



## Equipment Manager

First, thank you for volunteering to be the Equipment Manager. You are the voice Vernon Baseball. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is a list of the common duties of the Equipment Manager. If you have questions that have not been answered here, please seek support from the Vice President.

### Role

The Equipment Manager's primary responsibility is to provide equipment to all of the Division Directors. In addition, the Equipment Manager must communicate effectively with Vernon Baseball Executive, coaches, umpires and parents as required. Finally, the Equipment Manager must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

### Duties

**Monthly Meetings:** Attend monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. Understand Vernon Baseball policies, Code of Conduct and the rules that apply to each division.

**Pre-Season:** Establish a yearly equipment budget. Determine the needs based on past orders. Receive board approval on large expenditures. Send out request for tender to local businesses and new prospects. Order, receive and distribute equipment, working with the Division Directors. Address any issues with size, damage, or the loss of equipment. Work with Umpire-in-chief to provide equipment for umpires.

**Maintenance:** Supply and maintain equipment for lock ups and lock boxes. Provide equipment for all divisions through the spring, summer, and fall seasons. Supply all required equipment for the winter ball program.

**VDBA Equipment:** All equipment must be deemed safe for use. All unsafe equipment is to be removed from play. Cleanliness and safe storage during the season is the coaches' responsibility. Storage lock ups are to be clean and organised at all times. These areas are accessed by GVPRD staff and others.

**Year End Storage:** This time of year requires volunteer help. All team bags and equipment need to be gone through and cleaned. A list of new equipment should be done at this time to prepare for the yearly budget. Store all equipment in designated areas. Prepare for the cold of winter and the dampness of spring. Work with the filed Manager to remove equipment from lock boxes. Address any concerns at this time to ensure a smooth start to the spring season.

**Summary:** This job title come with are large work load over a short period of time. Planning ahead and utilizing the large volunteer force (parents) is your top priority. Being a good communicator and having the ability to work with others is an asset. The Equipment Manager has the full support of the Executive. Be creative, Vernon Baseball is always looking for ways to improve.