



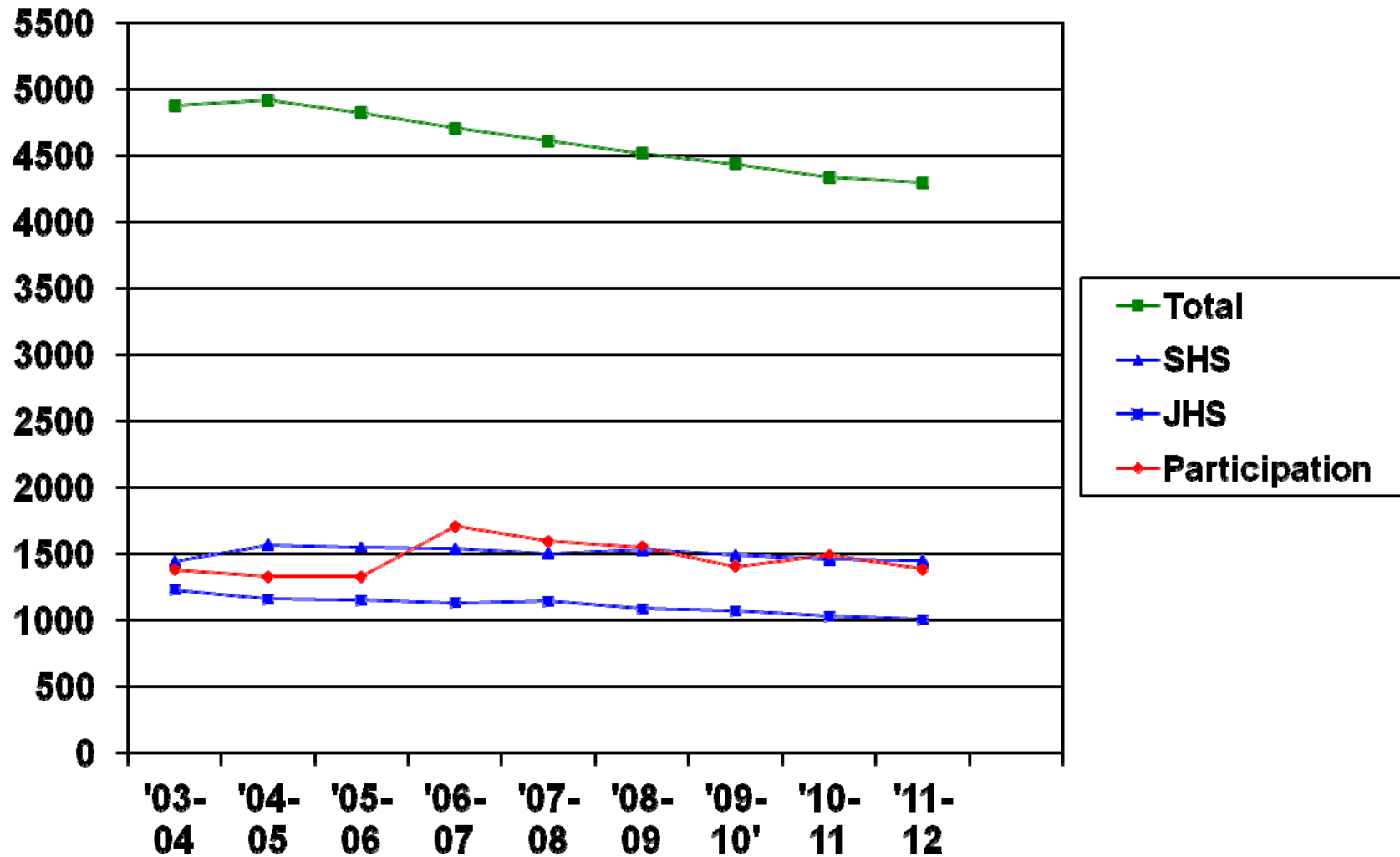
# West Babylon Athletic Uniform Inventory Overview

Mr. A Spinelli

Director of Health,

Physical Educational and Athletics

# District Enrollment vs Participation in Athletics



# History: Total Number of Teams

Year	Varsity	JV	JV 9/2	JHS (one team of 7&8 combined)	JHS (separate 7&8 team)	Totals
2003-04	26	16	4	4	26	76
2004-05	26	16		19		<b>61</b>
2005-06	26	16		19		61
2006-07	27	17	3	6	26	79
2007-08	27	17	3	9	20	76
2008-09	28	17	4	9	20	78
2009-10	28	17		19		64
2010-11	28	17		19		64
2011-12	28	17		19		64
2012-13	28	17		19		64

# Current Teams by Season

	Boys					Girls				
	Sport	Varsity	JV	JHS	Total	Sport	Varsity	JV	JHS	Total
Fall	XC	1		1	2	XC	1		1	2
	FB	1	1	1	3	FH	1	1	1	3
	Golf	1	1		2	Gym	1			1
	Soc	1	1	1	3	Soc	1	1	1	3
						Swim	1			1
						Tennis	1	1	1	3
						VB	1	1		2
						Cheer	1	1	1	3
Winter	BB	1	1	1	3	BB	1	1	1	3
	Bowl	1			1	Bowl	1			1
	WTrk	1			1	WTrk	1			1
	Wres	1	1	1	3	VB			1	1
						Cheer	1	1	1	3
Spring	Base	1	1	1	3	Soft	1	1	1	3
	Lac	1	1	1	3	Lac	1	1	1	3
	Tennis	1	1	1	3	Golf	1			1
	Trk/Fld	1		1	2	Trk/Fld	1		1	2
Column Totals		12	8	9	29		16	9	11	36

# Uniform/ Equipment Inventory Procedure



Athletic Director



Equipment Manager



Coach



Parents/ Guardians  
and Students



# Coach

1. Coach submits roster to Athletic Director (AD).
2. Coach sets appointment with Equipment Manager (EM) for uniform/equipment pickup.
3. Coach signs Equipment Tally sheet to verify receipt of uniforms/equipment.
4. Coach distributes uniforms/equipment to athletes.
5. Athletes sign Equipment Contract acknowledging receipt of uniform/equipment.
6. Coach maintains team inventory record.
7. Coach contacts EM via email if emergency uniform needs arise.
8. Two weeks prior to end of season (or post-season), coach contacts EM to set appointment for return of uniforms/equipment.
9. Uniforms/equipment are collected on the day of the last competition upon returning to the school.
10. Coach verifies each piece of uniform/equipment returned using Equipment Contract.
11. Athlete and coach sign Equipment Contract.
12. Coach sends a copy of the form letter to parents indicating items not returned within three days of collection date. Copies are given to AD and EM.
13. Status of outstanding uniforms/equipment must be given to AD and EM two weeks after collection date.
14. Coach enters the uniforms/equipment returned using the online Equipment Inventory form.
15. Coach meets with EM at appointment time to return uniforms/equipment and verify inventory entered on the online Equipment Inventory form.
16. Coach and EM sign a hard copy of the online Equipment Inventory form and receive a copy.

# Copy of Form Letter for Missing Equipment

**West Babylon Union Free School District**

Anthony Spinelli  
Director of Health, Physical Education & Athletics  
500 Great East Neck Road  
West Babylon, NY 11704

Telephone (516) 376-7065  
Fax (516) 376-7049  
aspinelli@wbschools.org

Date: \_\_\_\_\_

Dear Parent/ Guardian of: \_\_\_\_\_

You are receiving this letter because your child failed to turn in his/her assigned equipment.

According to the distribution and collection procedure, students are expected to return all uniforms and equipment on the day of the last competition. Your child should have informed you of any missing items and the fact that this letter is forthcoming explaining the impact on future athletic participation by the student and the replacement obligation. Please contact the athletic office (by email or phone) upon receipt of this letter and inform the office of how you plan on rectifying this situation. If it is not rectified before tryouts of the next season your child will forfeit the right to try out.

Below is a list of the item(s), manufacturer and a brief description of what is missing. Items must be replaced or the cost of replacement must be made. Please contact the Athletic Department for information regarding the replacement process.

Quantity	Manufacturer	Description- (color, print, number, etc.)

(Additional items may be listed on the back of this letter)

Sincerely,

\_\_\_\_\_  
Coach

cc. Mr. A. Spinelli  
Equipment Manager



# Equipment Manager

1. Three months prior to the start of each season, verify count and receipt of reconditioned equipment using the online Equipment Inventory form.
2. EM sets appointments with each coach for distribution of uniforms/equipment.
3. EM signs Equipment Tally sheet to verify distribution of team uniforms/equipment.
4. EM responds to coach emails regarding emergency uniform/equipment needs throughout season.
5. EM meets with each coach during designated appointment time to receive uniforms/equipment and verify counts using the online Equipment Inventory form.
6. EM and coach sign a hard copy of the online Equipment Inventory form.
7. EM gives a hard copy of the signed Equipment Inventory form to the AD.
8. EM makes arrangements with laundromat or reconditioner for cleaning and repair of uniforms/equipment.
9. EM keeps inventory of what is sent out and received using the online Equipment Inventory form.





# Parent and Student Athlete

1. Students will provide coach with roster information and complete the information on the equipment contract.
2. Student and coach will sign and date the contract verifying items distributed to the student.
3. Students will secure all school issued items in a locked locker during the season.
4. P/G and students will launder uniforms and keep them home until days that they are needed.
5. Students will return all uniforms on the day of the last competition.
6. Student will inform P/G of any missing items and the fact that a letter is coming explaining impact on future athletic participation by the student and replacement obligation.
7. Upon receipt of coach's letter P/G shall contact the Athletic Department and inform the school of how it will be rectified. If it is not rectified before tryouts of the next season the student will forfeit the right to try out.



# Athletic Director

1. AD reviews all outstanding uniform/equipment letters to parents two weeks after team collection date.
2. Telephone contact will be made by AD office to parents/guardians whose athletes have outstanding uniform/equipment.
3. AD will maintain a list of ineligible athletes based on outstanding uniform/equipment obligations.
4. Two months prior to season, AD reviews online Inventory Form, determines need and places necessary orders.
5. AD holds coaches' meetings one month prior to season start and informs coaches of minimum and maximum amount of players per team.
6. Review uniform/equipment inventory and outstanding uniform/equipment letters with coaches at closeout meeting. This is one component of the review for stipend approval process.

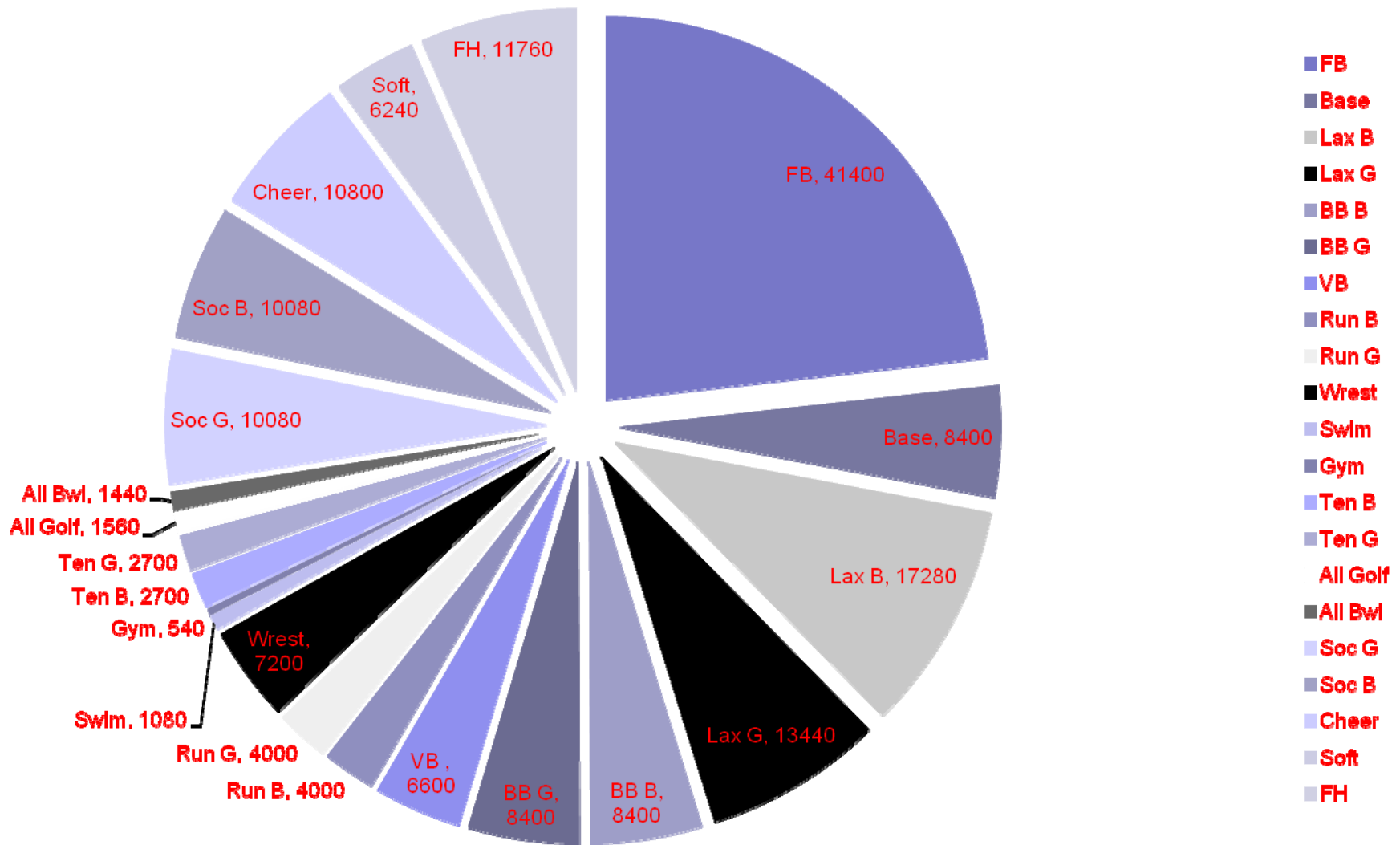
# HS Uniform Storage Closet



## Number of Athletes per Team

	Boys				Girls			
	Sport	Varsity	JV	MS	Sport	Varsity	JV	MS
Fall	XC	30		17	XC	8		12
	FB	33	28	53	FH	18	16	19
	Golf	8	9		Gym	7		
	Soc	22	19	24	Soc	21	20	26
					Swim	20		
					Tennis	10	10	20
					VB	10	13	
					Cheer	24	20	23
Winter	BB	12	12	15	BB	13	11	20
	Bowl	12			Bowl	12		
	WTrk	24			WTrk	33		
	Wres	17	12	24	VB			24
					Cheer	24	20	23
Spring	Base	18	20	28	Soft	16	16	16
	Lac	28	30	29	Lac	20	18	29
	Tennis	10	10	12	Golf	10		
	Trk/Fld	36		40	Trk/Fld	24		38

# Estimated Cost to Replace Uniforms by Sport



# Replacement Time Table based on Estimated Cost (2013)

Team			Annually	1	2	3	4	5	6	7	8	9	10	# Cycle Yrs	\$/ Yr to spend
FB	41400	21%										FB	FB	10 yrs	19268
Base	8400	4%									Base			9 yrs	21409
Lax B	17280	9%								B Lax				8 yrs	24085
Lax G	13440	7%							G Lax					7 yrs	27526
BB B	8400	4%						BB B						6 yrs	32113
BB G	8400	4%						BB G						5 yrs	38536
VB	6600	3%					VB								
Run B	4000	2%			Run B										
Run G	4000	2%			Run G										
Wrest	7200	4%				Wres									
Swim	10800	6%	0.6%	Swim	Swim	Swim	Swim	Swim	Swim	Swim	Swim	Swim	Swim		
Gym	5400	3%	0.3%	Gym	Gym	Gym	Gym	Gym	Gym	Gym	Gym	Gym	Gym		
Ten B	2700	1%		Ten B											
Ten G	2700	1%		Ten G											
All Golf	1560	1%		Golf											
All Bwl	1440	1%		Bwl											
Soc G	10080	5%				Soc G									
Soc B	10080	5%		Soc B											
Cheer	10800	6%			Cheer										
Soft	6240	3%									Soft				
FH	11760	6%					FH								
	192680	100%		10%	11%	10%	10%	9%	8%	10%	8%	10.5%	10.5%		



# Next Steps

- \$20,000 from annual material/supply budget must be allocated for cloth replacement based on 10 year replacement cycle.
- Review and reinforce distribution and collection procedures with Equipment Managers and Coaches.
- Inventory other equipment to create needs assessment and replacement cycle.