



Role Specification: Kent Kit Co-ordinator

Responsible to: KCASA Management Committee

Main purpose: To provide a central point for the ordering and supply of KCASA kit, both generic and specific; to liaise with each discipline in regard to the purchase of discipline-specific kit; to provide purchasing and stock reports as requested by the Treasurer

Skills required:

- well-organised

Time commitment:

- 1-2 hours per month
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Key tasks:

1. To maintain contact with the discipline managers and officials co-ordinators and identify an annual calendar of specific kit requirements (clipboards, officials polo shirts, county polo shirts, county colours, etc)
2. To liaise with suppliers to ensure that kit is available as required
3. To arrange for kit to be paid for and distributed in line with orders
4. To provide financial statements and stock reports to the Treasurer as required
5. To promote Swim 21 accreditation
6. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
7. To adhere to and promote KCASA rules, regulations and other policy statements
8. Undertake any other tasks appropriate to this level of responsibility

