



Newmarket & District Ringette Association

Job Description

Equipment Manager

The position of Equipment Manager has general supervision of the equipment assets of the Association, subject to the Authority of the Executive Committee. Other responsibilities include the following :

- Maintain a complete and accurate accounting of all equipment.
- Assign jerseys to all players, at the start of the season.
- Assign goalie equipment, as required, to each team.
- Ensure all equipment is in acceptable condition throughout the year.
- Co-ordinate and supervise the sponsor labelling of jerseys at start of season.
- Assist players in finding and obtaining suitable ringette equipment.
- Update the Executive Committee on the status of equipment at monthly meetings.
- Make recommendations to the Board, concerning required equipment purchases.
- Attend all meetings of the members of the Association, and the Executive Committee. This includes, but is not limited to the following :
 - Monthly Board Meetings
 - Association General Meeting
 - Dance and Silent Auction

Average Monthly Time Commitment = 8 hours