

T&C Soccer: Commissioner OPEN/CLOSE Checklist

SATURDAY Commissioner Open/Close Checklist

Saturday Commissioner Opening Checklist (6:30a-8:30a)

- Print out a copy of the weekend's Master Schedule from the tcsoccer.org to place on the Soccer Information Table outside the Soccer shed.
- Arrive between 6:30-6:45am on Saturday. A team is scheduled to help you open from 7am-8am.
- Open all parking lot gates (Amberglen/Briarwick/North lot, Morris Rd. lot, Meadowheath Dr. lot)
- Open Emergency Access gates for fields 3-6- (concrete ramp near corner of Morris Rd. lot & Field 6) & 30s fields (corner of Morris Road lot near parking lot gate)
- Open and turn on lights in all 3 restrooms (by field 1, next to referee room, at Miracle fields).
- Get 1 Golf Cart (#2) out of the Main Garage (large metal shed near office).
- Get the Golf Cart (#3) out of the referee room. Leave parked next to referee room for referee use.
- Move 3 walkie-talkies from the ref shed and turn on for volunteer use during the day. Leave with Coach on Duty to distribute.
- Get 1 Gator (#2) from Main Garage.
- Open the soccer shed & awning using the awning opening pole (white-near door at front of shed). Set out the table and chairs for 7-8 shift to set up.
- Help orient the first team's Coach on Duty for the volunteer shifts (8am-10am).

Saturday Field Duty Team from (7a-8a) Commissioners: please communicate this list to them.

- Move the small goals (22A-G) onto Field 22 based on the *Spring, 2017 T&C Soccer field layout map*. Goals are alongside the Snack Shack (22A-G).
- Place 1 sandbag on the sides of the small portable goals on 20A-G.
- Check to make sure the large portable goals are in place on 20E, 20W, 25E & 25W. All should have sandbags along the back of the goal.

- Put corner flags on fields 22ABFG, 20E, 20W, 23, 24, 25E, 25W, 3, 4, 5, 6 (these are stored in the soccer shed and referee room).
- Set up the table and chairs for volunteers. Open awning using the pole from the soccer shed. Use Master Schedule & Maps to assist visitors to fields.
- Make sure nets are secured to posts with zip ties (located in bucket inside soccer shed).

Saturday Commissioner Closing Checklist (5p-7p)

- Arrive at 5pm to begin closing the fields with the assistance of the team on field duty (4-6pm).
- Put golf cart (#3) back in referee room and plug into charger.
- Move golf cart (except the referee cart) and the trash Gator back to the main garage.
- Close and lock restrooms (soccer field as well as Miracle League and baseball/garage if not still in use) and referee room.
- Turn off radios, sign in, and place on the charger in the Referee Room.
- Close and lock soccer shed (2 locks- one at top and bottom of the door).
- Turn off field lights (20, 26, 27 & 28 are on timers, 3-6, 22-25 are manual).
- Close Emergency Access gates for fields 3-6- (concrete ramp near corner of Morris Rd. lot & Field 6) & 30s fields (corner of Morris Road lot near parking lot gate).
- Close and lock parking lot gates. If another sports group (baseball/football/Lonestars) is still using the facility they are responsible for closing the gates. Please advise them you are leaving and let them know of their responsibility. Notes: Goals and flags are to be *left in place* for games on Sunday. *Please do not remove them.*

Saturday Field Duty Team from (4p-6p) *Commissioners: please communicate this list to them.*

- Make sure all trash cans have been emptied from 20s, 3-6 fields.
- Put table and chairs in soccer shed (at the end of your shift).
- Close the awning on the side of the soccer shed using the pole inside the shed.

SUNDAY Commissioner Open/Close Checklist

Sunday Commissioner Opening Checklist (11:15a-12:30p)

- Arrive at 11:15 am on Sunday.
- Open all parking lot gates (Amberglen/Briarwick/North lot, Morris Rd. lot, Meadowheath Dr. lot).
- Open Emergency Access gates for fields 3-6- (concrete ramp near corner of Morris Rd. lot & Field 6) & 30s fields (corner of Morris Road lot near parking lot gate).
- Open and turn on lights in all 3 restrooms (by field 1, next to ref room, at Miracle fields).
- Get 1 Golf Cart (#2) out of the Main Garage (large metal shed near office).
- Get the Golf Cart (#3) out of the Referee Room. Leave parked next to referee room for referee use.
- Move 3 walkie-talkies from the Referee Room and turn on for volunteer use during the day. Leave with Coach on Duty to distribute.
- Get 1 Gator (#2) from Main Garage.
- Open the soccer shed & awning using the awning opening pole (white- near door at front of shed). Set out the table and chairs for 7-8 shift to set up.
- Help orient the first team's Coach on Duty for the volunteer shifts.
Sunday Field Duty Team from (12p-2p) Commissioners: please communicate this list to them.
- Make sure the goals are in place on fields 22A-G, 20E, 20W, 25E & 25W with sandbags on the back of each goal (small & large goals) and sides (large goals only).
- Make sure corner flags are in place on fields 22ABFG, 20E, 20W, 23, 24, 25E, 25W, 3, 4, 5, 6 (these are stored in the soccer shed and referee room).
- Set up the table and chairs for volunteers.

Sunday Commissioner Closing Checklist (5p-7p)

- Arrive at 5pm to begin closing the fields with the assistance of the team on field duty (4-6pm).
- Close and lock soccer shed (2 locks- one at top and bottom of the door).

- Turn off radios, sign in, and place on the charger in the Referee Shed.
- Put green electric golf cart back in referee room and plug into charger.
- Put remaining golf carts and the trash Workhorse/Gator back in the main garage.
- Close and lock restrooms (soccer field as well as Miracle League and baseball/garage if not still in use) and referee room.
- Turn off field lights (20, 26, 27 & 28 are on timers, 3-6, 22-25 are manual).
- Close Emergency Access gates for fields 3-6- (concrete ramp near corner of Morris Rd. lot & Field 6) & 30s fields (corner of Morris Road lot near parking lot gate).
- Close and lock parking lot gates. If another sports group (baseball/football/Lonestars) is still using the facility they are responsible for closing the gates. Please advise them you are leaving and let them know of their responsibility.

Sunday Field Duty Team (4p-6p) Commissioners: please communicate this list to them.

- Put the table, and chairs in soccer shed (at the end of your shift).
- Collect ALL corner flags and put in soccer shed. The PVC flags have metal bases that are most easily removed using the claw hammers in the soccer shed/referee room. DO NOT just pull these by hand as that can leave the metal base in the ground.
- Move Goals from fields 22 as long as games are completed. All larger portable goals should be UPRIGHT and remain on fields 20 & 25. Do NOT lay them on the ground.
- Small goals from fields 22A-G to the side of the snack shack and Volunteer Soccer Shed.
- Large Goals on 20E, 20W, 25E & 25W remain in place.
- Make sure all trash cans have been emptied from 20s, 3-6 fields.