

*Important information: This position description has been provided as a general position description only.*

## EQUIPMENT OFFICER

The primary role of the equipment officer is to maintain safe operation and longevity of club equipment. The

role generally encompasses the acquisition, management (allocation) and protection of club equipment.

**The estimated time commitment required as the Volunteer coordinator is 2 hours per week.**

## ESSENTIAL SKILLS AND REQUIREMENTS

- Well organised
- Good communicator
- Willing to follow up missing equipment
- Strong understanding of the equipment needs of the club
- Willing to liaise with all stakeholders: Club Committee, Safety Officer, Finance managers, supplier and repair companies



## RESPONSIBILITIES

### PRIOR TO THE SEASON

- Review all club equipment from an operational and safety perspective. Repair equipment as required and disposing of equipment no longer usable. (Ensure the equipment register is updated for equipment no longer being used)
- Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the committee to purchase the equipment.
- Update the equipment register for all new equipment purchased
- Allocate club equipment to appropriate club officers, updating the equipment register to note who is now responsible for each piece of club equipment
- Liaise with equipment suppliers for purchases and maintenance

### DURING THE SEASON

- Ensure those using club equipment have been trained or qualified to do so
- Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition
- Ensure club equipment not being used is stored in a manner conducive to its safe use and longevity

### POST SEASON

- Collect all equipment to be stored during the off season (updating the equipment register)
- Review and repair any equipment requiring attention
- Follow up equipment not returned as required
- Notify the committee of likely equipment requirements for the following year.

## END OF YEAR HAND OVER

### Updating key documents

At the end of each year a key activity of the Equipment Officer will review and revise their position description to ensure it continues to reflect the requirements of the role.

The equipment officer will also update the equipment register listing all the equipment the club owns and where it is currently stored or who is in possession of equipment still in use.

The updated Position Description and equipment register must be provided to the Club Secretary prior to the Annual General Meeting each year.

### Induction of the incoming Equipment Officer

An important responsibility of the outgoing Equipment Officer is to train, mentor and support the incoming Equipment Officer.