

# WASA-General Duties

**Job Title: Uniform Coordinator**

**Date: 6/5/2008**

## Position Overview

The Uniform Coordinator shall be responsible for uniform inventory and distribution for WASA. Duties will include securing inventory, managing inventory and coordinating distribution.

## Rec League (U9 and up) Responsibilities

- Secure Inventory
  - By collecting data from the Blue Sombrero registration report and periodic emails from parents and reviewing current inventory, you will order a sufficient supply of uniforms for the upcoming season to include a modest surplus to account for late registrations and size issues.
  - Work with vendors to coordinate uniform “numbering” as they arrive.
  - Contact the Director of Rec as they have supervised this process the past few years.
- Manage Inventory
  - Record and track extra uniforms and secure at concession stand.
- Distribution
  - Coordinate with the Director of Rec. a distribution date so uniforms are passed-out at the beginning of the season. For Fall 2008 this will be the first week of August.
  - Collect uniform payments and return to the Treasurer. Treasurer will supply a list of any parents who have pre-paid and/or are on financial aid.
  - Contact and staff additional volunteers as you like to help with the process.
- NOTE: Fall season is when all U8 players move up to Rec and we have a large number of new uniforms needed. Spring season the majority of players are returning.

## In-house League (U5 – U8) Responsibilities

- Secure Inventory
  - By collecting data from the Blue Sombrero registration report and periodic emails from parents and reviewing current inventory, you will order a sufficient supply of jerseys for the upcoming season to include a modest surplus to account for late registrations and size issues.
  - You may wish to have a supply of socks on hand for purchase as well. Contact the Director of In-house as he has supervised this process the past.
- Manage Inventory
  - Record and track extra jerseys and secure at concession stand.
- Distribution
  - Coordinate with the Director of In-house a distribution date so jerseys are passed-out at the beginning of the season.
  - Collect jersey payments and return to the Treasurer. Treasurer will supply a list of any parents who have pre-paid and/or are on financial aid.
  - Contact and staff additional volunteers as you like to help with the process.

## Used Uniform – Exchange Program

- Inventory used uniforms by size as an available option for parents.
  - No cash – any parent who donates a uniform in satisfactory condition may receive a credit towards the purchase of a new/used uniform.
  - Rec Level Suggestion: Credit of \$6 per Jersey, \$4 for Shorts. Sale price of \$8 per jersey and \$5 per shorts.
  - In-house Suggestion: Credit of \$5 per Jersey and a sale price of \$6.
- Promotion of donating unneeded slightly used uniforms.
  - WASA will promote the donation of unneeded slightly used uniforms to provide those in Financial Need a low cost solution.
- Used shoes and shin pads exchange program.
  - Perhaps a program can be established where-by parents may donate old shoes and shin pads and or exchange for size appropriate, shoes and shin pads. “Bring a pair – take a pair” type program.
  - Perhaps a modest fee would apply for those who would like a pair but did not donate a pair.