

PYL EQUIPMENT AND INVENTORY TEAM

Job responsibilities:

- Pick up equipment from storage when needed
- Coordinate signing in and out process
- Produce/track all forms
- Get deposit checks, deliver to PYL Admin
- Chase delinquents (individuals AND coaches) who have not turned in equipment on time
- Arrange for cleaning (annual)
- Coordinate shared Pen Rec equipment
- Drop off to storage
- Dispersal of old/outdated gear per B.O.D.
- Retrieve equipment/supplies from "retiring" coaches

Girls goggles are handed out at the first practice. In the past, PYL split the cost with Pen Rec to buy a bunch and I'm not who is storing them where. See Steve Vacanti.

Laura Cheney is the Pen Rec contact.

Responsibility for first aid kits, balls, mouthpieces and uniforms fall outside the Equipment Team, so don't worry about those. The "Coaching Coordinator" should be handling those items. You folks retain goalie gear. Once we get a final grip on # of teams we will have to immediately determine if we have enough goalie gear, but we should be OK. Girls and boys teams need goalie gear.

Besides any outstanding paperwork from Willie Klan, I'm not certain what else written down. Here's what I figure as major things needing to be done:

Perform pre-season PYL inventory.

Determine what equipment we need, if any (we should be OK).

Select a date, time, volunteers and arrange a location (talk to Laura Cheney about reserving a room at the PCC) for PYL boys equipment hand-out. Take deposit checks, deliver checks to PYL prez.

Many kids will not be able to make the above date. You'll probably have to schedule a second date and time as well.

Get a "goalie kit" put together for each PYL team.

Handle ad hoc equipment issues during the season.

Select a date, time, volunteers and arrange a location for PYL boys equipment hand-in – usually this is done in conjunction with the year-end picnic/party at Greenwood Park. Arrange to exchange deposit checks for equipment.

Bulk clean incoming equipment.

Arrange and coordinate "extended use" of PYL equipment for summer/fall/winter play. This is another form and a \$ RENTAL FEE along with the deposit check.

Arrange and coordinate use of PYL equipment by Pen Rec for August camp put on by Pen Rec and coached by the HS coaches.

All equipment is stored at Paul Jordan's work building, 430 West Whitney Road in Penfield. Call to make arrangements for physical inventory, drop off, pick up, etc.

USE OF PENFIELD YOUTH LACROSSE EQUIPMENT

PYL Equipment Coordinator:

Name: _____ Email and phone: _____

For many years, Penfield Youth Lacrosse has purchased and then allowed participants to borrow lacrosse equipment. The funds for the equipment came from registration fees and corporate donations. Boys equipment accounted for the bulk of this activity, as the girls only need goggles and a mouthpiece to participate.

As the years go by, equipment becomes outdated, lost and "never returned". As the sport of lacrosse grows (both nationally and in our area), our equipment budget continues to expand. As well, it is very difficult to predict fluctuations in the number and type of PYL participants from year to year, which makes figuring out our total annual equipment needs more and more difficult.

Other factors affecting our ability to supply timely equipment:

1. Registration numbers are growing rapidly. In the past several years the number of PYL participants has doubled;
2. Equipment purchase, cleaning and storage and retrieval costs continue to climb;
3. Not all participants return their PYL equipment;
4. Our registration fees would have to continue to climb to keep pace with equipment loss, turnover and larger numbers of players;
5. In the past we have had to plan on supplying equipment to every child. Year-to-year fluctuations in participants at each age group can mean wild swings in equipment needs. Excess equipment sits unused in some years.

To sum it up, we annually revise our equipment policy in order to minimize the costs associated with equipment inventory.

Penfield Youth Lacrosse will continue to strive for a balance between supplying equipment for young or new players versus the expenses of having our own equipment depot.

Boys equipment is by far the larger issue (girls require goggles only). PYL will supply goggles to any girl player who wishes to borrow them for the PYL season.

PYL will strive to supply loaned equipment to any boy in 1st through 4th grade who does not have his own equipment. Any players at the 5th and 6th grade level that are NEW to PYL may also borrow equipment from PYL.

If you are a returning PYL player and will play at the Boys 5th and 6th grade level, you must supply your own equipment.

Penfield Youth Lacrosse is a spring sport and we play in a spring league. You may have equipment needs beyond the spring season. Please see the PYL off-season equipment use policies on the following pages.

USE OF PENFIELD YOUTH LACROSSE EQUIPMENT OFFSEASON

"Offseason" equipment usage may entail any or all of the following:

- Summer teams
- Fall teams
- Winter teams
- Lacrosse Camps

PLEASE NOTE THAT ANYONE, AT ANY TIME WITH PYL EQUIPMENT ON LOAN MUST HAVE A CURRENT, VALID \$100 DEPOSIT CHECK ON FILE WITH PYL.

IF YOU WISH TO BORROW PYL EQUIPMENT FROM JUNE 15TH TO SEPTEMBER 1ST:

1. You need a valid reason to use the equipment (i.e., playing with a summer team, attending numerous camps, etc.)
NOTE: Any team with a player utilizing PYL equipment MUST ADHERE TO THE PYL CODE OF CONDUCT. We will NOT loan equipment to any team member unless the coach has signed the PYL Code of Conduct.
2. You must notify [the PYL Equipment Coordinator](#) that you would like to borrow (or keep) your equipment for the summer.
3. Fill out the top section of the PYL Equipment Form and bring the form and a \$100 deposit check with you to pick up equipment. If you already have PYL equipment, a new form must be filled out.
4. **YOU MUST PAY A \$50 USAGE FEE UP FRONT.** Your \$100 deposit check will be kept on hold.
5. You MUST turn in all equipment on or before 9/1 – NO EXCEPTIONS!
6. On 9/2 we cash any deposit checks remaining for non-returned equipment!

IF YOU WISH TO BORROW PYL EQUIPMENT FROM SEPTEMBER 1ST TO MARCH 1ST OF THE FOLLOWING YEAR:

1. You need a valid reason to keep the equipment for an extended period (i.e., playing with a fall/winter team, attending numerous camps, etc.)
NOTE: Any team with a player utilizing PYL equipment MUST ADHERE TO THE PYL CODE OF CONDUCT. We will NOT loan equipment to any team member unless the coach has signed the PYL Code of Conduct.
2. You must notify [the PYL Equipment Coordinator](#) that you would like borrow (or keep) your equipment for the fall/winter.
3. Fill out the top section of the PYL Equipment Form and bring the form and a \$100 deposit check with you to pick up equipment. If you already have PYL equipment, a new form must be filled out.
4. **YOU MUST PAY A \$75 USAGE FEE UP FRONT.** Your current deposit check will be kept on hold.
5. You MUST turn in all equipment on or before 3/1 – NO EXCEPTIONS!
6. On 3/2 we cash any deposit checks remaining for non-returned equipment!

USE OF PENFIELD YOUTH LACROSSE EQUIPMENT OFFSEASON

If you are attending one or more short (a week or less) camps or programs in the summer, fall or winter and need PYL equipment:

NOTE: You will NOT need to acquire your own equipment beforehand for any program or camp run by the Penfield Recreation department. The Rec department will handle equipment sign-out and turn-in for these programs!

1. Contact [the PYL Equipment Coordinator](#) and request equipment, explain for what camp(s) and for what timeframe.
2. Make date/time arrangements with [the PYL Equipment Coordinator](#) to pick up the equipment. Please do not ask for equipment the day the camp starts!
3. **YOU MUST PAY AN UP-FRONT \$15 PER WEEK USAGE FEE BEFORE YOU GET EQUIPMENT.** Fill out the top section of the PYL Equipment Form and bring a \$100 deposit check at equipment pick up.
4. PLEASE make arrangements to return the equipment to [the PYL Equipment Coordinator](#) at the end of camp – we can use it for other players attending other camps!
5. We will cash any deposit checks remaining for non-returned equipment!

PYL EQUIPMENT LOAN FORM

Player Name: _____ Parent Signature: _____

Grade: _____

Deposit Check Number: _____

Street Address, City, State, Zip Code:

Home Phone: _____ Cell Phone: _____

Mother's Name: _____ Father's Name: _____

Reason: Attending Multiple Camps

Attending Single Camp

Playing on summer team

Playing on fall/winter team

Other: _____

PYL Spring Season

Equipment	ID Number or best description
Gloves	
Arm pads	
Shoulder pads	
Helmet	

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THIS SECTION TO BE FILLED OUT AND GIVEN TO PARENT WHEN EQUIPMENT IS HANDED OUT

PENFIELD YOUTH LACROSSE EQUIPMENT LOAN FORM

YOUR EQUIPMENT BORROWED FROM PYL IS DUE BACK ON OR BEFORE:	
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Deposit check number: _____

Please note: Any equipment that is lost or not returned by the due date will result in forfeiture of your deposit. Contact the PYL Equipment Coordinator to return your equipment:

Name: _____

Contact info: _____