



Equipment Manager Responsibilities

Be responsible for all BDRA equipment;

Be responsible for the buying and repairing of all equipment for BDRA with the approval of the Executive Committee;

Distribute and ensure that all equipment borrowed from BDRA is signed out and properly recorded;

Ensure that equipment not returned and which has impact on the status of a "member in good standing", is brought to the attention of the Association Registrar and Executive Committee;

Ensure surplus equipment is disposed of with the approval of the Executive Committee;

Ensure first aid kit for every team

Be responsible for creating and maintaining a complete and detailed inventory list which will include the details of equipment allocation.

Carry out other duties as assigned by the Executive Committee or the President.

General Timelines

April-May

Collect all equipment and complete an inventory status report for the spring meeting.

Transfer equipment to secure storage unit, usually from early May to mid-October. Provide access information to Board members

June-July

Order any new Regional/Provincial Jerseys from Team Image needed for the upcoming season.

July-Aug

Order u8 to u10 House League Jerseys from Tim Hortons. Order u14 and Open HL jerseys from Team Image



Sept-Oct

Once it is clear the number of players/teams that will be playing in the upcoming season review existing equipment and purchase any additional Rings, Coach Boards, First Aid Kits, Goalie Equipment, Equipment Bags needed for all teams

Distribute Equipment and Jerseys to all Team Coaches/Managers, usually at the pre-season Coaches meetings

Dec

Order House League Medals and backing stickers from Tim Hortons for