



## INTERNATIONAL COMPETITIONS JOB DESCRIPTION

Staff Name

Job Title **Equipment Manager**

Update: 10/12

Sport

Reports to: Team Leader, Head Coach

### GENERAL DESCRIPTION

At the international level all staff are expected to serve as leaders, facilitators, motivators, and administrators. While they may be asked to fine tune a technique, or participate in a drill, they should not be expected to re-teach or dramatically change an acquired skill or technique. The responsibilities of the Equipment Manager include:

1. Support the Management of Team USA.
2. Coordinate the collection, inventory, storage, and transportation of all sport equipment, extra sport chairs, and luggage to all venues (practice & competition) including the lodgings.
3. Be familiar with equipment being used by the athletes for each sport and be prepared to assist in repairs. Athletes are responsible for providing their own "expendable" items such as tubes and tires.
4. Obtain equipment repair kit from the International Competitions Coordinator. Communicate with all Head Coaches for equipment and supply needs prior to travel and purchase whatever is necessary (using Team funds).
5. Coordinate transportation of rental vehicle and drivers.
6. Purchase any equipment and supplies on-site as necessary (using Team funds) such as team tents, coolers, water, snacks, etc. Assist with any equipment repair or maintenance for Team USA athletes throughout the event.
7. Whenever it is required to enter a contract with another organization (i.e. travel agency, tour guides) ensure contracts are only signed by the WASUSA Chairman of the Board or designee.
8. Ensure all receipts and invoices are submitted to the International Competitions Coordinator. These invoices/receipts will then be submitted to the WASUSA BOD Treasurer for reimbursement within 10 days of end of trip. Ensure expenditures stay within the team budget of approved expenditures.
9. Interface with Team Leader for scheduling of facilities for practices and meetings.
10. Attend all Team meetings. Attend all practice sessions that require equipment support while at event.
11. Enforce the established guidelines for athletes, staff, and families during all Team travel.
12. Follow and enforce conduct code, reporting infractions to the Team Leader.

# JOB DESCRIPTION

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13. Ensure the safety of athletes throughout the duration of the trip making sure all athletes are under staff supervision at all times during travel and the IWAS competitions. With Team Leader and Assistant Team Leader ensure the safety plan notebook and first aid kit is with team at all times during trip.
14. Wear team uniforms for all events where Team USA is represented.
15. As a representative of Team USA, assist with all team management duties including equipment, transportation, and supervision of athletes.
16. Upon completion of the trip ensure the repair kit is restocked and sent back to the International Competitions Coordinator for future trips. Complete a report of what items were used or areas missing for future international trips providing to the Team Leader for the Final Report.

