



Equipment Coordinator Role & Responsibilities

Overview

The NCBA Equipment Coordinator shall report to the Treasurer and assist the association by assuming full responsibility of the Equipment room including organizing, planning, inventory, and any other necessary duties.

Specific Responsibilities:

- Maintain the Equipment Room in a state of good order
- Maintain logs for keys issued to coaches which access NCBA facilities and equipment
- Issue equipment to NCBA coaches at the start of the season
- Recover equipment from coaches when the season ends
- Maintain inventories of equipment and field supplies
- Report to the Treasurer when certain equipment and supplies need to be ordered
- Receive and inventory equipment as it is delivered to the NCBA