

Shuswap Ringette

Expectations of the Equipment Manager

The position of Equipment Manager is the general supervision of the equipment assets of the Association.

General Duties

- Attend all monthly meetings
- Maintain a complete and accurate accounting of all equipment
- Keep SRA Ringette Equipment Room stocked and organized
- Make recommendations to the Board for any equipment purchases
- Assign jerseys to all players, at the start of the season
- Assign goalie equipment, as required, to each team
- Ensure all equipment is in acceptable condition throughout the year
- Co-ordinate and supervise the sponsorship program
- Update the Executive Committee on the status of equipment at monthly meetings

March

- Email all Team Managers reminding them to:
 - Gather all team jerseys, if they can, remove any name bars
 - Place jerseys in their team cupboards within two weeks of their last game or practice
 - Return all equipment signed out to their team
 - Ensure all goalie equipment has been returned

April/May/June

- Attend Shuswap Ringette Annual General Meeting
- Check each team cupboard to make sure the teams have returned all of the assigned team jerseys and equipment. If there are any missing, email Team Managers
- Check the Equipment Sign-out book to ensure all equipment has been returned, if not, email the last person who had it sign out and get the item back
- Check all jerseys for repairs
 - Any jerseys in need of repairs (rips, numbers peeling off) can be sent to Promo Smart's
 - All team jerseys should be properly cleaned
 - Enforce the SRA Team Jersey Policy
- Check equipment

- Rings – each team should have at least 2 or 3 game rings, plus at least 12-15 practice rings, the Juniors and Belles should have at least 20. Rings can be ordered through Chevy's, at a cost of approximately \$5 each. Estimate the number of rings needs, make a motion to the Board for approval.
- First Aid Kit – check each kit to see if the supplies need to be replenished, if so, make a list, get prices and make a motion to the Board for approval.
- Score Sheets – Each team should get approximately 25-30 game sheets. Extra sheets can be ordered through the BC Ringette Association website at a \$1.00 each.
- Cones-Each team usually gets 6-12 cones each. The older teams usually have more.
- Goalie Equipment – Check goalie equipment for any necessary repairs or purchases. If there are any, obtain a price and make a motion to the Board for approval. If there is missing equipment, check the sign out book to see who had the equipment last and try to get it back.
- Team Handbook-Make sure this comes back, notify the Director of Managers of any missing books. The Director of Managers will update this book each year

July/August:

- Make sure all supplies for the season have been ordered and received
- New Bunny Sticks – All new Bunnies received a new ringette stick. Sticks can be ordered from Chevy's. Usually order approximately 15 to 20 sticks.

September/October

- Assigning Team Cupboards and Jerseys :
 - Check with the Director of Coaches or the Registrar as to what the anticipated number of teams will be, and how many players per team
 - Assign team cupboards with appropriate number of jerseys
 - Record jersey numbers for the Team Managers Handbook
- Assist with Come-Try-Ringette, ensure there is adequate equipment available
- Ensure all team cupboards have all equipment (rings, score sheets, first aid kit, hand book, cones)
- Check the shot clocks are functioning. Replace batteries in the remotes

November/December/January/February

- Maintain contact with Team Managers ensuring each team has required equipment
- Arrange for jersey repairs when necessary
- Assist with committees to make sure they have necessary supplies
- Periodically clean the equipment room to keep it organized