

## EQUIPMENT COORDINATOR

The primary role of the Equipment coordinator is to maintain safe operation and longevity of the Club equipment. The role generally encompasses the acquisition, management and protection of Club equipment.

### Responsibilities

#### Prior to the Season

- Undertake a review of all club equipment and identify the club's equipment needs for the upcoming season.
- Review all club equipment from an operational and safety perspective. Repair equipment as required and disposing of equipment no longer usable. (Ensure the equipment register is updated for equipment no longer being used).
- Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the committee to purchase the equipment.
- Update the equipment register for all new equipment purchased.
- Allocate Club equipment to appropriate Club officers, updating the equipment register to note who is now responsible for each piece of Club equipment.
- Liaise with equipment suppliers for purchases and maintenance.

#### During the Season

- Ensure those using club equipment have been trained or qualified to do so.
- Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition.
- Ensure club equipment not being used is stored in a manner conducive to its safe use and longevity.

#### Post Season

- Collect all equipment to be stored during the off season (updating the equipment register).
- Review and repair any equipment requiring attention.
- Follow up equipment not returned as required.
- Notify the committee of likely equipment requirements for the following year.

#### Essential Skills and Requirements

- Well organised.
- Willing to follow up missing equipment.
- Strong understanding of the equipment needs for the club.
- Well informed of all organisation activities.
- Aware of the future directions and plans of members and the club.

#### End of Year Hand Over

##### Updating Key Documents

At the end of each year a key activity of the Equipment Coordinator is to review and revise their position description to ensure it continues to reflect the requirements of the role.

The equipment officer will also update the equipment register listing all the equipment the Club owns and where it is currently stored or who is in possession of equipment still in use.

The updated Position Description and equipment register must be provided to the Club Secretary no later than seven days prior to the Annual General Meeting each year. Induction of the incoming Equipment Coordinator.

An important responsibility of the outgoing Equipment Coordinator is to train, mentor and support the incoming Equipment Coordinator.

The estimated time commitment required as the Equipment coordinator is 1 hour per week.

