

Position Description: Property Manager

The Property Manager is responsible for all property belonging to the Club. They shall keep a record of property issued to Coaches and Managers and shall submit an inventory at the Annual General Meeting.

- a. Oversee all the property needs of the Club. Make required purchases and ensure equipment is stored safely.
- b. Maintain register of all Club equipment.
- c. Prepare team bags for season.
- d. Ensure the maintenance and upkeep of equipment.
- e. Maintain a register of all Seacrest and Percy Doyle Facility keys. Ensure prompt recovery and reallocation of keys.
- f. Stocktake of all equipment at end of season.
- g. Determine what equipment is required for the following season seek ratification from the executive and purchase equipment as identified as necessary.
- h. Look at new designs for Club jackets, t shirts and other Club gear, and obtain quotes if necessary.
- i. Distribute equipment to all senior coaches and team managers. Maintain register of all equipment distributed.
- j. Ensure that all team bags including all Club jumpers are returned at end of season in conjunction with Team Managers and Year group coordinators.
- k. Organise spare jumpers.
- l. Organise alternative jumpers for games with teams where colours and designs clash.
- m. Organise the sale of unused equipment to Club members or other clubs.
- n. Facilitate the marking of ovals used for game day actives.
 - i. Arrange a contractor for setup and 1st mark out of the season.
 - ii. Arrange a line marking roster to facilitate marking through the season (~2 weeks).
 - iii. Ensure the adequate supply of line marking paint.

The Property Manager is a member of the General Committee and reports to the Secretary.

Reports to	Member of Standing Committee	Expected time commitment
Secretary	N/A	4-7 Hours per month