**POLICIES AND PROCEDURES**

**EQUIPMENT ROOM**

**Mission Statement**

The mission of Adelphi University’s Equipment Room is to promote the growth and wellbeing of its student-athletes by providing cutting edge athletic apparel while administering professional care of equipment.

**Overview**

The Equipment Room (E.R.) is located in room 140 of the Center for Recreation and Sport. Mainly known for handling student athlete’s equipment and washing practice gear, the E.R. is a dynamic office involved in many aspects of athletics.

* Inventory and tracking of nearly 12,000 pieces of equipment
* Administration of the “Panther Store”
* Branding, logo usage, liaison w/ Licensing Resource Group (LRG)
* Purchasing for the department
* Uniform and practice gear management

**Services Provided**

* Laundry
* Lockers
* Cubbies
* Lost & Found
* Care of Equipment
* Sizing
* Equipment Distribution
* Towels

**LAUNDRY**

The Equipment Room is in charge of all laundry operations for all sports. Only issued practice and game

attire can be washed by using the laundry loops assigned to all student-athletes and administrators. Issued

washable equipment (i.e. pads, gloves) can be washed at the athlete’s risk of damage to the equipment. Student-athletes are not permitted to have their laundry washed after the school year has ended; exact date to be announced. As stated by the NCAA,

“The institution may not provide an on-campus or off-campus housing benefit for student-athletes that is not available on the same basis to the general student body (Page 167, Article 16.5.2.1).”

**LOCKERS**

Athletic teams assigned to a locker room will also be given a designated locker during their sports season. Athletes will be provided with a lock and combination which must be memorized for future use. All coaches will receive a list of assigned locker combinations for student use. Equipment Room employees are not responsible for the retrieval of locker combinations. Only Adelphi issued locks may be used on lockers; all other locks will be removed. Locker damage and missing locks are subject to billing for repair and replacement purposes. Locks and/or locker assignments may only be changed with the notification and approval of the Equipment Manager. Lockers must be vacated at the completion of the sports season at the risk of item disposal; specific dates will be posted in advance.

**CUBBIES**

Athletic teams assigned to the cubbies will be given a cubby and combination during their sports season. All coaches will receive a list of assigned cubby combinations for student use. Equipment Room employees are not responsible for the retrieval of cubby combinations and items. Cubbies are used for receiving washed laundry loops and game day gear. Cubby damage is subject to billing for repair and replacement purposes. Cubbies must be vacated at the completion of the sports season at the risk of item disposal; specific dates will be posted in advance.

**LOST & FOUND**

Items that fall off laundry loops, are misplaced in laundry cycles or left in locker rooms, lockers and

cubbies out of season will be placed in the lost & found bin located inside the Equipment Room. These

items can be retrieved during regular work hours. All items that are not picked up by the end of the school

year, exact date to be announced, year will be discarded or donated.

**CARE OF EQUIPMENT**

The Equipment Room is responsible for the care of all Adelphi issued equipment including uniforms and practice attire. All student-athletes are responsible for the care of issued equipment while not in the hands of the Equipment Room. Student-athletes are not allowed to wash game day attire without prior approval from the Equipment Manager. All broken or damaged equipment should be reported to the Equipment Room so it can be sent out for repairs to insure the safety of the product. Destroyed equipment and attire is the student-athletes responsibility and will be subject to billing.

**SIZING**

Incoming freshmen, transfers and coaches will be given an Equipment Survey form to be filled out as soon as possible. This form is to insure that proper sizes for all athletic attire and equipment are ordered. Should there be a change in any sizes, a new Equipment Survey should be requested and filled out immediately. The Equipment Room is not responsible for requester’s size mistakes.

All team apparel must follow the size specifications set by the Equipment Manager. Every jersey number is assigned a specific size according to each team’s requirements. The size assigned to each number will be used for all apparel that is ordered for that jersey number. For this reason, student-athletes are not guaranteed a specific number after committing to Adelphi University. This size structure must remain until the uniforms’ three year cycle is complete and the uniforms are updated. Sizing may only be compromised during the ordering of personal items that student-athletes are allowed to keep at the end of their sports season.

**EQUIPMENT DISTRIBUTION**

Equipment for all student-athletes must be issued through the Equipment Room in accordance with NCAA and Adelphi University policy. All student-athletes will be required to sign for their equipment on the day that it is distributed. An equipment issue file is maintained for each student-athlete for inventory purposes. All uniforms are under a three year cycle and will be replaced after the third year of use. At the conclusion of each team’s season the Equipment Manager will meet with the head coach to schedule a date for equipment return. Student-athletes will have exactly six weeks from the scheduled date to return all issued equipment. Any student-athlete who does not return their equipment by the date determined by the Equipment Manager and their head coach will be billed permanently. This incudes, but is not limited, to billing, withholding transcripts and/or restrictions on registration. Any student-athlete willing to purchase athletic apparel at the end of their collegiate participation may do so in accordance with NCAA regulations which state,

“A student-athlete may retain athletic apparel items (not equipment) at the end of the individual’s collegiate participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment (Page 172, Article 16.11.1.5).”

**Helmets**

All sports requiring helmets must sign for this piece of equipment on the day that it is distributed. Helmets must be returned at the end of the sport’s season to be sent out for refurbishing to insure the safety of all athletes. Any student-athlete that damages or does not return their helmet by the date determined by the Equipment Manager will be penalized; specific dates will be posted in advance. This incudes, but is not limited, to billing, withholding transcripts and/or restrictions on registration.

**Prospective Student-Athletes**

As stated by the NCAA, “It is permissible for prospective student-athletes (as opposed to student-athletes) to receive free equipment and apparel items for personal use from apparel or equipment manufacturers or distributors under the following circumstance:   
a) The apparel or equipment items are related to the prospective student-athlete’s sport and are received directly from an apparel or equipment manufacturer or distributor;

b) The prospective student-athlete does no enter into an arrangement (e.g., open account) with an apparel or equipment manufacturer or distributor that permits the prospective student-athlete to select apparel and equipment items from a commercial establishment of the manufacturer or distributor; and

c) A member institution’s coach is not involved in any manner in identifying or assisting an apparel or equipment manufacturer or distributor in determining whether a prospective student athlete is to receive any apparel or equipment items (Page 57, Article 12.1.2.4.8).”

**Memorabilia**

Any coach, student-athlete and/or parent interested in purchasing athletic memorabilia to honor graduating seniors must follow university and NCAA policies. Requests for memorabilia may only be given by the head coach to the equipment manager. The involvement of parents and/or student-athletes in this process will not be tolerated. Replicated uniforms may be purchased through the equipment room (prices vary) at the beginning of the team’s official season. All equipment that is currently in use cannot be purchased until the season is officially over, including all playoff and championship games.

**TOWELS**

Student-athletes and administrators can obtain towels from the Equipment Room during regular work hours. Athletic teams will be assigned a different color towel during their sports season. Once a team’s designated towels have run out they will not be able to receive towels. It is the responsible of all student-athletes to return towels to the Equipment Room and/or to the white bin placed in their designated locker room.

**INVENTORY**

The Equipment Manager is responsible for all athletic attire and equipment that is kept in the Equipment Room. Inventory files are kept for all sports to insure that all necessary items are in stock and accounted for. Each sport’s inventory will be audited at the conclusion of the season.

**GAME DAY**

Equipment Room employees will be responsible for working with each coach to insure that all game day attire is clean and issued in a timely manner for all home and away contests. It is the responsibility of all coaches to provide the Equipment Room with an accurate schedule of pick up times for their sport.

**EQUIPMENT PURCHASING AND RECEIEVING**

Coaches will be limited to purchasing no more than three items for their coaching staff when placing their team’s equipment order. A set of generic coach’s gear will be distributed to each coach (head coaches and assistant coaches only) at the beginning of the academic year. The logos and colors selected to decorate these items must match the logos and colors that were selected to decorate the team’s apparel. All logos and colors must be in accordance with the artwork that was selected by the Equipment Manager for that academic year.

The Equipment Room will be working with the Business Office for the purchasing of equipment. See Business Office section for polices and procedure.

**STAFF**

**Equipment Manager**

The Equipment Manager is the purchasing agent for all equipment in accordance with the Business Office. They are responsible for the operation and organization of the Equipment Room, including apparel, equipment issue and retrieval and inventory. They also assist in hiring, supervising and scheduling of Equipment Room staff, primarily student workers.

**Student Supervisors**

Student supervisor positions are given to student workers who have demonstrated sufficient managerial ability in the area of the Equipment Room. Their duties include those of student workers, but they are also in charge of scheduling workers and directly overseeing the student workers’ tasks, while serving as a liaison between the Equipment Room Manager and the entire staff. Student Supervisors may also be assigned special tasks given by the Equipment Manager.

**Student Workers**

Student Workers are in charge of the cleaning of Adelphi University’s 22 intercollegiate programs. Their responsibilities include, but are not limited to, washing and drying the department’s laundry loops, issuing towels, folding the equipment and assisting the manager with any task.

*Equipment Room Policies and Procedures Created by Michelle Maurici*