



Equipment Committee:

*Need a key for soccer building

- Master Equipment binder includes:
 1. Team Equipment sheets. Sheets are numbered with Team Name, Number and list of equipment that coaches will need for the season.
 2. Team Roster. Get Roster from Registrar with Team Name and Coach Name.
 3. Note: Equipment Committee and Registrar work together coordinating Age group with Team Name.

- Coach Binder
 1. Insert copies of team equipment sheet, roster, schedule & other relevant info for current season

- Team Totes & Green Bags
 1. Each Tote should have a Coach Binder with a Team Equipment Sheet- this sheet should match the sheet in the Master Equipment Binder.
 2. Team Tote, Green Bag and all respective team equipment should have the same team number that is on the Team Equipment Sheet.

- Equipment Check Out at the *Start of Season*:
 1. Arrange a date and time for Coaches to pick up Equipment-send out a message to Coaches.
 2. At the time Coaches pick up equipment-go through binder with them, share with them they are responsible for the equipment, Jerseys **DO NOT GO HOME WITH PLAYERS**. Jerseys should be dried on a very low heat dryer or line dry. If any equipment is needed during the season they should contact Equipment Committee.
 3. **THANK THE COACHES FOR VOLUNTEERING TO COACH**

- Equipment Check-In at the *End of Season*:
 1. Go through equipment with coaches.
 2. Compare Master Equipment Sheet with Equipment Sheet in Coaches Binder. There will be times when equipment gets swapped around between teams at games, etc. Document equipment that does not belong and set aside- also document equipment that is missing, it usually shows up.
 3. If Jerseys are missing- Coaches need to contact players immediately.
 4. **THANK THE COACHES FOR VOLUNTEERING TO COACH**

- Final Inventory after all Equipment is Checked back in at end of season:
 1. Do this right away after Check in- it is a lot easier, and equipment is ready for the next season.
 2. Coach Binders – remove team rosters, schedules.
 3. Totes and Bags - make sure all equipment is accounted for, replenish or replace what is needed (e.g., First Aid, Balls, etc)
 4. Make a new equipment sheet **FOR MASTER AND COACH** binder for the next season.

- When supplies/equipment are running short, contact the Board with a list of what is needed.
- Note: Companies that carry equipment/jerseys are Epic Sports, Sator Soccer, Score, Fold N Goal.