



Gear Steward

Volunteer Committee Position Description



Reports To

Technical Director of Football / Treasurer



Works Closely With

Lead Coaching Coordinator, Age Group Coordinators, Treasurer, Merchandise Manager

PURPOSE OF THE ROLE

Make sure our players always have what they need to take the field. The Gear Steward manages playing kit and equipment — entirely distinct from merchandise (clothing for sale), which is the Merchandise Manager's responsibility. The Gear Steward controls the equipment storeroom and is the single point of accountability for all playing kit and training equipment.

KEY RESPONSIBILITIES

- Compile and distribute team training and playing kits to coaches and team managers at the start of each season
- Maintain an accurate inventory of all playing kit and equipment (balls, bibs, cones, medical bags, etc.)
- Manage the club's equipment storeroom — keeping it organised, secure, and clearly separate from merchandise storage
- Coordinate the collection and return of all kit and equipment at end of season
- Inspect returned kit and equipment for damage, wear, and loss
- Conduct a formal end-of-season audit and prepare a written recommendation to the Treasurer on purchases needed for the following season
- Advise the committee on urgent equipment needs during the season
- Liaise with the Treasurer when processing kit or equipment purchases
- Work with the Lead Coaching Coordinator to ensure all teams are adequately equipped for training and matches

TIME COMMITMENT



8–10 hours at start and end of season; 1–2 hours/month during season



People Management

N/A



Budget Management

Supporting role — prepares purchasing recommendations to Treasurer

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Organised and methodical
- Good record-keeping skills
- Comfortable with basic stocktaking and written reporting
- Physically able to manage, sort, and store bags of equipment



Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.



End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing

key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

 You'd be great for this if...

You can't stand a messy storeroom and take quiet pride in knowing exactly what's on the shelf. You're reliable, practical, and understand that getting the details right at the start of the season saves everyone headaches.