**Lord’s Taverners Cricket Kit Recycling - Collection Hub Guidelines**

**Cricket Clubs**

Thank you for volunteering your cricket club, to collect cricket kit and equipment, on behalf of the Lord’s Taverners.

To make sure that donations are received and handled in the safest way possible. We have a set of guidelines that are simple common-sense rules that are there to ensure this happens.

Guidelines for Donors

Dropping off donations at ALL collection hubs

* Please ensure that all donated items conform to our ‘collection standards document’ <https://www.lordstaverners.org/media/1696/collection_standards.pdf>
* Please ensure that all items are reusable and properly cleaned.
* All clothing/equipment must be securely packed in a bag, box or container.
* Agree a mutual date and time to drop off your donation.
* If directed by the collection hub, place donation in designated collection area.

Guidelines for collection hubs

* Provide a suitable location for donations to be held/stored.
* Receive donations from donors when possible within your agreed schedule.
* Store donations until there is enough to pack onto a pallet -a minimum of 6 large sports bags.
* Source a wooden cargo pallet for donations to be packed on.
* Securely wrap the pallet -We can provide pallet wrap if necessary.
* Ensure you have suitable access for a lorry with a tail lift.

Hubs are not expected to hold more than 1 pallets worth at a time.

We expect to be able to collect wrapped pallets within 48 hours.

The Lord’s Taverners will advertise your club’s location on our Collection Hubs map, on the CKR web page, with the following details;

Club Name;

Address;

Contact persons email address;

Opening times (if applicable);

All other details will be stored on our database. We will encourage donors to look at the map, determine which hub is the closest to them, and contact the hub directly to arrange delivery.

Please confirm by return email that you are comfortable with the above and agree to use these guidelines when dealing with donors from your County.

Kind regards

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