



MMHA Roles & Responsibilities

Role: Equipment Manager

Description:

This role is part of the Mitchell Minor Hockey Association (MMHA) 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

- Complete jersey inventory pre-season (ensure all jerseys match with number to size)
- Ensuring adequate jerseys and equipment are available for the teams
- Annual review of jersey grading (wear and tear)
- Distribute the locker keys/ equipment/jerseys to the team managers prior to the start of the season
- 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
- Ensure all goalie equipment is in working order
- Keep a watch on inventory of pucks
- Attend MMHA board meetings as scheduled

Time Commitment

- Beginning of season and end of season are busy as equipment is being distributed and then collected.