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# Equipment Co-Ordinator (Committee)

## Role Description

To procure and maintain Equipment for the club, driving value for money and re-­use where possible

## Commitment

Approximately 2 hours a week for 8 weeks (pre-­season) and approximately 1 hour a month during the season

## Responsibilities

1. To co-­ordinate the purchase of all club equipment and ensuring the best price for quality is achieved.
2. To get payments approved by the Treasurer.
3. To recycle and re-use as much equipment as possible.
4. Make sure all Managers, Assistants have all the equipment they need, depending on funds available
5. To select and recommend suppliers to the committee, when required.
6. Distributes/collects equipment to and from teams.
7. Undertakes annual inventory stock check with managers.
8. Keeps track and location of equipment.

## Constraints

1. None

## Accreditation Criteria

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| DBS | Safeguarding  Children | First Aid | Club  Welfare | FA Level  1 | FA Level  2 | FA Youth  Module | Licenced  Coach | Other |
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