



Position Description – Equipment Coordinator

Melbourne University Futsal Club

1. Position Title

Equipment Coordinator

2. Objective

To manage the purchasing, distribution, and maintenance of futsal equipment across the Club, ensuring all teams and programs have access to safe, reliable, and appropriate gear.

3. Responsibilities

- Obtain quotes, complete research and ensure value-for-money purchases and consider any preferred suppliers where relevant.
- Source and purchase futsal equipment (balls, bibs, goals, nets, cones, first aid kits, uniforms, etc.) in line with club needs and budget.
- Maintain an up-to-date inventory of all club equipment, allocating to teams, coaches, and competitions as needed. Track usage, condition, and location of items across teams
- Implement a system for issuing and returning equipment.
- Regularly inspect equipment for safety and quality, organise repairs or replacements as required, providing reports where necessary.
- Maintain Club Uniforms and Merchandise, ensuring the professional look and feel for both Professional/Competitive teams and Club Competitions.
- Ensure storage areas are secure, organised, and accessible.
- Ensure fair and consistent distribution and access to equipment in accordance with needs and Club Policy and Procedures.

4. Relationships

- Work with the Treasurer to manage the equipment budget.
- Work with teams, coaches, the Futsal Director and Competitions Director to understand needs across the Club.

5. Accountability

- The Equipment Coordinator reports to the Futsal Director.

6. Skill

6.1. Essential Skills

- Able to track and manage multiple items across the club.



- Ensures equipment is safe, compliant, and well-maintained.
- Manages purchases responsibly within financial limits.
- Liaises effectively with coaches, match officials, and committee members.
- Dependable in ensuring equipment is available when needed.

6.2. Desirable Skills

- Knowledge of futsal-specific gear and competition requirements.
- Ability to negotiate with suppliers for discounts.