

To: Rio Vista Team Mgr/ Uniform Coordinators

Re: Process for Team fittings

May 2007

Parents/ Coaches:

Please follow the following process / steps to help us get your team outfitted in an orderly manner. We have many RVFC teams to complete this summer, so we ask for your cooperation in adhering to this process. We have reserved most of June for your team(s) to come in. Our goal is to complete all RVFC fittings (U11 and up) by the first week of July. For U9-10 teams wearing the Adidas squadra sets, the process is the same but we prefer to have them schedule their appointment after July 1st. (Westside Soccer will be assembling these sets on site). The remainder of process is the same.

1. **Complete the attached Team roster form**, with team information as well as the player names and jersey numbers. This must also be completed if you are simply adding a few players. We need to know what numbers are available for the new players. We cannot assemble the uniforms without player jersey numbers.
2. **Call the store to reserve your time slot (1 hour), 890-5700.** We will be hosting your team fitting nights from 4:30pm to 7:00pm from Monday through Friday. Fittings are only done during the weekdays. Please attempt to have most if not all of your players at the fitting. **Team fittings are to begin on Monday, June 11th. PLEASE START CALLING NOW!!**
3. A parent/ coach/ manager must initial that the players chosen sizes are acceptable.
4. On a daily basis, Westside Soccer will be sending the team roster forms to Soccer Stop Inc (Colorado) to be assembled. Chris Hardin will then become your primary contact. (Chris@soccerstop.com, 720-283-8654 x103). Chris will contact the Team Mgr to coordinate payment options and delivery of team uniforms. Uniforms will be shipped in bulk to the Mgr home. Westside Soccer will not collect funds for team uniform orders.
5. Players that cannot make the team night must come in *after* the team fitting. Westside Soccer will assemble these individual orders on site. These families will pay Westside Soccer for the uniforms at their fitting. Pricing will be the same as the bulk team order.
6. While at your fitting we will extend special sale pricing for any items purchased at that time, e.g. shoes, shin guards, balls, etc.
7. Thanks....

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