

Carlsbad Softball Association Equipment Coordinator

Description of Position:

The Equipment Coordinator purchases, distributes and keeps an inventory of all CSA equipment including bats, balls, catcher's gear, team bags, Jr. Umpire gear, etc. The Equipment Coordinator is not responsible for uniforms.

Reporting Relationships:

The Equipment Coordinator reports directly to the Player Agent and also works in with the Field Maintenance Manager. Also works with Seabreeze Coordinator to order equipment (balls) for the tournament.

Time requirements:

- Attend all Board meetings.
- Approximately 3-5 hours prior to opening day preparing bags for all teams. (This can be done in less time with volunteer assistance)
- Approximately 1-2 hours per week dealing with equipment issues and ordering equipment.
- Approximately 2-3 hours at the end of the season retrieving equipment and storing at CHS.
- Approximately 2 hours to prepare and distribute team bags for fall ball.

Season Schedule:

December: Inventory of old equipment and determine equipment needs.

Order equipment for spring season

January: Distribute equipment.

February-April: Handle minor equipment issues as necessary.

May: Order all-star equipment (if necessary) and Seabreeze supplies (balls).

August: Prepare and distribute fall ball equipment

November: Collect fall ball team bags.

Individual Tasks:

- Inventory all equipment
- Supervise volunteers to make "team bags" for spring season
- Distribute team bags.
- Distribute "KNACK" box keys.
- Deal with individual equipment issues as they arise.
- Collect equipment and keys at end of season.
- Store gear at CHS
- Prepare team bags for fall ball
- Collect fall ball team bags.

Related Documents:

None

7/10/2006