



West Ottawa Jersey Policy

The West Ottawa Ringette jerseys are on loan for the season and will be collected at the end of each season. The player is responsible for any loss or damage to the jersey (excluding normal wear). Please adhere to the following guidelines for maintaining and returning your jerseys.

Receiving your Jerseys

- 1) When receiving the jerseys, all players will be asked by the team manager to submit a Google Form agreeing to the jersey policy. If, at the end of the season, the team manager and Director of Logistics determine the jersey needs to be replaced, a \$150 replacement fee will be charged.
- 2) The West Ottawa format for name bars is to have white letters on a black bar for the black jersey, and black letters on a white bar for white jersey.
- 3) Name bars should be placed on the bottom of the jersey, while sponsor bars are placed on the top. When putting on any name bars and sponsor bars consider how they will be removed at the end of the season. West Ottawa Ringette recommends hand-stitching of name/sponsor bars to minimize damage to jerseys.
- 4) Should a player and/or team decide to utilize a tailor/seamstress, please ensure the following:
 - a) The tailor/seamstress is aware that the bars need to be removed at the end of the season
 - b) only a straight stitch is used
 - c) Minimum 3mm stitch length

Maintaining your Jerseys

- 1) The jerseys are to be worn for games only. Each player should have their own practice jersey for practices.
- 2) In order to protect the jersey, it's recommended that players bring their game jerseys to the arena on a hanger and in a garment bag. If the jersey is put in the equipment bag, be careful that it does not get damaged e.g. cut by skate blade or stuck to Velcro. It is best placed in the bag neatly folded and as the last item in.
- 3) For stains, please pre-scrub stubborn stains first.
- 4) Jerseys should be machine-washed in cold water and hung to dry. They should be washed throughout the season to remove stains and/or smell.

Returning your Jerseys

- 1) At the end of the season, jerseys are to have their name and sponsor bars removed before they are washed to reduce the amount of time required to store and clean them for next season.

2) When the jerseys are returned, the manager will inspect the jerseys. In the event that the jerseys have been damaged the manager will consult with the Equipment Coordinator and the Director of Logistics. If the team manager and Director of Logistics determine the jersey needs to be replaced, a \$150 replacement fee will be charged.

Any addition to the jerseys beyond Name and Sponsor bars cannot be done without written permission from the WORA executive.

Reviewed and revised September 2021.