



Equipment Managers Handbook

Football Canada/ CFL/ CFLPA



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INTRODUCTION

This handbook has been produced and is distributed by Football Canada to assist those involved in equipment operations with teams at all levels, from amateur/youth football through to professional teams.

Football Canada sincerely hopes that this information will benefit your organization.

Disclaimer of Responsibility for Personal Injuries:

Football Canada hereby disclaims all responsibility for personal injuries suffered by anyone from participating in football.

PART 1: THE ROLE OF AN EQUIPMENT MANAGER

The following job description is provided as an example to demonstrate all that the role of an Equipment Assistant could entail. Often, this position directly reports to a Head Equipment Manager. The responsibilities of a Head Equipment Manager would include the following, with additional responsibilities in budgeting, purchasing, fitting, inventory management, and providing leadership to others.

Job Description- Example

Locker Room & Equipment Assistant

Seasonal Term (approximate term: April to mid- December)

Want an opportunity to be part of a championship organization? Want to work in a team focused environment to provide our players and coaches with a professional, clean, and organized environment?

This Football Club is looking for a high energy, team- oriented, hardworking **Locker Room & Equipment Assistant** to bring key talents to this winning organization.

This role would focus on providing behind the scenes support in cleaning, organizing, preparing the locker room, and ensuring laundry for the players and coaches is cleaned, properly maintained, and stocked.

Where will your talents be focused? (includes but is not limited to)

- Laundry services- towels, uniforms, and gear for both coaches and players.
- Equipment and uniform maintenance & inventory- assist in distribution and tracking as requested by the Equipment Manager.
- Cleaning- ensuring the locker room and equipment area is clean of debris, garbage, clothes etc. prior to and during practices and games.
- Maintain locker room facilities during games and practices to anticipate the needs of players and coaches.
- Equipment packing and loading for away games; and
- Providing support within Football Operations as needed to ensure we are providing a professional environment for our players and coaches.

What's needed to be successful in this role?

- A team focused personality where they are willing to jump in and help whenever needed.
- A passion to support the team behind the scenes.
- Effective communication skills to interact with co-workers from both football and business operations.
- Organizational skills to multitask in a fast-paced environment with minimal supervision.
- Flexibility in adapting to changing priorities based on player and game needs.
- Willingness and availability to work longer hours during the season, including weekend and evening hours; and
- Availability for all home games and practices.

This job description is intended to be an example of what is expected when working in a football team's equipment operations. An Equipment Manager's job is very dynamic, and often calls for someone to go above and beyond what is outlined in a job description.

In the past, equipment management has been a male-dominated position. As football has become increasingly accessible and equitable to women in all roles (athletes, coaches,

management, etc.), similarly, there are more female equipment managers throughout all levels of football in Canada.

Equipment operations often work closely with a team's training operations. You are encouraged to secure CPR accreditation as well as gain an understanding of First Aid Supplies (See Appendix C for First Aid Supply list). The use of these products fall under the responsibility of medical professionals.

Beyond the daily tasks of an equipment manager, your position is ultimately a reflection of your team and of the organization that you are working in. As an equipment manager, you are an essential part in building the community and culture of your team. To be a successful equipment manager, you will:

- Put your best foot forward.
- Support the success of the team both on and off the field by having a great attitude.
- Bring positivity.
- Take pride in your work.
- Be high-performing through your organization and professionalism; and
- Anticipate the needs of players and coaches.



The Locker Room

The locker room is the inner sanctum of a football team. It is everyone's responsibility to contribute to maintaining the cleanliness and order of a locker room. Players should be responsible for placing dirty laundry in towels bins. An equipment manager ensures that the locker room is organized and clean at the end of each day.

The demands of the equipment manager and their assistants in football are likely more challenging than in any other sports activity. Managing the players equipment requires as much teamwork between the equipment managers and the coaches as is needed by the players on the field.

Instruct athletes on how to maintain their equipment and clothing, why it is important and why they are expected to do so. Athletes should receive individual instructions for using, fitting, and maintaining the equipment that is loaned to them. Group instruction, with time for questions and answers, can enhance the individual instruction during the season.

The Equipment Room

The equipment room should be well organized and clean. It should be free of fluorescent lights to avoid damage to product, and temperature controlled. Good air circulation, adjustable shelving, and lockable areas are a must.

Below is a list of activities which an equipment manager would perform during the year:

Before the Season

Before the season begins, the Equipment Manager must:

- Check inventory and unpack all equipment.
- Keep in contact with suppliers ensuring orders arrive on time.
- Apply decals to helmets.
- Ensure all footballs and field equipment are ready for use.
- Discuss the method to be used for issuing equipment with the coach.
- Make sure the locker room is clean.
- Organize their toolkit.
- Document all previous injuries to be able to provide specific protective equipment.
- Keep in constant contact with suppliers to ensure order delivery.

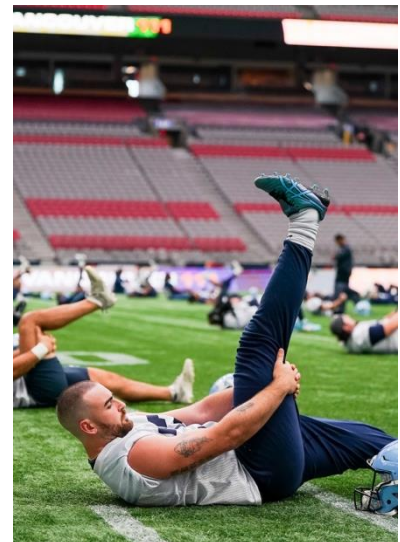
During the Season

Pre-Practice

- Follow the coaches' instructions as to where they want position stations set up around the field.
- Get the necessary equipment on the field: cold weather clothes, balls, tees, etc.
- Issue the daily equipment in a careful and orderly fashion to ensure that the items stay in proper condition and are not lost.

At Practice

- Stay close to the coach- they should not have to search for the equipment manager. Be present and responsive to the needs of players and coaches.
- Carry a pack with extra equipment parts in it, so that you can do minor equipment adjustments on the fly, and not slow down practice as a result.
- Coaches may ask for you to help keep track of time (have a stopwatch on hand).
- You may be responsible for Ball Spotting. During drills, coaches will ask for the ball to be spotted on the left, middle or right hash where they want it (or you may receive a practice script describing where to place the ball).
- After practice, gather and store equipment properly.
- Leave only when the locker room has been cleaned and is ready for the next day practice or game.



Home Game Prep

Following is a brief sketch of reminders for operation of a home game:

Pre-Game

- Check the scoring equipment including linesman box, chain, goal line flags, yard markers, goal posts and headsets.
- Have player benches and tables in position and in ample supply. Surroundings should be neat.

- Sideline clothing must be available, depending on the weather.

Game Time

- Assist players in and out of the game.
- Have clean water containers, towels, and ice available.
- Be ready to take care of unanticipated broken equipment.
- Do not forget the kicking tee, spare jerseys, helmet and shoulder pads and chinstraps.
- Do not forget your toolkit (See Appendix D).
- Check the field for forgotten equipment after the game.
- When the game is over, players will hand in dirty laundry. Clean dirty equipment as soon as possible. After cleaning, sort, and store appropriately.
- After checking to make sure the locker room is clean and ready for the next day, it is time to leave.
- Return a player to the field of play if an injury has occurred only on the permission of the team doctor or therapist. If you are responsible, do not let the player return to the field if there is any doubt as to the severity of the injury.

Away Games

If the equipment manager carries everything, checklists should be compiled. The system whereby the equipment manager takes everything requires a lot of large containers. Most teams use a dual system where the equipment manager cares for the packaging of the general game equipment, while individual players pack in duffel bags the actual gear they will wear. A sample plan of how to pack an individual duffel bag is as follows:

- Shoes at the bottom. Be sure they are clean. If wet, pack them in a plastic bag first.
- Next, pack shoulder pads, thigh, and knee pads.
- Pants and jersey should be folded neatly.
- Helmet on the top.
- Keep soiled laundry apart from helmet/shoulder pads/cleats when possible.
- Limit stacking of used uniforms to avoid colour transfer (see Appendix E)



Packing equipment is only part of the work that goes into playing games away during the football season.

While on the road, you will want to set-up your locker room, again, in a way that is clean and organized with minimal disruption to players and coaches. Help direct players where to go to help things run smoothly in this transitional time.

The other items that the equipment manager must remember to bring includes:

- Parkas or sideline capes as well as handwarmers (for colder weather).
- Kicking tees, extra shoulder pads, extra helmets, and a toolkit.
- Water bottles and ice chests.
- Place footballs in separate bag. Check for proper inflation. They must be clean and identified.
- Bring plenty of towels and mark them accordingly.
- Other extras such as chin straps, shoelaces, jerseys, compression gear, etc.

- Upon arrival, issue the equipment with the help of the assistants. Do not let the passing out of equipment be a grab session. When the game is over, the equipment must be counted and packed carefully. This is the time to look for their missing articles.
- Upon arrival at home, it is very important that the equipment is unpacked immediately. Wet, soggy equipment should never be left compressed in a container too long. It is important that equipment be sorted out for cleaning and repairing as soon as possible.

End of the Season

- Check all equipment to determine repair requirements. Equipment must be repaired before it is stored for the off-season.
- Send shoulder pads, helmets, and facemasks away for reconditioning (see page 28)
- Discard items that are not suitable for future use.
- Store footballs in dry location.
- Clean the water containers and ice chests.
- Be sure that all equipment has been returned. Check against the beginning inventory of items purchased. These items less those that have been thrown away should be accounted for with the new inventory.
- Re-stock your toolkit (Appendix D).
- Clean the dressing room completely.
- Collaborate with the coach to check the dressing rooms, field and equipment room for end of season suggestions.

Tips from the PROS for New Equipment Managers

- Volunteers are a vital part of the equipment room. Similar to staff, all volunteers should be screened and onboarded so that they can contribute in the best way possible to the team.
- Much of your role as an equipment manager is to support from 'behind the scenes'. You know you will have done your job well when things run smoothly, and your work is unnoticed.
- Outfit equipment staff in a specific colour shirt at practice so that they are easily identified by players and coaches.

"Safety is first priority- and this extends beyond fitting protective equipment and thinking about player's safety. New Equipment Managers need to remember about their own safety in everyday work. Wear gloves when handling dirty laundry and equipment, be aware of your surroundings when fitting players, and take care of your health in working in extreme weather conditions."

George Hopkins, Head Equipment Manager of Calgary Stampeders

PART 2: BUDGET PREPARATION AND CONSIDERATIONS

Budget preparation for football equipment is a crucial aspect of a successful football program. In all sizes of budgets and at all levels of sport, having a well-managed budget and processes ensures that teams are adequately equipped to meet the demands of the sport. This process involves careful planning, analysis, and consideration of various factors to ensure that funds are allocated efficiently and effectively.

Player Safety

In equipment operations, player safety is a top priority. As a result, when preparing a budget, a large portion of a budget will be allocated to purchasing equipment to enhance player safety. Allocating sufficient funds for quality safety equipment and maintenance programs is an investment in the well-being of the players. Helmets, shoulder pads, and other protective gear must meet safety standards to reduce the risk of injuries. Additionally, regular equipment maintenance and proper fitting are essential considerations to enhance player safety.

Determining Needs

The first step in budget preparation for football equipment is to assess the specific needs of the team. This includes evaluating the current inventory of equipment, considering the number of players, and identifying any equipment that may need replacement or upgrading. It's essential to consider the safety standards and regulations set by governing bodies to ensure that all equipment meets the necessary requirements.

Flexibility for Contingencies

A well-prepared budget should also account for unforeseen circumstances or emergencies. Having a contingency fund ensures that the team can address unexpected equipment needs or emergency repairs without disrupting the season's progress.

At all levels of sport, budget preparation for football equipment is a multifaceted process that requires careful consideration of various factors. By prioritizing player safety, investing in quality and durable gear, staying upon technological advancements, and building positive vendor relationships, teams can create a budget that enhances both performance and financial sustainability.

Tips from the PROS for a new Equipment Manager

Although budgeting principles are universal, budget process and procedures vary amongst teams and sports organizations. Budget management can seem intimidating. Think of this as an opportunity to generate dialogue and connect with team management. The following questions could be used as a resource in guiding these conversations:

- *What is my budget?*
- *What is the process when purchasing equipment?*
- *Is there an existing way to keep track of what I've spent throughout the year?*
- *Who is involved in budget forecasting for the year to come?*
- *What are the important dates I should mark in my calendar related to budget management over the year?*

Ultimately, using technology to stay organized and finding a system that works for you will go a long way as you start managing a budget.

PART 3: PURCHASING

Once a budget is determined, purchasing is an important aspect of equipment operations. This part of the handbook will explore:

- Effective purchasing policies
- The importance of being a knowledgeable buyer
- Preparing to purchase equipment.
- Selecting a vendor
- Preparing a Purchase Order; and
- Keeping a record.

And for all new equipment managers, check out our tips at the end of this section.



Effective Purchasing Policies

Part of the role of an Equipment Manager is purchasing necessary equipment for the team. As such, those working in equipment operations will need to understand the details of how to purchase, based on the team's specific policies and procedures. These may include:

- Establishing a competitive bidding process: Implementing a transparent and fair bidding system to select suppliers, encourage competitive pricing and negotiate favorable terms.
- Implementing a standardized approval process: Define a clear process for approving purchases, involving those with signing authority such as coaches, management, and financial decision-makers.
- Leveraging technology: Use tools and software to streamline the purchasing process, and track expenses.
- Ensuring inventory management procedures: Implement systems to monitor and control inventory levels, reducing the risk of shortages or excess stock.

Purchasing policies and procedures should be assessed regularly to ensure their effectiveness over time. Periodically revising these will lead to ongoing improvement and working more efficiently.

Be A Knowledgeable Buyer

Football equipment managers play a crucial role in ensuring that their team is equipped with the best gear to maximize performance and safety. To become a knowledgeable buyer, it is essential to stay informed about the latest advancements in football equipment technology, regulations, and player preferences.

- Regularly attend industry conferences, workshops, and trade shows to interact with suppliers and stay updated on emerging trends.
- Establish strong relationships with reputable vendors who prioritize quality and safety standards.
- Conduct thorough research on product reviews, specifications, and user feedback to make informed purchasing decisions.
- Collaborate with coaches and players to understand their specific needs and preferences, ensuring that the equipment selected aligns with the team's overall strategy.
- Additionally, negotiate effectively to secure the best deals without compromising on quality.

A well-informed equipment manager is not only a savvy buyer but also a key contributor to the team's overall success.

Preparing to Purchase Equipment: General Purchasing Considerations

Preparing to purchase football equipment requires careful planning and decision-making to ensure that the team gets the best value for their investment. Here's a comprehensive guide for an equipment manager to make informed decisions:

Assess Team Needs

- Evaluate the current state of the team's equipment. Identify what needs replacement, upgrades, or additions.
- Consider the size of the team and the specific requirements of different positions.

Know Your Budget

- Establish a clear budget for the equipment purchases. This will guide decision-making and prevent overspending.
- Consider not only the initial costs but also ongoing maintenance and replacement expenses.

Research Suppliers (See 'Selecting a Vendor' below)

- Research reputable suppliers and manufacturers known for producing high-quality football equipment.
- Consider factors such as durability, safety standards, and customer reviews when choosing suppliers.
- Consider local suppliers (potential for sponsorship opportunities)

Quality Assurance

- Prioritize quality over price. High-quality equipment may have a higher initial cost but can save money in the long run due to durability and reduced need for replacements.
- Look for products that meet safety standards and regulations.

Stay Informed about Technological Advancements

- Keep up to date on advancements in football equipment technology. This can lead to more informed decisions about innovative and improved gear.
- Attend industry conferences or seek advice from experts to stay updated on the latest trends.

Consider Player Preferences

- Gather input from coaches and players regarding their preferences for equipment.
- Ensure that the chosen equipment aligns with the team's playing style and individual player needs.

Check Warranty and Return Policies

- Review warranty and return policies offered by suppliers. This provides assurance in case of defects or issues with the equipment.
- Understand the process for returning or exchanging items, if necessary.

Bulk Purchases and Discounts

- Explore opportunities for bulk purchases, as suppliers may offer discounts for large orders.
- Negotiate prices and inquire about any available promotions or package deals.

Consider Environmental Impact

- Evaluate the environmental impact of the chosen equipment. Sustainable and eco-friendly options may align with the team's values.

Test Samples

- If possible, test equipment samples before making bulk purchases. This allows the team to assess the comfort, fit, and performance of the gear.

Plan for Maintenance

- Develop a plan for equipment maintenance to ensure longevity.
- Invest in products with easy maintenance requirements and access to replacement parts.

Document and Track

- Maintain detailed records of all purchased equipment, including receipts, warranties, and maintenance schedules.
- Implement a system for tracking the lifecycle of each piece of equipment.

By following these steps, an equipment manager can make informed decisions that prioritize the team's needs, budget constraints, and the overall safety and satisfaction of the players.

Selecting a Vendor

Selecting the right vendor is an important part of the football equipment manager's role. A reliable vendor understands the unique needs of a football team and offers a wide range of options, allowing the equipment manager to tailor choices based on the team's specific requirements. Key considerations when selecting a vendor are:

- Availability of desired equipment
- Competitive prices
- Prompt delivery
- Quality goods- no substitutes
- Warranty on repairs or parts
- Follow-up service
- Knowledge of the equipment
- Local merchant
- Reputation
- Length of time in business

Pro Tip: *"The best vendors are often found through word of mouth. Talk to other equipment purchasers to determine which vendor they use. Find who's providing quality products, who has the best prices, services and warranties."*

-Drew Strohschein, Head Equipment Manager of the Hamilton Tiger-Cats

Preparing Your Purchase Order

Creating a purchase order for football equipment managers involves several steps to ensure accuracy and efficiency in the procurement process. Being clear on your Purchase Order will help to ensure accuracy. Check with your team to obtain their Purchase Order template.

Here's a guide on the elements of a purchase order:

Header Information

- Start with the header, including your company name, address, and contact information.
- Include a unique purchase order number and the date of issuance.
- Clearly state that it's a purchase order.

Supplier Information

- Include the supplier's name, address, and contact information.
- Specify the delivery address if it differs from your company's address.

Purchase Order Date and Validity

- Clearly state the date of the purchase order.
- Include a validity period, specifying how long the purchase order is valid.

Itemized List of Equipment

- Provide a detailed list of football equipment you want to purchase.
- Include the quantity, description, and any specific details such as sizes, colours, and models.
- Assign unique item numbers or codes for easy tracking.

Specifications and Requirements

- Include any technical specifications or requirements for the equipment, such as quality standards, safety features, or any specific brand preferences.

Prices and Payment Terms

- Clearly state the unit prices and the total amount for each item.
- Specify the currency used.
- Outline the payment terms, including any discounts, prepayment requirements, or installment plans.

Shipping and Delivery Information

- Specify the preferred method of shipping (e.g., ground, air) and the expected delivery date.
- Include any special delivery instructions or requirements.
- Clarify if partial shipments are acceptable.

Terms and Conditions

- Include any relevant terms and conditions, such as warranties, return policies, or penalties for late deliveries.
- Outline the process for handling discrepancies or defects in the delivered equipment.

Authorized Signatures

- Include spaces for authorized signatures from both your company and the supplier.
- Clearly state the person or position who has the authority to approve the purchase order.

Additional Notes

- Add any additional notes or comments that are relevant to the purchase.

- Include contact information for individuals involved in the procurement process.

Review and Approval

- Ensure the purchase order is reviewed for accuracy and completeness before approval.
- Obtain necessary approvals from relevant personnel within your organization.

Distribution

- Distribute copies of the purchase order to all relevant parties, including the supplier, finance department, and any other departments involved.

Remember that the specific details and format may vary depending on your organization's policies and procedures. Always consult with your procurement or finance department for any specific requirements they may have.

Keep a Record

Another important part of the purchasing process is to keep accurate and current records, from ordering to receiving. A record of everything that has been ordered should be recorded, with the date on which it was ordered, the cost, delivery due date, and date of receipt.

Purchasing Tips for a New Equipment Manager

- Take the time to think about future equipment needs.
- Ask others about where they source equipment from.
- Take advantage of opportunities to network and build relationships with suppliers.
- Purchasing Internationally:
 - Ensure the quote is in Canadian Dollars
 - Is there a Brokerage firm that helps with receiving inventory?
 - Is Duty and taxes included in the price?
- Like with budgeting, using technology to help keep you organized is a great place to start for someone new to purchasing.
- Purchase items well in advance of the season, leaving plenty of time for transport and processing after receiving.

Pro Tip: "When purchasing equipment take the following into consideration: the size of your players, roster size, level of competition, length of season, and the number of games you play."

Danny Webb, Head Equipment Manager of Toronto Argonauts

PART 4: INVENTORY CONTROL

Inventory Records (Master Inventory Control Records)

Inventory records are permanent and relate to all the equipment the team owns or has borrowed. The records should include: the type of equipment, the equipment's condition, the equipment's inventory number and model number (inventory code), a sufficient description to ensure easy identification, the equipment's size, if relevant, its colour, the date of purchase, and its recertification date or disposal (write-off) date.

Equipment Safety Records

Equipment Safety Records may also be considered as a form of inventory record. They most often relate to equipment designed to prevent impact injuries, such as helmets, shoulder pads, etc. These records should contain the condition of the equipment and any

comments made during safety inspections, the date the equipment was purchased or recertified, and the next scheduled recertification date.

Equipment Maintenance Records

The vendors who supply equipment are the best source of information about equipment maintenance. Most equipment will contain a written description of proper storage and maintenance procedures. Organize your Equipment Maintenance Records to record equipment, date of inspection, status (ie: good, needs repair etc.), date repairs completed, and date of next inspection.

Equipment Inspections

The management of protective equipment includes the process of repair, and replacement of damaged and worn equipment and clothing on a regular basis. Inspect equipment and clothing regularly for damage that can be mended as part of maintenance, as well as for safety reasons. From the very start of the season, it is critical to have an adequate supply of replacement parts, and it is important that all repairs take place immediately. It is vital to keep accurate records of your helmet maintenance program. Accordingly, a special card should be maintained for that purpose. A sample template is shown in Appendix B.

Purchasing Records

Purchasing records cover all purchases made by the team. It includes copies of all order forms, expected delivery dates, requisitions, invoices and sales receipts.

Records of Athlete Sizes

Records of athlete's sizes (sample shown in Appendix A) can assist in purchasing the correct amount of equipment in specific sizes and should be kept up to date. Noting clothing size and helmet and shoulder pad sizes may be of value for ordering and inventory control. This helps with returning players for the following season.

Consumed in Use Register

The 'Consumed in Use Register' is useful in keeping track of bulk items such as tape, ankle wrap, etc., which are high volume items that will likely not be returned. Any time you issue items in this category you record the date, to whom issued, and the amount issued, and as for the borrower's signature. You could have a sheet for each item. When you re-stock the item, you add the new quantities on the register, including the date of receipt, adjust your balance and carryover.

Write-off Team Property Records

(when equipment cannot be economically repaired)

Teams should also establish inventory checks and write-offs, to verify the club's stock and the condition of the same. Do not off-handedly discard damaged or old pads. They may be used in the future to repair other pads or may be used for padding injuries.

A Loan System

To help you control your equipment, you may wish to establish some loan policies. Policy issues that you may consider are:

- Who can borrow what equipment.
- Every item borrowed must be signed for.
- Setting time limits on loaned equipment.

- Establishing return policies.
- Assigning financial responsibilities for lost or damaged equipment.

It is equally important to conduct some training with your team members so everyone will understand why you have established a loan system and the importance of them playing by the rules.

Loan of Equipment

Equipment should be issued for a set period. This gives the equipment manager a reference point of when to expect the return of the equipment and a reminder that this is out on loan and should be checked.

The loaning of equipment should be registered on an appropriate form which you have adopted for that purpose.

As a minimum, your loan records should provide for the following information:

- Date of issue.
- Borrower's name and contact information.
- Description of the item(s) borrowed, and quantity.
- Signature of the borrower at each item borrowed.
- Return date of equipment.
- Initials of the equipment manager when the stock is returned.

You may also want to consider making team members liable for lost equipment and damage of equipment, if it is caused by a willful act or negligence. If this is what you decide, you may wish to include a statement on the loan card to that effect and have the borrower acknowledge that fact.

To ensure prompt return and firm control of the equipment inventory, daily monitoring of the loan sheet and immediate action to hasten returns or to initiate recovery should be taken.

Taking Delivery of New Equipment and Supplies

Check the new equipment and supplies, in detail, against your purchase order and packing slip, to ensure that you receive exactly what you ordered (Quantity and Quality).

- Record date, time and how shipment is received.
- Check to ensure that no parts are missing.
- If, and as necessary, arrange for returns, adjustments, and/or receipt of outstanding items.
- Enter all items on your master inventory.
- Mark all equipment before putting it into use.
- Carry out all pre-use maintenance and preparation requirements.

Tips from the PROS for a new Equipment Manager

- I always make sure I have an accurate count when receiving inventory in checking it to what I had ordered.
- I put away inventory in an organized way. When we are busy, I want easy access and a visual of what supplies are on hand.
- During the busy season, I make time to periodically check my inventory to see if I need to order anything.

"You never want to be the reason why players and coaches don't have what they need to succeed."

Gordon Gilroy, Head Equipment Manager of Saskatchewan Roughriders

PART 5: PROTECTIVE EQUIPMENT AND FITTING

Ensuring that players are fitted properly for equipment is arguably the most important aspect of an Equipment Manager's job. Before you fit a player for equipment, there are some considerations that will set you up for success in effective practice.

Familiarize yourself with your league's *Rule Book* for specific considerations, as rules vary slightly through different age groups, and between flag- football or a full-contact league.

Setting up your space for Success: Being organized is so important for smooth equipment operations. Having your equipment well-laid out and accessible will help you fit in an efficient and timely manner.

Take a 'Team Approach' When Fitting: When you are fitting a player, it is important to have others around and be visible by others. If you need to fit a player outside of locker room hours, arrange to have a second person present to lend a hand. Working as a team helps to reinforce professionalism and ensures that comfort level is maintained for everyone involved. Avoid finding yourself in a 1:1 situation or being alone behind closed doors.

Keep a Record: When fitting a player, you will be learning a lot about them in a short period of time. Have some way to record their measurements/ preferences to have on hand when you need them. One example is provided for you (see Appendix A). There are various tech options available, but the best method is the one you will use and that is easy to keep organized.

Get to Know the Player: While fitting a player, you have a great opportunity to tailor your conversation to learn about the player and start building a rapport with them. More importantly, these details will help to inform your equipment suggestions. You may want to ask:

- What position they play.
- Are there any injuries (current or past) to be aware of.
- What their preferences are – what brands/sizes have they worn before? Did they like how it fit?

Educate Always: Use this time as an opportunity to educate players on how to properly care for their equipment. This includes guidelines for cleaning, storing, and reporting any issues with their gear. Reiterate that even with the best fitting equipment and evolving technology, there is still the chance that they could be injured while playing. Your job is to support a player by ensuring they have the best fitting equipment considering the options available.

Protective Equipment (from Head to Toe)

The Helmet

As awareness around concussion prevention has expanded, helmet technology has been an emphasis of study and research. With new discoveries in research and ongoing improvements to helmet technology, it is important for Equipment Managers to stay up to date on the newest technology.

All helmets must have the National Operating Committee on Standards for Athletic Equipment (NOCSAE) approval seal and warning label on it. With so many helmet options available for purchase, Equipment Managers should ensure that helmets are properly reconditioned within the recommended guidelines and should no longer be used after the helmet's recommended lifespan. A selection according to existing inventory, the age of the athlete, and skill level should be considered when making a decision. Predominantly designed in testing for pro athlete's, the top-performing helmets are classified in the Green category, according to the NFL's Helmet Laboratory Testing Performance Results (or a five-star helmet in the Virginia Tech's Helmet Study). A full inspection of all helmets should be done weekly before a game to tighten any screws as well as mask attachments, visor clips and chinstraps.



How to Fit

A helmet must fit snugly to protect a player. A loose- fitting helmet cannot provide adequate protection. It is recommended that a helmet achieves a *firm but comfortable* fit. First, measure the head to find the appropriate size of helmet that corresponds to what was measured. Using a measuring tape approximately 1 inch above eyebrows, measure the head circumference (use soft measuring tape available from helmet manufacturers).

Next, have the player put the helmet on. Hold the helmet with thumbs in the earholes of the shell and fingers pointing towards the helmet top. Spread helmet apart and roll the helmet back onto the head and bring down straight into position.

<https://www.riddell.com/>, <https://schuttsports.com/>

Check the Fit

- Moving the helmet forward/ backward and side/side, the helmet should fit directly against the player's skin (their skin should move with the helmet on their forehead and cheeks).
- Applying pressure to the helmet, test if the helmet can be moved forward and back. The helmet should fit snugly to the occipital bone, located at the base of the skull.
- The helmet should fit approximately 1 inch (1 finger width) above eyebrows.
- From the side, ear holes should align with ears.
- Add a chinstrap to the helmet, do the chinstrap up, and adjust all four points of the chinstrap.

Inflating and Deflating Air-Pockets: Some helmets contain air bladders that can be inflated for a snug fit.

- To Inflate: Use special inflation kit. Slide needle into air valve. Hold pump bulb down, squeeze and release. Always use glycerine on the needle.
- To Deflate: Hold pump bulb up, squeeze and release.

Once you are satisfied with the fit of the helmet, take off the helmet in the opposite way it was put on, by placing thumbs in earholes, lift and roll helmet forwards to remove. From here, add other components to the helmet (facemask, chin strap already on, visor). Have the player try the helmet on one final time to ensure fit.

Did you know that how helmets fit changes in different temperatures and weather conditions? In warmer weather, helmets may fit tighter, while in cooler temperatures, helmets may fit looser. Similarly, air will not go into a helmet outside in cold air, and therefore, inflation should be done inside if possible. It is recommended that you check the fit periodically to ensure proper fitting throughout the football season and changing temperatures.

Troubleshooting Common Fit Errors:

1. Helmet is fitting too tightly on the cheeks.
Solution: replace cheek/jaw pads to a smaller size
2. Helmet is fitting too high on the head.
Solution: replace crown pads to a smaller size to achieve a closer fit
3. Helmet moves freely when a player shakes or nods their head.
Solution: Move to a smaller helmet, if possible. Adjust padding as needed.
4. Helmet is not achieving that desired 'snug' fit due to a player having lots of hair or wearing their hair in certain hairstyles.
Solution: There is not a true 'solution' to this- as this does make it difficult for the helmet to make contact with the occipital lobe at the back of the athlete's neck area. Work with the player to find optimal comfort and fit.
5. Do not overinflate, if helmet requires significant inflation try a smaller size.
6. Have athlete wet their hair, test with headwear (ie. Skull cap/bandana) to simulate real feel.
7. Re-check size after hair style change

Helmet Specs: <https://www.riddell.com/>, <https://schuttsports.com/>

(last updated at the time of publishing, consult Supplier Websites for most current information)

Riddell Precision- Fit	Uses 3-D scanning technology to craft a helmet personalized to the player. One-of-a-kind production molds are developed for each athlete.
Riddell Tru- Fit	Provides the fit and feel of Precision- Fit without being personalized to one player
Riddell Axiom	Combines experience in athlete protection, helmet technologies and Precision- Fit technology to deliver an advanced helmet.
Riddell SpeedFlex True	SpeedFlex is equipped standard with InSite Smart Helmet technology and liner system that can be reconfigured to fit a different player as program's roster evolves.
Riddell SpeedFlex InSite	Equipped with InSite Smart Helmet technology, the games' most recognizable helmet is designed for smarter practice and smarter play.
Riddell SpeedFlex	The first helmets designed with flexibility built into the helmet's shell, the SpeedFlex suite of products has become, by far, the most preferred helmet of the game's most elite athletes.
Riddell Speed Icon	Offers Riddell's Patented Side Impact Protection in a classic shell shape with overliner.

Riddell Speed Classic Icon	Similar to the Speed Icon, this is in a classic shell shape with no overliner.
Schutt F7 2.0	See website for details
Schutt Youth F7LX1	
Schutt Youth Vengeance AL11	
Vicis ZERO2 QB Elite	Vicis Zero2 with additional padding in back side of shell
Vicis ZERO2	Note: The Vicis Shell is a proprietary shell designed to absorb more than deflect impact.
Vicis ZERO2 Trench	Vicis Zero2 with additional exterior piece on crown
Vicis ZERO2 Youth	

Aspects to a Helmet:

Helmet Shell

Helmet shells act as a shield and cover the inner padding of a helmet. The most common materials for helmet shells are Polycarbonate Alloy and ABS Plastic.

- i. Polycarbonate Alloy: This type of shell is very rigid and is capable of withstanding high impact with minimal deformation. The Polycarbonate Alloy in most cases allows impact to be deflected. It is generally used by adults.
- ii. ABS Plastic: This type of shell is 30% lighter than the polycarbonate alloy shell. It tends to deform more on impact since it is less rigid. Under low impact situations such as the minor and junior high school level, this shell is quite satisfactory.

Chinstraps

- Chinstraps are a piece of equipment that can be easily adapted to player's preferences. They are all a 4-point hook-up and come in a variety of options:
- Generally sized Small, Medium, Large
- Hard cup (more common) and a soft cup (made from leather)
- 4- point chinstraps can help alleviate movement of the helmet by adjusting the different points independently to enhance maximum fit.

Facemask

The face mask should be considered as part of the helmet. The face mask protects the athlete during facial contact and can also assist in absorbing and distributing the force of a blow. Selecting a face mask is based on the player's size, preference, and position.

The length of a face mask, either short or long can affect the protection of younger players (12 years and under). If too long, the bottom of the face mask will hit them in the chest. If too short, the player may suffer scrapes on their chin from hitting the ground and blows to the neck and chin from opponents. It is imperative that the attachments are pointing in the proper direction holding the mask in place. Older models of masks and helmets should always be scrutinized to ensure they are compatible- never flip the attachment to reach a hole in the shell.

NEVER PAINT OR DRILL YOUR HELMETS. Any helmet that has been or needs to be drilled is too old to wear. Helmets come from the factory pre-drilled. These holes are drilled to take the proper mask. You will need to purchase brand specific facemasks that correspond to the helmet model.

For quick removal of a facemask in case of an emergency, Riddell has Quick Release™ in all their facemask clips, while Schutt uses quarter turns.

Facemask Reconditioning <https://www.greengridiron.com/en-ca>, <https://schuttsports.com/>

Facemasks will be required to be replaced when exposed metal begins to show, and reconditioning can provide a highly cost-effective solution to their replacement. Facemasks can be reconditioned through NOCSAE approved retailers such as Certor Sports. They will be inspected for bends and breaks, and the coating will be re-dipped. Rejected masks can only be used on display helmets and not for field use. This is a major way to prolong the life of your inventory and save the high costs of purchasing new facemasks, as well as an effective way to change the team colour of your masks.

Visors

Visors are an aspect of the helmet that is highly customizable to player preference and are a very popular accessory. Visors provide the eye and surrounding area with additional protection. They come in various levels of tint (the tint percentage equals the amount of light transmitted through). Most leagues would require medical clearance to wear a tinted visor.

Helmets should be inspected regularly to ensure that they are not showing cracks, damage, or other signs of wear and tear. Helmets and all their aspects should never be worn if they are damaged. As well, a chinstrap should be always buckled.

Shoulder Pads <https://www.riddell.com/>, <https://www.douglaspads.com/>, <https://xtechpads.com/>

Shoulder pads must provide maximum protection to the shoulder blades, the collar bone, the collar bone-shoulder blade joint and the ball portion of the upper arm bone. Shoulder pads are composed of a hard plastic body with foam under padding. They should be light and well balanced to allow for maximum range of motion and be fitted to the athlete's exact specifications to provide total protection.

There are two types of shoulder pad construction available:

- The Cantilever Pad: The cantilever pad has an arch that covers the chest and the back and a flap and a cap that covers each shoulder. It will distribute the force of a blow on the shoulder over the chest and/or back rather than taking a full force at the point of impact. The cantilever pad would be recommended for youth, developing players, and is preferred for players with shoulder injuries.
- The Flat Pad: The Flat Pad does not include the cantilever shock absorber. This is preferred option for a lighter, lower profile, with more range of motion of the head. Flat pads come with belts and buckles- these cause the pad itself to be the cantilever if they are buckled tight enough.

Shoulder Pad Accessories and Restrictors

RipKord™

Riddell has developed RipKord™ technology. In the event of severe injury, the tab is cut to assist pad removal, allowing pads to be removed to the sides, limiting movement of the athlete.

Rib Protection

Various forms of rib protection are readily available for use. Traditional rib protectors can be attached to the shoulder pads and are most used on Quarterbacks from a preventative standpoint. Rib shirts are also available from a variety of suppliers and vary from traditional form (poron xrd foam) to body moulded hard padding (EvoShield).

Backplate

Rectangular or hexagonal pad that can be attached to the back of the shoulder pads. Backplates come in a variety of sizes and provide protection to the lower back.

Fitting Shoulder Pads: <https://www.douglaspads.com/>, <https://xtechpads.com/>

Start by asking the player what position he plays, as this will determine what type of shoulder pad he should be wearing. Shoulder pads are usually grouped as follows:

- Quarterbacks, Receivers, Defensive Backs, Kickers
- Running Backs
- Linebackers
- Linemen

With a player's arms hanging at their sides, measure the player's shoulder width according to manufacturer's directions (from Acromioclavicular Joint to AC Joint or from Humerus tip to Humerus tip). This will give you a maximum shoulder width measurement. Round measurements up to the next half inch.

Choose a shoulder pad that fits the player's position, using your measurement.

Have the player try on the shoulder pads. Before doing up any straps, buckles, or laces, check to see if the shoulder pads fit across the shoulders. The pads should cover the shoulders from Humerus tip to tip. Do not let players wear the pads if they do not cover the shoulders completely. If the players that you are fitting has extremely big trapezius muscles, you may have to try shoulder pads one size larger, or shoulder pads with deeper channels.

Now have the player do up any straps and laces.

Check to see if shoulder pads are restricting the player's arm movement or pinching the neck area. The pad should extend ½ inch over the deltoid (shoulder muscle).

There should be ½ inch between the neck and the shoulder pad. With the player wearing the helmet, have them raise both hands above their head and out front to simulate catching the ball. If they complain that the pads are pinching too much, it will be necessary to try a different style of pad.

Lastly, adjust underarm elastic straps for a snug fit. Belts and buckles should be tight.

Female Shoulder Pads

Pads built specifically for females are available through a variety of suppliers. They use a breast plate assembly that provides better protection and ease the process of taking the pads on and off.

Hip and Kidney Pads

Hip and Kidney pads have been developed to protect the kidneys, tailbone, and pelvic area. The pads should be the same size as the player's waist. This avoids the sudden movement of the pads during contact and protects against damage to vulnerable areas. A number of manufacturers offer hip belts in specific waist sizes, while others offer small, medium, large and extra-large varieties.

Two different types of hip pads are:

- *Step in Stretch Girdle Pad*: The Step in Stretch Girdle Pad provides maximum protection to the athlete. Made of washable nylon or polyester, the girdle is very comfortable, fits well and stays in position during contact. The pads are made of vinyl- covered closed-cell foam pad which are inserted into slots in the elastic girdle.
- *Wrap Around Pad (Hip and Kidney Pad Belts)*: The Wrap Around Pad is the most popular type used and is offered in various ranges of styles for different age groups. These pads can be constructed with a polyethylene plastic hip and spine pads produced with the heavy-duty nylon covered closed- cell foam. When selecting this type of pad, vinyl impregnated web belts with non-slip buckles should be purchased.

Thigh Pads

Thigh pads are used to protect the muscles along the upper thigh. The pad can be constructed of ABS plastic and covered by a closed-cell foam which has been dipped in vinyl. Whether using dipped or non-dipped pads they should be fitted properly to provide adequate protection so as not to interfere with the player's running motion.

There are two main types of thigh pads which are available in different shapes and sizes.

- Universal: The pad is cut in a manner that allows it to be worn on either thigh.
- Regular: The pad is cut with a notch whereby a specific pad is available for the right and left leg.

Knee Pads

Knee pads are used to protect the knee from blows and abrasions. They do not protect the knee against cartilage or ligament damage.

The pads can be constructed of moulded closed-cell foam with a vented air pocket on the underside next to the knee to cushion the shock. The pad fits into a reversible pocket in the football pant and should fit properly to protect the knee from damage.

The knee pad is an important form of protection that should not be neglected or altered. Most leagues now recognize basketball/ volleyball knee pads as being suitable for use in football. The pad is to be worn under the pants.

Footwear

The Football Canada Rulebook outlines the specifications for football footwear. Check the current Rulebook for details. If you are unaware of the specifications call your Provincial Association or Football Canada. Shoes should be comfortable from the moment that they are tried on. It is advisable that footwear be purchased early enough to provide sufficient "break-in time" this will aid in eliminating the possibility of early season blisters.

Footing and traction are essential to the success of an athlete. Football cleats vary from other sport cleats in that there is a stud at the front of the toe box; and are generally more supportive on the side walls than other sport's footwear. Metal bottoms are not acceptable and pose risk to other players. It is important for an equipment manager to understand the differences in footwear options and consider player position, previous injury history, and field surface. Four primary types of footwear include:

- Moulded - Most common type of cleat, varying cleat patterns. Generally accepted and used for both turf and grass.
- Seven-Stud or Detachable - Studs may be removed and replaced to adjust to field conditions. Generally accepted for grass use.
- Shark - Rubber sole with large vertical rubber studs commonly used by offensive linemen, used on both turf and grass.
- Turf - Rubber sole with rubber spikes, used exclusively on turf and frozen field conditions.

Mouth Protector

The mouth protector is a mandatory and important piece of equipment which helps to protect the teeth from damage, the jaw from fractures and the brain from concussions.

There are two basic types of mouthguards available. Both are made of plastic and are fitted internally, protecting the athlete from frontal contact as well as blows to the underside jaw.

- **Mouth Formed Protector:** The mouth formed protector provides a good fit and does not require a dentist fitting. Due to its bulky nature, it may cause breathing difficulties and speech issues when in use.
- **Custom- Made Protector:** The custom-made protector requires a dentist's fitting but provides the best fit. It provides good retention and is less bulky than the mouth formed protector.



Mouth protectors should be replaced when splits, chew-throughs or loss of resiliency occurs. A new mouth protector should be worn each season.

Gloves



Gloves are an essential part of the football uniform and provide opportunity for advantage. Gloves have also become increasingly disposable, so it is important to find gloves that can last for your athletes. Sample their durability before placing large orders. Also note, most styles can be washed and left to air dry. Refer to the wash tag inside the glove.

The different types of football gloves are:

- **Synthetic** - Most common. Synthetic grip that quickly stops rotation of ball upon catch. Not overly effective in wet conditions.
- **Tackified Leather Palm** - Sticky leather used in primarily wet conditions. Also used in many lineman glove designs, as grabbing wet uniforms requires it.
- **Padded** - Glove providing protection of top of hand to varying degrees. Can be found with both synthetic and leather grips.

Eyewear

It is suggested that all players who must wear glasses during competition purchase eyewear with "industrial- quality safety lenses". Do not permit a player to wear conventional eyewear as they tend to fragment much too easily.

Contact lenses are also suggested as they are non- breakable and do not interfere with the player's peripheral vision.

For additional protection, players wearing glasses are encouraged to wear a full cage or face mask which are specifically designed for that purpose.

Practice and Game Jerseys

The football jersey plays an important role in the function of an athlete's equipment as it holds protective padding in place and is a means of identifying teams and individuals. When purchasing practice and game jerseys, the following points should be considered:

- the primary elements to consider are fit, material, durability, and appearance.
- to ensure proper fitting, the jersey should be fitted at the same time as the shoulder pads.
- there are a large variety of high-quality knit materials that are available. The most desirable quality is the ability to return to its original size and shape.
- for durability and colour, select jerseys that are made of high-quality vat-dyed material.
- full and three- quarter length sleeves provide added protection against cuts and scrapes however a $\frac{1}{4}$ length is standard.
- Sublimated jerseys are an economical option for purchase, especially if you plan to buy 'fill-ins' yearly. It is much easier to match existing stock and there are usually lower limits on the number of jerseys required to purchased.

Be specific when purchasing practice and game jerseys:

- type and quality of material.
- tight fit which allows the athlete complete freedom of movement
- colour coordination.
- size and location of numbers (front, back and sleeve)
- neck design (V-neck)
- length should be long enough to fit over padding and be tucked into pants.
- understand the differences between sizing: youth, adult, and collegiate sizes, as well as alpha sizing (small to 4XL) and numerical sizing (36 to 54).
- useful uniform terminology:
 - Cowl - Neckline of jersey
 - Gusset - Sewn piece in fabric to add strength.
 - Yoke - Shoulder area between the neck and sleeve
 - Pro Waist - Elastic bottom at waist of jersey
 - Straight Hem - bottom at waist of jersey to allow tucking.

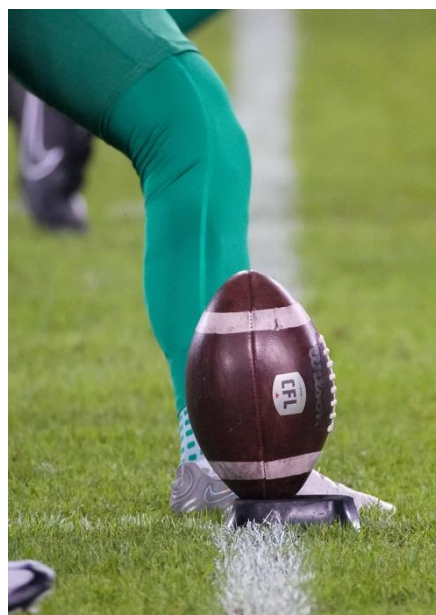
Practice and Game Pants

Practice and game pants have changed dramatically in the past few years, and they are constantly being researched and developed.

Football pants provide protection against skin abrasions, hold knee and thigh pads in place and provide a light and snug fit which enables the athlete freedom of movement.

It is important to remember that practice pants should provide the same fit and characteristics as game pants. Properly fitted practice pants have proven to be very helpful in cutting down on injuries that were formally incurred in practice as a result of knee and thigh pads not being held properly in place.

When selecting practice and game pants, the following points should be considered:



- the primary elements to consider our design, material, durability and fit.
- pants should hold knee and thigh pads securely during movement.
- the thigh pad pockets should be double stitched and be suspended from a firmly anchored position in the waistband.
- the knee pad pockets should be reverse opening with the pant shorter behind the knee than in the front. This will reduce interference with the back of the knee during running.
- when fitting pants allowances should be made for hip, kidney, knee, and thigh pads.
- the waistband should be double stitched and provide fill tunnel loops for easy belt feed.

Undergarments

T-shirt

It is recommended that each player wear a T-shirt under his equipment to protect against chafing of the skin by the equipment and to protect the equipment from body salts.

Compression Shorts/ Long Tights

When worn under football pants, compression shorts or long tights should be of a light material to protect the equipment from body salts and to provide the player with freedom of movement.

Socks

When purchasing socks, the following characteristics should be taken into consideration: material, thickness, colour, length, absorbency, durability and shrinkage. You may wish to purchase several dozen pairs of socks with your team colours and sell or distribute them to your players.

Care and Maintenance of Equipment

- A full inspection of all helmets should be done weekly during the season to tighten any screws as well as attachments.
- Protect yourself! Wear rubber gloves when handling equipment and laundry.
- Check to make sure all pockets in pants are holding the pads in the right position.
- Check the pads for cracks or damaged stitching.
- Air dry the pads (equipment) thoroughly after each game and practice in a well-ventilated area (do not machine dry as it will compromise the integrity of the material);
- Plastic areas should be cleaned with soap and water.
- Use a deodorizer spray.
- Sanitize all equipment using a Sani Sport machine or sanitizing spray; and
- When storing pads, they should be completely dry and may be stacked inverted on top of each other or hung by the buckle.
- Helmets should be stored with faceguards and chinstraps removed.
- Consult with individual suppliers for specifics on all equipment

Increasing the Lifespan of Equipment

Reconditioning

The importance of proper reconditioning of helmets cannot be overstated as a means of extending the life of the helmet, as well as keeping your athletes safe. NOCSAE now recommends that all helmets be reconditioned/ recertified every other year. It is strongly recommended that all helmets have at least two recertifications in their first five-years. During this timeframe the shell is under full warranty and can be replaced if any cracks appear and the recertification is up to date. In the subsequent five years of the helmet lifespan the shell is not warrantied. This timeframe reflects the need to maintain safe helmets for your athlete, more than the warranty of the shell. Check with the helmet manufacturer for the most up to date details of their warranty.

Adult helmet shells have a 10-year lifespan while the youth shells have a 7- year lifespan. Part of the reason the shell is not warrantied after 5 years is that you are putting used liners into a new shell that doesn't reflect the same lifespan as a new shell, so you are better off replacing a rejected helmet. At that point you ask for any helmet parts that are good to be returned with the rejected shell and you have parts for inventory.

Ensure all helmets display a warning label on the back, as well as initial manufacture year. When helmets are reconditioned, a new sticker is applied displaying the reconditioned date. These stickers should not be removed.

Unlike helmets, shoulder pads do not have lifespan mandated by either NOCSAE or the manufacturers. After doing your year-end inspection of pads, they can be reconditioned for a fraction of the cost of new shoulder pads. Generally, you will know that the pads have expired if you can feel the padding 'bottom out' or 'oxidize'. The newer the pads the better the foam but generally the foam will give out before the plastic.

Every supplier has a reconditioning procedure to check for cracks, imperfections, rips in the bladders, with the result of equipment being returned to a 'like new' state. Shoulder pads, helmet and face masks can all be reconditioned.

Reconditioning is beneficial because:

- It extends the life of the equipment.
- Ultimately, reconditioning saves money in the long run.
- Player's safety is of the utmost priority, and with that ensuring that equipment is in top shape.

It is highly recommended to adopt reconditioning program with your team, where at the end of the season, equipment is sent away for reconditioning.

Other Ways to Increase the Life- Span of Equipment:

- Proper cleaning
- Removing moisture (drying)
- Storing equipment in a dry and well-ventilated areas to prevent mildew or mold from forming.
- Do not store equipment in direct sunlight.
- Construct shelves, helmet trees, etc. to store equipment in an organized fashion.
- Stacking equipment saves room, however, ensure that there is sufficient air circulation through the equipment to eliminate mildew.
- When storing leather goods for an extended period, keep in a cool, dry place. Keep footballs inflated sufficiently to maintain their shape. It is important to dry out leather balls as quickly as possible so they will retain their shape and size.

Fitting Inspection Checklists

Helmets

- ✓ Check helmet for NOCSAE Approval Seals and Warning Label

- ✓ Ensure helmet is clean and in good condition (do not use if shell is cracked, or if there are any signs of damage or wear and tear).
 - ✓ Measure Player's head.
 - ✓ Have Player roll helmet onto head. Test for fit:
 - Check forehead placement, that the helmet sits 1 inch above the eyebrow, and forehead contacts with pads.
 - Check for proper ear hole alignment.
 - Apply crown pressure and side-to-side pressure for movement and contact.
 - ✓ Install all aspects of the helmet (Chin strap, Facemask, Visor, Jaw Pads).
 - ✓ Once helmet is fully assembled with all parts, have player try on again to ensure they are happy with how the helmet feels.
- Remember: Check fit throughout the season (especially with changes in temperature).

Shoulder Pads

- ✓ Ensure shoulder pads are clean and in good working order (with no visible rips or tears)
- ✓ Measure Player's shoulder width (tip to tip, AC to AC)
- ✓ Have players put on shoulder pads and do up buckles/straps. Test for fit:
 - Ensure collarbone is protected.
 - Ensure shoulder caps come over shoulders.
- ✓ Have players move arms around (pretend to catch ball) and position specific movement (get in three-point stance).
- ✓ Ensure the player is happy with how they feel.

Tips from the PROS for a new Equipment Manager:

- Purchase shoulder pads from a reputable company like: Riddell, Douglas, Schutt or XTECH.
- With shoulder pads, bigger is not always better.
- With managing all protective equipment, organization goes a LONG WAY.
- Take the time periodically to sanitize all equipment using a Sani sport machine or disinfectant spray.
- If you buy 10% of stock new every year, helmets will age out gradually over a 10-year lifespan, and you will never find yourself in a position where all your team's helmets expire at the same time. This spreads investment of equipment over a longer period, where the cost is more digestible.

"Every year, we learn about the latest technology in protective equipment. There are lots of ways to continue to learn and develop- so a tip would be to take advantage of any opportunity to learn."

Brad Fotty, Head Equipment Manager of Winnipeg Blue Bombers

PART 6: THE FOOTBALL

Selecting

The official rule book for amateur footballs can be verified with your provincial governing body for the approved football specifications. This should be considered for implementation at all levels of play.

Maintenance To Inflate the Footballs

Moisten the needle tip with glycerin before inserting it into the valve. Insert the needle directly into the center of the valve opening with a slow rotary motion.

Never insert a rusty or bent needle into the football. Use a manually operated hand or foot pump or an electric football pump. Inflate the football to the precise pressure as suggested by the manufacturer. Use a pressure gauge to ensure correct football inflation.



Cleaning the Footballs

Keep the football clean for continued best results. In wet conditions, wipe moisture accumulation off the football as often as possible.

For minor surface dirt merely wipe with damp cloth.

For grimy dirt scrub with mild detergent, water, and a brush, then dry with a towel.

Clean footballs periodically with a dependable football cleaner.

Check with your football manufacturer to ensure their preferred method of football care.

Storing the Footballs

Store each football that is used daily in a dry state. Wipe off wetness and dirt before storing.

When storing for a long period, the football should be placed in a cool, dry, well-ventilated area.

Use the needle to deflate the footballs to 3 lbs pressure. The football should never be completely deflated.

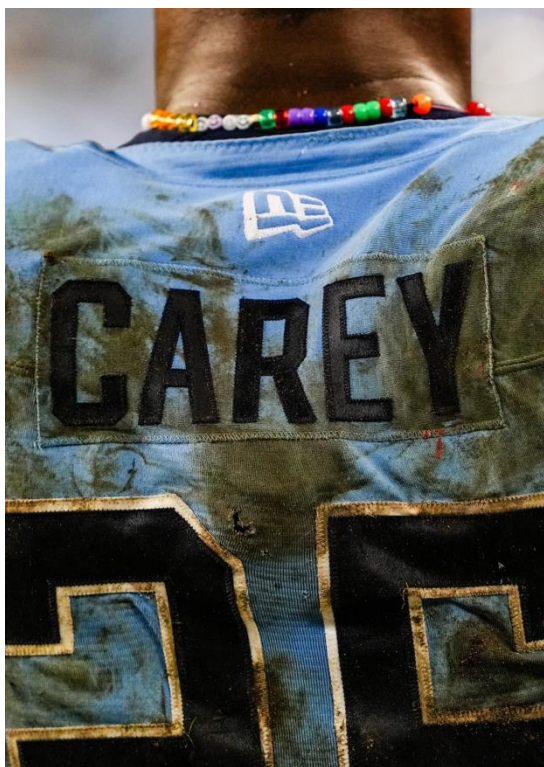
Do not fold or crush the football when storing. Consider having a supply of rubber footballs for use on wet days.

Tips from the PROS for a new Equipment Manager:

"Make sure your quarterback picks a football that they are most comfortable in throwing. At the professional level, there is an additional process when preparing footballs known as 'mudding' a ball. A special type of mud is applied to footballs to help in the break-in process."

David Sillberg, Assistant Equipment Manager of Toronto Argonauts

PART 7: LAUNDRY



Laundry is a major part of the work that Equipment Managers do. Cleaning equipment and dirty laundry in a timely manner will help to cut down on the smell, ensuring the locker room remains a clean and welcoming space. Proper sanitization of apparel and uniforms is essential in protecting athletes from various types of infections. MRSA (Methicillin-resistant *Staphylococcus aureus*), and other staph infections are easily transmissible in the athletics setting, so ensuring a clean environment and equipment will help keep players safe.

Health and Safety

- Ensure to always wear latex gloves when handling laundry and equipment.
- Handle cleaners and chemicals with the utmost of attention and care.
- Ensure there is an eyewash station that is accessible in case of contact with a harmful substance.
- Before use, read instructions and refer to manufacturer instructions of how to properly clean equipment and clothing.

Laundry Systems

There is no one way to do laundry. However, there are strategies, that when implemented, will make for an efficient laundry operation.

- Have centralized bins to collect dirty laundry.
- Players should be responsible for placing their dirty laundry and towels into bins.
- Use individual laundry Bags or Laundry Straps for organization and easy identification.
- Having a centralized place where players pick up clean laundry will help to cut down on time and energy expended to distribute items. If possible, use a pass-through window, pass-through lockers, or cubbies to help for efficient distribution.

Jerseys should be cleaned immediately after use, to manufacturers specifications. They should be hung on plastic or wood hangers to avoid staining.

Stain	Solutions
Grass Stain	Grass stains can be removed by washing. If that does not work, use a laundry pre-soak and re-wash
Rust	Dab the spot with lemon juice and salt
Fresh Fruit	Pour boiling water through the stain then wash out the remaining stain using the appropriate cleaners.
Blood	Launder at temperatures above 110 degrees Fahrenheit.
Field Paint	Pre- treat with a stain remover
Eye Black	Pre- treat with a stain remover
Mildew	Use chlorine bleach, if safe for fabric, or soak in oxygen bleach and hot water, then launder.

Beverages	Sponge or soak the stain in cool water, then pretreat the area with pre-wash stain removal.
Perspiration	Pre-treat with stain remover.
Note: When removing stains, it is important not to dry the article of clothing until you are sure the stain is gone. Drying clothing will set a stain, making it very difficult, if not impossible, to remove the stain after it has been dried.	

Tips from the PROS for a new Equipment Manager:

- Work smarter, not harder. Having central collection and distribution points for your laundry will save you a lot of time (and steps!)
- Make sure you **read instructions** before washing- from your equipment suppliers, for your specific washing machine and for what products you are using.
- Soaking, pre-treating and don't give up!

“Networking and building relationships with your equipment colleagues is so important in our line of work. Laundry emergencies can happen- and in those situations, having a handful of people to reach out to and problem-solve is a lifesaver.”

Danny Webb, Equipment Manager with Toronto Argonauts

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APPENDIX A: RECORD OF ATHLETE'S SIZES

Name:

Position:

Date:

Shoe Size:
Clothing Size (TOP):
Clothing Size (BOTTOM):

Head Circumference:

Helmet Details:

Brand	
Model	
Size	
Jaw Pad Size	
Type of Chinstrap	
Other Specs	

Shoulders:

Tip/ Tip or AC/AC
(Circle One)

Brand	
Model	
Size	
Other Specs	

Other Athlete Information (Injuries, preferences, etc.)

APPENDIX B: HELMET SAFETY RECORD

Helmet ID #	
Date Purchased	
Warranty Date	
Brand	
Model	
Size	
USER INFORMATION	
Name	Issue/Return Date

[illegible]

APPENDIX C: FIRST AID SUPPLIES



Proper athletic training personnel, facilities and supplies are an important component of a successful football team. Equipment Managers are encouraged to have current certification in CPR and First Aid.

Often, equipment operations work closely with Athletic Therapists in supporting player health and safety.

Ordering First Aid stock may be a shared responsibility.

The following are basic items to be included:

Analgesic ointment
 Anti-glare ointment
 Antiseptic
 Applicators (swabs)
 *Artificial airway
 Band-Aids
 Blankets
 Bulletin Board & Blackboard
 Clippers or Razors
 Clock
 Crutches (adjustable)
 Disposable Drinking cups
 Elastic Tap (3 inch)
 Eye cup
 Eye Patches
 Fire Extinguisher
 Flashlight, penlight
 Foot powder or spray
 Gauze rolls for dressings
 Heel cups for bruised heels
 Ice cold applications
 Latex gloves
 Lubricating ointment
 Misc. sizes of protective pads
 Moleskin
 Mouthguards
 Mouthwash
 Paper and cotton towel
 Powder for minor chaffing
 Rubbing oil (massage)
 Safety Pins
 Scales
 Scalpel
 Scissors- bandages and dressing
 Spine boards
 Slings
 Small mirror
 Soap
 Squeeze bottles
 Steri- strips
 Sterile gauze pads
 Stockinets
 Stretchers
 Tape- especially 1 ½" & 2"
 Tape & skin Tuffner Remover
 Thermometer
 Toe & fingernail cutters
 Tongue depressors
 Tweezers
 Under wrap (for taping)
 Water dispenser
 Weight chart
 Wool, regular & adhesive felt
 Wraps (2", 4" & 6")

APPENDIX D: TOOL KIT

The Equipment Manager's Tool Kit

The kit should be made of strong, durable material without being too heavy (for example, a fishing tackle box). It should contain the following:

- 1 pair of pliers
- 1 pair of small bolt cutters
- 2 flat (slot) and 3 Phillips (R) screwdrivers
- 1 T- nut wrench
- 2 helmet pumps and extra inflation needles
- 1 small bottle of glycerine
- 1 Riddell valve puller and extra valves
- Extra t-nuts, both long and short
- Chinstraps, chin strap snaps, chin strap t-nuts and buckles
- Helmet screws and face mask clips.
- Jaw pads in various sizes
- Metal and plastic washers
- Shoelaces and shoulder pad laces.
- Shoulder pad buckles and straps.
- 1 hammer
- 1 exacto (R) type knife, utility knife or trainer's angel
- Extra grass cleats (multiple sizes)
- Dry erase markers
- Quick Release Tools
- Zip Ties
- Dome Snaps
- Mock Box for specific helmet models

APPENDIX E: UNIFORM WASHING INSTRUCTIONS



EST. 1949

CUSTOM JACKETS AND ATHLETIC UNIFORMS



WASH AND CARE INSTRUCTIONS

The following care instructions will prolong the life of your Ripon uniforms while retaining color and minimizing shrinkage. It is recommended that a new set of uniforms be laundered before wearing; in luke cool (55F-78F) water using a mild detergent.

Uniforms should be laundered immediately after they have been worn!! Color transfer (bleeding) may occur when perspiration soaked garments are left in a pile or folded one on top of another for any period of time. Garments that cannot be laundered at once should be hung individually on rust-proof hangers (plastic or wooden). All items not a part of the garment; i.e. belts, pads, etc., should be removed and laundered separately. Wash one jersey/pant, inside out, if results are acceptable, proceed with the balance.

Garments made of Antron Nylon or Spandex unusually soiled or stained can be pre-soaked in lukewarm (100) water with a pre-soak agent for no longer 4 hours. Hot water can cause color transfer. Garments should be laundered immediately after pre-soaking!! Pre-soak agents such as Biz or Wisk are not endorsed by Ripon Athletic, but work.

Most garments can be laundered and/or rinsed in lukewarm water (100F) however, garments that contain Antron Nylon and/or Spandex and have a hi-luster finish must be washed separately in lukewarm water or bleeding will result. (#54 Metallic, #57 Metallic Plus, #58 ProBrite Mesh, #60 Lycralatic contain Antron Nylon).

Rinse washing machine before laundering garments.

White and colored garments cannot be washed together, wash separately by color.

Use mild detergent (PH under 10) such as Tide, Ultra-Tide, Cheer, and Wisk are recommended. Ripon Athletic does not endorse these brands, but when used following these instructions, produce the best results.

Water level in machine should be higher than garment level which will reduce mechanical action.

Remove garments immediately after wash cycle is finished to avoid color transfer.

Bleaching is NOT recommended. DO NOT USE CHLORINE BLEACH!! As it will fade colors, weaken fabrics, and cause color transfer/bleeding.

A light application of granular oxygen-base bleach is recommended on any white garment requiring bleach. Do not use de-stainers or softeners.

Garments should be air dried on rust-proof hangers (plastic or wooden). If machine drying is necessary, dryer should be at lowest temperature or "air-only" setting. Uncontrolled heat will result in uncontrolled shrinkage of garments. Remove garments from dryer at completion of drying cycle.

DO NOT DRY CLEAN GARMENTS!! Dry cleaning may discolor garments and ruin imprint names and numbers. DO NOT IRON OR PRESS GARMENT!! Especially those with imprint.

Dry garments completely before storing. Storing garments in a cool, dry area protected from sunlight and fluorescent light will prevent mildew or yellowing.

290 JUNCTION STREET – BERLIN, WISCONSIN 54923 – PHONE (920) 361-1500 FAX (866) 99-RIPON



AREA FIFTY-ONE
SPORTS

**THE SPORTS INDUSTRIES
BEST KEPT SECRET
SALES@AREAS1SPORTS.CA
WWW.AREAS1SPORTS.CA**