



Bakers Creek AFL Club INC

Pattinsons Lane, Etwell Park
Bakers Creek, QLD 4740

PO BOX 418
Mackay QLD 4740

bakerscreektigers@live.com.au

Club Registrar/ Merchandise

REGISTRAR

Objectives

- To ensure all players are registered or transferred in accordance with the league rules and regulations.

Responsibilities

- Register all new players within the league guidelines
- Register copy of injury reports
- Process insurance claims
- Security of all teams players votes
- Number of games played by player
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate.

Relationships

- Liaises with the Club Secretary and Treasurer
- Liaises with all club members

Accountability

- Reports to President and General Committee

MERCHANDISE

Objective

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing sales
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

Responsibilities

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines in the Club social rooms prior to the commencement of each season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

Relationships

- Reports to the President & Club Secretary
- Liaises with the Club Committee



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- Liaises with suppliers

Accountability

- Clothing Sales Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

Overall we are looking for someone who will be able to negotiate with all people around the club. Is able keep updated records of player registration and merchandise sales and report back once a month to the executives. If you feel you are have these qualities please forward your interest to bakerscreek@live.com