



## **Area Equipment Manager**

Each “area” or “club” participating in TYLA is required to have an equipment manager. The Area Equipment Manager works with the TYLA Equipment Manager as a liaison to the area teams in equipment inventory control, equipment distribution and collection and equipment requirements for the upcoming seasons. In addition, the Area Equipment Manager oversees the storage of all team and player equipment in their respective area.

### **Skills**

- Able to communicate efficiently to all TYLA members, coaches and players
- Able to create and maintain database
- Excel in organizing and storage

### **Tasks**

- Follow the TYLA Equipment Policy
- Manage their areas inventory of equipment
- Issue equipment to all area teams and players at the beginning of each season
- Collect equipment from all area teams and players at the end of each season
- Maintain database of club equipment loaned to any teams and players
- Maintain and repair equipment as necessary
- Submit damage and loss reports to TYLA Equipment Manager
- Provide a list of equipment needed for players in the club
- Submit request forms when new equipment is needed
- Make sure all storage facilities are maintained