



JOB DESCRIPTION – EQUIPMENT MANAGER ADAPTIVE SPORTS USA INTERNATIONAL EVENTS

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.

EQUIPMENT MANAGER

The responsibilities of the Equipment Manager include:

1. Support the management of the Adaptive Sports USA team.
2. Coordinate the collection, inventory, storage, and transportation of all sports equipment, extra sport chairs, and luggage to all venues (practice & competition) including the lodgings. Coordinate with staff/athletes to assist in transport.
3. Obtain equipment repair kit from the International Competitions Committee Chairperson. Communicate with all Head Coaches for equipment and supply needs prior to travel and purchase necessary items (using Team funds). 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 the Adaptive Sports USA team athletes throughout the event.
4. Interface with Team Leader for scheduling of facilities for practices and meetings.
5. Attend all team meetings.
6. Enforce the established guidelines for athletes, staff, and families during all team travel.
7. Follow and enforce conduct code, reporting infractions to the Team Leader.
8. 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.
9. Wear team uniforms for all events where the Adaptive Sports USA team is represented.
10. As a representative of the Adaptive Sports USA team, assist with all team management duties including equipment, transportation, and supervision of athletes.
13. Upon completion of the trip ensure the repair kit is restocked and sent back to the International Competitions Committee Chairperson for future trips. Complete a report of what items were used or are missing for future international trips. Provide final report to the Team Leader and International Competitions Committee Chairperson.