

## Equipment Manager

The Equipment Manager duties include but are not limited to:

- Maintenance and management of all League equipment (tees, pitching machines, gear and gear bags, etc.) used by the League.
- Organization and maintenance of the equipment room and all equipment therein.
- Procure and distribute baseballs, equipment, uniforms, etc. to teams/coaches.
- Serve as the primary point of contact for all equipment/uniform suppliers. (Ex: BSN questions around uniforms or shipments.)
- Ensure that there is an adequate supply of baseballs available for all games.
- Make arrangements for tournament teams to have the proper equipment.
- He/she will also be in charge of keeping a running inventory of all equipment.
- He/she will work with the Player Agent to order trophies for regular season and playoffs, as well as any other special awards.
- He/she will work with the Fundraising Director and Concession Director to sell excess inventory.

This position will be required to be in the rotation for Board Member on Duty. While on Board Duty, each board member on duty must open and close the facility; hang the flags on game days; be available to handle incident reports; respond to inquiries from parents, players, etc. and periodically walk the complex to make sure everything is running smoothly. This position must also comply with the Conflict of Interest Policy on file with the IRS and the Virginia State Corporation Commission.

I \_\_\_\_\_, accept the responsibilities and requirements of the position of Equipment Manager as outlined above. I understand that in accordance with the rules of Babe Ruth Leagues of Virginia, Inc. that I will have to undergo a limited background check prior to taking office. I also understand that if I am unable to perform these responsibilities and requirements I can be removed from this position by a majority vote by the Board.

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Signature

\_\_\_\_\_  
Date