



Moreton City Excelsior Football Club

Committee Position – Equipment Officer

The duties of the Equipment Officer shall be:

- Stocktake of all club owned training equipment and playing kits.
- Preparation of Playing kits and Club Shirts for each team ensuring that playing strips are correct.
- Preparation of Coaches equipment kits (Balls, Bibs and Cones).
- Preparation of Player Ball allocation for each team.
- Distribution of Coaches equipment kits at the beginning of the season ensuring that each kit is signed for and accounted for.
- Distribution of Playing Kit, Club Shirts and Match Balls to All team Managers at the beginning of the season ensuring that each kit is signed for and accounted for.
- Distribution of Players Balls to Coach or Manager at the beginning of the season ensuring that each kit is signed for and accounted for.
- Collection of all Equipment kits, Jersey bags, Senior Playing kits and any loaned pre-season or away strips at the end of the season ensuring that everything is returned as issued.
- Keeping checks and balances on all equipment owned by the club including removable goals, banners, Balls, Bibs, cones and all other equipment owned by MCE.
- Liaising with Executive on the future equipment needs of the club.
- Liaising with Purchasing Officer for all equipment purchases.
- Ensure any damage to equipment is reported to the Executive as a matter of urgency.
- Assisting as Ground official, Running the bar or General help at sign on days, Musters, Carnivals, presentation days etc.

