

WPC CRICKET TASK SHEET – September 2025

POSITION:	MERCHANDISING OFFICER
Task Objective	To order and purchase merchandise on behalf of the club and co-ordinate its distribution within the club
Support Person	Treasurer treasurer@wpccricket.com.au
Work Times	Mainly pre-season with smaller role during season
Expected Period of Role	From AGM to AGM
Blue Card Required	Yes
Reward	\$250

MERCHANDISING OFFICER TASKS	WHEN
Ensure that there is sufficient club merchandise available for each season – complete an annual stock take of merchandise on hand.	Pre-season
Order new stock as required, particularly for the commencement of the season before sign on day.	Mainly pre-season but monitor through season
Co-ordinate the distribution of the clothing to individuals and/or teams during the season in accordance with club policies. Communicate the process for distribution to Management Committee and other volunteers.	Mainly pre-season but monitor through season
In consultation with the Treasurer develop a process for recording of sales/distribution of stock. Manage sales/distribution of stock. Keep accurate records of sales/distribution and stock on hand. .	Mainly pre-season and lesser through season
Manage the process of payment for merchandise in consultation with the Treasurer.	Always
Review and provide recommendation to Treasurer with regard to appropriate supplier of merchandise.	Pre-season
Understand the codes of behaviour for yourself, players, parents, team management personnel and the penalty and reporting processes for non-compliance Report all players/parents/team management that do not comply with code and/or have acceptable behaviour immediately (utilise the appropriate reporting process set by the club).	Always
Ensure you have read and understood your obligations and the club's expectation for child safety before your duties commence see https://www.wpccricket.com.au/policies-1/child-safety	Prior to season starting
Ensure you and your assistants are vigilant in implementing child safety procedures including relating to the trying on and wearing of club clothing.	Always
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.	Pre-season to season end
Attend the General Meetings and the Annual General Meeting of the club	Quarterly and November
Attend End of Season Club Presentation Event	March