

Waukesha Catholic Athletic Uniform Policy and Procedures

All student athletes participating in a sport, for which a uniform is provided by the Waukesha Catholic Athletic Board, the student and a parent/guardian are required to sign the Waukesha Catholic Uniform Agreement. The intention of this policy is to make parents and athletes understand the importance of uniform care and the value of a replacement when not cared for.

- Uniform Pick-up Procedures and Written Agreement
 - Athletic Director will set two evenings at the start of each sport season to athletes to pick up a uniform. Athlete/Parent should contact Athletic Director to set an alternate pick-up date and time.
 - Parents and Athlete must review and sign the Uniform Policy Agreement..
 - Board Member and Parent will go over the condition of the uniform borrowed and record the condition or any issues with the uniform on the Agreement.
 - Athletic Director (and Board Members assisting) will record the condition information.
 - All uniforms distributed will include a hand-out for uniform wash and care instructions.
 - All signed Agreements will be filed in a binder by Grade and Team and stored in Athletic Directors office.

- Uniform Turn-in Procedures and Deposit Refund
 - Athletic Director will set two evenings at the end of each sport season to athletes to turn in a uniform. Athlete/Parent should contact Athletic Director to set an alternate turn-in date and time.
 - Board Member and Parent will go over the condition of the uniform being turned in and record the condition or any issues with the returned uniform on the Agreement.
 - Any uniform that does not pass for acceptable conditions should be noted on Agreement and promptly given to Athletic Director to determine if a damage/replacement fee is to be assessed.
 - Athletic Director will provide Business Office with the list of fees to be assessed.

- A pro-rated replacement fee (based upon the condition of the uniform indicated at issuance) will be assessed for each uniform returned damaged, as assessed at the time of return. Failure to pay that fee will result in the school withholding report cards and the student not being allowed to register for upcoming athletic seasons.
 - Uniform age/replacement fee suggestion*:
 - Excellent Condition (new or not used)– 100% replacement cost
 - Good Condition (approx.. 1-2 years old) – 80% replacement cost
 - Fair Condition (approx.. 3-4 years old)– 60% replacement cost
 - Poor Condition (5 years old or older)– 40% replacement cost

*condition of uniform is determined at uniform pick-up. Uniforms not used for a year or two may be in better condition than the listed age.