



# UNIFORM COORDINATOR

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**Description of Role:**

- Supports our Spring League program by helping to distribute and collect back team uniforms

**Primary Responsibilities:**

- Primary point of contact for uniforms for managers and coaches within age group
- Collects uniforms and distributes to managers in age group
- Manages the uniform exchange process for the age group (as required)
- Collects back in uniform at the end of the season and ensures that all uniforms are returned

**Time Commitment:**

- Uniform distribution to teams is done at the start of the season (end of March/start of April)
- Minimal time required during Spring League season – ad-hoc enquiries/exchanges
- Uniform collection from teams is done at the end of the season (end of June)
- Overall time commitment of approx. 8 hours depending on number of teams/enquiries etc

**Skill Requirements:**

- Good organisational skills
- Comfortable emailing team managers and making distribution/collection arrangements

**Benefits:**

- ✓ Contributing toward the effective maintaining of supplies
- ✓ Fun way to get to know the teams in your age group
- ✓ Invitation to our season–end Volunteer Appreciation event

**Support:**

- Uniform Coordinators will be supported and organised by WVFC Executive Director or Administrator
- You will be provided with a checklist of responsibilities and a guide to the role

**Additional Information:**

- Uniform Coordinators may be handling personal information about players. You are required to read and be aware of WVFC Privacy Guidelines