

EGYPTIAN RUGBY FOOTBALL UNION

Equipment Manager



1. Role

To ensure that the national team is provided with the necessary equipment.

To liaise with the different clubs to arrange for collective purchase of equipment.

To help establish a ERFU online shop.

2. Responsible to

- The ERFU Board – the equipment manager shall regularly report to the ERFU Board.
- The national team manager – the equipment manager will work with the national team manager to ensure that the national team is requested with the necessary equipment.

3. Functional relationships

- ERFU treasurer – the treasurer will have to grant prior approval for any purchases made on behalf of the ERFU.
- National team manager – the equipment manager will coordinate with the national team manager to ensure that the national team is provided with the necessary equipment.
- The marketing manager – the equipment manager will coordinate with the marketing manager when dealing with equipment sponsors.
- The club representatives – the equipment manager will coordinate with the club representative to arrange for the collective purchase of equipment.

4. Primary objectives

- Ensure that the national team is provided with the necessary equipment.
- Organise the collective purchase of equipment for the clubs.

5. Responsibilities

- Select trustworthy suppliers for the ERFU.
- Inform the national team manager and the clubs of the equipment available for purchase and of the conditions of purchase.
- Collect the requests of the national team manager and the orders of the clubs.
- Negotiate the best possible deals with the equipment suppliers.
- Place orders on behalf of the ERFU and of the clubs after approval of the ERFU Secretary.
- Receive and check shipments on arrival.
- Distribute the equipment received to the national team manager and to the clubs.
- Help establish an online shop on the ERFU website for its members.

6. Key result areas

- Supply of the necessary equipment to the national team.
 - Assist the clubs in the purchase of equipment.
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