

**Terms of Reference: Athletics Club Kit Manager**

**Athletics Club Name:** Attleborough Athletics
**Role Title:** Senior Runners Coordinator
**Reporting To:** Head Coach
**Date of Issue:** [Insert Date]
**Review Date:** [Insert Date]

**Purpose of the Role**

The Kit Manager is responsible for overseeing all aspects of the club’s athletic apparel and equipment. This includes procurement, inventory management, distribution, maintenance, and ensuring athletes have access to appropriate kit for training and competition.

**Key Responsibilities**

**1. Procurement & Inventory**

* Source and order kit items in line with club branding and budget.
* Maintain accurate records of kit stock levels and forecast future needs.
* Liaise with suppliers to ensure timely delivery and quality assurance.

**2. Distribution & Collection**

* Allocate kit to athletes, coaches, and officials as required.
* Manage the collection and return of kit post-season or post-event.
* Ensure all distributed kit is logged and tracked.

**3. Maintenance & Storage**

* Oversee the cleaning, repair, and replacement of kit items.
* Ensure kit is stored securely and in an organised manner.
* Dispose of damaged or outdated kit responsibly.

**4. Budget & Reporting**

* Work within the allocated kit budget and report any variances.
* Provide regular updates to the club committee on kit status and needs.
* Recommend cost-effective solutions and improvements.
1. **Compliance & Branding**
* Ensure all kit adheres to club branding guidelines and competition regulations.
* Coordinate with marketing or sponsorship teams regarding branded apparel.

**6. Skills & Attributes**

* Strong organisational and record-keeping skills.
* Attention to detail and commitment to quality.
* Ability to communicate effectively with athletes, coaches, and suppliers.
* Basic budgeting and procurement knowledge.
* Passion for athletics and club representation.

**7. Reporting Structure**

* Reports to: Club Chairperson and committee.
* Works closely with: Coaches, Team Managers, Treasurer.

**8. Time Commitment**

* Estimated 3–5 hours per week, with increased activity during competition seasons.
* Attendance at key club meetings and events may be required.
* Participation in committee meetings is essential.

**9. Term Length**

* Appointed annually, with the option for renewal based on performance and club needs.

[ ]  I agree to fulfil the duties of the Senior Runners Coordinator to the best of my ability and agree with the club’s constitution and code of conduct.

Name…………………………………………………………………

Signature…………………………………………………………….

Date…………………………………………………………………..

Head Coach Signature…………………………………………….

Date………………………………………………………………….