

Equipment Manager Job Description

Vision:

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

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

Responsibilities:

Equipment inventorying, planning and acquisition

Equipment distribution & redistribution

Equipment retrieval, cleanup and packing

Equipment Manager Check List:

Pre Event:

- ◇ Review this job description with the Rallymaster and revise as needed
- ◇ Inventory existing equipment (or review last year's documentation)
- ◇ Go over proposed schedule and stage assignments with the Clerk of the Course
- ◇ Coordinate with CRS equipment manager to assure that he can support the event
- ◇ Develop proposed equipment needs list based on the current inventory, the planned course and CRS equipment available
- ◇ Review your budget and equipment needs with the 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 PA system)

Day of Event:

- ◇ Log all CRS equipment as 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 equipment and compare with original checkin 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 Rallymaster for next year.

Problems and Solutions