

# PAYSL Uniform Distribution Procedure

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## Distributing Uniforms for Best Fit

To ensure we have uniforms in time for the season, we order them way before registration ends with a combination of sizes that will fit the typical team for that age group.

The smallest jersey in a set will have the lowest number (2) with the largest jersey in the set having the highest number. To insure every child gets the right size, you should do the following:

1. Line the players up from smallest to largest.
2. Give the smallest player jersey #2.
3. Give the next smallest player jersey #3.
4. Continue until all jerseys are distributed.

Shorts run very large so they are ordered a size smaller than the jersey. For example, if a YM jersey is ordered, then a YS pair of shorts is ordered to go with it. You should distribute the shorts such that each player receives the size of shorts that are 1 size smaller than the jersey they received.

Socks are all the same size – simply hand out a pair to each player.

## Getting a Replacement Jersey or Additional Uniforms

Once in a while, there is a need to order a replacement or extra jerseys/uniforms. For example:

1. A team has more than the average number of large players or an unusually large player for his/her age.
2. The published roster limit is exceeded due to unusual circumstances.
3. We receive a jersey from the manufacture that is damaged (very rare but could happen.)

If you need a replacement jersey or additional uniforms, take the following steps:

1. The coach (and only the coach) should email the uniform coordinator to request a replacement jersey.  
Include:
  - a. Your name & phone number
  - b. Name of the team
  - c. Age group (e.g. u7 boys)
  - d. Color of jersey (e.g. KELBLK) as indicated on your packing slip – this is usually pink or green
2. The uniform coordinator will order another jersey for that team per the re-order dates.
3. The uniform coordinator will contact the coach when the replacement jersey is in.
4. The coach will pick up the replacement jersey and RETURN the unused jersey to the uniform coordinator.  
We may be able to use the extra jersey with another team and avoid additional cost.

## Important Dates:

- Sep 6 – The first replacement order will be made. We will have this order expedited so that it is filled before the season begins on Sep 11. Any requests not made before Sep 6, will be batched up for Sep 13.
- Sep 13 – The final replacement order will be made. We will have this order expedited so that it is filled before wk 2, Sep 18.
- No more orders will be made after Sep 13.

**NOTE:** Expediting shipping and replacing jerseys is expensive and drives up costs. PAYSL is a non-profit organization so an increase in uniform costs will be reflected in higher registration fees. Please help us maintain low registration fees by only requesting replacement jerseys when necessary.