



Role Outline: Kit Master

ROLE: Kit Master

RESPONSIBLE TO: Club Committee

Ideally you'll be:

- Familiar with club events and the running of the club;
- Well-organised.
- Good at record keeping
- A good communicator

Responsibilities:

- Arrange and buy all equipment for the club
- Keep an up to date inventory of all club kit and to liaise with the Club Treasurer with regards to this (capital assets, depreciation)– flags, cones, signage, race clock, trailer etc etc
- Liaise with the Race Directors to make sure all kit is cleaned, fit and ready for each event
- To liaise with the appropriate retail outlet with regards to availability of club clothing
- Design of club clothing extras (buffs, hoodies etc)
- Be responsible for storing, repairing or replacing all kit including the road worthiness of the trailer
- To liaise with the Club Treasurer / Secretary to ensure kit is insured
- To ensure there is adequate transport arrangements for the kit/trailer
- Arranging handover or succession planning for the position;
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Undertaking duties in line with Club Policy and procedures
- To be proactive in asking for help in the event of being unable to fulfil the responsibilities of the role