



Role & Responsibility

Position: Equipment Manager

Description

This role is part of the Lorette Minor Hockey Association (LMHA) Board of Directors. The Equipment Manager will be responsible for ordering and distribution of all equipment, jerseys and apparel. The Equipment Manager will support all Board activities and act in a professional and respectful manner.

Qualifications

- Ability to repair or have equipment repaired
- Ability to develop working relationships with vendors and suppliers
- Respect in Sport for Activity Leaders certification
- Strong interpersonal and organizational skills

Responsibilities

- Ensuring adequate Equipment/Jerseys are available to the teams.
 - Jerseys
 - Socks
 - Safety Kits
 - Goalie Equipment
 - Pucks
 - Nets/Training Equipment
- Distribute the Equipment/Jerseys to the team managers prior to the start of the season
- Organize team photo session
- Display championship banners before start of season
- Coordinate with the apparel company and LMH website representative the online ordering information required to set it up on the LMH website and collaboratively with the board decide on apparel items that are to be included
- Work with the AtoMc Hockey program managers and sponsors
- Distribute received apparel to team managers
- Collect all Equipment/Jerseys that were handed out at the beginning of the year, ensure all jerseys and equipment that were handed out are returned and are in acceptable condition
- Attend LMH board meetings as scheduled

Original Date	December 2, 2020
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Revised by	Dean Carriere