



# Equipment Officer

The role of the Equipment Officer is to maintain safe operation and longevity of centre equipment. This includes being responsible for the acquisition, management, and protection of centre equipment.

## Key Duties & Responsibilities:

- Regularly update the Centre's asset list/register for all new equipment purchased, as well as any equipment no longer being used or sold.
- Ensure all equipment meets all the technical requirements for all events and age groups. In addition, aware of any necessary equipment specification changes for the next season.
- *Prior to the season:*
  - Undertake a review of all Centre equipment and identify the Centre's equipment needs for the upcoming season.
  - Review all Centre equipment from an operational and safety perspective. Repair and service equipment as required and disposing of equipment that is no longer usable.
  - For new equipment, obtain quotes and seek approval from the Centre committee to purchase the equipment. to Liaise with equipment suppliers for purchases and maintenance.
- *During the season:*
  - Monitor equipment throughout the year to ensure it remains accounted for and in safe working conditions.
- *Post season:*
  - Undertake a stock take of Centre equipment and update the Asset List/Register in preparation for the next season.
  - Review and repair/service any equipment requiring attention.
  - Notify the Centre committee of likely equipment requirements for the next season.