

Seelos Academy Athletic Association

Uniform Coordinators'

Handbook - Uniform Coordinators Roles and Responsibilities

Uniform Care Instructions

Return your uniform with a note **INSIDE** this bag with:

- 1) Player name
- 2) Team name
- 3) Jersey number

Washing instruction:

Wash using mild detergent on a cold water setting. Uniforms should be hung to air dry.

DO NOT DRY UNIFORMS!!! The letters and logos will crack and / or peel if the uniforms are placed in a dryer.

THE REQUIRED UNIFORM DEPOSIT WILL BE HELD UNTIL UNIFORMS ARE COLLECTED AT THE END OF THE SEASON. *IF NECESSARY, THE UNIFORM DEPOSIT WILL BE USED TO REPLACE A LOST OR DAMAGED UNIFORM.*

IF A UNIFORM DEPOSIT IS NOT REQUESTED AND A UNIFORM IS RETURNED IN A MANNER THAT IT CANNOT BE REUSED THEN TUITION WILL BE CHARGED FOR REPLACEMENT.

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GIRLS' VOLLEYBALL

JULY:

- Review actual quantities of uniforms and place orders for any that are missing. Order can be placed by contacting Pro Knitwear as follows: John Young (412) 488-1585 – 42 Terminal Way, Pittsburgh PA 15219 Fax (412) 488-3922. The SAAA can be billed and be sure to use your tax-exempt number. (This is on file at the store.)
- Be sure to confirm order in writing by emailing Pro Knitwear at proknitwear@hotmail.com
- Be sure to let the SAAA Treasurer and President know the quantities and estimated cost prior to placing the order.
- Ensure payment is made by routing the receipt to the Treasurer.
- Pick uniforms up when ready.
- Navy spandex are to be provided by the individual player.

AUGUST:

- Receive team lists from SAAA secretary or volleyball coordinator
- Print enough “washing instructions” sheets for each uniform to be distributed.
- Draft a spreadsheet by team with columns printed with girls’ names and blank columns for size and number.
- Coordinate with volleyball coordinator the tryout dates (and/or team practice times to attend) for uniform sizing. Note which girls are “libero” for each team and each team’s first game date. It is best to attend the tryout as most girls will be in attendance.
- Bringing one shirt of each size, arrive 30 minutes prior to tryouts/practice to size the girls arriving (for practices – get girls as they arrive for the next practice and stay to size the girls leaving.) Size all girls before assigning numbers.
- Record numbers assigned to each player on the team sheet as well as the number/size template sheet.
- Using blue painter’s tape, write each girl’s name on the tape and attach to outside of assigned uniform bag. Stuff with a “washing instructions” sheet and sort by team. Distribute to team coach for distribution. No uniform is to be distributed without a uniform deposit check received. At this time, fall sports don’t require a check deposit. If the uniform is not returned or returned in a manner that it cannot be re-used then tuition will be charged to replace the item and the SAAA will be reimbursed.

NOVEMBER:

- Send email to Varsity and JV volleyball coaches requesting uniforms to be returned (washed and in the same bag labeled with the player's name) to the wire cart in the office copy room ASAP and give a final return date.
- Check uniforms for wear and organize in bins according to number and size. Attend to any piece that needs to be sewn or replaced. If an item is returned really damaged and not usable the SAAA president, SAAA secretary, SAAA Treasurer and parent/s must be notified that the uniform deposit check will be cashed/or tuition will be charged for replacement and the funds placed into the SAAA account and order a replacement.

FALL and SPRING SOCCER

JULY and FEBRUARY/MARCH:

- Review actual quantities of uniforms and place orders for any that are missing. Order can be placed by contacting Pro Knitwear as follows: John Young (412) 488-1585 – 42 Terminal Way, Pittsburgh PA 15219 Fax (412) 488-3922. The SAAA can be billed and be sure to use your tax-exempt number. (This is on file at the store.)
- Be sure to confirm order in writing by emailing Pro Knitwear at proknitwear@hotmail.com
- Be sure to let the SAAA Treasurer and President know the quantities and estimated cost prior to placing the order.
- Ensure payment is made by routing the receipt to the Treasurer.

AUGUST and MARCH:

- Receive team lists from soccer coordinator.
- Draft a spreadsheet by team with columns printed with players' names and blank columns for size and number.
- Coordinate with soccer coordinator the tryout dates and/or team practice times to attend for JV/V uniform sizing and each team's first game date. It is best to attend the tryout as most players will be in attendance.
- Bringing one shirt of each size, arrive 30 minutes prior to tryouts/practice to size the players arriving (for practices – size players as they arrive for the next practice and stay to size the players leaving.) Size all players before assigning numbers. You can sometimes use the size worn the season prior as a starting point versus sizing each player. Some kids will have had a growth spurt and need a size larger. Incoming 5th graders will need sized or their size assessed based on other players' sizes.
- Record numbers assigned to each player on the team sheet as well as the number/size template sheet.
- Using blue painter's tape, write each player's name on the tape and attach to outside of assigned uniform bag. Stuff with a "washing instructions" sheet and sort by team. Distribute to team coach for distribution. No uniform is to be distributed without a uniform deposit check received.
- Deposit Checks: At this time, fall sports don't require a check deposit but SPRING does. If the uniform is not returned or returned in a manner that it cannot be re-used then tuition will be charged or the check will be cashed to replace the item and the SAAA will be reimbursed.)
- Developmental Teams: t-shirts should be ordered by contacting Pro Knitwear as follows: John Young (412) 488-1585 – 42 Terminal Way, Pittsburgh PA 15219 Fax (412) 488-3922. The SAAA can be billed and be sure to use your tax-exempt number. (This is on file at the store.) Be sure to confirm order in writing by emailing Pro Knitwear at

proknitwear@hotmail.com. In August order extra shirts of each size that may be needed for new spring players. Any leftover shirts can be saved and used for the next school year.

- **Developmental Teams:** t-shirts should be ordered by contacting Pro Knitwear as follows: John Young (412) 488-1585 – 42 Terminal Way, Pittsburgh PA 15219 Fax (412) 488-3922. The SAAA can be billed and be sure to use your tax-exempt number. (This is on file at the store.) Be sure to confirm order in writing by emailing Pro Knitwear at proknitwear@hotmail.com. Players are to provide their own navy colored shorts and socks.

NOVEMBER and MAY/JUNE:

- Send email to Varsity and JV soccer coaches requesting uniforms to be returned (washed and in the original bag labeled with the player's name) to the wire cart in the office copy room ASAP and give a final return date.
- Check uniforms for wear and organize in bins according to number and size. Attend to any piece that needs to be sewn or replaced. If an item is returned damaged and not usable the SAAA president, SAAA secretary, SAAA Treasurer and parent/s must be notified that tuition will be charged (fall) or the uniform deposit check will be cashed (spring) for replacement and the funds placed into the SAAA account and order a replacement.
- Developmental teams keep the t-shirts. Fall players will reuse their shirt for the spring season. Spring players keep their shirts.

BASKETBALL

OCTOBER:

- Receive team lists from SAAA secretary. Draft a spreadsheet by team with columns printed with players' names and blank columns for uniform check received, size, and uniform number and shooting shirt number (if varsity).
- Coordinate with coordinators the tryout dates and/or team practice times to attend for JV/V uniform sizing and each team's first game date. It is best to attend the tryout as most players will be in attendance.
- Bringing one shirt of each size, arrive 30 minutes prior to tryouts/practice to size the players arriving (for practices – size players as they arrive for the next practice and stay to size the players leaving.) Size all players before assigning numbers. You can sometimes use the size worn the season prior as a starting point versus sizing each player. Some kids will have had a growth spurt and need a size larger. Incoming 5th graders will need sized or their size assessed based on other players' sizes.
- Record numbers assigned to each player on the team sheet as well as the number/size template sheet.
- Using blue painter's tape, write each player's name on the tape and attach to outside of assigned uniform bag. Stuff with a "washing instructions" sheet and sort by team. Distribute to team coach for distribution. No uniform is to be distributed without a uniform deposit check received. At this time, winter sports don't require a check deposit. If the uniform is not returned or returned in a manner that it cannot be re-used then tuition will be charged to replace the item and the SAAA will be reimbursed.)
- Developmental Teams: Jerseys and shorts can be assigned using the sizing the parents input during the registration process. Record the numbers on the spreadsheet and prepare/deliver as you do the JV and Varsity.

MARCH:

- Send email to all coaches (Developmental, JV and Varsity) basketball coaches requesting uniforms to be returned (washed and in the original bag labeled with the player's name) to the wire cart in the office copy room ASAP and give a final return date!
- Check uniforms for wear and organize in bins according to number and size. Attend to any piece that needs to be sewn or replaced. If an item is returned damaged and not usable the SAAA president, SAAA secretary, SAAA Treasurer and parent/s must be notified that the uniform deposit check will be cashed/or tuition will be charged for replacement and the funds placed into the SAAA account and order a replacement.

Cheerleading

OCTOBER:

- Receive team lists from SAAA secretary.
- Obtain sizes for t-shirts based on the size requested by parents during the registration process.
- T-shirts should be ordered by contacting Pro Knitwear as follows: John Young (412) 488-1585 – 42 Terminal Way, Pittsburgh PA 15219 Fax (412) 488-3922. The SAAA can be billed and be sure to use your tax-exempt number. (This is on file at the store.) Be sure to confirm order in writing by emailing Pro Knitwear at proknitwear@hotmail.com.
- Cheer Shorts can be ordered online: Alleson Girls Camp Cheer Shorts or similar. Coordinator/coach should send the size chart to the parents requesting the preferred size to order.

BOYS' VOLLEYBALL

FEBRUARY:

- Review actual quantities of uniforms and place orders for any that are missing. Order can be placed by contacting Pro Knitwear as follows: John Young (412) 488-1585 – 42 Terminal Way, Pittsburgh PA 15219 Fax (412) 488-3922. The SAAA can be billed and be sure to use your tax-exempt number. (This is on file at the store.)
- Be sure to confirm order in writing by emailing Pro Knitwear at proknitwear@hotmail.com
- Be sure to let the SAAA Treasurer and President know the quantities and estimated cost prior to placing the order.
- Ensure payment is made by routing the receipt to the Treasurer.
- Pick uniforms up when ready.
- Navy shorts are to be provided by the individual player.
- Receive team lists from SAAA secretary or volleyball coordinator
- Print enough “washing instructions” sheets for each uniform to be distributed.
- Draft a spreadsheet by team with columns printed with players’ names and blank columns for size and number.
- Coordinate with volleyball coordinator the tryout dates (and/or team practice times to attend) for uniform sizing. Note which boys are “libero” for each team and each team’s first game date. It is best to attend the tryout as most players will be in attendance.
- Bringing one shirt of each size, arrive 45 minutes prior to tryouts/practice to size the boys arriving (for practices – get boys as they arrive for the next practice and stay to size the boys leaving.) Size all players before assigning numbers.
- Record numbers assigned to each player on the team sheet as well as the number/size template sheet.
- Using blue painter’s tape, write each player’s name on the tape and attach to outside of assigned uniform bag. Stuff with a “washing instructions” sheet and sort by team. Distribute to team coach for distribution. No uniform is to be distributed without a uniform deposit check received.

MAY:

- Send email to Varsity and JV volleyball coaches requesting uniforms to be returned (washed and in the same bag labeled with the player’s name) to the wire cart in the office copy room ASAP and give a final return date).
- Check uniforms for wear and organize in bins according to number and size. Attend to any piece that needs to be sewn or replaced. If an item is returned really damaged and not usable the SAAA president, SAAA secretary, SAAA Treasurer and parent/s must be notified that the uniform deposit check will be cashed/or tuition will be charged for replacement and the funds placed into the SAAA account and order a replacement.