

# UNIVERSITY OF HOUSTON EQUIPMENT DEPARTMENT

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## QUALITIES OF A GOOD STUDENT MANAGER

These are some qualities we look for when hiring student managers:

1. **HONESTY** – A student manager must be honest when dealing with the equipment of our university. As a student manager you will have access to clothing, helmets, shoulder pads, and other things that the equipment room will issue. It will be your responsibility to protect this equipment, not steal or give it away. You must also report such incidents to your supervisor if they occur.
2. **LOYALTY** – A student manager must be loyal. He must put his heart and soul into the position. This would mean if you see something that is wrong, make it right, to do things right and to the best of your ability. It also means be faithful to the equipment staff and be able to enforce the policies of the equipment room in a respectful manner.
3. **SELF-MOTIVATED** – A student manager must be able to find something that needs to be done and do it without being told. If you see that there is a problem and something needs to be done, do it.
4. **RELIABLE** – A student manager should be able to get a certain task done right, quickly, and on time. He will always be to work on time. You must be at work. The only times you should be away from work is for class or a family emergency.
5. **LEADERSHIP** – To possess the ability to lead a group of workers through certain tasks, doing them right and on time. Be able to direct a certain activity or operation and the people around you.
6. **INTELLIGENCE** – You must work hard, learn, understand, and make good decisions.
7. **ETHICAL** – As a University of Houston student football manager you will be recognized by the whole University. You must uphold the reputation and honor of the university, the athletic department, and the equipment room. Be courteous, kind, responsible, and respectful to all persons we service.

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## GENERAL RESPONSIBILITIES AND DUTIES

As a University of Houston Student Equipment Manager you will be faced with many duties and responsibilities ranging from towel handout to loading equipment on the airplane on a road trip. You also must be able to adapt to constantly changing situations. You must be able to handle tasks quickly and efficiently. The general duties required by a student manager include:

1. Make sure, players, coaches and trainers are properly clothed for the day. (Socks, jocks, towels, jackets, tights, shorts, helmets, shoulder pads, shoes, etc.)
2. Keep records on the computer of what equipment is issued and returned.
3. Know how to use the sewing machine, the ironing board, the heat machines, and the computer.
4. Know where all types of equipment are located, and be able to retrieve that equipment at the drop of a hat.
5. Be polite and courteous to all players, coaches and other personnel.

There are other major duties and responsibilities that a student manager must be able to do. These will be mentioned in more detail later in the manual.

## EQUIPMENT ISSUE

Student-athletes will not receive any equipment or clothing until authorized by the Compliance Office. Equipment and clothing will be issued only to those student-athletes cleared for participation as noted on the Daily Eligibility Report. Each student-athlete will be issued the necessary clothing and equipment in order to practice and compete for the University of Houston.

In addition, each student-athlete will be furnished with a copy of the athletic equipment room policies as well as a retail value list for each item issued to him/her. Each student-athlete is required to pick-up and sign for all of his/her own clothing and equipment. It is the responsibility of the student-athlete to obtain a receipt from the equipment room for all clothing and equipment issued to them. Equipment and clothing issued by the University of Houston cannot be exchanged at a retail outlet for merchandise or credit and items may not be sold. To do so is a violation of institutional and NCAA rules and will render a student-athlete ineligible for competition.

## **EQUIPMENT RETURN**

All clothing and equipment must be returned to the equipment room upon request. It is the responsibility of the student-athlete to obtain a receipt from the equipment room for all clothing and equipment returned by them. Return all clothing and equipment to the equipment room; do not assume any clothing or equipment is yours to keep. If a student-athlete quits a team, is cut from a team, or is no longer on a team for any other reason, all clothing and equipment must be returned to the equipment room within one week from the date of separation from the team. Student-athletes must return all equipment and clothing from road trips (sweats, shirts, bags, etc.) the first day back to campus. Failure to return clothing and equipment in a timely manner will result in the retail value for each non-returned item being billed to the student-athlete's account.

In addition, clothing or equipment that is returned damaged by means other than normal wear and tear will be billed to the student-athlete's account at retail value. Once the student-athlete's account is billed, the clothing or equipment becomes the property of the student-athlete and may not be returned to the equipment room for a refund.

## **EQUIPMENT RESPONSIBILITY**

Each student-athlete is responsible for all clothing or equipment issued to him/her. Do not throw away damaged equipment. Return all damaged equipment to the equipment room for a replacement. All issued equipment must be kept locked in each student-athlete's locker to avoid gear being stolen.

## **MAINTENANCE PROGRAM**

Another major duty of a student manager is the maintenance program. As a manager you'll be responsible for a certain amount of players' shoulder pads and helmets. Every two weeks your player's helmets and shoulder pads will be checked to make sure they are in good working order. You will have a maintenance book to keep track of the problems, if there are any. These problems will be recorded in your book through checklists. (See next pages for helmet and shoulder pad checklists.) This task is taken very seriously all managers and is one of the most important jobs a student manager takes part in.