



TEA TREE GULLY CITY SOCCER CLUB

POSITION DESCRIPTION –

EQUIPMENT OFFICER

Version 1.0, January 2022

The primary role of the equipment officer is to maintain safe operation and longevity of club equipment. The role generally encompasses the acquisition, management and protection of club equipment.

RESPONSIBILITIES

Prior to the season

- Undertake a review of all club equipment and identify the club's equipment needs for the upcoming season.
- Review all club equipment from an operational and safety perspective. Repair equipment as required and disposing of equipment no longer usable. (Ensure the equipment register is updated for equipment no longer being used)
- Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the committee to purchase the equipment
- Update the equipment register for all new equipment purchased
- Allocate club equipment to appropriate club officers, updating the equipment register to note who is now responsible for each piece of club equipment
- Liaise with equipment suppliers for purchases and maintenance

During the season

- Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition
- Ensure club equipment not being used is stored in a manner conducive to its safe use and longevity

Post season

- Collect all equipment to be stored during the off season (updating the equipment register)
- Review and repair any equipment requiring attention
- Follow up equipment not returned as required
- Notify the committee of likely equipment requirements for the following year

REQUIREMENTS

The Equipment Officer is expected to:

- Follow up missing equipment
- Be well informed of all organisation activities
- Be aware of the future directions and plans of members and the club
- Attend all Committee meetings

DESIRABLE ATTRIBUTES

The Equipment Officer should:

- Be organised
- Have strong understanding of the equipment needs of the club



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ADMINISTRATION

This document is administered by the Tea Tree Gully City Soccer Club Committee and will be reviewed every two years and updated where applicable.

Version History

Version	Date	Description	Next Review Date
1.0	6 June 2022	Adopted and endorsed by Committee	June 2024