

Volunteer Title: Equipment Manager

Duties

- Catalogue, organize, and store equipment owned by WGMHA
- Distribute jerseys, pucks, trainer kits, and goalie equipment to teams at start of season and collect at end of season
- Purchase new or replacement equipment and player name bars as needed
- Arrange for sponsor bars to be sewn on jerseys

June to Early August (5 hours)

- Order equipment and/or jerseys for upcoming season
- Restock trainer kits
- Liaise with vendors for Spirit Wear to obtain product brochures and contact information to be posted to web site

Late August to November (5-10 hours per week)

- Arrange for equipment to be available for rep team try outs
- Arrange appropriate size and number of game jerseys to be distributed to rep teams
- Arrange for distribution of equipment and appropriate size and number of game jerseys to be distributed to local league teams
- Order player name bars, distribute player name bars to team managers and collect money for them
- Order sponsor bars and have them sewn on appropriate jerseys

Main Interactions:

1. With coaches and team managers regarding equipment pick up and return, player name bars, sponsor bars via email, phone or face to face.
2. With Executive – primarily Registrar and Sponsorship Director regarding new player equipment and sponsor advertizing on jerseys via email and phone

Peak time: September to November, April

Necessary Skills: Organizational skills, Oral and Written Communication

Recommended: Microsoft Office skills

Challenges:

Equipment distribution is time sensitive and a phased approach due to limited inventory. Process begins with engaging rep team coaches to finalize equipment needs as quickly as possible when their focus is on their team selection not the impact of delays to other teams. The coaches focus is on the game of hockey not equipment but often team managers are not selected until players are. Priority is to outfit players with appropriate size jersey but number preferences are an issue for some players.