

EQUIPMENT PROCEDURES

All equipment is located in FWSA's storage shed at Pine Ridge in the far right corner of the parking lot; it's the second metal shed away from Field 6. **All team reps have the combination to the lock.** To open the lock, dial the numbers, push the lock in hard and then pull it out. Do not leave the lock hanging in the open position during Saturday games without scrambling the numbers.

EQUIPMENT ORGANIZATION / STORAGE

The names of the fields are displayed on the left wall of the shed, along with a color code. Note that each piece of equipment (flags, net bag, liners, ladder, etc.) is also marked with that field's color code. The ladder lies flat and the netbag lies on top of the ladder. Flags should be positioned against the shed wall, with spikes pointing down between the skid and the wall with either the liner or the netbag resting against them to keep them from falling. The small liner hangs from a hook and the large liner is tipped at a 45-degree angle so the front wheels are forward resting against the wood stop strip on the skid and the back wheels are up near the wall. The Equipment Sign IN/OUT sheet is located on a clipboard near the front right of the shed with a pen attached.

INSTRUCTIONS FOR PICKING UP EQUIPMENT

When you pick up equipment for a specific field, sign it out on the Equipment Sign IN/OUT sheet. **Fill in ALL** the information requested on the form so the last game teams know what needs to be returned. Be sure to take only equipment color coded for your field.

INSTRUCTIONS FOR RETURNING EQUIPMENT

Equipment must be returned immediately after the last game of the day if the game was played at Pine Ridge and by 5:00pm the following day if the game was played elsewhere to allow the next evening's games enough time to pick up equipment. Place equipment in the correctly colored area on the left wall [refer to Equipment Storage above]. **Sign in ALL** the equipment on the Equipment Sign IN/OUT sheet. Notify the Equipment Commissioner within 24 hours if any equipment is missing or damaged so it can be replaced or repaired prior to the next game.

FIELD DUTIES FOR DAY GAMES

- **FIRST GAME — HOME TEAM:** Sign out equipment and setup equipment.
 - **LAST GAME — AWAY TEAM:** Retrieve equipment, return it to storage shed, and sign it in.
- IMPORTANT: Make sure the shed is locked before leaving.**

Every team should use its own set of spikes to secure one net. Retrieve them at the end of the game, unless you've traded with the next team (i.e., the next team hands you their spikes so you can leave yours in place for them to use and keep after their game).

GENERAL INFORMATION

- If the game is called due to rain, the last teams playing are responsible for taking down and returning the equipment.
- There is a ball pump in the storage locker. Remember to moisten the tip before inserting the needle in the ball.
- Lost and Found items are put in a box near the front of the storage shed. If unclaimed at the end of the season, items will be removed and discarded.

CONTACT US

Please email Stacy Germano, FWSA Equipment Commissioner, at Equipment@FWSAsoccer.org with questions or comments about the equipment and the procedures for using this equipment.

CURRENT FIELD DUTY CAVEATS

- Pine Ridge fields require no net or lining duties, only flag duties; however, if the nets or lines are not in place, the first game home team is responsible for lining and hanging nets.
- Wakefield requires no field duties.