



## Equipment Coordinator

The Equipment Coordinator is responsible for managing the Club's sporting equipment, which ranges from cricket balls, through to complete cricket kits, first aid, scorer's table, and gazebos.

*Responsible to: Club Secretary*

### DESIRED SKILLS

- Well organised
- Ability to keep accurate records.
- Good understanding of the equipment needs of the club.
- Good interpersonal and communication skills

### KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Club.

#### Before the season

- Perform a review of all Club equipment to identify equipment needs for the upcoming season.
- Ensure all equipment meets operational and safety requirements.
- Repair equipment as required and dispose of equipment not fit for purpose.
- Propose equipment requirements and supplier(s) for any recommended purchases prior to spend with a list of items being sought for purchase.
- Seek written approval from the secretary for spend of up to \$500 or Committee approval for spend of over \$500 prior to purchasing new equipment.
- The equipment manager works with the secretary on equipment purchasing.

#### **Disposable costs per year** - done by equipment/uniform managers.

- Shirts/Hats
- Balls
- Tape/chalk
- Incidentals like counters, bails
- Discretionary spend of up to total \$150 - need for a bigger helmet, replacement of key safety equipment like wicket keeper gloves.

#### **Capital costs** - with Secretary and/or committee.

- New bats
- Helmet lifecycle replacement
- Stump/spring stump lifecycle replacement
- Cones

#### **Shared training equipment** - with secretary and/or committee

- Sidearms
- Nets
- Target stumps
- Liaise with equipment suppliers for purchases and delivery of equipment.
- Receive and check new equipment to ensure it is as ordered.
- Update the Club equipment register in Microsoft Teams with details of equipment purchased and allocated.



- Arrange the distribution of equipment to appropriate Club officers (coaches, team managers, etc).
- Work with club participants if required around club kits for distribution.

#### During the season

- Liaise with Club officers and monitor equipment throughout the year to ensure equipment meets requirements.
- If additional equipment needs to be purchased seek written approval with the proposed list of equipment proposed for purchased. Approval is required from the Secretary for up \$500 and from the Committee over \$500.
- Provide Club officers with additional equipment if required.

#### After the season

- Arrange the return of all equipment at the end of the season
- Review, repair and dispose of equipment as required
- Update the equipment register in Microsoft Teams to reflect the latest equipment status
- Arrange for the storage of equipment at the end of the season at the designated secure club location. If any equipment is being moved to non-club designated storage, please inform the committee of this within 5 days of the event.
- Inform the Committee of potential equipment requirements for the following year for budgeting purposes.

### **END OF YEAR HAND OVER**

- Ensure the equipment register, supplier and storage details are handed over to new coordinator