

SPORT



Lost property Policy

It any lost property is found, it is logged on the sheet found in the lost property box. Log the date when the item was found, the location and event is was located and a brief description of the item. Each item is given a unique numerical value starting at 0 and then ascending as we receive more items. A tag outlining the item name and date it was recovered is attached to it then placed in the box for 1 month.

Clothing is kept in the office for 1 month and then it is handed to the charity shop after that. Any clothing of non-resalable condition is disposed off. Valuable items (wallets, jewellery, watches, gold, silver etc) will be logged and then taken to the police station as soon as possible.

