

ROLE DESCRIPTION



Position Title:	MERCHANDISE COORDINATOR
Reports to:	INC President
Employment Status:	Volunteer
Ivanhoe Netball Club (INC)	Ivanhoe Netball Club (INC) is a not for profit, community sports club committed to providing a great netball experience for all including players, parents, coaches, committee members and supporters. It is overseen by a volunteer committee consisting of executive and general members.
Commitment to Child Safety	<p>INC is committed to providing a safe environment for children across netball. We embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation.</p> <p>INC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.</p> <p>INC supports and is committed to upholding the Netball Victoria Child Safeguarding polices and approaches. Important information can be found on the INC website at: https://www.ivanhoenetballclub.org.au/ and also on the Netball Victoria Child Safeguarding Resource Hub at: https://vic.netball.com.au/child-safeguarding-resource-hub</p> <p>We require all appointed adult volunteers working with children to undergo background checks and screening.</p>

Primary Purpose of Position

- Manages the provision of netball uniforms, training and other related clothing, and equipment for the Club.

Key Responsibilities

- Orders and ensures sufficient supply of netball uniforms, training clothing, and equipment for the Club.
- Keeps an inventory of clothing stock.
- Liaises with the treasurer in formulating a budget anticipating the cost of clothing.
- Provides documentation to the treasurer of clothing and equipment expenses and receipts received.
- Ensures the information and instructions for purchasing uniforms and other clothing on the INC Handbook, website or other resources are correct.
- Coordinates opportunities for players and their families, coaches etc to purchase uniforms and other clothing through periodically holding stalls, such as at training, game days or other events.
- Ensures that suitable clothing options are available for players of all genders.
- Upholds constitution, rules, policies and procedures of the Club.

Knowledge, Skills & Abilities

- Good communication skills and approachable.
- Excellent organisational skills.

- Able to keep track and maintain records of expenses and receipts.
- Dedicated Club person.

Other Requirements

- Has a satisfactory Working with Children Check (WWCC), which may be applied for at: <https://www.workingwithchildren.vic.gov.au/>. Please provide evidence of a current WWCC to the INC Secretary by email to info@ivanhoenetballclub.org.au
- Ensure familiarization with INC policies and approaches as outlined in the INC Handbook and on the INC website, at <https://www.ivanhoenetballclub.org.au/>. The following are highlighted as being particularly relevant:
 - Child Safety in Netball Code of Conduct, available at: [NV Child Safety in Netball Code of Conduct](#)
 - Child Safeguarding – A Guide for Communicating with Young People, available at: [NV Guide to Communicating with Young People](#)

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