

WAYHA Team Uniform Policy and Procedures

Policy and plans for supplying and maintaining our teams with quality uniforms at an affordable cost for multiple years.

Proposed by the AD Hoc Uniform Committee of 2011 and presented to the WAYHA Board and Approved on April 19th, 2011.

Committee Members – Brett Grams, John Erspamer, David Crisman, Pam Hiddemen, and Traci Sternweis

General

The WAYHA Board of Directors will appoint a Uniform Manager who will work closely with the Team Managers and Coaches to ensure that our clubs large investment is maintained and used for multiple years. WAYHA will acquire and maintain the following quantities of both home and away (light and dark) or "sets" of uniforms for use by our teams and players while representing WAYHA in games and events sanctioned by our board of directors. As of April of 2011 we estimate that we will need to acquire the following quantities of matching uniforms for each level. If the following procedures are implemented WAYHA will be able to manage and fund quality uniforms for our teams in the future.

Uniform Needs

Mite (8U) – With full ice and travel hockey currently being questioned at the national, state, and local level for our youngest age group full team uniforms may not be necessary. However players will still need to have uniforms to wear and use for small area games. We propose the purchase of one full set of (21) uniforms with (2) of the (21) being sized for goalies. We will purchase (11) even number and (10) odd numbers in this set. The sizes of these uniforms will be appropriate to this age group with (2) sets being goalie cut. We propose that if a travel team is formed that each player be assigned a uniform number based on birth year (even or odd). The restrictions on use of the uniforms and care of the uniforms for this classification will need to be strictly followed and enforced by the HEAD COACH of this age group. Please see Restrictions and Care section at the end of this proposal.

Mite In-house – In-house uniforms must be utilized for In-house games. Currently the club has 5 sets of uniforms in groups of 7. These were acquired by coaches and parents using local sponsor money and were no cost to the club. When these uniforms are deemed no longer acceptable the club will need to review options. The use and care of the Mite In-house uniforms should be monitored and maintained per the Restrictions and Care section at the end of this proposal.

Squirt (10U) – As our recent numbers and projection of players in our club this age group has the best chances of fielding two teams. With this history concerning numbers of players we propose the creation of one full set of (30) uniforms with (4) sets being goalie cuts. The restrictions on use of the uniforms and care of the uniforms for this classification will need to be strictly followed and enforced by the HEAD COACH of this age group. Please see Restrictions and Care section at the end of this proposal

Girls Teams – At this time we do not see a formal girls team being created in the short term of our club. If our numbers of the club were to improve to form a girls team we believe we could select the appropriate number of or the Squirt and Mite uniforms to make a girls set. If this situation arises the Uniform Director will work with all three head coaches (Mite, Squirt, Girls) to equip the girls team. At the conclusion of that season the uniforms would be returned back to the appropriate Mite or Squirt set for storage.

PeeWee (12U) – With this history concerning numbers of players we propose the creation of one full set of (28) uniforms with (2) sets being goalie cuts. The restrictions on use of the uniforms and care of the uniforms for this classification will need to be strictly followed and enforced by the HEAD COACH of this age group. Please see Restrictions and Care section at the end of this proposal

Bantam (14U) - With this history concerning numbers of players we propose the creation of one full set of (28) uniforms with (2) sets being goalie cuts. The restrictions on use of the uniforms and care of the uniforms for this classification will need to be strictly followed and enforced by the HEAD COACH of this age group. Please see Restrictions and Care section at the end of this proposal

The uniforms selected represent the best compromise of affordability, quality and design for our club members. With proper care and use these sets of uniforms should last (8) seasons of use. It is very important that the policy and procedures for issuing, maintaining, and caring for all WAYHA uniforms is adhered to.

Restriction and Uniform Care

WAYHA uniforms shall be used strictly for sanctioned games played between our team and other clubs or for uses that are approved the WAYHA Board of Directors. For example the board MAY allow uniforms to be worn to school to recognize upcoming tournament play, to be worn at home HS games, or to be worn in parades. Use of any WAYHA uniforms during practices, scrimmages, 3 on 3 tournaments, try outs or other use is strictly prohibited. The team coaches and team manager MUST enforce this policy at all times.

Based on coaching feedback, current trends in the game and the wear and tear on the uniforms WAYHA will no longer allow nameplates on our team uniforms. Creating or installing any unique mark or identifier on a uniform (other than Captain or Assistant) is against USA Hockey guidelines and rules. WAYHA must conform to these guidelines and must enforce all policies of WAHA and USA Hockey.

Start of Season – The Team Manager for each team will collect the appropriate sets of uniforms from the Uniform Manager after the coaches have selected the teams. The team manager will be responsible for having a parent of each team member sign the attached user policy and collect the User Fees. No uniforms will be provided until the User Policy is completed and User Fee is collected. The Uniform Manager will then provide the team manager with the appropriate sets of uniforms.

During Season – The team manager and coaches are to provide the uniforms to the team members and monitor the care and use of the uniforms throughout the season. **Uniforms are not to be stuffed in the equipment bags, dropped on the floor etc...** Uniforms must be laundered and carried to and from games on hangers preferably in garment bags. Any misuse of the uniforms should be addressed immediately with the player, parent, and coach.

Number Assignments

Each player will be assigned a specific set of uniforms for the team that they have been selected to play on. This uniform set will have an even or odd number assignment based on year of birth.

Example – A player is selected to be on the SQ A team and is 2001 birth year. This player would be grouped with all the 2001 birth year players on his team. Players would be allowed to select any available ODD number uniform in the Squirt team set. Any disagreement on number selection will be decided by the team coach. Note: the player would not be allowed to have a EVEN number as those are reserved for the Squirt players with 2002 or Even number birth years.

For all subsequent years that player will have the first option to continue using the same ODD number going forward. Any new players to our club will have to take a unused odd or even number based on those members of the club with the same birth year.

End of Season – The team manager and coach of each team will collect all uniforms. It is the responsibility of the team parent to ensure the uniforms are laundered, cleaned, and inspected for any stains, holes, or other damage. Upon returning the team's uniforms in an acceptable condition the Uniform Manager will provide receipts for each uniform set to the team manager so that they can be given to the parents of the team. This receipt is PROOF of return, and will also allow the player the option of the same number uniform for the next season should they return. This will also be the time where any misuse or poor condition issues will be addressed. Per the attached User Policy any damage deemed to be above normal use will be billed immediately to the parent who signed the policy. The money charged will be used to replace the uniform that was damaged. If the uniform is not able to be replaced (due to style or availability changes) then the money collected will be placed in the uniform account for future use.

NO PLAYER will be assigned another uniform for the next season until all past uniform fees including damage fees have been collected in full. NO EXCEPTIONS.

If a player or parent does not return a uniform or set of uniforms they will be charged the full replacement cost at the conclusion of the season. This payment must be paid in full prior to any member of the same family being issued another uniform in subsequent seasons. NO EXCEPTIONS.

Upon the conclusion of the season the uniform manager will verify that all uniforms were collected and securely store them in a safe place for next season. The uniform manager will complete a report and present it to the board of directors at the conclusion of each season that lists any issues, and describes the details of any lost, damaged, or missing uniforms for the club. This report will be used to make any

decisions on uniform replacement. The treasurer will also provide the balance of the uniform account at the same time.

User Fees

The purchase of these uniforms is a large expense. WAYHA is very appreciative of companies and members who have made significant donations to offset these uniform expenses. Any such donations are to be placed in the Uniform Account and these funds are to be used to offset the costs of present and future uniform purchases.

To help with continued funding and to replace uniforms in a timely and appropriate manner we will collect a USER FEE for each player to use our uniforms for each season. For 2011-12 we will charge \$25.00. This money will be collected by the Team Manager as the User Policies are completed and collected at the beginning of the season. NO uniforms will be issued without the User Policy AND the USER FEE being collected in full. NO EXCEPTIONS.

The bottom portion of the User Policy will be the receipt of the payment of the User Fee.

The Uniform Manager will be responsible for keeping accurate records of all User Fees and will provide all funds to the treasurer to be placed in the Uniform Account.

WAYHA will not allow members to "keep" uniforms for personal or sentimental value for any reason. Members wishing to purchase their own uniforms must do so prior to the season and more likely at the time the sets of uniforms are purchased. WAYHA will only charge members actual costs to purchase their own sets and will guarantee the exclusive use (number) of that jersey for each player as they continue with our club up until the time new uniforms are purchased. These uniforms must be in good condition and match in every way along with having NO nameplates or unique identifiers. The same odd or even number restrictions will apply based on player birth year. WAYHA will waive any and all User Fees for those families wishing to purchase their own sets of uniforms and will be allowed to use the clubs own uniforms if desired (User Policy and Fees would then apply).

It is the hope and intent of WAYHA that with this policy the club will have the ability to replace all uniforms every (8) years and with most funding coming from the Uniform user fee account.

(Attachment) WAYHA Uniform User Form

WAYHA Uniform Policy and Agreement Form

Name of Player

Team

(Division, A or B)

Birth Year

Name of Parent

(responsible for loss/damage)

Home Phone

Date Issued

Mobile Phone

Home Uniform #

E-Mail

Away Uniform #

As the parent (and/or responsible adult) of the player listed above I understand the WAYHA Uniform Policy and User Agreement. I will ensure that the player listed above takes care of the uniforms provided to them. We understand that we are using the uniform(s) and it is to remain the property of WAYHA. The uniforms are to be used for schedule team GAMES ONLY. The uniforms will NOT be used for scrimmages, practices, 3 on 3 games, tryouts, nor any other use not specifically approved by the WAYHA Board of Directors. I understand that the uniforms are to be transported separate of other equipment and need to be laundered and cleaned as needed throughout the season. I understand that WAYHA has adopted a NO NAMEPLATE policy and I agree to make no additions, alterations, or modifications to these uniforms in any way. I agree that the fee I have paid is for the USE of these uniforms this coming season. I also understand that User Fee I paid will be used by WAYHA to offset future uniform purchases and in NO WAY are these funds to be considered as payment for the uniform in our possession.

I agree to return these uniforms to my players COACH and/or TEAM MANAGER at the conclusion of the last scheduled game of the year with no excessive wear or stains. Should any damage to the uniforms be considered excessive or beyond normal wear and tear I will be responsible for additional charges for any such damage up to the full cost of replacement.

If I am liable for any excessive damage or wear and tear outside of game use OR if I or my player should loose any uniform due to loss, theft, or other reason outside of my control I AGREE to pay for these damages or replacement costs. I understand that these charges MUST be PAID IN FULL prior to any additional uniforms being provided to my player (or other players in my family) in any future seasons.

Signature of Parent

(responsible for loss/damage)

Date Signed

As the **Team Manager** of the player and family above I verify that I have provided a copy of of the WAYHA Uniform Policy and explained the policy to the above named parent. I will help the Uniform Manager and our Team Coach enforce the Uniform Policy and will expedite the cleaning of this players uniform with the others uniforms assigned to my team. I will also inform the team manager of any excessive wear or damage to these uniforms to the Uniform Manager at the conclusion of our season.

I have verified that the User Fee has been collected from this player/family.

Team Manager

(Signature)

Date Signed

Date User Fee Paid

Uniforms were provided after user fee was collected at start of season. Uniforms were returned in good condition and team manager has returned uniforms to Uniform Manager at conclusion of season. THANKS!

Amount of User Fee

Player Last Name

Uniform #

Team

Check #

Uniform Manager
Signature/Date

This portion can be removed and provided to parent for proof of payment and uniform return.