



EQUIPMENT ROOM POLICIES AND PROCEDURES

On an annual basis:

- These procedures will be reviewed by the Compliance Committee.
- These procedures will be reviewed and updated by the Director of Athletic Equipment Operations and the Compliance Officer

ISSUANCE OF EQUIPMENT/APPAREL

1. Equipment and Apparel will not be issued to student-athletes until the student has been cleared through both Compliance and the Athletic Training Room. The Director of Athletic Equipment Operations will monitor the clearance and issue apparel and equipment once the appropriate notification has been received.
2. Students must sign an equipment and apparel contract with the Equipment Manger before apparel or equipment will be issued.
3. All apparel and equipment must be issued through the equipment room and an appropriate log of each student-athlete's equipment and apparel will be maintained in the equipment room for each SA at all times. Student-athletes are required to use all equipment on an issuance and retrieval basis.
4. Equipment and apparel may be retained (including during the summer) while SAs are on an active roster in accordance with these policies and procedures. (16.11.1.7)
5. The Director of Athletic Equipment Operations may place holds on the SAs account and seek reimbursement for apparel/equipment items not returned per this policy.

EQUIPMENT POLICIES

1. All equipment issued to student-athletes must be for the use of student-athletes for practice and competition.
2. Students may maintain all equipment issued to them while a current student-athlete at MSU. If a student-athlete becomes ineligible for practice (drops below 12 hours, is removed from the current squad list, withdraws from the institution, etc) all equipment must be returned to the equipment room immediately.
3. If the SA wishes to retain the equipment at the end of his/her collegiate participation, the Director of Athletic Equipment Operations will determine the market value of the item and the SA may purchase the equipment.
4. SAs may purchase equipment at a discount arranged by the athletic department, but the equipment purchased 1) must be for use by the SA for practice and competition only, and 2) becomes property of the athletic department. At the end of the SAs participation, the SA may

purchase the item for the fair market value. If the market value at the time of final purchase is less than the SAs initial purchase contribution, the SA is not required to provide additional funds in order to obtain the used equipment. If the market value at the time of final purchase is greater than the SAs initial purchase contribution, the SA is required to provide the cost difference in order to retain the used equipment.

5. SAs are not permitted to purchase equipment at a reduced rate that is not required by the institution for practice and competition. Such purchase may not be arranged by the institution or an equipment manufacturer.

APPAREL POLICIES

1. All apparel issued to student-athletes must be for the use of student-athletes for practice or competition. Exception: Each academic year, the institution may purchase one shirt (i.e. polo) per bylaw 16.8.1.9 to be used for team travel or other events at which the SA represents the institution. Otherwise, an institution may not provide SAs with team travel outfits, blazers, or other items of clothing that are not sports-related practice or competition. (NCAA Bylaw 16.8.2.1).

2. Students may maintain all apparel issued to them while a current student-athlete at MSU. If a student-athlete becomes ineligible for practice (drops below 12 hours, is removed from the current squad list, withdraws from the institution, etc), all apparel must be returned to the equipment room immediately.

3. Apparel deemed “disposable” becomes the property of the student-athlete after one season. Apparel deemed “Non Disposable” may be retained while the SA is a current participant, but must be returned to the Equipment Room once the SA ceases participation (graduation, transfer, etc).

The Director of Athletic Equipment Operations has the final authority to deem apparel disposable or nondisposable. The information below is simply a guideline.

DISPOSABLE

Undergarments
T-Shirts
Under Jerseys
Socks
Warm-Up Suits used for practice
Non-Reusable Shoes

NONDISPOSABLE

Game Jerseys
Game Pants
Helmets
Protective Equipment
Warm-up Suits used for Competition
Travel Bags

4) The SA may retain the apparel at the end of his/her collegiate participation. The Director of Athletic Equipment Operations must track all apparel that students keep at the end of his or her participation. (NCAA Bylaw 16.11.1.6).

5) SAs may purchase apparel at a discount arranged by the athletic department, but the apparel purchased 1) must be for use by the SA for practice and competition only, and 2) becomes

property of the athletic department. All such purchases must be coordinated/inventoried through the Director of Athletic Equipment Operations.

6) SAs are not permitted to purchase apparel at a reduced rate that is not required by the institution for practice and competition. Such purchase may not be arranged by the institution or an equipment manufacturer.

SUMMER USE OF EQUIPMENT AND APPAREL by PSAs

1) **Football:** MSU may loan a football PSAs who have signed an NLI, or in the case of a 4 year transfer has signed a Financial Aid Agreement, clean apparel (t-shirts, shorts, laundry service, socks, and undergarments) who qualify for participation in nonmandatory summer conditioning activities.

2) **Basketball:** MSU may loan a basketball PSAs who have either 1) signed an NLI, or 2) been accepted for FT enrollment in the fall and is receiving FA to attend summer school (per NCAA Bylaw 15.2.8.1.4 clean apparel (t-shirts, shorts, laundry service, socks, and undergarments) who qualify for participation in nonmandatory summer conditioning activities.

3) **All Other Sports:** PSAs in all other sports are not permitted to use equipment or apparel issued by the institution until they enroll and become a full-time degree seeking student at MSU (enrollment is triggered if they are registered and present on the first day of classes).

INSTITUTIONAL DISPOSAL/DONATION OF USED EQUIPMENT/APPAREL

1) MSU may not donate or sell equipment or apparel to a high school or prospective aged student-athlete unless the provisions below are met.

2) Used apparel and equipment may be made available to the general public via an advertised sale. The Director of Athletic Equipment Operations must seek approval for any such public sale of equipment or apparel via the Compliance Office prior to the sale date.

3) Used equipment may be donated to a local bona fide youth organization that consists of prospects provided: 1) the organization is within 30 miles of MSU, 2) approval is received prior to the donation by the Director of Athletic Equipment Operations through the *MSU Donation Request Form*.

LOGOS ON APPAREL AND EQUIPMENT

1) All logo use on MSU apparel and Equipment used for practice or competition must be approved by the Director of Athletic Equipment Operations.

2) The color of all equipment and apparel used in practice and competition must be approved by the Director of Athletic Equipment Operations

3) Logo use must meet NCAA Bylaw 12.5.4, 12.5.4.1, 12.5.4.2 and 12.5.4.4.