



Lakers Hockey

CLUB ASSOCIATION

Quartermaster Functions and Responsibilities

Term: 2 years starting in June

Overview: The Quartermaster's main function is to source, order and inventory all wearables for the team and staff. The quartermaster position is filled from the board or general membership.

Responsibilities: Specifically, the Quartermaster is minimally responsible for:

- Sourcing and ordering uniforms and accessories (see list below)
 - Maintain inventory on all items
 - Order uniforms as soon as registration closes to ensure timely delivery on all items
 - Upon board approval order wearables for new coaches
- Source, initiate, and support all aspects of a Spirit Wear sale
 - Choose items for the sale
 - Assist in getting information to the membership for orders (Provide order forms or website links)
 - Assist in retrieving orders/monies if necessary
 - Work with the vendor(s) to establish time lines and delivery
 - Oversee distribution of items if necessary
- Source and schedule company for team pictures
 - Distribute order forms
 - Place order for coaches' plaques
 - Place order for sponsor plaques
- Maintain master spreadsheet of player numbers assigned and their expiration year
- Source and order signage when required (registration/player signs)
- Maintain list of vendors, part numbers and pricing for future reference/comparison
- Assist in sizing of players for all uniform items
- Retrieval/storage of team use items for off-season (ie: Chuck-A-Puck items, ice runner, security jacket, boom boxes, signs, banners, etc.)

Items included:

Game jerseys, practice jerseys, warm ups, hockey bags for players, socks, Captain and Assistant Captain letters, Chenille Award letters (school specific), decals (numbers and logo) for player helmets, jackets/warm ups/polos for coaching staff.

Level of Effort: The weekly effort needed by this role is highly variable by averages 1 hour per week; during peak activity the weekly level of effort can exceed 8 hours