



## **EQUIPMENT MANAGER**

### **Job Description:**

The Equipment Manager shall, but not limited to:

- (i) maintain and keep an accurate inventory of all equipment owned by the Association;
- (ii) recommend to the Executive all reasonable purchasing, maintenance, disbursement and disposal of all equipment, sweaters and socks for all of the Association teams;
- (iii) collect rental fees and security deposits and obtain a signed declaration sheet for all goalie equipment rented;
- (iv) solicit bids and purchase hockey equipment, as required;
- (v) maintain and repair all equipment owned by the Association;
- (vi) solicit bids and purchase of sweaters and socks for all Association divisions;
- (vii) liaise with the Sponsorship Coordinator for sponsor information and sweater colours and arrange delivery of sweaters to all Association teams;
- (viii) liaise with the Vice President-Rep, Vice President-HL and convenors to ensure equipment needs are met, equipment is properly maintained and address any equipment concerns;
- (ix) update and outfit the storage rooms at arenas where equipment is kept as deemed necessary;
- (x) be responsible for supervising the return of all Association equipment from the teams at the end of the season;
- (xi) be responsible for properly storing equipment for the off-season, particularly the goaltending equipment;
- (xii) submit to the Executive at the May Executive meeting an estimate of revenues and expenditures for equipment, sweaters and socks for the next fiscal year of the Association;
- (xiii) present a monthly report regarding purchasing and equipment to the Executive;
- (xiv) recommend policy to the Executive regarding purchasing and equipment;
- (xv) arrange the purchase of medals for the U7 division and purchase of awards for Championship weekend;
- (xvi) attend all Executive meetings and a minimum of 1 OMHA AGM during the term