

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.13	DATE APPROVED: May 29, 2025
TITLE: Position Description for the Director, Equipment Management	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Is responsible for the evaluation, procurement and maintenance of all equipment.
- Provides recommendations for replacement of unsuitable equipment and prepares budget requirements for equipment to be submitted to the Board.
- Arranges for handling, storage, repairing, cleaning and inventory of equipment.
- Arranges for distribution of equipment to evaluation team, conditioning program, and individual teams at the start of the season and ensures that all equipment is returned at the end of the season.
- Ensures that all name bars, captain, assistant captain and other sponsorship bars are removed at the end of the season.
- Responsible for the organization and tidiness of the equipment locker.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Working knowledge of Microsoft Word and Excel
- Strong organizational skills

3. TIME COMMITMENT

- Approximately five (5) hours per week at the beginning and end of the hockey season.
- Limited time demands during the remainder of the year.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.