



Job Description - Equipment Manager (Voting Position)

Area of Responsibility: Ensure the proper maintenance, storage and retention of all equipment belonging to CPGHA

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Responsible for the storage, maintenance and distribution of all CPGHA equipment, jerseys and kits
- Arrange and make sure all equipment is returned after season
- Purchase needed equipment upon Executive approval
- Maintain an accurate inventory of all CPGHA Equipment and Assets
- Develop and maintain an effective storage system to assure neatness and ease of use of all CPGHA equipment
- Exercise his/her discretion in the loaning of equipment of the CPGHA
- Inform the Treasurer when deposits on player's equipment can be refunded and if charges should be deducted for abused equipment
- Maintain CPGHA trophies and trophy cases.
- Carry out other duties as assigned by Executive Committee or the President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Distribute and collect all equipment to Head Coaches/Team Managers	6 hours per month in September/October/April
Replenish Equipment as required	15 hours
Organizing Equipment Room	10 hours