Waratah Netball Club
Equipment Officer Duties

11th November 2026
Ver 2.0

Intro

The Equipment Officer is a Non-Executive position of the Club Management Committee. The Equipment Officer's primary role is to manage and account for the Club equipment. The Equipment Officer should have a rudimentary knowledge of budgeting and procurement processes.

Equipment Officer Tasks

The Equipment Officer should:

- Maintain records of Club equipment
- Liaise with the Treasurer to develop the equipment budget
- Manage Club equipment as per the guidelines in Attachment A
- Issue and receive Club equipment as per the template in Attachment B
- Manage secure storage of equipment during non-use periods
- Organise training and game day bags in a timely manner for distribution to the coaches at the start of the season. This includes stocking the bags with all necessary equipment (game balls, training balls, First Aid Kits, clipboards, etc)
- Ensure that team points of contact are issued with suitable equipment at the start of the season
- Seek Executive approval to procure additional stocks, particularly those of patches, bibs, and balls, as these take time to order and receive
- Ensure that coaches/managers return equipment in a clean and dry condition at the end of the season
- Note any equipment that needs replacing (such as position patches or training bibs, bags, etc) or replenishing (mainly First Aid Kits).
- Attend Club Management Committee meetings

Equipment Funds

The Equipment Officer will be allocated a $100 budget for disposable items (eg ice packs, strapping tape, bandaids etc). This budget may be expended without further authorisation from the Management Committee, however the Equipment Officer must ensure receipts for all purchases are provided to the Treasurer.

Any purchase for non-disposable equipment, or expenditure above $100 in total, must be approved by the Treasurer, or via a Management Committee meeting.

Attachment A

Equipment Management Guidelines

These guidelines provide a simple and transparent process for managing Club equipment safely, consistently, and within the approved budget.

- **Equipment register:** Maintain a current register showing each item's description, quantity, condition, purchase date or estimated age, storage location, assigned team or custodian, maintenance history, and disposal date where applicable.
- **Issue and return:** Record equipment issued to each coach or manager and require acknowledgement of receipt. Set and communicate return dates, and follow up promptly on overdue or missing items.
- **Inspections:** Inspect equipment before issue, periodically during the season, and when returned. Unsafe or damaged equipment must be tagged, removed from use and reported; specialist repairs should be referred to an appropriately qualified provider.
- **Storage:** Store equipment in a secure, dry and orderly location, protected from weather, pests and unauthorised access.
- **Maintenance:** Follow manufacturer instructions and a simple maintenance schedule. Ensure that the equipment is clean and dry before storage, replenish first aid and disposable supplies, and record servicing and repairs.
- **Purchasing:** Confirm need, available stock, expected life, safety, suitability and whole-of-life cost before purchasing. Obtain approval in accordance with the Club's financial delegations and retain receipts and warranty information.
- **Loss and damage:** Ask the custodian to report lost, stolen or damaged equipment as soon as practicable. Record the incident and advise the Management Committee where replacement cost, safety or insurance may be affected.
- **Disposal:** Obtain Committee approval before selling, donating, recycling or discarding Club equipment. Remove unsafe items from use and update the register with the disposal method and date.
- **Annual review:** Complete an end-of-season stocktake, reconcile issued items, identify replacement priorities and provide a brief equipment report and budget forecast to the Management Committee.

Attachment B

Equipment Issue and Return Form

Use one form for each team, coach or manager. Complete the issue section when equipment is collected and the return section when it is handed back.

Club and Custodian Details			
Team		**Season / Year**	
Grade		**Issue Date**	
Coach / Manager		**Return Due Date**	
Mobile		**Email**	

Equipment Issued and Returned

Item / Description	Qty Issued	Condition at Issue (Good, OK, Poor)	Qty Returned	Condition at Return (Good, OK, Poor)	Missing / Damage / Action Required
Game balls					
Training balls					
Training Bibs					
Position patchess					
Training cones / markers					
First aid kit					
Clipboard / whistle					
Fitness equipment					
Other:					

Issue Acknowledgement	
I acknowledge receipt of the equipment listed above. I will use it for Club activities, take reasonable care of it, keep it secure, report loss or damage promptly, and return it by the due date in a clean and dry condition, allowing for fair wear and tear.	
Coach / Manager Signature _____	**Date** ____ / ____ / _____
Equipment Officer Signature _____	Date ____ / ____ / _____

Return Inspection and Close-out	
Actual Return Date ____ / ____ / _____	
Details of missing, damaged or depleted items, and actions required: _____ _____ _____ _____ _____ _____ _____ _____	
Coach / Manager Signature _____	**Date** ____ / ____ / _____
Equipment Officer Signature _____	Date ____ / ____ / _____