



## **Equipment Manager:**

- Set 2-3 checkout dates prior to open house so the dates may be communicated to the members. We have checked out equipment at the open house as long as members have proof of registration. Make sure that you allow enough time between last check out and first practices.
- Attend open house, and first check out.
- For people that don't/can't make equipment check outs and late registration you will need to make other times available to them for equipment check out.
- During check out you will need to get a count of new Mini Mites and Mites for their free Jerseys. In the past returning players have been allowed to order new jerseys at their expense.
- Meet with the Mite head coach and check out goalie equipment to them.
- Check out the Mite in-house game jerseys. These come back at the end of the season.
- During/after equipment check out determine what additional equipment is needed.
  - Order/pickup additional new equipment.
  - Add new equipment into inventory.
- Attend first couple mite and mini mite practices to deliver and make sure that all equipment fits correctly.
- Work with HOC on dates for preseason practices, camp and tryouts so you can get stuff there (listed below).
- Get pucks and first aid kits to pre-season camp and tryout coaches.
- Get tryout jerseys to tryouts. On the first tryout day help with assigning jerseys if needed.
- Collect/wash tryout jerseys and bring back to equipment room. • Get coaching kits to all head coaches.
- You will need to be in contact with the Association Coordinator so you can get the team coordinators names and e-mails.



- Contact team coordinators and set up times to deliver team jerseys.
- During the season you will need to make yourself available to refit/ replace broken equipment for the mites and mini mites.
- Contact Play-It-Again Sports and confirm price to clean equipment.
- Set 2-3 dates to for equipment check in (2 has worked in the past).
- Send email to team coordinators regarding check in dates and times and have them posted on the Bulldogs website.
- During check in, check all equipment and remove all bad equipment. Remember to remove from inventory.
- During check in people have the option to recheck out the equipment for the summer (\$25 fee). You will still need to check the equipments condition and replace as necessary.
- Contact Mite coach and set up a time to check in the goalie equipment.
- Contact the Mite team coordinator to collect the Mite in-house game jerseys. Remind the team coordinator the jerseys need to be washed before they are turned in.
- After equipment check in you need to contact the treasurer and inform him/her of the people that have not checked in equipment.
- Contact all coaches and set up time to collect the coaching kits.
- Go through coaching kits and re-stock as necessary.
- Contact the team coordinators to set up times to collect team jerseys. Remind them they need to be washed and returned in the totes that they came in.
- During the season you will need to stay in touch with the concession stand coordinator and make sure they have inventory of old jerseys to sell (\$10).
- Check a couple times a year the coaches room (Le Sueur) and locker (GAC) to make sure nothing is left behind.
- Check the lost and found at the end of the year for missing equipment.