



# Calwell Little Athletics Club Incorporated

## Role Statement – Equipment and Grounds



### Overview

This role is to ensure that there is a consistent single point of contact within the club who will liaise with external bodies, schools, community and association members for hire or general use of equipment

The Equipment and Grounds Manager is a general or appointed committee member. CLAC hires the track from the local Government. The local Government also hires the track to other clubs and schools during the week. CLAC hires its equipment upon request ([form available on website](#)).

### Equipment

- ✓ Maintain up-to-date inventory of equipment
  - Tracks and records all equipment hired out and checks condition upon return.
- ✓ Organise stocktake of equipment at end of season
  - Create a list of all inventory and condition (for advice to committee) - with advice prior to next season with regards to replacement or maintenance.
- ✓ Organise storage change-over with BBFC (Brindabella Blues Football Club)
  - Coordinate with committee to ensure “bodies” available to assist with change-over”.
- ✓ Be contact point in Club for requests for new and replacement equipment, and items requiring repair, maintenance or replenishment.
  - Co-ordinate requests and recommend to Committee for approval if appropriate
  - Identify potential suppliers and costs
  - Deal with equipment suppliers
- ✓ Act as contact point for “schools” and “community groups” for the organisation and lending of equipment for functions.
- ✓ Co-ordinate the set-up and pack-up of equipment on competition days
  - Recommend to the committee a suitable roster system for set-up/pack-up

### Grounds

- Co-ordinate ground bookings for the club to cover
  - Competition
  - Training
  - In-house coaching/familiarisation sessions
  - Presentation day
- Deal with ACT Government on grounds maintenance issues requiring attention
  - Ensures grounds are booked in advance.
  - Advise communications manager, website manager and committee of any future closures, maintenance requirements etc

