

## Field Setup

**Weekend of Nov 3 and 4-** The goal is to line all the fields, either work with other teams or work independently to suit your team's schedule. Contact Sheila about starting time.

1. Each team is totally responsible for installing and lining their assigned fields. See attached maps. Work with other teams at your venue to figure out how equipment will be transported to your assigned site. When you will meet? How many workers?
2. If your team was designated Foreman, you are the main contact and responsible for the completion of the site. That includes ensuring that all fields are properly installed and ready for play. Assign 1-2 people to make sure you have equipment. Work out with teams at your venue how to organize your volunteers. Have a crew of 4-5 ready to work from 8am to noon.

*Tell the set-up people to:*

- a. Wear old clothing and shoes and dress warmly
  - b. Bring an old backpack to put supplies in
  - c. Put newspapers or drop cloths in car trunk in case something needs to be transported
  - d. To plan to be there until task for the day are finished
  - e. If they can't honor their commitment **they** must find a replacement and there must be someone there for them.
  - f. Supplies will be distributed upon arrival at meeting place
  - g. Give them your cell phone # and home phone # for emergency
3. Depending on your site and assignment, there will be one to two experts to provide guidance and direct the crews precisely where to install the fields. Attached maps give you guidance. Crews at SV will have the benefit of the GPS surveyor. SV, LV, MM and CV will start at 8am. AH will start at 12 pm. EP, MC and BC will have more flexible start times, depending on the team leaders.
  4. At the end of the day on Nov 3, organize what will need to be done for the next week. You are responsible for returning equipment to EP shed, LL shed or to the PODS. Decide if you need to hold onto equipment for the next day. Check your fields to make sure all the markers/pins have been picked up. Assign someone from your team this job. Communicate what has been accomplished and specific needs for the following weekend to field director Sheila Cook, cell 940-7352 or email [caribou@redrose.net](mailto:caribou@redrose.net).

### Key

AH – Amos Herr Park  
BC- Lancaster Bible Church  
CV – Centerville Middle School  
EP – East Pete Elementary  
LV – Landisville Middle  
MC – McCaskey  
MM – Manor Middle  
SV – Sporting Valley Turf  
LL – Leisure Lane shed

## Field Setup

**Weekend of Nov 10 and 11-** The goal for the 2<sup>nd</sup> weekend is to erect portable goals, move permanent goals into place, re-line fields, create spectator lines on parent side only, put up corner flags, and put numbers on backs of each goal net.

1. Communicate with venue foreman and team leader to find out what needs to be done to complete the fields i.e. re-line, paint spectator lines (orange paint - 3 ft from sidelines), tie nets, put up portable goals, attach goal numbers on the net so they are visible from parking areas, re-secure stakes, and put up corner flags.
2. Each site foreman needs to coordinate with teams what vehicle (pickup or van) will transport goals and corner flags to their fields. Goal pickup will be at PODS for AH, LV, and Sporting Valley. Combo to be given out. MM will get portable goals from Leisure Lane shed. CV will need to transport goals in trucks from EP shed. Bring enough help to accomplish this. Coordinate equipment pickup with Sheila. **Portable goal assembly instructions will be provided at the SV fields at 8am on the 10<sup>th</sup>. The location will be somewhere around the POD.**  
The venue goal numbers will be at the E Pete shed, arrange to pick them up. SV, LV, and AH will have their numbers in the POD. Each team needs to designate a person to get re-lining equipment, paint, field numbers, net ties, and corner flags to complete their fields.
3. Before you leave your fields, walk them to report any dangerous conditions, i.e. Large holes, trash, etc. Anything you feel will render the field unplayable.
4. After fields are re-lined, goals installed, etc. your team is responsible for returning equipment to the EP shed, LL shed or the PODS.
5. Follow up by sending an email to [caribou@redrose.net](mailto:caribou@redrose.net) with any additional work that may be needed or problems with your fields before Nov. 16. We have crews that will attend to any last minute problems on Nov. 16<sup>th</sup>.

## Field Teardown

**November 17 or 18-** The goal is to ensure the site is totally cleaned up Sunday evening after the tournament.

1. Bring clippers/scissors to clip number signs off of the goal nets.
2. Some hammers may be needed to remove goal spikes.
3. Someone from your team should bring extra trash bags. Some trash bags will be provided.
4. Check the site notebook at the Scorer's table for last minute field by field instructions concerning clean-up and tear down.
5. Tear down will occur on Saturday at **Lancaster Bible Church only**, I will be emailing assignments to leaders; however, always **check at the Scorer's table to get the final go ahead to tear down a field as last minute field switching may take place.**
6. If you have a late game remember it is dark at 5:00, flashlights may be needed.
7. The trash totes need to be emptied into the rented dumpsters near school cafeterias if you are assigned fields at a school. Be sure to use the large walk-in dumpsters rented for the tournament, not the permanent school dumpsters. For all sites there is a place where **all trash totes should be grouped for pick up** by the trash company. **It is marked on the map attached with a RED X.** Please also add any loose bags to that area.
8. All site grounds need to be spotless. Don't forget parking lots.
9. Take any lost and found articles to the Scorers table at each site.
10. Remove goal numbers, remove all corner flags, break down portable goals. If permanent goals need to be moved it will be listed in your packet. **Put all portable goals in their bags with all corresponding pieces and please do it carefully so as not to tear the goal bags.**
11. **Take all portable goals, flags, goal number signs and all site signs that are at the site to the designated BLUE X marked on the map attached in your packet.**
12. **EP** will need to strip goals of nets and move goals along RR tracks, and bring equipment to shed. **AH, SV and, LV** will need to bring equipment to **PODS**. **CV, BC,MC and MM** will need trucks to bring equipment back to sheds.
13. Dress warmly.
14. Wear gloves as trash will need to be emptied