



TEAM STORE MANAGER

DESCRIPTION

- The TEAM STORE MANAGER is responsible for operating the Team Store for all Dual Meets, Home and Away.

REQUIREMENTS

- One (1) volunteer is required for managing and operating the Team Store for all Dual Meets, Home and Away.

DUTIES

- The TEAM STORE MANAGER is responsible for an accurate inventory count prior to start of the Meet and at the end of the Meet for reconciling the remaining inventory to money collected.
- The TEAM STORE MANAGER is responsible for distributing Swimmer purchased items.
- The TEAM STORE ASSISTANT assists the TEAM STORE MANAGER with sales of merchandise at the Team Store (i.e.: Raffle Tickets, Divisional T-Shirts, Baseball Tickets, etc.) and record these sales accordingly.
- The TEAM STORE MANAGER will not be changed during a Dual Meet unless under exigent circumstances.

PRE-MEET

- The TEAM STORE MANAGER will arrive early to setup the Team Store tent and take inventory of items for sale.
 - ❖ This is a critical aspect of Team Store as it is the time that the Swimmers and Parents realize they have forgotten/ left items (goggles, swim caps, towels, etc.) at home and are frantic to replace these items prior to their Swimmer's warm-ups.
- The TEAM STORE MANAGER is responsible for an accurate inventory count in order to reconcile items remaining at the Meet's end.

POST-MEET

- The TEAM STORE MANAGER is responsible for the take-down the Team Store and for clean-up of the Team Store area.
- The TEAM STORE MANAGER is responsible for an accurate inventory item count and reconciling the remaining inventory to money collected.
 - ❖ The TEAM STORE MANAGER will provide the TREASURER with the money collected.
 - ❖ The TEAM STORE MANAGER will provide the MEMBERSHIP COORDINATOR with the total items sold.