

Carlsbad Softball Association Purchasing Manager

Description of Position:

The Purchasing Manager is responsible for selecting (with Board approval), ordering, and purchasing distributing all equipment and uniforms for spring season, all-stars and fall ball. This includes Board shirts, coaches, manager shirts and Jr. Umpire shirts. The Purchasing Manager is also responsible for purchasing all CSA clothing and accessories and organizing the sale of those items.

Reporting Relationships:

The Purchasing Manager reports directly to the Vice President. He/she works closely with the Player Agent on uniform sizing, ordering and distribution, and works with the Equipment Coordinator regarding any needed equipment. Also works closely with the Treasurer to pay accounts.

Time requirements:

- Attend quarterly Board meetings primarily prior to spring, all-stars and fall ball.
- Time requirements will increase when uniforms are being ordered and distributed.
- Approximately 5+ hours per week at these peak times for 1-2 weeks.

Season Schedule:

December: Order spring uniforms and needed equipment.

January: Distribute spring uniforms. Order Jr. Umpire shirts.

May: Order and distribute all-star uniforms

August/September: Order and distribute fall ball uniforms.

Individual Tasks:

- Select 2-3 different uniform styles to present to the Board
- Present style options with pricing options to the Board.
- Place orders for uniforms with vendors. Follow up as necessary with late orders.
- Receive and deliver uniforms to Team Moms/Coaches.
- Deal with uniform issues such as sizing, defects, errors, returns, etc.
- Order ongoing equipment as needed.
- Order Jr. Umpire shirts.

Note: The Purchasing Manager should withhold uniforms to any CSA Player that has not paid all league related fees in full.

Note: The Purchasing Manager is not involved in snack bar inventory or supplies, or secretarial supplies.

Related Documents: Various uniform and equipment catalog

8/11/2006