

Equipment Director

Position Type: Volunteer

Reports to: Board of Directors, Lacombe Minor Softball Association (LMSA)

Job Description:

The Equipment Director is responsible for the management, distribution, maintenance, and inventory of all equipment used by the Lacombe Minor Softball Association. This role ensures that all teams have the necessary equipment to operate effectively throughout the season, and that all equipment is safe, in good working condition, and meets league standards. The Equipment Director will also be responsible for ordering new equipment, managing the storage and upkeep of current inventory, and collecting equipment at the end of the season.

Key Responsibilities:

Inventory Management:

- Maintain an up-to-date inventory of all equipment, including bats, balls, gloves, helmets, bases, catcher's gear, and other necessary supplies.
- Conduct regular equipment audits to assess the condition and quantity of available items.
- Identify any equipment that needs to be repaired, replaced, or upgraded.

Equipment Distribution:

- Coordinate the distribution of equipment to teams at the beginning of the season, ensuring that each team has the appropriate supplies based on age group and skill level.
- Communicate with coaches and team managers to address any additional equipment needs throughout the season.
- Manage the collection of equipment at the end of the season, ensuring that all items are returned, accounted for, and stored properly for future use.

Purchasing & Budgeting:

- Work with the Board of Directors to develop an equipment budget for the season, identifying necessary purchases and replacements.
- Research and order new equipment as needed, ensuring that purchases align with league standards and safety regulations.
- Source the best value for equipment purchases while maintaining high-quality standards.

Maintenance & Repairs:

- Ensure that all equipment is in good working order and complies with safety standards.
- Arrange for the repair or replacement of damaged or defective equipment during the season as needed.
- Manage the upkeep and cleanliness of all equipment, including storage areas.

Storage Management:

- Work closely with Facilities Director to oversee the organization and cleanliness of the equipment storage facility.
- Ensure that equipment is stored in a manner that prevents damage and is easily accessible for distribution.
- Coordinate with maintenance personnel or volunteers to organize storage and inventory before and after the season.

Safety & Compliance:

- Ensure that all equipment complies with league rules, provincial regulations, and safety standards, including proper sizing and fit for youth athletes.
- Work with coaches and the Director of Coach & Player Development to ensure that proper use and care of equipment are being followed.

Collaboration:

- Work closely with coaches, team managers, and other board members to ensure smooth distribution and use of equipment.
- Coordinate with tournament organizers, field managers, and other stakeholders to ensure equipment is available for special events, such as tournaments and clinics.
- Provide coaches with information regarding proper equipment care and handling.

Authority:

- Authorized to purchase equipment and supplies within the established budget approved by the Board of Directors.
- Has the authority to distribute and collect equipment from teams and to withhold or reassign equipment based on need.
- Can make recommendations for the replacement or upgrade of equipment and present these to the Board of Directors for approval.

Commitment:

- The Equipment Director is expected to commit to overseeing equipment needs throughout the entire softball season, including pre-season preparation and post-season collection.
 - Must be available for meetings, equipment distribution events, and to address urgent equipment needs during games or practices.
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Term:

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.