***E.S.P.L. JOB DESCRIPTION***

***EQUIPMENT MANAGER***

***2011***

***Job Description:***

**1:** Creates an inventory of all current equipment and replace necessary equipment as needed.

**2:** Works closely with Sponsor Liaison in coordinating the ordering of Sponsor sweaters while establishing team colours and sponsor logos.

**3:** Obtain three quotes and order all authorized equipment required by league teams. (Bats, Balls, Equipment Bags, Score sheets, hammer & tape measuring equip.)

**4:** Inspect and order all necessary first aid materials.

**5:** Obtain off season storage area for all league equipment.

**6:** Obtain permission for the storing of base and plate equipment in Centennial Park Garage during playing season.

**7:** Obtain person or persons to look after the handing out and locking up of base and plate equipment on game days.

**8:** Supply a quote and obtain a cheque from treasurer for the payment of all equipment. Give copy of paid invoices to treasurer.