

Volunteer Opportunity: Equipment Manager

How to Apply: Email president@richmondlacrosse.com with your qualifications.

Purpose / Summary

The Equipment Manager oversees all equipment inventory, distribution, maintenance, and replacement for Richmond Lacrosse Association (RLA). This includes managing team gear, goalie equipment, Try Lacrosse gear, first-aid supplies, and storage facilities. The Equipment Manager ensures all athletes and teams have safe, functional equipment and that RLA resources are well-organized and responsibly managed.

Key Responsibilities

1. Inventory Management

- Maintain an accurate inventory of all RLA equipment including jerseys, goalie gear, Try Lacrosse gear, balls, first-aid kits, and field/box equipment.
- Track condition, quantity, and lifespan of equipment to identify replacement needs.

2. Equipment Distribution & Collection

- Coordinate equipment pick-up and return days for coaches, managers, and teams at the beginning and end of each season.
- Issue full team equipment packages (sticks, pinnies, cones, first-aid kits, etc.) as needed.
- Collect, inspect, and sort returned equipment, identifying items needing repair or replacement.

3. Procurement & Budget Oversight

- Work with the Treasurer and Board to set the annual equipment budget.
- Purchase required equipment within approved budgets.
- Obtain quotes and compare suppliers to ensure responsible and value-driven purchasing decisions.

4. Maintenance & Safety

- Ensure all equipment meets safety standards.
- Replace broken, damaged, or outdated items promptly.
- Maintain goalie gear to ensure proper function and fit.

5. Game & Practice Support

- Provide equipment support for association events (Try Lacrosse, tournaments, clinics).
- Assist coaches and managers with special equipment needs during the season.

6. Storage & Organization

- Maintain cleanliness and organization of RLA storage rooms, bins, and equipment spaces.
- Implement labeling or tracking systems for improved inventory control.

Skills & Qualifications

- Strong organizational and logistics skills.
- Ability to lift and move equipment bins (moderate physical work).
- Basic budgeting and cost-management awareness.
- Attention to detail and ability to track inventory.
- Experience with youth sports equipment is helpful but not required.
- Friendly, reliable, and comfortable interacting with coaches and team staff.

Time Commitment

- Volunteer position.
- Peak workload during pre-season distribution (January–March) and post-season collection (June–July).
- Moderate tasks during the season for replacement, repairs, and event support.
- Attendance at Board meetings when equipment updates or budget items are discussed.

Support & Reporting

- Reports to: **RLA President** and Board of Directors.
- Works closely with: Coaches, Division Managers, Event Coordinators, Try Lacrosse volunteers, and Treasurer.

Why This Role Matters

Equipment is essential to player safety, development, and enjoyment. The Equipment Manager ensures every athlete and team is equipped to play, learn, and succeed—making this role one of the core operational pillars of the association.