

## Equipment Manager Responsibilities

### Budget

Contacts and works with executive staff to determine equipment needs in November for preparation of the Spring seasonal budget by the end of November. After budget is approved, places orders for equipment teams so that all equipment is in stock before Feb. 1.

### Inventory

1. Takes season end inventory, checks equipment and prepares list of items to be replaced for the budget. Get input from the President and indirectly from coaches regarding any changes to equipment requirements.

2. Keeps lacrosse equipment and score boxes in secure location during the off season. Stored goals should be locked together to a fixed object like a chain link fence post.

3. Labels all of equipment with indelible ink or other appropriate non-interfering markings.

4. Provides beginning season inventory list to Treasurer.

5. Arranges for pick up or delivery of coaches gear bags and score boxes at the beginning and end of each camp or seasonal program.

### Goals

1. Checks goals before the beginning of each camp or seasonal program.

2. Makes repairs and or replaces nets. Nets should be **double crossed wrapped** with 5/32 inch (4mm) nylon rope. The upper cross bar of the goal and the upper corners should be wrapped twice to make sure the nets are secure. The bottom corners should also be wrapped twice. Replacement nets should be at least 4mm. Holes in the nets can repaired with 5/32 (4 mm) nylon rope.

3. Moves goals to/from secured area in timely manner for programs.

4. Each goal should have a cable and KEYED lock. Maintain extra keys in stock. Keys should be given to coach(es) at the beginning of the season and collected at the end of the season. If there are dial locks, maintain lock combination and only give it out to coaches and team managers.