

Centennial Lacrosse Association Board and Coordinator Job Descriptions

Equipment Manager

- Equipment responsibility includes:
 - Goalie Equipment
 - Balls
 - First Aid kits
 - Team jerseys
- Maintain an inventory of leftover jerseys. Makes every effort to use up existing inventory.
- Provide budget information and stay within it.
- Work with vendor to design jerseys, maintaining a continuity of uniform. Jersey style/colors for each season must be approved by the Board of Directors.
- Purchase new jerseys for all the teams, trying to obtain as good a value for the dollar as possible.
- Get size forms from team coaches and compile list of sizes etc.
- Dispense equipment to team coaches when needed. Replace and repair equipment as necessary (as reported by families or coaches). If there is not enough equipment, get it.
- Re-inventory first aid kits before the season starts. Replace antiseptic pads (they expire).
- Maintain a current inventory of all CLA equipment. Maintains a current list of where the inventory is, what condition it is in, etc. During the off season, get equipment re-inventoried and repaired as necessary. This information should be provided to the CLA board prior to the start of the season planning, and following season completion.