

Equipment Committee:        Need Key

- Get a Team List /Coaches from Registrar
- Equipment binder is in the Soccer Building-listed is each team tote and bag and its contents
- Set the date for Equipment Check out and Equipment Check in for each season
- At Check In- Inventory all totes and bags-Coaches need to stay until Inventory has been taken-Coaches need to track down any missing Inventory(Jerseys,Balls, Cones etc)
- Replace Used items-replenish First Aid Kit etc.
- Do this at Equipment Check in-then the totes and bags will be ready for the next season check out
- Check the Coaches Binders for all Material listed in the Equipment Binder-replenish as needed –if you need more copies go to City Hall and ask them if they can make copies and how many-give them a couple days to get this done-go over the Team Binder with each Coach upon Check Out
- When supplies are running short-contact the Board with a list of what is needed work with the Treasurer and President on how to pay for these items.
- Catalogs are in the equipment binder or go online and look for equipment (Score, Sator Soccer, Fold N Goal) all examples
- After Fall Season- remove team lists,schedules, med release sheet and throw away. If there are individual Med Release Forms do not throw them away – remove them from the binder and place them in the Equipment Binder.