



# SPORTCENTRAL

Equipment for kids in need since 1991

Dear Referring Agency Member,

Sport Central is a volunteer-operated, non-profit organization and registered charity that provides gently-used sporting equipment at no charge to children (ages 3 to 17) in need.

Sport Central gives primarily to Edmonton and surrounding area. Children are referred for equipment through agencies such as yours.

The primary duty of the requesting agency is to verify that the children are truly in a needy situation and to provide us with accurate name, birthdate and contact information.

### Interested? Here is how to become a Referring Agency:

If your location has not used Sport Central before, **OR** if it is your first time filling out a referral for your agency:

- Fill out the Agency Referral Application. Once submitted, you may begin making referrals.

### Making a Referral:

Fill out and email (or fax) the “Equipment Request Form” on your own letterhead. Please **do not** send the form with the client.

- If your client does not speak English, please provide contact information for a friend or support worker who can.
- Send in a new form for the family if they would like to request more equipment. *Referrals are good for three months and must be re-submitted if the family has not booked an appointment in the three-month period.*
- For hockey equipment, proof of the child’s sports registration **must be provided** by the requesting agency.

### Important Reminders:

- Both child and parent/guardian must be present to receive equipment.
- Programs or organizations wishing to apply for remote outfitting privileges can contact [thekid@sportcentral.org](mailto:thekid@sportcentral.org).
- A bicycle and hockey helmets are supplied to first-time clients only.
- Equipment is supplied “as is.” Sport Central is not responsible for damages caused through the use of these items.
- If you reside outside of Edmonton, call us to find out where to access our equipment. Sport Central has a number of distribution centers; there may be one near you. Give us a call to see how we can help.



If you have any further questions, please email [thekid@sportcentral.org](mailto:thekid@sportcentral.org) or call us at 780-477-1166.