

Equipment Coordinator Policy

Cape Breton West Minor Hockey



The Equipment Coordinator plays a crucial role in ensuring the proper maintenance, procurement, and distribution of shared hockey equipment within our organization for Competitive teams. This policy outlines the responsibilities, expectations, and guidelines for the Equipment Coordinator.

Roles and Responsibilities

Inventory Management

- Maintain an accurate inventory of all practice jerseys, game jerseys, and shared goalie gear used by Competitive teams.
- Regularly assess the condition of equipment and identify items in need of repair or replacement.

Procurement

- Collaborate with the Executive to determine equipment needs.
- Source and purchase necessary equipment while adhering to the budget guidelines set by the organization.

Storage

- Organize and maintain an appropriate storage area for all equipment.
- Implement a system for easy access and efficient storage.

Repair and Maintenance

- Conduct regular checks on the condition of jerseys and goalie gear.
- Coordinate repairs, cleaning, or replacements as needed.
- Ensure that all equipment complies with safety standards.

Distribution

- Facilitate the fair and equitable distribution of jerseys and goalie gear to teams.
- Keep a record of distributed equipment and ensure its return at the end of the season.
- Equipment that is owned by the organization shall not be used for any activities that are not sanctioned by CBWMH.

Communication

- Communicate regularly with team coaches to understand their equipment needs.
- Provide updates to the Executive on equipment status and any issues that require attention.

Budget Management

- Work within the allocated budget for equipment procurement and repairs.
- Obtain approval for any additional expenditures beyond the budget.

Record Keeping

- Maintain detailed records of equipment inventory, repairs, and purchases.
- Submit regular reports to the Executive regarding equipment status.

Collaboration

- Collaborate with other organizational roles, such as coaches and team managers, to ensure a seamless flow of information regarding equipment needs and issues.