



Apparel Coordinator – Position Description

Reports To: Treasurer

Position Purpose

The Apparel Coordinator is responsible for managing the Club's playing and off-field apparel to ensure teams are appropriately equipped, presented consistently and compliant with Club and league requirements. The role oversees ordering, distribution, tracking and return of Club apparel and works closely with coaches, team managers and suppliers to support a professional and organised Club presentation.

Key Responsibilities

Apparel Planning & Management

- Coordinate the ordering, distribution and collection of Club apparel across all teams.
- Maintain accurate records of apparel issued to teams, players and officials.
- Manage stock levels and identify replacement or additional apparel needs.

Team & Match Day Support

- Work with Team Managers and coaches to ensure all teams have the required uniforms and apparel for training and match days.
- Support consistent presentation standards across all teams.
- Assist with resolving apparel issues, sizing changes, or shortages during the season.

Supplier & Sponsor Liaison

- Liaise with approved apparel suppliers regarding orders, timelines and quality control.
- Ensure sponsor logos and branding are applied in line with sponsorship agreements and Club guidelines.
- Support the Committee in managing apparel-related sponsorship requirements.

Policies, Compliance & Administration

- Ensure apparel complies with league regulations and Club branding standards.
- Support processes for bond management, returns and end-of-season collection.
- Provide updates and reporting to the Committee on apparel matters as required.

Communication & Collaboration

- Communicate clearly with Team Managers, coaches and parents/guardians regarding apparel processes and timelines.
- Work collaboratively with the Team Manager Coordinator to ensure smooth team operations.
- Support new player onboarding by coordinating uniform requirements.

Key Relationships

- Club Committee.
- Coaches and Team Managers.
- Team Manager Coordinator.
- Players and Parents/Guardians.
- Apparel Suppliers.
- Sponsors and Volunteers.

Skills and Attributes

- Strong organisational and record-keeping skills.
- Clear and effective communication skills.
- Ability to manage stock, deadlines and multiple teams.
- Attention to detail and consistency.
- Approachable, reliable, and solutions-focused.
- Committed to Club values, inclusion and professional presentation.