

Hamilton Soccer Club

Position Description – Merchandise

JOB TITLE:

Merchandise

OBJECTIVE:

The Merchandise Manager is responsible for coordinating the club's merchandise operations, including the selection, ordering, storage, sale and distribution of club merchandise. The role also oversees the organisation, allocation and stocktake of playing kits to ensure teams and players have the appropriate equipment for the season.

RESPONSIBILITIES:

- Develop and maintain a merchandise program that meets the needs of club members, players, families and supporters.
- Liaise with the General Committee to determine appropriate merchandise items for each season.
- Research and recommend suitable merchandise, suppliers and pricing for approval by the General Committee.
- Organise the ordering and purchasing of merchandise as approved by the General Committee.
- Maintain appropriate stock levels and conduct regular stocktakes of all club merchandise.
- Organise and maintain a suitable storage area for club merchandise and playing kits.
- Coordinate the sale and distribution of merchandise to members, players, families and supporters.
- Maintain accurate records of merchandise purchases, sales and stock levels.
- Promote club merchandise through appropriate club communication channels and at club events.
- Coordinate the ordering, distribution and stocktaking of player and team kits.
- Maintain accurate records of playing kits, including shirts, shorts, socks and other relevant items.
- Liaise with coaches and team managers to determine kit requirements, including sizes, quantities and replacements.
- Ensure team kits are allocated and distributed prior to the commencement of the season.
- Coordinate the collection and return of playing kits where required.
- Identify missing, damaged or unsuitable kit items and arrange replacements or additional items as approved.
- Liaise with suppliers regarding orders, deliveries, quality issues and replacement items.
- Ensure merchandise and playing kits comply with approved club colours, branding and designs.
- Provide recommendations to the General Committee regarding improvements to merchandise and kit management.

- Ensure all merchandise and kit activities are conducted in accordance with club policies and procedures.

RELATIONSHIPS:

- Reports to the General Committee.
- Works closely with the President, Secretary and Treasurer.
- Liaises with coaches and team managers regarding playing kit requirements and allocations.
- Liaises with players and families regarding merchandise purchases and kit requirements.
- Maintains positive and professional relationships with merchandise and kit suppliers.
- Works collaboratively with other committee members and volunteers to support the effective operation of the club.

ACCOUNTABILITY:

- Ensuring the club's merchandise is appropriately selected, ordered, stored and distributed.
- Maintaining accurate merchandise stock records and conducting regular stocktakes.
- Ensuring playing kits are appropriately organised, allocated and accounted for.
- Ensuring merchandise and kit purchases are approved in accordance with club financial procedures.
- Monitoring stock levels and identifying future merchandise and kit requirements.
- Providing the General Committee with relevant updates and recommendations regarding merchandise and playing kits.
- Ensuring club merchandise and playing kits are maintained in good condition and appropriately stored.
- Maintaining accurate records of merchandise sales, purchases, stock and kit allocations.
- Operating within the club's approved budget and financial policies.

ESSENTIAL SKILLS:

- Good organisational and time-management skills.
- Strong attention to detail and ability to maintain accurate records.
- Ability to manage stock and conduct regular stocktakes.
- Good communication and interpersonal skills.
- Ability to liaise effectively with suppliers, coaches, team managers, players and families.
- Basic understanding of purchasing, budgeting and financial processes.
- Ability to work independently and take initiative.
- Ability to use basic computer systems and spreadsheets for record keeping.
- Reliability and willingness to volunteer time to support the club.
- Commitment to the values, objectives and positive culture of the club.