thrive through meaningful experiences, both on and off the court. **Our Values** BELONG – everyone has a place in our community ENJOY – fun + friendship + smiles RESPECT – we treat everyone with fairness, kindness and equality GROW – collaborate, innovate, develop and strive to be your best SUSTAIN – we act with integrity to build for future generations		
Commitment to Child Safety	We require all applicants to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball At Manningham Netball, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball. **Manningham Netball's Commitment to Safeguarding Children & Young People** Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. MNA is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.		

Primary Purpose of Position

- Effectively manage Association (Representative, Umpire, workforce and committee) uniform stock, ordering and distribution

Key Responsibilities

- Liaise with Committee, Rep Coordinator and Umpire Liaison about each program's uniform needs and time frames
- Order uniforms as needed for the Association from the nominated supplier
- Provide the Treasurer invoices for the payment to the supplier
- Be available to attend organized uniform fittings for new and returning representative players
- Distribute uniforms once full payment has been received
- Order new stock in conjunction with section coordinators but ensure only minimal availability on hand stock
- Review uniform costs and pricing, in consultation with the committee on an annual basis
- Consider any new uniform items that may be required
- Work with nominated supplier in redesign as sponsors change or design elements require updating

- Record stock numbers and complete annual stock take of uniform
- Abide by MNA Policies and Procedures, bylaws and constitution
- Abide by NV Code of Conduct and Victorian Child Safety Standards
- Attend events and meetings as required

Knowledge, Skills & Abilities

- Strong Interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisation skills
- Demonstrate initiative and ability to work in an autonomous manner
- Able to keep good records and work in a logical manner

Other Requirements

- Working with Children Check