

## Apparel Coordinator

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

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### Job Description:

The Apparel Coordinator for the Lacombe Minor Softball Association (LMSA) is responsible for managing the design, ordering, distribution, and inventory of all team apparel, uniforms, and merchandise. This role ensures that players, coaches, and supporters have access to high-quality apparel that represents the association. The Apparel Coordinator works closely with the board, coaches, and apparel vendors to ensure that orders are completed on time and within budget, while also managing the needs of various teams across the association.

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### Key Responsibilities:

#### Uniform and Apparel Management:

- Oversee the design, selection, and ordering of uniforms and apparel for players, coaches, and teams within the LMSA.
- Work closely with vendors to ensure that uniforms meet the association's requirements for quality, branding, and durability.
- Ensure that all apparel items (jerseys, hats, pants, etc.) adhere to LMSA's colors, logos, and branding guidelines.

#### Ordering and Inventory:

- Collect and organize uniform sizes for players and coaches at the start of each season.
- Place bulk orders with vendors, ensuring that all items are ordered in the correct sizes and quantities.
- Manage the distribution of uniforms and apparel to teams, coordinating with coaches and parents to ensure timely delivery.
- Maintain a detailed inventory of uniforms and apparel, ensuring that extras are available in case of replacements or late registrations.

#### Apparel Store and Merchandise Sales:

- Manage LMSA's online or in-person apparel store, ensuring that families and supporters have access to additional merchandise (e.g., jackets, hats, team gear).



- Organize apparel sales during events, tournaments, and other association activities, managing stock levels and order forms.
- Coordinate with the Fundraising Director to use apparel sales as a fundraising opportunity, ensuring that profits are tracked and reported.

**Communication and Coordination:**

- Serve as the main point of contact for apparel-related questions from parents, players, and coaches.
- Communicate order deadlines, sizing information, and apparel distribution schedules to parents and coaches at the beginning of the season.
- Collaborate with the Treasurer to ensure that payments for uniforms and apparel are collected and processed properly.

**Vendor Relations:**

- Build and maintain strong relationships with apparel vendors to ensure quality service, competitive pricing, and on-time deliveries.
- Review and negotiate vendor contracts as necessary, ensuring that the association receives the best possible rates for uniforms and merchandise.

**Problem-Solving:**

- Address any issues related to apparel sizing, shortages, or defects. Work with vendors to resolve problems quickly and ensure all teams receive what they need.
- Handle replacement orders for lost or damaged items during the season.

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**Authority:**

- The Apparel Coordinator has the authority to work directly with vendors and place orders for uniforms and apparel within the budget approved by the Board of Directors.
- Authorized to make decisions related to apparel designs and styles, ensuring they align with LMSA's branding guidelines.
- Can coordinate apparel sales, promotions, and fundraising efforts through the apparel store, in consultation with the Fundraising Director.

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**Commitment:**

- The Apparel Coordinator is expected to attend board meetings and provide updates on apparel orders, distribution, and sales.

- Time commitment will vary, with increased hours during the preseason (for order placements) and at the start of the season (for distribution).
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**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.