

Brock RFC Clothing and Kit Manager

Job Description:

This person will be required to order, distribute, and maintain all the items needed for our teams of the Brock Rugby Club. This will include the following:

- Shorts
- Socks
- Pinnies
- T-shirts
- Coaching apparel
- Speciality items (i.e. cups, etc.)

This will not require or include designing items. We will continue with our current designs and companies unless there is a need or want to change and at that time a proposal can be brought to the board for approval.

All payment will be made by the Treasurer to the companies directly. Invoices will be forwarded to the treasurer.

This position will also include the selling, collecting, and tracking of monies along with keeping current inventory records.

NOTE: It will not be necessary for the manager to attend all practices as other members will assist with selling kit and collecting money (such as other board members, coaches). A couple of meetings with players before practices should be sufficient.

This position will NOT include the online store orders. Those orders are done directly through our supplier. However, this person will have consultation about items that are available on the online store and may be asked to help with distribution of online orders.

All current suppliers, costs, and inventory details will be shared along with past order amounts.