

Girls Uniform Coordinator -- Prep Uniforms for Distribution

Sort Uniforms by Size per Team and Document Numbers

We need to distribute the correct sized uniforms, practice pinnies, and shooter shirts to each player.

Prep Steps

- You will need a sealable, plastic bag for each player that is large enough to store all uniform pieces, plus shooter shirt
- You will need a list of all the players, which team they play on, and what sizes were ordered
- You will need several colored "slips" that indicate a piece of the uniform and/or shooter shirt hasn't arrived yet, but is coming
- You will need labels/a way to label bags

*Cost of supplies such as bags, labels, and paper will be reimbursed by MLA. Please send receipts to lacrossetreasurer@gmail.com.

1. Based on the spreadsheet of players, teams and sizes provided, create a bag for each player with all uniform pieces, plus shooter shirt and practice pinnie (if applicable)
2. If any piece is missing, for example the shooter shirt is in a later order, add a slip to the bag indicating what's still coming
3. Label each bag with player name, uniform and shooter shirt sizes ordered, team name, and uniform coordinator contact information, in case of problems with sizes, etc.
4. In the same spreadsheet provided, document the jersey number distributed to the player
5. Also document if a piece of the uniform wasn't delivered and is still coming for tracking purposes

*If no size is available in the uniform spreadsheet provided, email the player's email address and ask about sizing. There should be plenty of extra sizes available to choose from.

*If a player's uniform doesn't fit: (1) they can trade with someone else on their team as long as the traded numbers get documented, (2) they can contact the uniforms manager and see if there is a bigger or smaller size available to switch the uniform out for.

Once all uniforms for a team are bagged and labeled, the uniform coordinator should coordinate with the Team Manager or coach for distribution. The Team Manager or Coach should distribute to individual players.

Example Slip for Missing Item

Player Name: <<Player Name>>

Team: <<Team Name>>

This bag is missing items checked below. MLA plans to distribute these items to you at a later time.

Thank you,

<<your name>>

MLA Girls Uniform Coordinator

<<your Email Address>>