

## Herndon Elementary School Practice Setup Procedure

**Goals:** Wheeled goals are located off the playing field in front of the bigger goals that are currently 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 can be moved around the field. It is recommended that 2 people either push or pull the goals around the field (1 per post). (NOTE: **If at all possible, the goals should not be placed on the end line where they would be for game play. The reason for this is to preserve the goal areas for games and not wear them out during practices. Please use the areas on or off the field or even the sidelines for practice sessions.**)

Wheels in up position



Wheels in down position



**Equipment Storage Box:** 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 under the tree. There is a key storage box behind the 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 and remove the 4 sandbags from the box.

**Sandbags:** Sand bags then need to be placed 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.**)



**After Practice:** The goals need to be moved back to where they were found, face-to-face in front of the bigger goals that are currently not in use. Both posts on either side need to be locked. Be sure to re-scramble the combination. The four sandbags need to be placed back in the equipment storage box. The equipment storage box needs to be locked and the key secured back in the key storage box. Be sure to re-scramble the combination. Please try and tuck the key storage box under the back of the equipment storage box to keep it out of sight.

**Additional Note:** If there are more than two teams practicing at the same time or if you have the early time slot and someone comes after you, then you will need to coordinate who will be ensuring that things are locked after practice. Remember, the HYS Administrator knows when teams are practicing, so please make sure that you are responsible in following these procedures.