



Tualatin Timberwolves Youth Football Association

P.O. Box 394
Tualatin, OR 97062
www.tualatinyouthfootball.org

Equipment Director

Objective:

Responsible for the purchase, coordination of distribution/collection, storage and maintenance of all youth football athletic equipment for TTYFA.

Responsibilities:

- Establish, document, coordinate, facilitate, and maintain a process to pick up and return all TTYFA owned equipment provided to players
- Assure availability of equipment when needed during the season
- Coordinate equipment reconditioning at the end of the season
- Prepare annual budget figures for expected equipment purchases for the upcoming season
- Obtain and present a minimum of (3) bids pertaining to equipment, to the Board for voting, prior to purchasing any equipment
- Ensure proper security and storage of equipment owned by TTYFA
- End of season – ensure all equipment is returned (including equipment from dropped participants) and any missing or damaged equipment is documented.
- Coordinate with the Treasurer on equipment deposit checks to be returned to player or cashed due to missing/damaged equipment
- Conduct end of year inventory
- Maintain inventory of all youth football equipment. (i.e. helmets, shoulder pads, blocking pads, sled pads, down/distance markers)
- Maintain inventory of all first aid and repair equipment (helmet/shoulder pad parts, tape, ice packs, band aids, etc.)
- Maintain inventory of all coaching equipment (footballs, bags, boxes, tools, scrimmage gear, cones etc.)
- Coordinate helmet and shoulder pad certification, cleaning and maintenance
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary
- Perform other duties as prescribed by the Board
- Continually review and modify any necessary changes to this job description to keep it up-to-date and provide those changes to the Secretary to update the master file

1/17/06

Equipment Coordinator
Timeline of Events

EVENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Equipment Inventory	X											X
Budget Figures (assuming player numbers are forecast)		X										
Helmet & Shoulder Pad Cert./Recondition			X	X								
Registration				X								
New Equipment Orders					X	X						
Equipment Issue						X	X	X				
Special Orders							X	X				
Coaches Box/Bag Inventory						X						
Coaches Box/Bag Restock							X					
Accommodate Equipment Issue No-Shows								X				
Inventory/Restock First Aid & Repair Parts								X	X	X	X	