



## Parks & Recreation Department

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### UNIFORM DEPOSIT POLICY (17AUG17)

To maintain the inventory of all HPR athletic uniforms (jerseys, shorts, pants, etc.), the following procedures will be required of all athletes participating in HPR sports.

1. A refundable uniform deposit of \$67.00 per uniform will be required before the first scheduled game/meet of every HPR athletic season.
2. Family members will be required to pick up all uniforms at the R.W Black Community Center at the beginning of each sports season.
  - a. In order to maximize their life expectancy athletic uniforms are issued for the sole purpose of program participation.
3. Deposits will be collected by cash, credit card, personal, or bank check only.
  - a. No uniforms will be issued without first receiving the uniform deposit fee.
  - b. Checks will be held by the Town and only cashed under the guidelines below.
4. At the end of each athletic season, all uniforms should be cleaned and returned to the R.W Black Community Center, within two weeks of the season ending.
  - a. Typically, the last game is considered the end of the season.
  - b. Uniforms may only be dropped off during business hours and given to an HPR employee to ensure accurate accounting of returned items.
5. The uniform deposit checks will only be cashed by the Town of Hanover if:
  - a. Uniforms are not returned within 2 weeks of the season ending.
  - b. Uniforms are returned in an unsatisfactory condition.
  - c. Uniforms are lost or incomplete.
  - d. All uncashed checks will be shredded by the Town of Hanover.
6. Uniform deposits collected in cash or credit card will be refunded by the Town of Hanover, by check, in the next regular processing cycle and mailed to your address on record once uniforms are returned and are in satisfactory condition.
  - a. A credit card processing fee of \$2.00 will be deducted from refunds for all deposits made with a credit card.

*This policy does not apply to sports programs that issue a t-shirt as they are intended to be kept by the participants.*

*Connecting you to explore our community, enrich your life and expand your experiences.*