

# British Orienteering

## Equipment Officer – Role Specification

*British Orienteering is an Equal Opportunities Employer.*

Title	<b>Equipment Officer</b>
Name	
Role	To ensure supply, delivery and return of specified equipment for every race day and competition that makes up the event.
Appointment and Communications	<ul style="list-style-type: none"> <li>• Appointed by event coordinator</li> <li>• Liaise with race day organiser, planners and specialist team leaders</li> <li>• Attend event committee meetings</li> </ul>
Tasks before the event	<ul style="list-style-type: none"> <li>• Attend site meeting to agree locations for equipment delivery and any access and agree limitations</li> <li>• Find out from previous event equipment officer the event equipment list used.</li> <li>• Maintain central list of equipment supply locations. Delegate some collections, delivery and returns</li> <li>• Ascertain equipment needs for each day</li> <li>• Collect information on equipment already available within clubs, associations and British Orienteering</li> <li>• Investigate sources of equipment, hire and borrow</li> <li>• Obtain quotes for all equipment needs; get 3 quotes for those anticipated to be over £500</li> <li>• Arrange van hire and insurance for event duration</li> <li>• Appoint a deputy van driver. To be included on the van insurance schedule</li> <li>• Agree equipment collection, delivery and removal schedule with race day organisers and team leaders</li> <li>• Identify equipment insurance requirements and value for insurance and arrange cover</li> <li>• Advise safety officer of any manual handling and weight issues to do with equipment</li> <li>• Advise of any safety and security issues with equipment</li> </ul>
Tasks during the event	<ul style="list-style-type: none"> <li>• Collect, deliver and remove all equipment as in agreed schedule</li> <li>• Check equipment before and after use and replace essential items</li> </ul>

	<p>during the event</p> <ul style="list-style-type: none"><li>• Advise set up and take down team of any equipment issues</li><li>• Carry radio and mobile phone to advise race day organiser of any transport issues</li><li>• Transport from event to event any other bulky items as required.</li></ul>
Tasks after the event	<ul style="list-style-type: none"><li>• Return all equipment to its place of storage, hire or onto the next event location</li><li>• Advise of any loss, damage etc and arrange repair or replacement and insurance claims</li><li>• Update equipment schedule for next event</li><li>• Submit any outstanding expenses claims and invoices promptly</li></ul>