



Huntingdale Tee-Ball Club

Position Description – Equipment Officer

JOB TITLE:

Equipment Officer

RESPONSIBILITIES:

- Attend monthly committee meetings
- Arrange to have equipment removed from storage
- Stocktake ALL equipment ready for beginning of the season
- Check ALL equipment is in a safe working condition
- Liaise with Treasurer regarding payment of invoices for equipment
- Issue Equipment to coaches at the "Meet the Team Day"
- Assist committee with conducting "Meet the Team Day"
- Source replacement equipment throughout the season (Including team benches, drink holders etc.)
- Arrange collection of Tee ball Starter Packs for newly registered U/7 players and issue to the teams coach/manager
- Collect ALL equipment issued at seasons end
- Clean out Gear bags and assess ALL equipment to ensure safe working condition – Report suggested replacements to the committee
- Arrange for equipment to be returned to storage
- Assist committee when requested

RELATIONSHIPS:

- Liaises with committee Treasurer for payment of invoices
- Liaise with Fielder's Choice for new equipment.
- Will have a relationship with coaches and team managers

TIME COMMITMENT:

The estimated time commitment required as the Equipment Officer is:

- During season: around 2 hours per month (includes attending committee meetings)

ESSENTIAL SKILLS:

- Good communication skills
- Passionate about the club and dedicated to improving club practices
- Good knowledge of the club and district practices/procedures