






CMHA

Position Description Equipment Manager

CHESTERMERE MINOR HOCKEY
ASSOCIATION

-  **Voting Member**
 - No
-  **Reporting Manager**
 - Operations Director
-  **Term**
 - 1 Years

The information given below is intended to provide an understanding and appreciation of the general role. The position description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties to commensurate with the role. This will not change the character or purpose of the role but will be necessary to maintain the high standards of CMHA.

This position description may be altered from time to time to meet the changing needs of the Association.

POSITION OVERVIEW

The Equipment Director tracks and maintains accurate inventory records for all equipment, jerseys and accessories. Where required, the Equipment Director will create a budget forecast and align orders for new equipment and supplies within the defined budget. The Equipment Director will maintain the Equipment Room and arrange for the repair of existing equipment as required.

GENERAL DUTIES / KEY RESPONSIBILITIES

Specific Responsibilities would include, but not be limited to:

Pre-Season	<ul style="list-style-type: none"> • Inventory all equipment, jerseys, goaltending equipment and accessories. • Ensure jerseys are sorted by size (U5 to U21) and grouped according to style and numbering sequence. • All jerseys should be washed and any name bars removed. • Monitor the equipment of the association and work with the Treasurer and CMHA Board to prepare an equipment budget for each hockey season, taking into account equipment needs to be repaired or replaced, or increase demands for certain equipment. • Arrange for the purchase of any new equipment as approved by the CMHA Board. • Arrange for the disposal of any excess equipment. • Arrange evaluation jerseys (pinnies) for the Operations Director.
During Season	<ul style="list-style-type: none"> • Once Teams have been selected assign jerseys, goal tending equipment and lockers to each team, ensuring the appropriate inventory forms are signed and filed. • Distribute equipment, pucks, cones, first aid kits to coaches, for the tryouts and then for the start of the new season. • Work with key Sponsors for branded jerseys and/or other sponsored apparel (Tim Hortons / McDonalds).

	<ul style="list-style-type: none"> • Maintain RFP process for contract parity with apparel suppliers. This must be completed every 3 years. The Equipment chairs the RFP committee. • Coordinate merchandise and apparel sales with supplier. • Ensure all teams are notified of any apparel fitting sessions. • Order and distribute as appropriate, other merchandise offered by the CMHA for sale. • Work with equipment suppliers to ensure that any equipment that has been ordered is delivered as requested and on time. • Review and approve all invoices relating to equipment purchases or repairs and advise the Treasurer as to whether or not such invoices are accurate.
Post Season	<ul style="list-style-type: none"> • Establish and maintain a system to facilitate the organized return of equipment. • Report any equipment outstanding past the deadline established for return, to the appropriate Coordinator and Manager. • Ensure that equipment is repaired during the off season, as required. Ensure the first aid kits are replenished during the summer. • Ensure all the lockers are cleared out. • Replace locker padlocks and have the storage room door re-keyed. • Inventory count completed at the end of the season to assist with the purchasing for the next season.

Effective Date: May 29, 2022	Board Approved (Y)
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