



## **Equipment Coordinator**

The role of the Equipment Coordinator is as follow:

- Maintain an inventory of PSMHA equipment, including jerseys, pucks, socks, goalie equipment, equipment lockers, and medical kits
- Ensure all medical kits are fully stocked prior to the start of the playing season
- Coordinate and support player evaluations by organizing pinnies and ensuring the appropriate quantity of equipment is available and ready for use
- Issue equipment to teams at the start of the season in accordance with equipment allocations approved by the PSMHA Board of Directors
- Be available throughout the season to distribute additional equipment to teams and players as required (e.g., socks)
- Coordinate the collection of equipment at season end, in conjunction with Division Directors, and ensure all items are returned in good condition
- Oversee the ordering of all association equipment and maintain ongoing communication with vendors to ensure timely delivery and cost-effective purchasing
- Assist in reviewing equipment needs of the Association and prepare reports and recommendations to the Board of Directors as requested
- Given the operational demands of this position, PSMHA encourages a co-equipment manager structure, with two individuals sharing responsibilities to ensure coverage and efficiency.