



2017 Canada Summer Games - Volunteer Position Description

Position Title:	Equipment Rep
Function:	Sport Operations
Reports To:	Sport Chair
No. of Positions:	19

The Equipment Rep is a volunteer position on each Sport Organizing Committee at the 2017 Canada Summer Games, who will work closely with the Sport Chair to ensure that all Field of Play (FOP) sport equipment meets the technical requirements as determined in the technical package.

Duties & Responsibilities

PRE-GAMES

- Working closely with the Sport Chair to identify all field of play sport equipment requirements for the competition
- Identify the procurement requirements for all required sport equipment; purchase, rent, or borrow
- Identify all sponsorship opportunities as they relate to the purchasing or renting of sport equipment and communicate this to the Sport Chair
- Ensure procured equipment meets technical requirements
- Work with the Sport Chair and Host Society Staff Sport & Venue Coordinators to monitor purchasing, warehousing and site delivery requirements
- Attend all meetings as outlined by the Sport Chair

DURING GAMES

- Ensure proper coordination of arrival and return of all sport equipment for the competition
- Manage the setup of the sport equipment on the field of play
- Manage sport equipment during the competition
- Troubleshoot for any equipment related problems during the Games
- Ensure sport equipment is safely secured at the completion of the competition

Skills and Knowledge

- Knowledge of sport equipment requirements
- Ability to work with volunteers and staff

Time Commitment

- Attendance at Sport Organizing Committee meetings, as required
- Full availability for assigned events during Games time, including 1-2 days prior to Games for FOP set-up
- Participate in presentations at Mission, Sponsorship and Sport Technical conferences (5 major conferences prior to games), if required
- Availability 1-3 days post Games to complete FOP decommissioning