



Team Uniform Ordering Guide

Welcome to our team! As a team manager, uniform coordinator or coach for your club, you are in excellent hands. The club has established a partnership with The Play-Off based on the confidence that we will make the uniform and equipment purchasing experience a positive one. We recognize that the position you hold is not an easy responsibility and that you are volunteering your time. We will do our best to make this a simple process.

The information listed below will give you a clear understanding of how The Play-Off and your club have structured the ordering process. Follow these guidelines and your team will be well positioned and prepared for the upcoming season.

Order Form

An excel spreadsheet has been designed specifically for you. It includes all the necessary uniform and accessory item information as required by the club. A copy of the current order form accompanies this document. With the order form is a separate sheet with the description and pricing for the specific uniforms each division requires (Intermediate, Inter-League and Competitive).

Order placement

Team managers, uniform coordinator or Coach are required to complete and submit an order form (via email or hard copy) for each team order (including “fill-in” and exchange orders). We will be more than happy to assist with any situation, but we do ask that only one contact per team coordinate the transactions. All orders must be received before the specific season deadline. This date is determined by The Play-Off based on uniform manufacturers and club requirements; please contact The Play-Off or your club for this date. An order completion request date will be listed on each order spreadsheet. This date insures deliveries arrive in time for the order to be processed. Within 48 hours you will receive confirmation for your order and the requested date or a corrected date will be verified. All information that is received on the order form(s) will be considered binding. For emergency and fill-in orders, rushed order options will be available and require an additional fee.



Sizing

We encourage all teams to set-up team nights after 5:00pm to come in as a team and be size together. Any team arranging a team night can use the club 15% discount for players and the coach will receive an additional 5% on any items purchased (not including uniforms) on that night through 2009. Sizing uniforms may also be picked up by the team coordinator and taken to a practice we ask that you call in advance for availability and return them within twenty-four hours. A full size run of each item is available at The Play-Off at all times. These are used by individuals coming into the Play-Off individually after the initial team fitting and relaying that information to the uniform coordinator.

Payment

Payment must be received at time of order. Teams may pay by credit card, check or money order, made payable to The Play-Off. All payments being received by The Play-Off must include tax at a rate of 8.025%, unless accompanied by a copy of a 5013c tax document.

Pick-up

Team orders will be pick-up by the uniform coordinator or coach's designee from The Play-Off. Each order must be checked, verified and signed for at time of pick-up. The verification process takes fifteen to twenty minutes.

Customization

Your club has a distinct look that is featured in the uniforms. The uniform has a distinct design and the club has added a custom number combination. Any deviation from the club standard will be honored only with written approval from the club. Embroidery of uniforms, apparel and bags will not be completed by The Play-Off and is not included in the cost.

Let us know if your team would like to coordinate any additional products, such as practice t-shirts, team hoodies or end of season shirts.

If you have any questions, please feel free to call, Kevin or Zach at 303-682-1124 or email at theplayoff@lbtDSL.com.