



# FORT SASKATCHEWAN RINGETTE ASSOCIATION

**TITLE: EQUIPMENT MANAGER FUNCTIONS**

**POLICY #: 1612**

Created: May 28, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

## 1.0 Purpose

To outline the roles and responsibilities of the Equipment Director of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

## 2.0 Scope

This policy only applies to the FSRA Equipment Director.

## 3.0 Terms

**Equipment Director** – An elected member of the FSRA Executive Board who organizes and maintains equipment for the FSRA. They may serve for a minimum of a two-year term.

## 4.0 Policy

- 4.1 The Equipment Director must work within approve annual operating budget, as set by FSRA executive.
- 4.2 The Equipment Director must distribute uniforms and equipment to team coaches at the beginning of the season and collect them at the end of the season.
- 4.3 The Equipment Director is responsible for purchasing all crests, numbers, and sponsor bars for the team uniforms and negotiating a reasonable price for them.
- 4.4 The Equipment Director must take an inventory of first aid kits, team bags, uniforms, and equipment prior to the start of the season, and replenish them as needed. An inventory report must be issued to the Executive Board and the Fort Saskatchewan Minor Sports Association (FSMSA).
- 4.5 The Equipment Director is responsible for maintaining all equipment in a reasonable condition and removing any unneeded or unsafe items. This maintenance includes arranging for repairs or alterations to uniforms and other equipment within the allotted budget. The Equipment Director will work with the FSRA Treasurer to present the Equipment budget within the annual operating budget.



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- 4.6 The Equipment Manager is responsible for arranging the contents of the FSRA equipment room so that it can be accessed for extra equipment needs.
- 4.7 The Equipment Manager must make equipment available for clinics, tournaments, and for the selection of teams. The Equipment Manager must also arrange for the sale or disposal of old or used equipment (with FSMSA approval) to possibly raise funds for new equipment.
- 4.8 The Equipment Manager will consult with the PR executive member for the maintenance and display of the trophy case and its contents, the picture collage, and banners. The Equipment Manager must also purchase new banners when necessary.