



# Idaho State University

## POLICIES AND PROCEDURES

### Athletics Equipment Room

#### ISUPP 8090

#### *POLICY INFORMATION*

**Policy Section:** *Athletics*

**Policy Title:** *Athletics Equipment Room*

**Responsible Executive (RE):** *Director of Athletics*

**Sponsoring Organization (SO):** *Department of Athletics*

**Dates: Effective Date:** *January 20, 2014*

**Revised:** *May 23, 2016*

**Review Date:** *May 2021*

### **I. POLICY STATEMENT**

All equipment is the property of Idaho State University (ISU) Department of Athletics (Department) and is stored, repaired, and issued through the Equipment Room. All National Collegiate Athletic Association (NCAA) guidelines will be followed for issue and collection of athletic gear.

### **II. AUTHORITY AND RESPONSIBILITIES**

The equipment needs of all sports are centralized through Equipment Room services and overseen by the director of equipment. The director of equipment is directly responsible to the director of athletics (AD) in all matters concerning equipment.

### **III. PROCEDURES TO IMPLEMENT**

- A. Team practice gear, uniforms, and equipment will be distributed and collected to each team as needed in conjunction with the Equipment Room services and the respective sport coach.

1. All men's and women's teams are provided all of the equipment and supplies necessary to compete.
  2. All requests for equipment must be approved through the AD and the assistant athletic director/university business officer (UBO).
  3. All new items must be inventoried in the Equipment Room before it is distributed to student-athletes.
- B. The director of equipment will publish and enforce rules regarding equipment handling for each sport and will help ensure compliance with NCAA Bylaw 16.
  - C. The director of equipment will keep accurate records of all equipment checked out to the student-athletes to ensure compliance with NCAA Bylaw 16. The director of equipment will keep the appropriate athletic administrator informed on policy conflicts and any decisions made to stay within compliance.
  - D. At the end of each sport season, the director of equipment will provide a list to the UBO of all student-athletes owing for lost or stolen equipment or equipment the student-athlete wishes to purchase.
  - E. Coaches will be responsible for selecting equipment for their sport.
  - F. The director of equipment will be responsible for purchasing the equipment in consultation with the UBO.
  - G. Any change or altering of the logos or colors on equipment is prohibited without written approval from the AD. Approved licensed logos are available from the assistant athletic director of media relations.