



Policy & Procedure

Title	Loss Prevention 07 – Trash Disposal
Purpose	This policy outlines procedures for trash and recycling removal to ensure team member safety and reduce risk of internal theft. Proper handling, inspection, and disposal of trash supports a safe work environment and protects company assets.
Who Does This Impact	Campus Head Coach Head Coach Assistant Coach Coach in Training Team Captains Teammates Field Leaders
Definitions	Trash Inspection: A required visual review of trash, recycling, and transport materials prior to disposal to ensure no company merchandise is discarded.
General Expectations	• Trash and recycling are to be removed from the store daily, during daylight hours. • Trash removal procedures prioritize both safety and theft prevention. • All trash is to be handled, inspected, and disposed of according to policy.
Trash Handling & Disposal Standards	• Only clear trash bags may be used. • Cardboard is to be broken down prior to disposal. • Trash containing food or liquid: ○ Cannot be stored directly on the floor. ▪ It should be placed in a cart or on a rack to help prevent the attraction of insects or rodents. • Team members under the age of 18 are strictly prohibited from operating, loading, activating, or interacting with trash compactors under any circumstances, including: ○ Placing trash inside the compactor ○ Activating or assisting with compactor operation ○ Clearing jams or accessing compactor areas
Inspection Requirements	• A member of Store Leadership is to inspect all trash and recycling prior to removal. • All Inspections are conducted: ○ Immediately before exiting the store.



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	○ Under camera view. • All Inspections include: ○ All trash bags. ○ Cardboard or recycling materials. ○ Any carts or containers used to transport trash. • If product is found during inspection: ○ Immediately notify Loss Prevention at lossprevention@rallyhouse.com to document what was found.
Staffing Requirements for Trash Removal	• Trash is to be taken out by at least two team members, when possible. • Team members are to leave and return together when disposing of trash. • If only three team members are in the store: ○ All three team members are to leave together to take out the trash. ○ No team member may remain alone in the store.