

Herndon Elementary School Game Setup Procedure

Equipment Storage Box: There is a key storage box behind the equipment box, attached to the large chain. Enter the same combination for the goals, as provided by the HYS Administrator, and remove the key to be used to open the box. Use the key to open the lock on the front right of the box. There you will find the following: Liner and boxes of paint, four flags for the corners and 4 sandbags for the goals.

Field Lining: It is recommended that the field be lined prior to the goals being put into place. Once the field is lined, discard the empty paint cans in the trash can near the field and place the liner back in the equipment box (**Note: When lining, there is a small line (8 inches) painted in the middle of the goal area, on the end line, to help with lining up the goals).**

Flags: Place the four flags on the four corners of the field.

Goals: Wheeled goals are located off the playing field in front of the bigger goals that are not in use. The goals will need to be unlocked at both ends using the combination that is supplied by the HYS Administrator. **It is important to place the two locks and cables in the equipment storage box, so they do not get lost.** Once unlocked, the wheels need to be flipped down and the goals should be placed in the appropriate place in front of the goal areas for the game. It is recommended that 2 people either push or pull the goals around the field (1 per post).

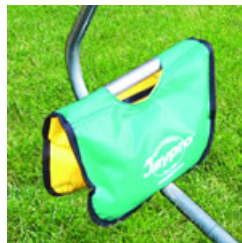
Wheels in up position



Wheels in down position



Sandbags: Once the goals are placed where they will be used and the wheels are flipped up, you will need to get the sandbags out of the equipment storage box and place them on the rear bar of each goal in the corners (2 per goal). (**Note: It is imperative that the sandbags be used every time the goals are in use on the field to prevent any possible risk of injury as a result of the goals falling over. Failure to comply with this could result in the offending team losing their right to use the goals).**



At this point, setup is complete and the equipment storage box needs to be locked and the key secured back in the key storage box. Please try and tuck the key storage box under the back of the equipment storage box to keep it out of sight.