

EQUIPMENT MANAGER

SLVYHA Volunteer Role · More Committed

THE QUICK VERSION

What it is: Manages the association's apparel and equipment inventory, fits players, handles handout and collection, and keeps the gear accounts straight with the Treasurer.

Time commitment: Heaviest in pre-season (inventory, fittings, handout day) and end-of-season (collection). Lighter mid-season. Handbook estimates up to about 10 hours per week.

When: Concentrated at season start and end, with occasional mid-season replacement needs.

Requirements: None. Strong organizational and record-keeping skills help.

Good for you if: You're organized, good with record-keeping, and don't mind the busy bookend periods.

Can you still watch your kid play? Yes, the workload is mostly off-ice and off-game-day.

WHAT YOU'LL DO

- Run accurate inventory counts of all jerseys and team jackets pre-season
 - Personally fit new players for gear
 - On handout day, collect signed agreement forms and physical deposit checks from parents before releasing equipment
 - Document and transfer all collected funds to the Treasurer promptly
 - Serve as the mid-season contact for gear or replacement needs
 - At season end, run the collection drive, inspect returned jerseys, and coordinate with the Treasurer to return or shred deposit checks
 - Maintain a detailed inventory of all association equipment and assets (with the Treasurer)
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HOW TO DO IT

- Pre-season: count everything, fit new players, prep handout day
- Handout day: no gear released without a signed form and deposit check in hand; funds go to the Treasurer
- Season end: collect all association-owned jerseys/equipment, inspect condition, reconcile deposit checks with the Treasurer
- Keep receipt cards per player/team as directed by the board

WHAT'S PROVIDED VS. WHAT YOU BRING

Provided: The inventory system, deposit-check process, and close coordination with the Treasurer and board.

You bring: Organization and careful record-keeping.

WHAT "DONE WELL" LOOKS LIKE

Every piece of association gear is accounted for, players are properly fitted, deposit checks are collected and reconciled correctly, and the season-end collection comes back clean with accounts settled.

WHO TO ASK WHEN YOU'RE STUCK

Reports to / coordinates with: Works closely with the Treasurer and the Governing Board.

Questions about this role: the Treasurer

INTERESTED IN A ROLE THAT'S ALREADY FILLED?

Don't wait for it to open up. Reach out to the person currently in the role, let them know you're interested and willing to help. Many hands make the work lighter, most role-holders are glad to share the load, bring on an assistant, or start showing someone the ropes for when the seat does open.

HOW TO SIGN UP

This is an appointed position. To be considered:

1. Send the board your statement of interest and a short bio.
2. The board votes on appointments at the following monthly meeting.
3. Once appointed, complete any required training (see Requirements above).

What happens after you're appointed: You'll be brought in and shown what you need to get started.

Questions about volunteering in general? See the Get Involved section of the Resources Tab, or contact the board.

Full official duties: see the SLVYHA Bylaws (Article V) and Handbook.
