

## Equipment Manager Job Description

### Vision:

**What do you deliver:** Efficient equipment inventory, distribution and retrieval system.

**How you deliver:** Create a professional but friendly atmosphere for captains and workers.

### Responsibilities:

Equipment inventory, planning and acquisition

Equipment distribution & redistribution

Equipment retrieval, cleanup and packing

### Equipment Manager Check List:

#### Pre Event:

- Review this job description with the clerk of the course, chief of controls or chairperson as needed.
- Inventory existing equipment.
- Go over proposed schedule and stage assignments with chief of controls or clerk of the course.
- Develop proposed equipment needs list based on current inventory, the planned course and Desert Storm and CRS equipment available.
- Review your budget and equipment needs with Clerk of the Course.
- Assure that all new equipment and materials (as approved by the Clerk of the Course) needed are acquired.
- Assure that new arrows, hazard markers, etc are made as needed.
- Prepare equipment lists for each captain.
- Prepare a schedule for those pieces of equipment that are reused (like a PA system)
- Coordinate "Captain's Box" contents with Clerk of the Course and Chief of Controls.

#### Day of Event:

- Log all Desert Storm and CRS equipment at it is received.
- Start and synchronize all clocks
- Box/bag each captain's equipment.
- Go over equipment and materials list with each captain
- Go over equipment reuse plans with each impacted captain.
- On return check off all equipment using original captain's list.
- Make sure all staples are removed from signs and arrows.
- Separate out CRS and Desert Storm event equipment and compare with original list.
- Return CRS equipment to CRS equipment manager.

#### Post Event:

- Inventory all equipment for next year.
- Roll all pennant ribbon, box arrows, hazard markers and other equipment
- Revise this check off list and submit to the Clerk of the Course for next year.
- Email Chairperson with feedback.