



# DIRECTOR JOB DESCRIPTION

## EQUIPMENT DIRECTOR

<b>Job Title:</b>	Equipment Director	<b>Revised Date:</b>	March 10, 2023
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	Two Years

### Description

Responsible for the safeguarding, distribution, maintenance, collection and purchase of all necessary equipment and jerseys for the Association.

### Key Accountabilities

- Ensures pucks, jerseys, first aid kits and pylons for U7 and U9 Managers (as required) and any practice equipment required is ready for the start of the season.
- Organize record and distribute all pinnies to players trying out for Rep team tryout before end of August start.
- Submit a list of Rep pinnie numbers with corresponding player names to the KPMHA Head Coach/Competitive Director before Rep tryouts.
- Organize record and distribute all pinnies for all Recreation team balancing sessions. (may not be necessary each year only during years where two or more teams will be created) When this happens The corresponding Divisional Director will need a record of what pinnie number each player has.
- Hand out team game jerseys to each team manager under the KPMHA umbrella at the start of the season.
- Ensures all safety kits are replenished before start of season and each team has returned at the end of the season, plus order supplies as needed for all teams under KPMHA umbrella.
- Liaises with the VP Admin and the Registrar for collection of jersey deposits, key deposits and their disbursement upon return of jerseys and keys.
- Inventories and assigns equipment and team jerseys to all team Managers under the KPMHA umbrella at the start of the season.
- Manages the purchase of Association equipment and establishes supply arrangements for approved team apparel, including tracksuits and third jerseys/socks as well as all on ice equipment and tools.
- Emails the Bookkeeper for any player invoicing that needs to be done through the association (ie. Socks, jerseys, etc.)
- Manages the Board of Directors approved Association apparel branding including all team apparel, jackets, vests, and/or tracksuits.
- Submits email approval to KPMHA Bookkeeper once practice jerseys have been given to a particular team and then again once the team has returned them and details for if they are in good condition or not.
- Orders and picks up yearend awards and updates plaques in the display case at KP arena, once quotes are approved by VP Admin Director.
- Clears out the equipment rooms before the ice is taken out and room floods happen, at the KP arena near end of March.
- Sends all approval of team apparel including photos to the Social Media and website personnel for website uploading.
- Attends Director Meetings and prepares monthly Equipment Management reports for the Director Meetings.

### Experience

Previous experience working in equipment management is an asset.