**TINGARA EQUIPMENT OFFICER – PRIMARY DUTIES**

**Prior to wind up:**

Email coaches and Managers regarding bag pick up at end of season wind up.

End of season - collect netball bags at wind up and store them at Brentwood Primary school. Tingara has a store room there – you have to see the school registrar as they have the key and storage is accessed via the school.

**Beginning of season:**

Need to supply the graders with the shed lock information to access balls and bibs for grading (2nd week Feb) - pump balls

Have balls pumped and ready to go in shed. Need size 5 and 4 balls (Ready for 1st training)

Hand out the light keys for training night lights to relevant people.

**Once teams are finalised:**

Purchase balls size 4 and 5, bandaids etc for first aid, timers and batteries

Pack and label bags

* 1 match ball (new)
* 1 match warm up ball (last season)
* 1st aid kit – restock
* Set of bibs
* Timer – check that it works
* 2 batteries
* Clipboard and pen

Deliver bags to coaches and managers meeting where manual and fixtures and score cards will be added.

**Throughout season:**

Maintain pumped balls in trolley

Replace damaged match balls