



Policy & Procedure

Title	Loss Prevention 10 - Subpoenas
Purpose	This policy outlines expectations for team members who receive subpoenas.
Who Does This Impact	Campus Head Coach Head Coach Assistant Coach Coach in Training Team Captains Teammates Field Leaders
Definitions	Subpoena: A legal document requiring an individual to appear in court or provide testimony. Testimony: Statements provided under oath in legal proceedings regarding an incident or event.
General Expectations	• If subpoenaed, team members may be required to appear in court for theft incidents, civil matters, or other legal actions involving the operations of Rally House stores.
Notification & Escalation	If subpoenaed: • Immediately notify Store Leadership and the Legal Department. ○ Provide a copy of the subpoena to Employee Relations at employeerelations@rallyhouse.com and Loss Prevention at lossprevention@rallyhouse.com. • Any attorney inquiries outside of a formal court proceeding must be directed to the Legal Department before responding to employeerelations@rallyhouse.com • Any legal requests must be forwarded immediately to the Legal Department at employeerelations@rallyhouse.com



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Preparation Expectations	• Review incident reports and factual information only. • Do not speculate or provide opinions regarding the incident. • Contact Legal for clarification, questions, or to set up time for a pre-appearance meeting at employeerelations@rallyhouse.com • Do not contact attorneys or parties involved without company approval. • Do not discuss the case outside of approved channels.
Court Appearance & Conduct Expectations	Court Appearance Expectations • Dress professionally. • Arrive at least 30 minutes before the scheduled court time. • Allow time for security and check-in procedures.
Testimony Expectations & Confidentiality	Testimony Expectations • Speak truthfully and clearly. • Answer only the questions asked. • Do not volunteer additional information. • Do not provide personal opinions. • If a question is unclear, ask for clarification before answering. Confidentiality • Do not share case details outside of the legal process. • Do not discuss the case with coworkers, friends, or on social media.
Post Testimony Expectations	• Notify Legal once testimony is complete if there is any need for additional documents or requests at employeerelations@rallyhouse.com