



Roles and Responsibilities

	VOLUNTEER KIT PERSON
	This role involves being in close proximity to the players and the team management. Confidentiality, trust and discretion are mandatory requirements of this role. Observations, information or content of discussions heard must not be passed to anyone, either connected to FCUM or otherwise.
	OVERVIEW OF ROLE
	<p>Provide assistance to Team Managers, assistant kit person, the Matchday Secretary, and all staff and players with regards to the management of all kit and equipment for both training, community and match day events.</p> <p>Duties of the kit person are:</p> <ul style="list-style-type: none"> • To liaise with management regarding the maintenance of sufficient stock levels. • To liaise with team managers and coaches regarding the serviceability of all equipment and maintaining correct levels of all coaching equipment. • To liaise with the matchday secretary to ensure that all teams have the correct match day kit and equipment as per league rules. • To ensure preparation of the players dressing room pre match, lay out kit and preparation of match balls is undertaken. • To ensure that all equipment is laundered, repaired and serviceable for match day use. • Assist team Physio if required (if qualified to do so). • Ensure the dressing room is clear post match and look after any left property. • Visit all teams during training to ensure the quota of equipment is sufficient. • Liaise with the manager and discuss any concerns regarding the kit. • Any other duties deemed necessary by the club to ensure kit and equipment are at an acceptable level and high standard.
	MATCHDAY TASKS
	Arrive at ground two hours prior to kick off, and pick up match day pass. Set out shirts and shorts in changing room evenly and numerically.
	<p>The following tasks need completing:</p> <ul style="list-style-type: none"> • Check with away team kit man on clashes including goalkeeper shirt • Fill water bottles • Place fully inflated match ball in referees changing room • Place two match sponsor balls out for signing (plus any other requests for items signing) • Check spare match balls are fully inflated • Check players are fully kitted out with correct colour socks etc • Answer any queries about kit from players • Ensure substitutes' board is charged and ready for use on team bench

	When team is picked ensure correct shirt is worn by correct player as per official team sheet.
	Liaise with person in charge of mascots as to who they are and how many of them.
	The following tasks need to be carried out during team warm up: <ul style="list-style-type: none"> • Water bottles made available during warm up • Signed balls to reception for sponsors at half time • Other signed items to respective owners
	Immediately prior to kick off: <ul style="list-style-type: none"> • Check squad numbers before team goes out • Chaperone mascot(s) to chosen player for walk out • Ensure goalkeeper has water
	During the game, at half time and up to full time <ul style="list-style-type: none"> • Watch for issues arising on the pitch, keep water close to pitch and keep replenished, especially during hot weather • At half time provide players with water and drinks in changing room • Look after players' clothing and valuables if asked • Provide water and keep replenished • Provide drink to players on the pitch, join in with appreciation to the crowd. • Ensure that all balls kicked out of the ground during warm ups and, if at home, during the match are retrieved.
	On completion of the match: <ul style="list-style-type: none"> • In dressing room collect shirts and shorts ready for washing before next game • Listen out for manager's instruction for next game or training • Check all equipment is accounted for including water bottles, kit, match balls and pump • Remove all kit and equipment from the bench to dressing room before providing drinks for players on the pitch.
	AWAY GAMES as per home game except: <ul style="list-style-type: none"> • Meet bus at predetermined location and time • Travel to game with team (or separately if agreed) • No FCUM mascots • No match balls – home team responsibility • Home team display injury time at half and full time • Ensure team know where to meet for refreshments and are aware of the time of departure