

## **Uniforms**

1. Pick a date along with the coach to go to a practice about a week before the first game to distribute uniforms to the players.
2. Arrive with uniforms and a sign out sheet so you can track who has which uniform.
3. For Varsity teams, hand out uniforms to returning players first. Then, start with the small uniforms and work up to the largest uniforms. (A player can size up in uniform, but it's harder to size down!) For junior high teams, hand out uniforms from smallest to largest.
4. About a week after the last game, arrange a time and place with the coach to meet to pick up clean uniforms from players. Have your sign-out sheet so you can mark off who has returned their uniforms.

NOTE: Do not have uniforms returned to the school office as they have inevitably become lost when this happens.

## **Equipment**

1. Before the first practice, the Athletic Director should reach out to let Boosters know when practices are starting and to let you know how to get in contact with the coach.
2. Set up a time with the coach for them to collect equipment from you.
3. Do an inventory with the coach so there is documentation as to what they have checked out.
4. After the last game, set up a time with the coach to receive equipment back to return to storage.
5. Do an inventory with the coach of what is being returned. If anything is missing, they need to find it. Sometimes, balls get lost or become flat and unusable. The coach should be informing boosters when this happens so there are no surprises of missing balls.

NOTE: Balls and equipment do not get left at the school or in the gym for practices. It is the responsibility of the coach to take them home every day.