

LOUISVILLE

Compliance Mission Statement

The mission of the Athletic Compliance Office is to monitor activities within the University of Louisville's intercollegiate athletic program; educate coaches, student-athletes and staff regarding NCAA, conference and University rules, bylaws and regulations; and to monitor, identify and reduce any area of risk that could adversely affect the University of Louisville Athletic Program.



If there are any questions or concerns that you may have please call the University of Louisville Compliance Office for Athletics

(502) 852-7728



UNIVERSITY OF LOUISVILLE



EQUIPMENT MANAGERS COMPLIANCE GUIDE

“Ask Before You Act”

Dear Equipment Staff:

This manual will highlight institutional, NCAA and Conference rules and regulations that will be very important for you to know as a equipment staff member in the athletic department. Please note that this manual is not a substitute for the NCAA Manual or the University of Louisville Compliance Manual. It is a quick overview of the relevant rules regarding equipment that will help you build a foundation to successfully comply with the NCAA rules during your tenure as a University of Louisville Athletics staff member. It is vital that you contact the Compliance Office anytime you have questions related to NCAA rules.

Thank you,



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NOTES

ADDITIONAL AWARD GUIDELINES

- It is impermissible for an institution to provide an annual participation award (e.g., winter coats, travel blazers) to a student-athlete in a particular sport prior to the conclusion of the institution’s regular playing season in that sport.
- It is impermissible to award game balls/apparel to student-athletes for specialized performances in particular contests, events, practice or during a limited time period (e.g., “player of the game”).

Note: Per By Law 16.1.4 - It is permissible to provide a game ball to student-athletes only on an occasional basis to recognize an extraordinary achievement (e.g., career achievement, institutional record).

- An institution may provide a game ball to a student-athlete only on an occasional basis to recognize an extraordinary achievement (e.g., career achievement, establishing an institutional record).
- It is impermissible to award gifts of clothing or equipment to student-athletes.
- The use of an institution’s athletics equipment (e.g., for high-school all-star game) is prohibited.
- It is impermissible for a member institution to loan a piece of institutional athletics equipment to a prospective student-athlete to utilize during the individual’s press conference to announce his acceptance of the institution’s letter of intent (e.g., jersey, helmet, etc.).



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Unethical Conduct

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer, equipment manager) may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;



SPECIAL ACHIEVEMENT AWARDS (con't)

AWARD	MAXIMUM VALUE	NUMBER OF TIMES AWARD(S) MAY BE RECEIVED	PERMISSIBLE AWARDING AGENCIES
Specialized performance in single contest or during limited time period (e.g., player of the game, player of the week)	\$80 (certificate, medal or plaque only)	Unlimited	Conference Outside organization (e.g., local business)
Hometown award	\$80	Unlimited	Group (other than institution's booster club located in the student-athlete's hometown)

* The award recipient must be selected by a recognized organization approved by a member institution or conference.

** Each permissible awarding agency is subject to a separate \$325 limit per award. Each awarding agency may provide only a single award for each event to each student-athlete.



SPECIAL ACHIEVEMENT AWARDS

AWARD	MAXI-MUM VALUE	NUMBER OF TIMES AWARD(S) MAY BE RECEIVED	PERMISSIBLE AWARDING AGENCIES
Special attainments or contribution to team's season (e.g., scholar-athlete, most improved player, most minutes played, most valuable player)	\$175	Once per category of award per year	Institution
Most valuable player – special event*	\$325**	Once per event	Institution Conference Organization approved by institution or conference
Most valuable player – bowl game or all-star contest	\$350	Once per event	Sponsoring entity of all-star contest or certified post-season bowl
Established regional/national recognition awards (e.g., Wade Trophy, Heisman Trophy)	\$325	Once per year per award	Management of award program
Trophy recognizing established national award	Unlimited	Once per year	Management of award program

* The award recipient must be selected by a recognized organization approved by a member institution or conference.

** Each permissible awarding agency is subject to a separate \$325 limit per award. Each awarding agency may provide only a single award for each event to each student-athlete.

UNETHICAL CONDUCT (con't)

- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
- Failure to provide complete and accurate information to the NCAA or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- Fraudulence or misconduct in connection with entrance or placement examinations; or
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive.



Distribution of Institutional Equipment

Prospective Student-Athletes (PSA)

- A prospect is anyone who is enrolled in grades 9-12. NCAA rules apply to even those who do not compete in sports. Individuals remain prospects until they either report for preseason practice or the first day of school whichever comes first.
- It is impermissible for an institution to provide its athletics equipment to a prospect (e.g., for use in a high school all-star game).
- An institution may loan athletics equipment to prospective student-athletes who are attending the institution's summer camp (must be necessary equipment).
- An institution may loan shoes to participants in a high-school championship game if:
 - The shoes are provided to all players in the contest.
 - Use of the shoes is necessary to utilize the particular playing field
 - The institution may not provide any other equipment to the teams or individual players.
 - The institution must be located in the general locale of the high school or event site.

CHAMPIONSHIP AWARDS

TYPE OF AWARD	MAXIMUM VALUE OF AWARD	NUMBER OF TIMES AWARD(S) MAY BE RECEIVED	PERMISSIBLE AWARING AGENCIES
NCAA Championship Conducted by NCAA	\$415*	Once per championship	Institution ** Conference **
National Championship not conducted by NCAA***	\$415*	Once per championship	Institution** Conference**
Conference Championship – regular season	\$325*#	Once per championship	Institution** Conference**
Conference Championship – post-season contest or tournament	\$325*#	Once per championship	Institution** Conference**

* Each permissible awarding agency is subject to a separate \$415 / \$325 limit per award.

** Award may be provided by another organization recognized by the institution or conference to act in its place.

*** Applies only to sports or classification divisions in which the NCAA does not conduct championships. Teams must be

designated as a “national champion” by a national wire-service poll or the national coaches association in that sport.

The combined value of both awards shall not exceed \$325 if same institution wins conference regular season and postseason championships.

END-OF-SEASON AWARDS & PRIZES

TYPE OF AWARD	MAXIMUM VALUE OF AWARD	NUMBER OF TIMES AWARD(S) MAY BE RECEIVED	PERMISSIBLE AWARDING AGENCIES
Annual Participation, <i>Underclassmen #</i>	\$175 (single or combined)	Once per year per sport	Institution
Annual Participation, <i>Senior ##</i>	\$325 (single or combined)	Once per year per sport	Institution
Special Event Participation			
Participation in postseason conference championship contest or tournament	\$325*	Once per event	Institution Mangt. of event may include conference office)
Participation in postseason NCAA championship contest or tournament	Institution -- \$325 NCAA – No limit	Once per event	Institution NCAA
Participation in all-star game or postseason bowl	\$350**	Once per event	Institution Mangt. of event
Participation in other established meets, tournaments and featured individual competition	\$350*	Once per event	Institution Mangt. of event

* The combined value of all awards received for participation in this type of event from the institution and the management of the event may not exceed the published value.

** Each permissible awarding agency is subject to a separate \$350 limit per award.

EXCEPTIONS for RECEIPT OF EQUIPMENT

- It is permissible for prospects to receive free equipment and apparel items for personal use from apparel or equipment manufacturers as long as:
 - The apparel or equipment items are related to the PSA's sport and are received directly from an equipment distributor.
 - The prospect does not enter into an arrangement with an apparel distributor that permits the prospect to select apparel from a commercial establishment of the distributor.

DISTRIBUTION GUIDELINES

- A member institution may not provide or sell athletics equipment to a high school.
- It is permissible for an institution to sell athletics equipment to a high school at a sale that is open to the general public.
- A member institution is permitted to provide athletics equipment to bona fide youth organizations (e.g., YMCA, boy scout troop, summer recreation league).
- Only those organizations within a 30-mile radius of campus may be provided with such equipment by the institution.
- The distribution of tobacco products to student-athletes or PSA's is prohibited.

DONATION OF EQUIPMENT

- An institution may donate used athletics equipment to a nonprofit foundation established to distribute such equipment to high schools.
- The request for such donations must be initiated by the foundation and the institution may have no part in selecting the high schools that are to receive the equipment.
- An institution may donate used athletics equipment to a nonprofit foundation established to distribute such equipment to high schools, provided the request for such donations is initiated by the foundation and the institutions have no part in selecting the high schools that are to receive the equipment.

RETENTION OF APPAREL and EQUIPMENT

- A student-athlete may retain athletics apparel items (not equipment) at the end of the individual's collegiate participation.
- Equipment items (which the institution does not plan to use in subsequent seasons) must be made available on the same cost basis to any interested individual (including non-athletes) when dispensing such items.
- The equipment may be offered to student-athletes before other interested parties are aware of the opportunity.



ATHLETICS AWARD POLICY

- The NCAA restricts awards received that can be personalized with the institution's insignia or letter, event specifications or comparable identification.
- Permissible awards may include sweaters, jackets, blankets, watches, rings, plaques, etc .
- Merchandise items such as appliances, TV's, and gift certificates are not permitted and a student-athlete may not receive a cash award or an award that can be negotiated for cash.

Note: Per By Law 16.1.4.1 - It is permissible to receive such items with participation in invitational tournaments, bowl games and post-season competition

RESTRICTIONS ON AWARDS

- As an underclassman (non-senior), the total value of an annual participation award may not exceed \$175 for each sport in which a student-athlete participates. A student-athlete may receive multiple awards in a sport; however, the combined value of all annual participation awards for that sport cannot exceed \$175.
- For a senior, the maximum award value is \$325. Again, multiple awards may be given if the combined value of all annual participation awards for that sport cannot exceed \$325.
- It is the responsibility of each Head Coach to determine permissible awards recognizing student-athletes accomplishments.
- All gifts (or awards) from boosters and/or professional athletics associations are restricted by NCAA rules and regulations, and acceptance of such may jeopardize a student-athlete's eligibility. A student-athlete should not accept any award without approval from the Head Coach, who should consult with the athletic compliance office.

LOGO USAGE

LOGO RESTRICTIONS

- Student-athletes may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer in athletics competition and pre—and post game activities.
- The equipment must bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public.
- The student-athletes institution's official uniform and all other items of apparel shall bear only a single manufacturer's normal label or trademark.
- The label should not exceed 2 ¼ sq. in. in area including any additional material surrounding the normal trademark or logo. This also relates to towels, only to swim towels and towels that are worn by student-athletes while participating in competitions.
- The institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.
- A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 ¼ sq. in.) of an apparel manufacturer or distributor.

LAUNDRY LABEL

- If an institution's uniform or any item of apparel worn by a student-athlete in competition contains washing instructions on the outside of the apparel on a patch, the entire patch must be contained within a four-sided geometrical figure that does not exceed 2 ¼ square inches.

RETENTION OF APPAREL and EQUIPMENT

- It is impermissible to sell equipment to prospective student-athletes unless the sale of equipment is made available to the general public. You may offer the equipment at the fair market value initially to student-athletes.
- The sale of equipment must be publicized to the public generally and made available to all individuals on the same terms and conditions.
- A student-athlete is permitted to retain shoes if they are no longer reusable at the end of the institution's playing season (running shoes, sneakers, cleats, turf shoes, traveling shoes).
- A student-athlete on a team whose shoe contract provides for multiple warm-up uniforms will be permitted to retain only those warm-up uniforms that were issued and utilized for actual practice and competition.
- In order for warm-ups or uniforms to be provided to the student-athlete, they must not be reusable (e.g., they must have received normal usage through practice and competition) by other team members in subsequent seasons. Then the warm-ups may be considered the property of the involved student-athlete.

SUMMER USE of EQUIPMENT

- A student-athlete may retain and use institutional athletics equipment (per the institution's normal equipment policy) during a summer vacation period.
- It is permissible for an individual who officially registers and enrolls and attends classes during the summer prior to initial enrollment and who receives athletics aid to use institutional athletics equipment.

INDIVIDUAL SPORT RULES

FOOTBALL

- Five-Day Acclimatization Period - Preseason practice shall begin with a five-day acclimatization period in which the institution may not conduct administrative activities (equipment issue) on any day prior to the start of the five-day acclimatization period.
- During the first two days of the acclimatization period, helmets shall be the only piece of protective equipment worn. During the third and fourth days, helmets and shoulder pads shall be the only pieces of protective equipment. During the final day of the five-day period and thereafter, student-athletes may practice in full pads.
- Non-contact practice sessions may involve headgear as the only piece of protective equipment.
- An institution may conduct administrative activities (equipment issue) before it conducts an on-field or testing session, provided the activities occur on or after the first permissible date of practice.
- Student-athletes who wish to wear tinted eye shields during competition must obtain documentation from a neurologist to support the need for the eye shield.

BASKETBALL

- A (PSA) who attends an NCAA certified event shall not retain any athletics equipment or apparel provided for his use at the event other than an event T-shirt.
- All other apparel (shoes, shorts) may be retained only if the prospect is charged the normal retail value of such items.

OLYMPIC SPORTS

- An institution may issue equipment, at any time prior to the first permissible date of preseason practice, provided student-athletes do not receive expenses until the evening before the first permissible date of practice.
- Swim caps and goggles are part of the official uniform, rather than apparel.
- The swim cap shall bear only a single manufacturer's or distributor's normal label or trademark not to exceed 2 1/4 square inches in area, including any additional material (e.g., patch) surrounding the normal trademark or logo.



EXCLUSIONS

- The cost of permanent equipment shall not be included as game expenses.
- It is impermissible for an institution to use equipment related to the sport when conducting conditioning activities outside the playing season.