



CUFC Role Description – Equipment Manager

December 2014

Equipment Manager - Reports to Head of Facilities

DUTIES:

- Must adhere to Chestermere United FC Core Values, Vision, and Mission Statement.
- Must agree to and follow the Chestermere United FC Code of Conduct.
- Provide an Equipment Manager Report, as required. Reports to be submitted a minimum of seven days prior to scheduled meeting, through agreed upon format.
- Be familiar with the CUFC Strategic Plan and comply with its mandate.
- All CUFC information is to be considered confidential and must be treated in accordance with the CUFC Confidentiality Policy.
- Arrange through the CUFC office for the purchase of equipment approved in the annual budget, and obtain approval from the CUFC office for the purchase of additional equipment if necessary.
- Arrange for appropriate equipment to be available to all teams.
- Maintain a complete equipment inventory.
- Maintain sign-out records for all equipment to track where equipment is in use and who is responsible for it.
- Organize team bags, safety kits, and equipment for distribution to coaches each season.
- Organize the collection and inventory of equipment returned at the end of each season.
- Re-stock kits at the end of each season and re-supply each kit using standards in first-aid management.
- Co-ordinate repair or replacement of equipment as needed.
- Ensure that equipment is stored and maintained as appropriate for each CUFC venue.

Signed:_____

Dated:_____