

Palmwoods Warriors Football Club Inc.

General Committee Position Description: Equipment Coordinator



Reports To: PWFC Management Committee

Term: Elected annually at the AGM

Position Summary

The Equipment Coordinator of Palmwoods Warriors Football Club (PWFC) is responsible for managing and maintaining the club's playing, training, and coaching equipment. This role ensures that all teams have access to well-maintained, safe, and appropriate equipment, supporting a high-quality football experience for players and coaches.

The Equipment Coordinator works closely with coaches, team managers, and the committee to oversee equipment distribution, storage, maintenance, and inventory tracking.

Key Attributes

- Organisation & Time Management – Ability to track, distribute, and manage club equipment efficiently.
- Attention to Detail – Ensures all equipment is in good condition, safe, and accounted for.
- Communication & Collaboration – Works effectively with coaches, managers, and committee members.
- Problem-Solving – Identifies and addresses equipment shortages or issues proactively.
- Financial Awareness – Works within club budgets for equipment purchasing and maintenance.
- Commitment to Safety & Quality – Ensures equipment meets safety standards and supports player development.

Key Responsibilities

1. Equipment Management & Distribution

- Oversee the inventory, storage, and distribution of all club equipment, including balls, cones, bibs, goals, and training aids.
- Ensure all teams have access to the correct equipment at the start of the season.
- Manage the return and redistribution of equipment at season's end.

2. Equipment Maintenance & Safety

- Conduct regular inspections of equipment to ensure it is in good working condition and meets safety standards.
- Arrange for repairs or replacements of damaged or outdated equipment.
- Ensure equipment storage areas are organised, accessible, and well-maintained.

3. Budgeting & Procurement

- Work with the Treasurer to develop an annual equipment budget.
- Source cost-effective, high-quality equipment in line with club needs and strategic goals.
- Identify sponsorship or grant opportunities for funding equipment purchases.

4. Communication & Support

- Liaise with coaches and team managers to assess equipment needs and address concerns.
- Provide guidance on proper use and care of club equipment.
- Ensure that all committee members and volunteers understand equipment policies and procedures.

Commitment & Expectations

- Provide the PWFC Management Committee with regular equipment updates and recommendations.
- Be available to assist with equipment distribution, maintenance, and stocktaking as required.

- Work collaboratively with the committee to ensure the club is well-equipped to support player and coach development.
- Ensure all equipment-related activities align with PWFC's governance and operational policies.