



# CHELMSFORD HOCKEY CLUB

## ROLE DESCRIPTION

Chelmer Park, Beehive Lane, Galleywood, Chelmsford, CM2 8RL

Tel: 01245 250189

[www.chelmsfordhc.org.uk](http://www.chelmsfordhc.org.uk)

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### Role & Responsibilities of the **KIT MANAGER**

#### **Who will I be responsible to?**

The Club Committee through the Facilities Manager

#### **What is my role?**

To manage the stock of club kit including making sure the club has sufficient safe and appropriate kit (where members are not expected to purchase it), e.g. away kits, GK kits, training equipment.

#### **What tasks are involved?**

Tasks will include:

1. Annual stock takes
2. Assessing damaged kit and replacing it as necessary
3. Researching best deals and negotiating with suppliers
4. Supplying and replenishing first aid kits for teams and being responsible for collecting them in at the end of the season
5. Monitoring shirt numbers and allocating as necessary
6. Managing club strip, supplier etc. as and when this needs to be renewed