

## **Phantoms field setup and tear-down responsibilities**

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### **Setup**

Retrieve equipment from Phantom shed:

- Scorekeeper bin
- Flip scoreboard
- Table and 3 chairs
- Popup (canopy)

Before leaving for the field, check contents of the bin against inventory sheet inside. Additional balls, ice packs and mouth guards are available in the shed if needed.

There are also extra batteries for the time clock and extra cartridges for the air horn.

***If important items are missing (time clock, AED) please contact equipment manager.***

At field:

- Set up table, chairs and canopy
- Unlock goals and move into position on field
- Place game balls and cones on field

### **Tear-down**

After last game of the day:

- Retrieve balls and cones from field. ***Try hard to recover all balls!***
- Return goals to storage location and lock them up
- Take down table, chairs and canopy
- Scan field for any player gear (gloves, pads, sticks, etc.) left behind
- Return equipment to shed

If you recovered any lost gear from the field, place them in the lost & found box in the shed and notify equipment manager.

Before leaving shed, check contents of the bin against the inventory sheet. Replenish missing items as necessary. Contact equipment manager if items are missing that can't be replaced.

***PLEASE TAKE RESPONSIBILITY FOR ENSURING CONTENTS OF BIN ARE COMPLETE SO THE NEXT TEAM THAT TAKES THE BIN HAS WHAT THEY NEED!***