



Equipment Manager Role Description

Overview

The Equipment Manager at Wembley Downs Soccer Club is responsible for acquiring, managing, and maintaining all Club equipment to ensure safe operation and longevity. This role is crucial for the smooth running of Club activities and the safety of all participants.

Responsibilities

Pre-Season

- Conduct a comprehensive review of all Club equipment, identifying needs for the upcoming season.
- Assess equipment for operational safety, repairing or disposing of items as necessary.
- Identify new equipment needs, obtain quotes, and seek Committee approval for purchases.
- Liaise with the Club Committee regarding potential grants for equipment purchases.
- Update the equipment register with newly purchased items and note disposed equipment.
- Allocate equipment to appropriate Club Coordinators, updating the register accordingly.
- Coordinate with equipment suppliers for purchases and maintenance.
- Ensure proper training for those using Club equipment.

During Season

- Regularly monitor equipment to ensure it remains accounted for and in safe working condition.
- Oversee proper storage of unused Club equipment to maintain its safety and longevity.
- Ensure equipment is readily accessible for training sessions and match days.
- Assist in setting up and packing away equipment for Club events and matches.

Post-Season

- Collect and store all equipment for the off-season, updating the equipment register.
- Review and repair equipment as needed.
- Follow up on any unreturned equipment.
- Provide the Committee with recommendations for equipment requirements for the following year.

Year-Round

- Maintain effective communication with coaches, team managers, and Club officials regarding equipment needs and issues.
- Ensure compliance with safety standards for all equipment.
- Manage the equipment budget effectively.

End of Year Handover

- Review and revise the position description to reflect current role requirements.
- Update the equipment register with all Club-owned equipment and its current location or possession.
- Submit the updated Position Description and equipment register to the Secretary before the Annual General Meeting.
- Train, mentor, and support the incoming Equipment Manager.



Essential Skills and Requirements

- Hold or be willing to apply for a current volunteer Working with Children check.
- Excellent organisational and time management skills.
- Strong understanding of the Club's equipment needs and football operations.
- Ability to maintain accurate records and manage inventory effectively.
- Good communication skills for liaising with suppliers and Club members.
- Willingness to follow up on missing equipment.
- Well-informed about all Club activities.

Time Commitment

Estimated time commitment required as the Equipment Manager is 3-5 hours per week, with increased hours during pre-season and post-season periods.

By fulfilling this role effectively, the Equipment Manager contributes significantly to the safety, efficiency, and success of Wembley Downs Soccer Club's operations, ensuring that all members have access to well-maintained and appropriate equipment throughout the season.