

Equipment Director Responsibilities and Procedures

The Equipment Director is responsible for inventorying, purchasing, distributing, and collecting at season-end playing equipment and safety items for all teams.

1. Assist with registration
 - Attend MGSA Board meetings prior to January registration and acquire a complete understanding of registration procedures and current issues
 - Attend the registration sessions and help where needed
2. Review equipment inventory prior to the beginning of the season and identify items for purchase
 - Maintain a clean and orderly equipment shed to facilitate inventory work
 - Coordinate equipment needs list with league directors
 - Present equipment needs to the MGSA Board, along with estimated costs
3. Purchase approved equipment
 - Coordinate with the MGSA Treasurer to ensure proper allocation of costs among the various programs
4. Arrange for team coaches to pick up equipment prior to their first practices
 - Set an "Equipment Day" pickup time
 - It is recommended that Equipment Day take place on the same day as the Bennett Park cleanup day occurs
 - It is also recommended that the Pictures Director be consulted so that team picture packets can be distributed along with equipment
 - Determine what pieces of equipment will be given to each team in the various leagues
 - Prepare each team's equipment bag and distribute it to the coaches
 - Prepare sign-out sheets for coaches to sign identifying the equipment that their teams received
5. Monitor equipment needs during the season and make purchases where necessary
 - Coordinate with the MGSA Treasurer to ensure proper allocation of costs among the various programs
 - Keep the MGSA Board informed of any material variances from budgeted expenditures
6. Supervise the return of equipment
 - Coordinate with league directors to have head coaches return equipment to the equipment shed
 - League directors should check returned equipment against the sign-out sheets signed by the coaches earlier in the season
 - Significant losses should be noted and followed-up with the coaches

7. Conduct end-of-year review
 - Discuss issues with league directors following the end of the season
 - Provide feedback and recommendations to the MGSA Board

Timing

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| 1. Registration | Late January and early February |
| 2. Equipment inventory | Late March (or October of previous year) |
| 3. Equipment purchases | Early April |
| 4. Equipment Day | Mid April |
| 5. Equipment needs monitoring | May through early July |
| 6. Equipment return | Late June and early July |
| 7. Year-end review | Late July |