

CERTIFICATION EXAM STUDY GUIDE

The purpose of this study guide is to give you references for the exam questions. We will be general and give you the bibliography so you may research the articles for yourself. This exercise should be used as a positive learning experience.

The exam will consist of 100 questions. The role delineation outlined five (5) major domains within the Athletic Equipment Manager's job responsibilities. They are listed below along with the percentage of the total number of questions that will focus on each area.

PURCHASING	17.6%	18 QUESTIONS
FITTING	22.2%	22 QUESTIONS
MAINTENANCE AND REPAIR	23.4%	23 QUESTIONS
MANAGEMENT	17.6%	18 QUESTIONS
ACCOUNTABILITY	19.2%	19 QUESTIONS

The role delineation with the breakdown of Domains and Skill and Knowledge statements is attached to this document. You should refer to it while completing this exercise. It will give you a good basis for the content of the questions that you will find on the examination. In addition it should be noted that questions can and will drawn from the contents of the video collection of the Resource Centre and from the A.E.M.A. Journal.

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REVISED MARCH 23, 2005

SAMPLE CERTIFICATION EXAM

This section is comprised of a minimum of five (5) sample questions from each of the domains. The reference code at the end of each question refers to the role delineation and is intended to show you how to use it as a guide to studying for the exam. It also will indicate to you how each exam question was devised and referenced to produce a valid exam. This sample exam has been laid out to resemble as much as possible the actual exam.

GOOD LUCK

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REVISED MARCH 23, 2005

1. The following are sources of athletic equipment information-(010205)
 - A) Journals, Conventions Manufacturer's Representatives
 - B) NCAA News, NOCSAE, NATA
 - C) Business Manager's, Athletic Director's, Coaches
 - D) Newspapers, Yellow Pages, Mail Flyers
2. Which of the following sports requires home and away socks. (010302)
 - A) Soccer
 - B) Softball
 - C) Lacrosse
 - D) Football
3. Which of the following are methods of establishing a list of vendors to bid equipment through? (010312)
 - A) Word of mouth from other schools in the area
 - B) Recommendations from manufacturers' representatives
 - C) Favourable experiences
 - D) All of the above
4. Which of the following would aid in making a manufacturer's visit really worthwhile (010313)
 - A) A list of problems with their product
 - B) Draw up a purchasing scheme
 - C) go into the meeting with no plan
 - D) Establish a list of questions about the product and outline all phases necessary to obtain the product
5. A case of tennis balls has 24 cans in it. How many tennis balls are in a case? (010105)
 - A) 24
 - B) 36
 - C) 64
 - D) 72
6. When measuring the head to fit a Riddell Football helmet, the tape measure should be approximately _____ above the eyebrows. (020301)
 - A) 1/2"
 - B) 1"
 - C) 1/2"
 - D) 2"
7. How are women's shoes sized differently then men's? (020303)
 - A) 1/2 size larger
 - B) 1 size smaller
 - C) 1 1/2 - 2 sizes smaller
 - D) 1/2 - 2 sizes larger
8. When an athlete over pronates his/her foot, the rotation of the lower leg is transferred to what joint? (020302)
 - A) Phalangeal
 - B) Metatarsal
 - C) Knee
 - D) Hip
9. The larger angle on the femur in the female. (020302)
 - A) Has no effect on the injury rates
 - B) Increases the chances of knee injury
 - C) The leg is more bio-mechanically efficient
 - D) Decreases the chances of knee injury
10. Which of the following is not a muscle protected by properly fitted shoulder pads. (020401)
 - A) Pectorals
 - B) Clavicle
 - C) Trapezius
 - D) Triceps
11. A reading of 5.0 on the PH scale means a substance is: (030403)
 - A) Acidic
 - B) Alkaline
 - C) Neutral
 - D) Basic

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REVISED MARCH 23, 2005

12. What is the purpose of a heel counter?
(030302)

- A) Counts heel strikes
- B) Protects the achilles tendon
- C) Cup the midsole
- D) Control rear foot movement

13. What are the two major parts of an athletic shoe?
(030104)

- A) Upper & Bottom
- B) Vamp & Foxing
- C) Midsole & Eyestays
- D) Throat & Outsole

14. "Armorall" is recommended by SCHUTT to:
(030301)

- A) Keep chin straps protected
- B) Keep liners soft
- C) Keep helmets shining
- D) Keep helmets clean

15. Adequate ventilation in the laundry and storage areas is necessary to prevent (030405)

- A) Wrinkles
- B) Fading
- C) Mould/Mildew
- D) Yellowing

16. Which of the following is not an important step toward decision making? (050108)

- A) Limit feedback and evaluation
- B) State the problem and search out the facts
- C) Obtain opinions and analyze the facts
- D) Select the best solutions and implement

17. An element of good communication with your equipment room staff allows the opportunity for...?
(050109)

- A) Comments & questions
- B) Time off as needed
- C) Liberal lunch hours
- D) Unrestricted work time (flex hours)

18. The _____ planning function involves establishing _____ and arranging them in logical order from immediate to _____ long range. (050407)

- A) Rules
- B) Management
- C) Goals
- D) Records

19. Most equipment managers tend to demonstrate participative leadership. Which of the following is not defined as participative. (050405)

- A) Goal Achievement
- B) Benevolent Authoritarianism
- C) Shared Authority
- D) Adherence to policies

20. An administrator chooses to decentralize his/her operations. Effective decentralization is dependent on? (050403)

- A) Delegating Authority
- B) Subordinates accepting & handling authority
- C) Both A & B
- D) None of the above

21. Which method of interviewing allows the applicant maximum freedom in determining the course of the discussion. (050405)

- A) Patterned
- B) Depth
- C) Stress
- D) Non-Directive

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REVISED MARCH 23, 2005

22. Select the interview technique that completes this list: Depth Interview, Patterned Interview, Group Interview and... (050405)
- A) Directive interview
 - B) Non-directive interview
 - C) In Person interview
 - D) Casual interview
23. Controlling in the context of management is: (050407)
- A) The process of reviewing and measuring performance in order to insure that organizational plans & objectives are achieved.
 - B) The process of determining time limitations and restrictions on employees while on the job.
 - C) The process of daily positive reinforcement and reminding of job related duties.
 - D) The process of determining the informal hierarchy that exists in the informed organization of employees social structure.
24. To function as a manager a person needs knowledge of techniques and methods of performing managerial tasks - this knowledge is called....? (050501)
- A) Technology
 - B) Methodology
 - C) Skill
 - D) Expertise
25. Managers oversee day to day activities and keep the organization functioning smoothly, this defines (050408)
- A) Planning
 - B) Directing
 - C) Decision Making
 - D) Controlling
26. Which of the following is the least desirable method of retrieval of missing equipment from an athlete? (040207)
- A) Billing the individual
 - B) Encumber academic records
 - C) Withholding awards
 - D) Uncollectible loss
27. All of the items listed below are damaging to stored athletic equipment except (040303)
- A) Temperature extremes
 - B) Hanging Height
 - C) Humidity
 - D) Sunlight
28. The biggest disadvantage to a burglar alarm system is... (040304)
- A) False alarms
 - B) Installation
 - C) Maintenance
 - D) Location
29. A good place to store equipment that is issued/exchanged on a regular basis is ...? (040305)
- A) by the laundry
 - B) by the receiving area
 - C) by the game uniforms
 - D) by the issuing area
30. The easiest access point into any building or room is through a.. (040305)
- A) Vents
 - B) Window
 - C) Door
 - D) Roof

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REVISED MARCH 23, 2005

ANSWER SHEET

- | | | | |
|-----|---|-----|---|
| 1. | A | 2. | A |
| 3. | D | 4. | D |
| 5. | D | 6. | B |
| 7. | C | 8. | C |
| 9. | B | 10. | B |
| 11. | A | 12. | D |
| 13. | A | 14. | B |
| 15. | C | 16. | A |
| 17. | A | 18. | C |
| 19. | B | 20. | C |
| 21. | D | 22. | B |
| 23. | A | 24. | A |
| 25. | B | 26. | D |
| 27. | B | 28. | A |
| 29. | D | 30. | C |

A.E.M.A. CERTIFICATION STUDY GUIDE

REVISED MARCH 23, 2005

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A.E.M.A. CERTIFICATION STUDY GUIDE

REVISED MARCH 23, 2005

Athletic Equipment Managers Association Classification System 2000

Domain 1: Purchasing

1. ***Evaluate present inventory by counting and visually inspecting all items in order to determine available and/or usable equipment/apparel.***

Knowledge of:

1. **(010101)** Inventory systems and procedures
2. **(010102)** Methods used to evaluate inventory status
3. **(010103)** Product identification
4. **(010104)** Product characteristics

Skill in:

1. **(010105)** Calculating data with basic math
2. **(010106)** Accurately recording data and maintaining records
3. **(010107)** Selecting appropriate inventory techniques
4. **(010108)** Differentiating colors and sizes

2. ***Determine projected needs based upon current inventory and the demand of the sport, function, and/or activity in order to maintain a sufficient inventory.***

Knowledge of:

1. **(010201)** Past usage of equipment/apparel
2. **(010202)** Approved contractual obligations/licensing agreements
3. **(010203)** Specific needs of personnel (size, position, sport, performance)
4. **(010204)** Specialized equipment/apparel needs of individual sports
5. **(010205)** New products/technology

Skill in:

1. **(010206)** Determining cost/value correlation in formulating purchasing decisions
2. **(010207)** Recognizing legitimate purchasing needs
3. **(010208)** Forecasting equipment/apparel needs

3. ***Evaluate options by comparing inventory with projected needs in order to fulfill purchasing demands within budgetary constraints.***

Knowledge of:

1. **(010301)** Budgetary restrictions and limitations (contracts, early order incentive programs)
2. **(010302)** Rules and regulations of applicable governing bodies
3. **(010303)** Organizational policies
4. **(010304)** Manufacturer or vendor selection
5. **(010305)** Estimated cost and availability
6. **(010306)** Product history and quality based on brand
7. **(010307)** Purchasing policies and ethics
8. **(010308)** Timetables
9. **(010309)** Specific needs of personnel (size, position, sport, performance)

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REVISED MARCH 23, 2005

Skill in:

1. **(010310)** Assessing budgets and contracts
2. **(010311)** Interpreting rules regarding protective equipment (color, logo, size, number)
3. **(010312)** Evaluating reputable vendors and manufacturers
4. **(010313)** Communicating expectations to vendors
5. **(010314)** Adhering to proper bidding procedures
6. **(010315)** Attending trade shows
7. **(010316)** Communicating product knowledge with vendors and manufacturers
8. **(010317)** Reading catalogues
9. **(010318)** Searching Internet

4. ***Make purchasing decisions and/or recommendations based on budgetary restrictions, product knowledge, and/or pertinent information in order to purchase identified equipment/apparel.***

Knowledge of:

1. **(010401)** Purchasing policies and ethics
2. **(010402)** Sports seasons and schedules
3. **(010403)** Vendors who can meet service demands
4. **(010404)** Computers
5. **(010405)** Budgetary restrictions and limitations (contracts, early order incentive programs)
6. **(010406)** Approved contractual obligations/licensing agreements
7. **(010407)** Products
8. **(010408)** Specific needs/preferences of personnel (size, position, sport, performance)
9. **(010409)** Sport specific rules and regulations for equipment/apparel

Skill in:

1. **(010410)** Communicating exact bid specifications
2. **(010411)** Interpreting contract language
3. **(010412)** Writing specifications
4. **(010413)** Communicating timetables
5. **(010414)** Communicating product knowledge with vendors and manufacturers
6. **(010415)** Computing and keyboarding
7. **(010416)** Evaluating others input on purchasing decisions
8. **(010417)** Communicating purchasing decisions
9. **(010418)** Implementing budgets

5. ***Authorize payment by complying with appropriate organizational policies in order to complete the purchasing process.***

Knowledge of:

1. **(010501)** Product identification
2. **(010502)** Product characteristics
3. **(010503)** Product order
4. **(010504)** Order restrictions and limitations (FOB, discounts, early order incentive programs)

A.E.M.A. CERTIFICATION STUDY GUIDE

REVISED MARCH 23, 2005

Skill in:

1. **(010505)** Calculating data with basic math
2. **(010506)** Accurately accessing data
3. **(010507)** Documenting payment authorization
4. **(010508)** Differentiating acceptable and unacceptable product substitutions
5. **(010509)** Interpreting vendors' and manufacturers' documents
6. **(010510)** Verifying prices

Domain 2: Fitting

1. ***Obtain pertinent information about the athlete through communication, measurement, and documentation in order to ensure the proper selection and fit of all equipment/apparel.***

Knowledge of:

1. **(020101)** Basic muscular and skeletal anatomy
2. **(020102)** Medical terms
3. **(020103)** Specialized protective equipment
4. **(020104)** Injuries or medical conditions that require specialized fitting considerations
5. **(020105)** Sport-specific information

Skill in:

1. **(020106)** Observing and identifying physical abnormalities requiring special fitting and/or medical equipment
2. **(020107)** Communicating to determine medical needs for specialized protective equipment
3. **(020108)** Making or developing specific adjustments to protective equipment

2. ***Select the appropriate equipment/apparel in accordance with the determined needs of the athlete in order to commence the fitting process.***

Knowledge of:

1. **(020201)** Product availability
2. **(020202)** Specific measurements of athletes
3. **(020203)** Specific needs/preferences of position
4. **(020204)** Specific medical histories of athletes
5. **(020205)** Specific abilities and skills of athletes
6. **(020206)** Past experiences (injuries, sizes)

Skill in:

1. **(020207)** Communicating product knowledge with vendors and manufacturers
2. **(020208)** Obtaining product updates
3. **(020209)** Obtaining products that meet specific needs/preferences
4. **(020210)** Measuring athletes
5. **(020211)** Recognizing specific needs/preferences of position
6. **(020212)** Recognizing specific medical concerns of athletes
7. **(020213)** Documenting injuries

A.E.M.A. CERTIFICATION STUDY GUIDE

REVISED MARCH 23, 2005

8. (020214) Maintaining athlete database

3. ***Fit the selected equipment/apparel by following established guidelines in order to ensure optimal fit.***

Knowledge of:

1. (020301) Fitting specifications of each manufacturer
2. (020302) Basic muscular and skeletal anatomy
3. (020303) Specific measuring and fitting techniques

Skill in:

1. (020304) Recognizing proper fit
2. (020305) Educating athletes on proper fit
3. (020306) Measuring athletes
4. (020307) Using various measurement tools properly
5. (020308) Making or developing specific adjustments to protective equipment

4. ***Educate the athlete through communication concerning the inherent risks involved with the misuse of the equipment/apparel in order to reduce the risk of injury.***

Knowledge of:

1. (020401) Specialized protective equipment
2. (020402) Basic muscular and skeletal anatomy
3. (020403) Proper use of specialized protective equipment
4. (020404) Conditions and events that affect changes in fit
5. (020405) Fitting specifications of each manufacturer
6. (020406) Product liability
7. (020407) Product misuse
8. (020408) Product risks

Skill in:

1. (020409) Communicating product availability with vendors and manufacturers
2. (020410) Communicating importance of protective equipment
3. (020411) Communicating importance of proper use
4. (020412) Observing and identifying physical abnormalities requiring special fitting and/or medical equipment
5. (020413) Educating athletes on performing daily visual checks of equipment
6. (020414) Educating athletes on warning labels
7. (020415) Educating athletes on proper fit

5. ***Perform continuous evaluations of the fit of equipment/apparel through routine checks in order to maintain proper fit.***

Knowledge of:

1. (020501) Proper fitting protocol
2. (020502) Previous fitting history
3. (020503) Reconditioning history of product
4. (020504) Recent changes in medical history of athletes
5. (020505) Basic muscular and skeletal anatomy

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REVISED MARCH 23, 2005

6. **(020506)** Accurate record-keeping
7. **(020507)** Specific needs/preferences of position
8. **(020508)** Conditions and events that affect changes in fit
9. **(020509)** Rules and regulations of applicable governing bodies

Skill in:

1. **(020510)** Observing and identifying physical abnormalities requiring special fitting and/or medical equipment
2. **(020511)** Making or developing specific adjustments to protective equipment
3. **(020512)** Measuring athletes
4. **(020513)** Using various measurement tools properly
5. **(020514)** Performing daily visual checks of equipment
6. **(020515)** Recognizing fitting and equipment rule violations
7. **(020516)** Recognizing proper fit
8. **(020517)** Educating athletes on proper fit
9. **(020518)** Adapting equipment for atypical measurements

Domain 3: Maintenance and Repair

1. ***Inspect equipment/apparel through visual observation in order to identify needed repairs.***

Knowledge of:

1. **(030101)** Fitting specifications of each manufacturer
2. **(030102)** Rules and regulations of applicable governing bodies
3. **(030103)** Warranties and practices of each manufacturer
4. **(030104)** Manufacturing specifications of each product

Skill in:

1. **(030105)** Inspecting equipment/apparel to ascertain necessary repairs

2. ***Repair equipment/apparel deemed necessary through observation and routine inspection in order to maintain functionality and safety standards.***

Knowledge of:

1. **(030201)** Repair tools and supplies
2. **(030202)** Repair techniques
3. **(030203)** Outside repair vendors
4. **(030204)** Manufacturing specifications of each product
5. **(030205)** Fitting specifications of each manufacturer
6. **(030206)** Rules and regulations of applicable governing bodies
7. **(030207)** Sport-specific information

Skill in:

1. **(030208)** Using various repair tools properly
2. **(030209)** Recognizing in-house repairs and out-sourced repairs
3. **(030210)** Prioritizing repairs
4. **(030211)** Documenting repairs performed

A.E.M.A. CERTIFICATION STUDY GUIDE

REVISED MARCH 23, 2005

5. **(030212)** Complying with applicable rules and regulations when making repairs
3. ***Maintain equipment/apparel through established guidelines in order to prolong product usability.***

Knowledge of:

1. **(030301)** Manufacturing maintenance guidelines for each product
2. **(030302)** Specialized protective equipment
3. **(030303)** Repair tools and supplies
4. **(030304)** Repair techniques
5. **(030305)** Outside repair vendors
6. **(030306)** Maintenance documentation

Skill in:

1. **(030307)** Maintaining equipment database
2. **(030308)** Inspecting equipment/apparel to ascertain necessary repairs
3. **(030309)** Repairing equipment
4. **(030310)** Using various repair tools properly
5. **(030311)** Recognizing in-house repairs and out-sourced repairs

4. ***Laundry equipment/apparel using accepted methods in order to ensure proper cleaning and sanitizing of equipment/apparel.***

Knowledge of:

1. **(030401)** Manufacturing specifications of each product
2. **(030402)** Fabric characteristics
3. **(030403)** Laundry products
4. **(030404)** Laundry facilities and machinery
5. **(030405)** Manufacturing maintenance guidelines for laundry facilities and machinery
6. **(030406)** Emergency first-aid procedures
7. **(030407)** Universal precautions

Skill in:

1. **(030408)** Sorting equipment/apparel for proper cleaning
2. **(030409)** Using proper laundry cycles and chemicals
3. **(030410)** Maintaining laundry machinery
4. **(030411)** Complying with applicable rules and regulations governing safe and sanitary environments
5. **(030412)** Maintaining laundry machinery maintenance logs

Domain 4: Accountability

1. ***Establish a system of distribution based on the characteristics and needs of the organization in order to ensure that the equipment/apparel is used by the appropriate end-user.***

Knowledge of:

1. **(040101)** Accepted documentation methods

A.E.M.A. CERTIFICATION STUDY GUIDE

REVISED MARCH 23, 2005

2. (040102) Rules and regulations of applicable governing bodies
3. (040103) Manufacturing specifications of each product
4. (040104) Fitting specifications of each manufacturer
5. (040105) Marking and/or identification systems
6. (040106) Necessary and/or mandatory documented information
7. (040107) Accurate record-keeping
8. (040108) Computers

Skill in:

1. (040109) Calculating data with basic math
2. (040110) Maintaining equipment database
3. (040111) Legibly marking and identifying products
4. (040112) Communicating importance of equipment/apparel distribution
5. (040113) Communicating distribution knowledge with athletes and coaches

2. *Establish a system of retrieval based on the characteristics and needs of the organization in order to ensure that all distributed equipment/apparel is returned.*

Knowledge of:

1. (040201) Documentation methods
2. (040202) Rules and regulations of applicable governing bodies
3. (040203) Equipment/apparel replacement costs
4. (040204) Marking and/or identification systems
5. (040205) Necessary and/or mandatory documented information
6. (040206) Accurate record-keeping
7. (040207) Penalty system for unreturned items

Skill in:

1. (040208) Maintaining equipment database
2. (040209) Legibly marking and identifying products
3. (040210) Communicating retrieval knowledge with athletes and coaches

3. *Establish a system of storage based on the characteristics and needs of the organization in order to ensure that stored pieces of equipment/apparel are properly secured, maintained, and available.*

Knowledge of:

1. (040301) Storage systems to facilitate issue and inventory
2. (040302) Storage systems to maximize available space
3. (040303) Proper storage conditions (temperature, moisture, sun)
4. (040304) Security systems to minimize theft
5. (040305) Operational flow
6. (040306) Penalty system for unreturned items
7. (040307) Marking and/or identification systems

Skill in:

1. (040308) Sorting equipment/apparel for proper storage
2. (040309) Legibly marking and identifying products
3. (040310) Communicating storage knowledge with athletes and coaches

A.E.M.A. CERTIFICATION STUDY GUIDE

REVISED MARCH 23, 2005

4. (040311) Complying with applicable rules and regulations governing safe and sanitary environments
5. (040312) Complying with applicable rules and regulations when organizing equipment/apparel
6. (040313) Utilizing security resources

4. *Implement systems of distribution, retrieval, and storage based on the characteristics and needs of the organization in order to ensure that all equipment/apparel is accounted for at all times.*

Knowledge of:

1. (040401) Accepted documentation methods
2. (040402) Accepted dissemination methods
3. (040403) Timelines
4. (040404) Rules and regulations of applicable governing bodies
5. (040405) Marking and/or identification systems
6. (040406) Necessary and/or mandatory documented information
7. (040407) Accurate record-keeping
8. (040408) Computers
9. (040409) Manufacturing specifications of each product
10. (040410) Fitting specifications of each manufacturer
11. (040411) Security systems to minimize theft

Skill in:

1. (040412) Calculating data with basic math
2. (040413) Maintaining equipment/apparel database
3. (040414) Legibly marking and identifying products
4. (040415) Communicating importance of equipment/apparel distribution
5. (040416) Communicating distribution knowledge with athletes and coaches
6. (040417) Utilizing security resources

Domain 5: Management

1. *Maintain accurate documentation in accordance with established organizational polices and procedures in order to substantiate accountability.*

Knowledge of:

1. (050101) Inventory systems and procedures
2. (050102) Methods used to evaluate inventory status
3. (050103) Product identification
4. (050104) Product characteristics
5. (050105) Accepted documentation methods
- 5A. (050105A) Necessary and/or mandatory documented information
6. (050106) Budgetary restrictions and limitations (contracts, early order incentive programs)
7. (050107) Timelines
8. (050108) Organizational policies
9. (050109) Rules and regulations of applicable ethical standards

A.E.M.A. CERTIFICATION STUDY GUIDE

REVISED MARCH 23, 2005

Skill in:

1. (050110) Calculating data with basic math
2. (050111) Maintaining equipment/apparel database
3. (050112) Accurately recording data and maintaining records
4. (050113) Using and creating forms
5. (050114) Writing specifications
6. (050115) Filing documents

- 2. Uphold the ethical standards of AEMA and other relevant organizations by complying with appropriate practices and procedures in order to ensure professional standards.**

Knowledge of:

1. (050201) AEMA Code of Ethics
2. (050202) Employer's code of ethics
3. (050203) Purchasing polices and ethics
4. (050204) Rules and regulations of applicable governing bodies
5. (050205) Organizational policies

Skill in:

1. (050206) Upholding established codes of ethics
2. (050207) Adhering to accepted ethical standards
3. (050208) Recognizing ethical violations

- 3. Maintain budgetary guidelines through the effective use of available resources in order to perform all necessary tasks.**

Knowledge of:

1. (050301) Budgetary restrictions and limitations (contracts, early order incentive programs)
2. (050302) Organizational policies

Skill in:

1. (050302) Calculating data with basic math
2. (050303) Implementing budgets
3. (050304) Assessing budgets and contracts
4. (050305) Accurately recording data and maintaining records

- 4. Adhere to established human resources policies and procedures through knowledge of the organization's guidelines in order to properly hire, evaluate, discipline, reward, and educate all relevant personnel.**

Knowledge of:

1. (050401) Employee performance standards
2. (050402) Crisis management techniques
3. (050403) Motivational techniques
4. (050404) Organizational policies
5. (050405) Personnel management techniques
6. (050406) Time management techniques
7. (050407) Organizational goals

A.E.M.A. CERTIFICATION STUDY GUIDE

REVISED MARCH 23, 2005

8. (050408) Organizational structure

Skill in:

1. (050409) Complying with applicable rules and regulations governing safe and efficient work environments
2. (050410) Communicating motivational techniques to employees
3. (050411) Supervising the completion of goals and objectives

5. *Maintain the responsibility to continually educate one's self as well as other members of the athletic community by utilizing all available resources in order to further advance the profession of athletic equipment management.*

Knowledge of:

1. (050501) Continuing education resources
2. (050502) Rules and regulations of applicable governing bodies
3. (050503) Organizational policies
4. (050504) Organizational goals
5. (050505) Organizational structure

Skill in:

1. (050506) Accessing relevant resources
2. (050507) Utilizing computer resources
3. (050508) Maintaining knowledge of recent technological developments