

Armstrong Cooper Youth Hockey Association Job Description



Title:	Equipment Manager
Role:	Non-Voting Board Member
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	No Budget responsibility
Term:	Three years, year one in the cycle
Compensation:	full hours

Description/Role: The Equipment Manager is responsible for maintaining all association equipment including distribution, maintenance and replacement of or procurement of new equipment at the direction of the Board.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month for the months July, August, September and the annual budget meeting and upon the request of the board
- Must provide a proposal 30 days prior to the annual budget meeting of the expenses for the coming year, including replacement costs and new acquisitions, this proposal must be approved as a stand alone motion by the board before being put into the budget.
- Must seek board approval for any expenses not in the annual budget before the expense can be incurred
- Must attend the annual meeting of ACYHA Membership in April
- Must attend the Travel Team Manager meetings in the fall and facilitate the distribution of all equipment to travel teams. Distribution schedule to be shared in advance with the Board.
- Conduct equipment return sessions at the end of the season. Ensure that all equipment is returned and stored in a proper manor to ensure maximum use of the equipment. Drop off schedule to be shared with the board in advance
- Maintain the equipment storage facility in a clean and orderly fashion, removing all old, outdated and unsafe equipment. Conduct a full equipment inventory and purge once during the term at the end of the first year. Get approval form the board for all items that are disposed of.

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- Ensure equipment distributed by Association meets safety needs/standards set by the District
- Report monthly to Board of Directors
- Report annually to Board on condition of jerseys and estimated replacement dates/costs. Research and provide a minimum of three options for pricing of replacement equipment.
- Partner with Travel Team Director (Boys and Girls) on budget annual equipment needs. Research and obtain quotes for all anticipated equipment needs for the season as determined in conjunction with the Travel Team Directors. Work with and support the Mite Equipment Manager and fill in the role if it is not filled
- Represent ACYHA in a positive manner during all ACYHA activities and interactions with vendors
- Specific tasks relative to traveling teams:
 - Game jerseys
 - Socks
 - First Aid kits
 - Banners
 - Helmet stickers
 - Pucks/Puck bags
 - Practice jerseys
 - Tryout jerseys
 - Goalie equipment
- Training your successor at the May meeting at the end of your term

Desired Skills:

- Strong communication skills
- Strong leadership
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings as designated and do work between meetings

Reporting:

This role reports to the Boys and Girls Travel Team Coordinators.