



Uniform Coordinator

We need help ensuring coaches and players have uniforms! Looking for two volunteers to manage the uniform process.

The uniform coordinators are responsible for ensuring all coaches shirts, player jerseys, and player socks are ordered and distributed.

The total time investment for this role is 20 hours at the beginning of each season, two hours at the end of the season, and two-hours per month for board meetings.

Transitioning into the role will include a meeting with the past volunteer in this role, shadowing the current volunteer for one season, access to the phone/email of the volunteer coordinator, one-pager with task details, and access to a shared google drive.

The duties of the Uniform Coordinator include:

- Attend monthly board meetings, as able.
- Monitor Uniform Coordinator inbox, sending and receiving emails.
- Verify contract with distributor is updated. If not, facilitate an updated contract.
- On opening day of the season, bring coaches jerseys and player socks from a storage shed at Miller Park to Flying Cloud Field. Stay on site sporadically throughout the day to replenish coaches jerseys and socks from the storage shed, organize bins, and answer questions.
- Use an existing Microsoft Excel sheet to keep track of quantities and sizes remaining. When ordering player jerseys and socks also submit an order for coaches jerseys to keep supply at desired inventory levels.
- Two weeks prior to the season start get the division commissioners contact information from the Commissioner Coordinator.
- Communicate with division commissioners to learn their team roster. Final rosters are usually confirmed one-week before the season starts.
- Collect color assignments from Commissioners. Each team has a color for example: Division A Team 1 = red, Division A Team 2 = blue, etc. A division should not repeat colors.
- Parents submit size and names during registration. This report is available by logging into edenprairiesoccer.org with the Uniform Coordinator credentials.
- Use a Microsoft Excel tracking sheet to compare current inventory with this season's needs and choose which items to order. This involves comparing size, color, and quantity. The document is on the shared drive. This task can take up to 6 hours depending on comfort level with Excel. The tracking sheet should be updated before, during, and after the season.
- Manage jersey ordering and logistics.

- Inventory from previous years is stored in a storage garage at Miller Park. Gather the needed inventory from the storage garage and bring it to the volunteer's home.
- For the player jerseys use both the older inventory and the newly ordered items to sort the jerseys into kits by team and division into garbage bags.
- Coordinate supplier invoices. The treasurer is responsible for paying.
- Coordinate with division commissioners a date/time to pick-up completed jerseys at the volunteer's home or a time they will be delivered to the Flying Cloud Fields.
- Communicate with division commissioners that additional coaches jerseys will also be available the same day.
- Manage change orders in the first few weeks of the season as players receive jerseys (wrong size, misspelled name, missed jersey, etc.).
- Update inventory information into the Microsoft Excel tracking sheet.
- Keep jerseys at Miller Park storage garage organized and sorted.