



**HAVANT RUGBY FOOTBALL CLUB**  
**GROUND: HOOKS LANE, FRASER ROAD,**  
**BEDHAMPTON, HAVANT, HANTS. PO9 3EJ**  
**TEL: 023 92492311 / 92477843**



**MINI & JUNIOR SECTION**

POSITION DESCRIPTION

LOCATION	Havant RFC Mini and Junior Section
POSITION TITLE	Kit Master

**PRIMARY FUNCTION:**

To maintain purchased stocks of equipment, clothing (kit) and first aid kit as provided by the Havant RFC Mini and Junior Section to facilitate training and representative games, ensuring that all kit is in safe and useable condition.

**SECONDARY FUNCTION:**

To maintain the Havant RFC Mini and Junior Section trophies.

**Tasks:**

- Maintaining a database of all training equipment, First Aid equipment and kit held by the Havant RFC Mini and Junior Section.
- Attending monthly Havant RFC Mini and Junior Section Management Committee meetings if desired.
- Advising the Management Committee as to usage rates of training equipment and kit, making recommendations as to best practice control procedures in order to minimise waste.
- Notifying the Committee of any age group that appears to be negligent in the care of, or the return of its issued equipment.
- Buying kit and equipment as directed at Committee to maintain acceptable levels of stock, seeking Management Committee approval in advance of intended purchases of single items in excess of £ 250.

- Arranging for the marking and distribution of purchased kit, with or without sponsorship.
- Managing the arrangements for laundering clothing and providing advice and guidance to Age Group Managers or their nominated representatives (e.g. age group Kit Managers) with respect to procedures for laundering and maintaining security of their kit.
- Provide 'fit for purpose' first aid kits and bags for each age group, ensuring a good and in date replenishment stock.
- Prior to the end of season, promulgating a kit return date for May and arranging to take custody of kit from Age Group Managers or their nominated representatives on that date.
- Promulgating, before the end of the previous season, a kit issues date to take place prior to the first Sunday of the next season.
- Maintaining the Mini and Junior Section equipment store and, in conjunction with the Hospitality Manager, the adjacent underground store. This includes security arrangements and managing access.
- Ensuring that there are sufficient Mini and Junior Section Club ties in stock for presentation to players who qualify at Under 13 (in accordance with policy) and for junior players who qualify for Honours ties (in accordance with policy).
- Providing logistics support to the Mini Festival.
- Receiving trophies into the Club, maintaining a database of these trophies and displaying as appropriate.

Havant Rugby Club Mini & Junior Section  
July 2007