



## Footscray Hawks – Uniform Coordinator Position Description

### Overview

The **Uniform Coordinator** role is essential to ensuring all players receive their uniforms smoothly each season. This role can be held by **one person** or **shared between two people**, reporting to the **Treasurer**. The Treasurer provides support for **budgeting, pricing, ordering, and ensuring stock levels** are maintained.

This is a **volunteer role**, and as recognition of the time commitment, the club offers:

- A **sponsored player spot in the Westgate competition each season** for the Uniform Coordinator's child or a child they nominate.
- A **free Hawks uniform** for one child.
- **Reimbursement for any expenses incurred** in the role.

### Key Responsibilities

#### 1. Uniform Sales & Distribution

- Manage uniform sales and distribution for **two seasons per year**.
- Organise and run **three uniform shops annually**:
  - **Start of each season** (RecWest Footscray)
  - **Awards ceremony shop**
  - **Mid-season shop (if required)**
- **Between uniform shop events**, process online orders and arrange pickup from a designated location (e.g., a front porch or similar).

#### 2. Order Fulfillment & Stock Management

- **Receive and fill orders** from the **Wix system**.
- **Verify team numbers** in PlayHQ to ensure there are no number conflicts.
- Communicate with members regarding **size selection** and expected wait times (4-6 weeks for custom orders).
- **Label and set aside** completed orders for pickup.
- Maintain **organized stock** either at home (e.g., garden shed) or in a **club-arranged storage facility**.

#### 3. Communications & Customer Service

- **Use the shared Uniform Coordinator email** to respond to queries.
- Inform members about **size charts, order deadlines, and pickup instructions**.
- Manage expectations around **wait times** and provide updates on stock availability.
- **Streamline communication** to reduce unnecessary contact overhead.



#### 4. Coordination with Club Officials

- Support from the **Treasurer** includes:
  - Order and top up stock based on sales.
  - Create pricing and conduct stocktakes in **Wix**.
  - Update stock levels in Wix when new inventory arrives.
- Work with the **Bookings Coordinator** to schedule RecWest for uniform shop events.
- Work with the **Communications Officer** to promote uniform shop dates on social media.
- **Organize a roster** for committee members or helpers to assist at uniform shops.

#### 5. Transport & Setup

- **Pick up stock** from suppliers or arrange transport.
- Transport stock to **RecWest** for uniform shops and to **awards ceremonies**.
- Store **all or some stock** on hand—**club storage can be arranged** if needed.

#### Uniform Shop Roles

During uniform shop events, there are three main roles:

1. **Uniform Coordinator** – Receives member orders, finds items, and checks sizes.
2. **President or Committee Member** – Looks up team numbers in PlayHQ.
3. **Treasurer** – Takes payment.

Additional volunteers may assist in mirroring these roles.

#### Online Order Process

1. Look up team details in PlayHQ.
2. Find the uniform and label it.
3. Set the order aside in a designated pickup area (e.g., porch box).
4. Communicate pickup details with the purchaser.

#### Payment & Order System

- **All orders must be processed through Wix.**
- **No cash payments**—all payments must be made via **phone tap or online credit card**.
- **No trying on uniforms** outside of shop events to maintain efficiency.
- Order data is used to **generate new orders** from the supplier.



## Key Skills & Attributes

- **Strong organizational skills** to manage orders and stock.
- **Good communication skills** to liaise with members and club officials.
- **Attention to detail** to prevent uniform number clashes.
- **Ability to manage boundaries** and reduce unnecessary member contact.
- **Teamwork and leadership skills** to coordinate volunteers.

## Time Commitment

- **Peak workload at the start of each season** (approx. 4-6 weeks).
- **Lower commitment between uniform shops**, mainly fulfilling online orders and restocking.
- Approximately **3-5 hours per week** during peak times, reducing significantly in quieter periods.

## Support & Incentives

- Full training and **mentorship** provided during the transition.
- **Access to club storage if needed** (coordinator is not required to store uniforms at home).
- **A sponsored player spot in the Westgate competition each season** for the Uniform Coordinator's child or a nominated child.
- **A free Hawks uniform** for one child.
- **Reimbursement for any expenses incurred** in the role.