



## West Ottawa Jersey Policy

### **Purpose**

West Ottawa Ringette Association (WORA) provides jerseys for players within the association each season. This policy outlines the expectations for distribution, care, and collection of the jerseys each season for the jerseys to have long lasting wear so that players can continue to wear the jerseys with pride each upcoming season.

### **Authority**

This policy has been adopted by the West Ottawa Ringette Association (WORA) Board of Directors which has, through the Director of Logistics, delegated the authority for the application of this policy to the WORA Equipment Coordinator.

### **Jersey Distribution**

The Team Manager will be provided a set of home and away jerseys, each set in a jersey bag. The sets will include a sufficient number of jerseys for each player. Please note specific jersey numbers/sizes cannot be requested for specific players. An assortment of sizes is given to each team to ensure fit for all players.

### **Jersey Assignment**

Once jerseys have been assigned, the Team Manager must notify the Equipment Coordinator of the jersey assignments by completing this [form](#).

Parents/Players must also complete the [Player Jersey Inspection Form](#) to identify any preexisting wear and tear, and acknowledge that they have read and understood the Jersey Policy.

### **Name/Sponsor Bars**

Name and Sponsor bars can be added to jerseys by hand sewing with a loose stitch only. Machine sewing, glue or adhesive is prohibited as it has a significant negative impact on the longevity of the jerseys.

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. Name bars should be placed on the bottom of the jersey, while sponsor bars are placed on the top.

Any other additions to the jerseys require approval from the WORA board of directors.

Note: Jerseys with screen-printed sponsor logos cannot have name and/or sponsor bars sewn onto them.

### **Jersey Care**

Players are responsible to wash and care for their assigned jerseys. Jersey cleaning should always be done in cold water, as hot water affects the integrity of the jerseys. For drying, please use low heat or hang to dry. For stains, treat stains and pre-scrub before washing.

With the exception of FUN1, WORA issued jerseys are not to be worn during practices, or at any other time, other than game situations. Exceptions for special events, such as fundraisers, will be considered on a case-by-case basis and should be flagged to the Equipment Coordinator before use in these cases.

It is recommended that garment bags be used by each player. This helps prolong the integrity and longevity of the jerseys. Jerseys kept in equipment bags with worn gear and skates are at risk for mold, mildew, discoloration and cuts.

### **Jersey Collection**

Upon conclusion of the season, players are to carefully remove names and sponsor bars, launder the jerseys and provide the jerseys to the Team Manager by the date requested.

The Team Manager is to provide a complete set of both home and away jerseys on wire hangers in the respective jersey bag to the Equipment Coordinator by the requested date.

### **Missing / Non-returned Jerseys**

For any jersey(s) not returned at the end of a season, the player will be charged \$50 per jersey. A player will be unable to register for the following season until these fees have been paid.

### **Damaged Jerseys**

All jerseys deemed unusable due to following damage will be billed in full (\$55 per jersey) regardless of the age of the jerseys. A player will be unable to register for the following season until these fees have been paid.

- Mold / Mildew
- Glue / adhesive on the jerseys
- Holes larger than 1cm

### **General Wear and Tear, Exceptional Damage**

Tears, cuts, burns, glue adhesive, mold, rips etc. are not considered normal wear and tear.

Ring marks, pilling/hitches from equipment Velcro, and small thread pulls are considered normal wear and tear, resulting from the game play.

If a jersey must be removed from a player for medical reasons, the player will not be charged.

If unintentional damage to the jerseys is caused from faulty rink facilities or player collisions, the Equipment Coordinator must be notified immediately, to avoid the player being charged. The Equipment Coordinator will notify WORA's Director of Logistics of damage reported under the clause of "faulty rink facilities" so that a follow up can occur with the facility immediately.

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