SPORTS TOP BORROWING PROCESS

For SACSA Carnivals and School Sporting Events

To ensure all students have access to clean, well-maintained sports tops for carnivals and events, we follow a clear borrowing and return process. We appreciate your support in keeping our sports uniform system organised for students who participate in the future.

Reminder & Follow-Up Process

Initial Reminder - *Included in team selection and carnival correspondence*

- Students are reminded to borrow and return their sports top promptly
- The return deadline (7 days after the event) is clearly stated
- Families are encouraged to make note of the return date
- Access to this document is attached outlining cost of replacement

First Reminder - *Sent to Students – approximately 3 days before return is due*

- Friendly reminder that the borrowed sports top is due soon
- Students are asked to return the top, washed, to the SLH by the stated date
- Students can contact SLH staff if they have any concerns

Second Reminder - *Sent to Students and Parents – On the day the top becomes overdue*

- Notification that the sports top is overdue
- Families are asked to return the washed top to the SLH immediately
- If there is a problem or delay, parents are encouraged to contact SLH staff, or students can speak with SLH staff directly
- If no contact is made, we will assume the top with be returned as soon as possible
- If the top is not return by 2 weeks after this email is sent, an invoice will be issued for the cost of a replacement

Final Reminder - Payment notice **-** *Sent by SLH staff if Top Remains Unreturned*

- The borrowed sports top has not been returned
- An invoice will be issued for the cost of replacement of kit
- Payment is now due

(Please see next page for detailed cost of replacement for each individual item)

Returning your sports top on time helps ensure all students have access to the uniforms they need for future events. We understand that life can get busy, but delayed or missing returns make it harder for others and may result in avoidable replacement costs. If you ever have questions or need help, please don't hesitate to get in touch – we're here to support you!

Thank you for your cooperation and support in keeping our school sports uniform system running smoothly.

ITEM & COST	
Yellow Athletics Singlet - **$33.00**	
Green Athletics Singlet - **$33.00**	
Basketball Singlet - **$43.45**	
Netball Dress - **$52.25**	
Short Sleeve Shirt - $**35.75**	
AFL Guernsey - **$43.45**	