**Property and Equipment A/PPS No. 05.01 (1.1)**

**Issue No. 2
Effective Date: 06/01/2021
Next Review Date: 11/01/2024 (E3Y)**

**Sr. Reviewer: Director, Athletics**

**POLICY STATEMENT**

*Texas State University is committed to the proper handling of all Athletics equipment and apparel to ensure student-athletes properly represent the university.*

**01. INVENTORY PROCEDURES**

01.01 The head coach of each sport is responsible for properly maintaining an adequate inventory system of all equipment and apparel. The inventory system must display the receipt, distribution, disposal, and retention of all equipment and apparel.

**02. EQUIPMENT AND APPAREL PURCHASING PROCEDURE**

02.01 The purchasing of all equipment and apparel by the Department of Athletics must comply with all NCAA rules and regulations regarding purchasing, issuing, and retention. These purchases must also comply with all university purchasing rules and regulations, and all purchases must be submitted and approved through the Athletics Business Office.

**03. APPAREL COLORS AND DESIGN ELEMENTS**

03.01 Any Athletics staff member designing apparel for a sport team should reference the [Athletic Identity Standards and Toolkit](https://txstatebobcats.com/feature/TXSTBrandGuide) when developing collateral pieces, uniforms, or apparel.

**04. COMPETITION UNIFORM APPROVAL**

04.01 Uniforms, outside of stock uniforms, must be reviewed and approved by the assistant Athletics Director for Marketing and Promotions prior to purchase.

**05. PROCEDURE FOR ISSUANCE AND RETRIEVAL OF APPAREL AND EQUIPMENT**

05.01 Student-athletes are required to sign for their apparel and equipment upon receipt, with the exception of football student-athletes. The full-time football equipment manager is responsible for maintaining an accurate and thorough list of all equipment and apparel received by football student-athletes at the beginning of each year. At the end of the playing season, if all equipment is not returned, a hold may be placed on the student-athlete’s record.

At the conclusion of the academic year, each head coach is responsible for submitting a detailed inventory list to the Athletics Compliance Office detailing the distribution and, if applicable, retrieval of all equipment and apparel.

**06. STUDENT-ATHLETE RETENTION OF EQUIPMENT AND APPAREL**

06.01 Student-athlete’s retention of equipment and apparel must comply with NCAA rules and regulations.

Equipment issued to student-athletes must be returned at the conclusion of each academic year. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment. Such equipment must be purchased at market value and approved by the Athletics Compliance Office.

Student-athletes may retain athletic apparel items at the end of the individual’s collegiate participation. Such apparel items must be inventoried and submitted to the Athletics Compliance Office.

**07. PROCEDURE FOR TRANSFER OR DISPOSITION OF ATHLETIC APPAREL AND EQUIPMENT**

07.01 The disposal and re-sale of athletic apparel and equipment must be approved by the assistant Athletics Director for Compliance and the assistant Athletics Director for Business Operations. Staff members must adhere to all NCAA, university, and state rules related to the disposal or re-sale of athletic equipment and apparel.

The NCAA regulates donations (financial, equipment, and apparel) made by Department of Athletics’ staff members to different causes, schools, and fundraising events. In order to monitor compliance with the NCAA rules, any Department of Athletics’ staff member who wishes to make a donation of apparel and equipment must first verify that it is permissible by checking with the Athletics Compliance Office.

University policy prohibits the donation of any university equipment. The Materials Management and Logistics Department should be contacted to pick up any surplus equipment. Sport coaches are permitted to sell used apparel for fundraising purposes.

**08. REVIEWERS OF THIS PPS**

08.01 Reviewer of this PPS includes the following:

Position Date

Director, Athletics November 1 E3Y

**09. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Athletics policy and procedure from the date of this document until superseded.

Director, Athletics; senior reviewer of this PPS

President