



# Jersey Policy

## Overview

The following document outlines the roles and responsibilities of the individuals involved in the care, distribution and maintenance of the Grand Falls-Windsor Minor Hockey Association(GFWMHA) jersey inventory. Jerseys are the sole property of the GFWMHA and must be cared for and returned in a reasonable and timely manner. Jerseys are not cheap and have been paid for with your money so please respect them.

## Members Involved

- Rep. Director
- Equipment Manager
- Divisional Director
- Team Manager
- Players
- Executive

## Roles and Responsibilities

### Rep. Director

- Ensure all involved individuals are informed of and accountable for their duties under the policy
- Ensure all individuals are supplied with an electronic copy of the policy
- Bring any issues, purchases and other matters to the executive for review/approval
- Review all “Equipment/Jersey Incident” forms and bring to Executive if necessary
- Review all “Jersey Order” forms and bring to executive for approval

### Equipment Manager

- Ensure jerseys are distributed to divisional directors no later than 2 weeks post rep. team selection
- Ensure divisional directors are supplied with divisional “Jersey Inventory” form
- Ensure forms are properly filled out and a digital copy is posted to the association drive
- Ensure all association jerseys are labeled and stored in divisional lockers at end of season
- Review jersey inventory on a yearly basis and determine what/if any need to be purchased



### **Divisional Director (DD)**

- Ensure jerseys and inventory forms are supplied to respective team managers
- Ensure inventory forms are properly filled out and returned to equipment manager when jerseys are loaned and returned
- Return all jerseys to divisional locker at Windsor stadium at end of season

### **Team Manager (TM)**

- Distribute jerseys to team players prior to first team game
- Ensure all information is recorded on "Jersey Inventory" form and promptly supplied to DD
- Collect all jerseys at the end of season, wash and return to DD. The best time to complete this is immediately following the last game.
- Expenses for cleaning can be submitted to the association Treasurer once completed
- Record any missing/lost jerseys on "Equipment/Jersey Incident" form and promptly supply to DD

### **Players**

- Ensure jersey is properly cared for and respected
- Ensure jersey is returned to TM immediately after final game of the season
- Immediately inform TM of any damaged, lost, stolen or missing jersey so they can fill out an "Equipment/Jersey Incident" form

### **Executive**

- Review and approve/deny any purchases made on recommendation of Equipment Manager
- Review all forms brought forward by the Rep. Director and action as necessary



## Penalties

- If a player is found to be in fault for an unreturned jersey the penalty will be as follows for respective divisions:
  - U9 to U15 including female divisions:
    - Monetary penalty of \$100/jersey to be paid in full or applied to the following year registration
    - Removal of “Member in Good Standing” status until penalty has been paid
  - U18 including female division:
    - The association will withhold players’ graduation jersey until rep. jersey is returned or paid for in full, \$100/jersey
    - Player will be ineligible to attend any year end functions until jersey is returned or paid for in full, \$100/jersey
    - Removal of “Member in Good Standing” status until jersey is returned or paid for in full, \$100/jersey. This will include but is not limited to coaching, reffing, volunteering or any other involvement within the association

## Appendices

1. “Jersey Order” form
2. “Jersey Inventory” form
3. “Equipment/Jersey Incident” form







## Equipment/Jersey Incident Form

### Instructions:

This form is to be used when a loaned association asset is lost, damaged, stolen, etc. Include as much information as possible. If “other” is selected in any of the item information dropdowns please indicate why it was chosen and outline the details in the comments section of the form. This form can also be printed and filled out manually. Ensure all forms are filled out and supplied to the association Equipment Manager immediately upon incident.

### Item Information:

Division:

Team:

Item:

Reason:

Replacement Requested:

### Comments:

Team Manager:

Signature:

Player/Parent:

Signature:

Date Submitted: