

EQUIPMENT/GROUNDS COORDINATOR

1. Shall be responsible for the purchase of all equipment, including but not limited to game day uniforms, practice uniforms, pads, helmets and safety gear.
2. Shall control the issue and return of practice and game equipment, prior to and after the regular season.
3. Shall compile an itemized list of equipment to be given to the President and Secretary for inventory purposes.
4. Shall attend all board meetings with a detailed report showing status of equipment inventory and anticipation of purchasing of new equipment.
5. Shall attend any additional meetings such as coaches meetings, committee meetings when deemed necessary.
6. Shall perform such other duties as may be required by the Constitution and Bylaws, the President, or other Board of Directors.
7. Shall be responsible for supplying and maintaining First Aid kits for coaches.
8. Shall be responsible for the preparation of fields for games and practices. This includes but is not limited to field maintenance, lining the fields, placing yard markers. Shall be responsible for maintaining communication with School District employees in regards to field accessibility and improvements.
9. Shall work with Football Director in providing equipment such as tackling dummies, sleds, weigh-in scales, etc. for coaches during practices and games.
10. Shall be responsible for maintenance of the field weekly during the season. This includes but is not limited to garbage removal, bathroom maintenance, crow's nest maintenance, and making sure the field provides a safe environment for players and spectators.
11. Shall be responsible for all audio/visual equipment including score boards, PA system, video camera, etc. Shall ensure all equipment is in working order, and will be responsible for keeping such equipment in working order.
12. Shall be responsible one entity of each subcommittee: Registration, camp, media relations/special events, and sponsorship.