

## **DUTIES OF ARMORER**

### Duties:

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### Armoring Sessions

This is the largest part of your job, and can be the most stressful. But if you keep your head, it's not bad at all. The key thing to remember about armoring sessions is that your job isn't to fix everything yourself, it's to make sure that everything gets fixed. This normally means that the entire armoring session all you will be doing is delegating. It is also important to note that you are not expected to know how to fix everything. If you don't know how to fix something ask one of the coaches and they will gladly show you how.

It is your job to let everyone know about upcoming armoring sessions. You should make announcements at the beginning of practice at least a week in advance and you should also send out an email. The email should include information like when it's going to be and who's house it's going to be held at. If possible include a map to the location. Also leave your number and email address and tell them that if they need a ride or can give a ride that they are to contact you. (You don't need to give everyone rides, just make sure that everyone has a ride.) Then send this email to the spider email requesting Dave to send it to the entire club.

It is your duty to get all of the equipment to the armoring session. You can either bring it in your car, or you can ask someone who is trustworthy to bring it. Remember that you need to trust who ever you put in charge of bringing the equipment, because if they do not show, there are going to be a lot of aggravated people and you are going to have a lot of work to do.

Then basically you fix everything that's broken. If it has tape on it give it to someone who knows how to fix it or show someone how to fix it. Test all of the electric equipment and make sure that it is in good working order. It is up to you to make sure that everyone has a job to do and they are doing it right. If someone has a question make sure that they ask you first, and then if you don't know the answer then go and ask a coach or an advanced fencer. If someone is very new to fencing and they don't really

know how to fix anything, then show them how to test equipment. If they find something is broken have then explain the problem to someone you choose and they can fix it.

It's also nice to have every one do an equal amount of work. If a fencer's specific weapon is all checked and fixed, ask them to help on something else. It is important that all fencers support the club and each other and not to go just to fix their stuff.

If everyone has a job and they do it right, the armoring session shouldn't take very long and everything should get fixed properly. And remember if you don't know how to do something, don't hesitate to ask, it's better than making it worse.

### Issuing Equipment

This is the second largest part of the armorer's job. At the beginning of each quarter all members that have paid to check out equipment need to be issued it by you. What has worked well in the past is to give the check-out slips to the treasurer. When they give him the receipt that is proof that they have paid, then he issues them a check out slip. These check out slips are in a set format and can be copied at the front desk for free. One copy of the check out slips is attached to this page.

When they bring the slip to you you have them fill out all of the personal information in the bottom. You also give them a fencing safety rules paper, which also can be copied at the front desk for free and is attached. Then explain to them how to choose equipment that fits and what to look for. Also explain how to care for their equipment and that they need to wash it a week before they turn it in. Make sure that they know that if anything breaks or they see anything broken, to come and tell you. (If issuing electric equipment which is rare, make sure that they know they need to have their lames hung up when ever they are not in use). Make sure to tell the guys that it is cups are not provided, but they are recommended. You can give the girls breast cups and explain how to put them in the women's jackets now or wait until they are picking out equipment.

After you have explained to them all of the details, dump the bags of equipment out and let them pick stuff out. Make sure that the equipment fits properly and that no right-handed person gets a left handed foil.

After people have their equipment, fill out the shaded boxes at the top of the check out slip. If they are returning fencers and know what to look for in equipment, they can fill out the shaded boxes themselves.

That's about it. Then tell them to go back to the beginning coach who let's them know the proper use and rules about the weapons.

### Returning equipment

This is not as difficult as issuing equipment, but goes a lot faster with help. Have the fencers line up and one at a time find their check out slip. Then check and make sure that the equipment that they are turning in is the same that they checked out. Check and see that there is no new damage if possible and then put it in the bags. Return the check out slip to the person.

If there is someone who has not turned in equipment at the end of the quarter it is your job to track them down and get the equipment back. On the check out slip you should have both their school and permanent phone number. Call them and request the equipment back. If you try this and it doesn't work as a last measure, talk to David Grant about alternative measures.

### Inventory

In the past inventory has not been kept up well, so this is a place that has a lot of room for improvement. There is an incomplete spreadsheet of most of the equipment's numbers, sizes and any specific notes about that item. Normally the person who has the equipment checked out is also entered into the spreadsheet for easy access. The file is written in excel and the disk is attached.

Basically this has only been started up recently, so anything you want to do to improve the system is encouraged. Just make sure that it is easily understood, and that it is easy to use by future armorers.

### Purchasing equipment

You are only part of this process. Basically it is your job to decide what the club needs to buy and make a wish list. You then must discuss this at an officer's meeting to decide with the treasurer and other officer's what can be bought each quarter.

### Misc.

If during the quarter something is broken it must be recorded. A fencer is allowed one broken foil. They then must pay for any other unless the armorer deems that it was special circumstances.

Make sure to write down when someone changes equipment for some reason on the check out slip or spreadsheet, which ever you prefer.

If someone is going to be doing fencing during the breaks it is possible that they check out equipment for that time. Make sure that the equipment isn't going to be used and that you have the permission of the President.

It is also your duty to label all of the new stuff. Make sure that there isn't already something with that number and just write on it with the club sharpie pen.