



Team Ontario Staff Roles & Responsibilities

EQUIPMENT MANAGER

Introduction

This agreement outlines the responsibilities, conduct, and ethical expectations for Equipment Managers with Football Ontario. Equipment Managers are vital representatives of the organization and play a key role in ensuring the health, safety, and preparedness of athletes and staff.

Through professionalism, attention to detail, and collaboration, the Equipment Manager supports Football Ontario's mission to provide a safe, organized, and high-performing team environment.

Football Ontario Mission Statement

"To Provide Football for All, Through Leadership, Promotion, and Development."

Football Ontario Core Values

- **Innovation:** Pursuing innovative approaches as the provincial governing body.
 - **Alignment:** Aligning football across Ontario under a unified vision.
 - **Excellence:** Committing to high standards and excellence at all levels.
 - **Wellness:** Ensuring the wellness and health of all participants.
 - **Community:** Involving the community in decision-making.
 - **Inclusion:** Promoting an inclusive environment for the growth of football.
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1. CORE OBJECTIVE

The Equipment Manager's primary objective is to safeguard athlete health and support team performance by professionally managing and maintaining all equipment, gear, and facilities. This role is central to creating a safe, clean, and organized environment that reflects the professionalism of the entire organization.

2. ROLES AND RESPONSIBILITIES

A. Leadership & Financial Management



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Responsibility Area	Key Tasks
Budgeting & Purchasing	Prepare, manage, and track the annual equipment budget. Implement competitive bidding and standardized approval processes for all purchases.
Inventory Control	Maintain accurate, up-to-date master inventory records, including equipment safety logs and athlete sizing data. Implement systems to track the complete equipment lifecycle.
Safety & Reconditioning	Manage the reconditioning and recertification program for protective gear (e.g., helmets, shoulder pads) to ensure they meet safety standards and extend their lifespan.
Personnel Management	Lead, train, and supervise Equipment Assistants and volunteers.

B. Operational Execution (Gameday & Practice)

Responsibility Area	Key Tasks
Locker Room & Laundry	Ensure the locker room is cleaned and organized daily during events. Provide timely laundry service for practice gear, uniforms, and towels.
Equipment Maintenance	Perform minor, on-the-fly equipment repairs and adjustments during practices and games using a well-stocked toolkit.
Field Support	Prepare all necessary practice gear and set up position stations as instructed by the coaching staff.
Game Day Logistics	Coordinate and transport all general game equipment, hydration supplies, and necessary spares for both home and away games. Set up a clean, organized visiting locker room.

C. Seasonal Cycle Management

Season / Phase	Focus & Key Deliverables
Before the Season	Conduct a full inventory check. Ensure all orders have arrived and are ready for issue. Apply decals to helmets and instruct athletes on the proper use, fitting, and care of their equipment.



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End of the Season Conduct a full inspection of all gear to determine repair/replacement needs. Ensure all loaned equipment is returned and reconciled against inventory records. Store all items properly in a clean environment for the offseason.

3. SAFETY MANDATE

Player safety is the paramount concern. The Equipment Manager is responsible for:

- **Proper Fitting:** Ensuring all protective equipment, especially helmets and shoulder pads, are correctly fitted according to manufacturer and league specifications.
 - **Maintenance:** Overseeing the regular care and maintenance of equipment to prevent premature wear and failure.
 - **Collaboration:** Working closely with Athletic Therapists and Medical Staff to ensure a supportive environment for player health and safety.
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4. COMMUNICATION RESPONSIBILITIES

- Communicate consistently with the Head Coach and Football Ontario staff regarding equipment needs and updates.
 - Maintain a shared inventory or tracking document accessible to Football Ontario.
 - Report any safety or maintenance concerns immediately.
 - Support Football Ontario's communication expectations, including adherence to the Rule of Two when working in proximity with athletes.
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5. CODE OF ETHICS

Equipment Managers must uphold the same ethical standards as coaching staff, including:

- **Integrity:** Conduct all actions with honesty and transparency.
 - **Respect:** Treat athletes, staff, and volunteers with dignity.
 - **Safety & Compliance:** Adhere strictly to all Football Ontario and Football Canada safety regulations.
 - **Substance-Free Environment:** Refrain from drug or alcohol use during any Football Ontario event or activity.
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6. REQUIRED CERTIFICATIONS

All Equipment Managers must complete the following certifications through *The Locker*:



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- Safe Sport – <https://thelocker.coach.ca/onlinelearning#SS>
 - Anti-Racism in Coaching - <https://thelocker.coach.ca/onlinelearning#ARIC-E>
 - Making Head-way in Football - <https://coach.ca/nccp-making-head-way-football>
 - Making Ethical Decisions Evaluation – <https://thelocker.coach.ca/onlinelearning#MED-E>
 - Understanding the Rule of Two – <https://thelocker.coach.ca/onlinelearning#URT-E>
 - **Criminal Background Check, including Vulnerable Sector Screening, must be completed and valid prior to the start of the season.**
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