

GAME & FIELD MANAGEMENT

• Locker Rooms

- Locker rooms must be opened **at least 60 minutes before kickoff**.
- The first coach or manager to arrive may use the key from the **lockbox located to the right of the basement entrance**.
- Lockbox containing building key and on field storage box key located to the right of the basement Clubhouse Entrance combinations are rotated periodically; the code will be sent **48 hours before your game**.

• Home Team Responsibilities

- Provide **tents for referees and physios**.
 - Tents are stored in the **home locker rooms** and must be returned there after the game (if you are the last game of the day).
- Provide **corner flags**.
 - One of the keys opens the **field lockbox**.
 - Flags must be returned to the lockbox after your game unless another team is playing immediately after.

LOCKER ROOM MANAGEMENT

- Return the **locker room key** to the lockbox or hand it to the next team if another game follows.
- For **back-to-back games**, all teams must take their gear to the field to allow the next team access to the locker room.
 - You are responsible for informing the opposing team staff to do the same.
- If you are the **only game of the day**, overstock may remain in the locker.
- **Always lock the building door** when leaving for your game.

VEO MANAGEMENT

Please read carefully—there are **slight changes this season**.

- A **VEO camera and stand** will be placed in your locker room before your game.
- When installing the camera:
 - Use the **black bag of straps** to secure the stand to the **light post**.
 - Return all straps and security devices to the black bag after use.

- Extend the tripod **two sections up**, which is usually sufficient.

If another Elite game follows yours:

- Stop the recording via the **VEO App** and save the game.
- Lower the stand and **turn off the camera** (it can be used for two games).
- Hand over the VEO to the next team's manager or VEO operator.

If you are the only game or the last game of the day:

- Return the VEO to the **large conference room**.
- Plug it in and power it on.
- If the game has been saved and assigned to your team, it will **auto-upload**.

If you do not have a VEO account, please let me know and one will be created for you.

VEO NAMING CONVENTION (IMPORTANT)

Please use the following format to ensure games can be easily located and assigned:

YYYY-MM-DD – U[AGE]M [LEAGUE] vs. [Opposing Club Name] [Opposing Category]

Example:

2026-04-19 – U17M LDP vs. FC Laval U17M LDP