



Fort Saskatchewan Soccer

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Duties of the Equipment Coordinator

The Equipment Coordinator is a Sub-Committee position rather than a voting Executive Committee Position.

The Equipment Coordinator works closely with the other Equipment Sub-Committee members who may include: President, Vice President, Treasurer and Field & Facilities Director.

The Equipment Coordinator and Sub-committee duties include the following tasks:

- Responsible for the ordering, maintenance, distribution and most importantly the collection of all equipment.
- Maintain a detailed records, inventory and distribution log for all soccer equipment.
- Maintain a clean, organized equipment shed.
- Provide Soccer Executive Committee and Minor Sports Association office a detailed semi-annual inventory each year.
- Recruit an assistant equipment coordinator and other volunteers to help with equipment distribution, return and inventory.
- Establish dates for equipment pickup, return and inventory.
- Assist U4, U6 and U8 Program Director to obtain Timbit t-shirts, medals and year end wrap-up items.
- Assist Communications Director to obtain equipment sponsors.
- Coordinate necessary jersey and equipment purchases. Obtain quotes for budget approval process.
- Purchase new equipment by mid-March for the outdoor season and mid-August for the indoor season..
- Work with Field Line Painter to arrange for purchase of field marking paint and to arrange for yearly maintenance and storage of the field lining machine and paint.