

Name of Policy	Department of Athletics Equipment Policy
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Responsible for Review	Executive Staff Member Overseeing Equipment

I. Department of Athletics Equipment Policy

A. Purpose

This Policy is intended to provide the University of North Carolina at Chapel Hill's Department of Athletics with acceptable procedures regarding athletic Equipment.

This Policy will highlight the duties and requirements concerning the use, issuance, retrieval, purchase, and disposal of Equipment as herein defined.

This Policy is supplemental to applicable NCAA, ACC, institutional, and University of North Carolina System policies, as well as the laws and regulations of the State of North Carolina and the United States of America. Please contact the appropriate Executive Team member if there is a perceived conflict between this Policy and any other governing policy, regulation, or law.

Each of these provisions herein shall apply at all times, including during the summer months.

B. Definitions

For purposes of this Policy, the definitions below shall apply.

1. "ACS Athletics" or "ACS" shall mean the Equipment management program used to register and track the receipt, issuance, retrieval, and purchase of all Equipment.
2. "Department of Athletics" shall mean the Department of Athletics at UNC.
3. "Equipment" shall mean:
 - a. Any item of Nike merchandise purchased by or provided to the Department of Athletics;
 - b. Any other sporting good or item of apparel purchased by or provided to the Department of Athletics to be used during or in conjunction with participation in any official UNC Athletics activity by a representative of the Department (including, but not limited to: coaches, student-athletes, Department of Athletics staff, and Rams Club staff); and
 - c. Any sporting good or item of apparel purchased by the Department of Athletics to be used as a gift or other means of stewardship or engagement with an external party.
 - i. Both Expendable Equipment and Non-Expendable Equipment as defined below shall also constitute Equipment.
4. "Equipment Log" shall mean the cumulative accounting of all Equipment and related information, including issuances and retrievals thereof.
5. "Equipment Manager" shall mean the Department of Athletics Equipment Room staff member primarily responsible for Equipment-related matters for a particular sport.
6. "Equipment Room" shall mean the areas designated for storage, issuance, and retrieval of Equipment.

7. “Executive Team” shall mean the executive leadership of the Department of Athletics, as determined by the Director of Athletics.
8. “Expendable Equipment” shall mean Equipment that is issued with the intent that it be used nearly every day and which is purchased on a one-year rotation, typically losing its value over the course of one season. Expendable Equipment typically includes, but is not limited to: running shoes, cleats, practice and workout gear (shorts, t-shirts, socks, and compression gear, for example), and practice/travel warm-ups.
9. “Nike Allotment” shall mean the monetary amount assigned to each individual UNC varsity athletics program for the purpose of acquiring Nike Equipment at wholesale cost.
10. “Non-Expendable Equipment” shall mean Equipment that is typically purchased on a two or three year rotation and which usually does not lose its value over the course of one season. Apparel constituting Non-Expendable Equipment is typically issued with the intent that it be used on competition days or for competition-related travel only. Non-Expendable Equipment typically includes, but is not limited to: game uniforms, parkas, heavy jackets, rain gear, and many items of sport-specific Equipment (helmets, shoulder pads, catchers’ gear, and goalies’ gear, for example).
11. “Supervisor” shall mean the Executive Team member responsible for supervising Equipment.
12. “UNC” or “University” shall mean the University of North Carolina at Chapel Hill.

C. Statement Regarding the Relationship between UNC Athletics and Nike

Nike is the official Equipment for UNC Athletics. Coaches and student-athletes should be cognizant of the contractual relationship between UNC Athletics and Nike and should always wear and use Nike Equipment in official practices, intercollegiate competition, and other team-related activities unless prior approval to use other Equipment is provided by the Supervisor.

D. Equipment Contracts

Unless prior written approval is provided by the Director of Athletics, Department of Athletics employees may not enter into any contracts with any shoe, apparel, or sporting goods manufacturer, seller, or other similar party.

Department of Athletics coaches who are approached by manufacturers of apparel or sporting goods (or other similar individuals or entities) about securing contracts should refer each such individual or organization to the Supervisor. It is the responsibility of the Supervisor to review each such contract (in consultation with appropriate parties) to ensure that there are no conflicts with any existing agreements.

Once it has been established that there are no conflicts with existing agreements, the contract will be forwarded by the Supervisor for review by the Director of Athletics. When doing so, the Supervisor shall inform the Director of Athletics of any perceived challenges or issues with the proposed agreement. If approved by the Director of Athletics, the contract will be forwarded for signature by all other necessary parties.

A copy of all signed Equipment-related contracts will be maintained in the office of the Supervisor and in the Department of Athletics Business Office.

E. Equipment Rooms

1. Locations and Service

The Department of Athletics currently maintains four Equipment Rooms. The Dean E. Smith Center Equipment Room services Men's Basketball. The Kenan Memorial Stadium Equipment Room services Football. The Boshamer Stadium Equipment Room services Baseball. The Carmichael Arena Equipment Room services Women's Basketball and all other Olympic sports with the exception of Men's and Women's Golf and Men's and Women's Tennis, which store the Equipment for their respective programs at the Chapman Center and Cone-Kenfield Tennis Center, respectively.

2. Access

No student-athlete, coach, or other individual shall be authorized to access any Equipment Room without the supervision of an Equipment Room staff member. Similarly, the individuals responsible for storage and security of Equipment at the Chapman Center and Cone-Kenfield Tennis Center shall ensure that no individual is granted access to the Equipment storage areas in such facilities without the supervision of such staff member(s).

3. Security

To ensure the protection of the valuable inventory stored in Equipment Rooms, Equipment Room staff should consistently check windows, doors, and other potential means of access to make sure Equipment Rooms are secure. The Supervisor should be promptly notified of any issues or concerns with Equipment security.

4. Cleanliness

Equipment Room staff shall ensure that each Equipment Room is maintained in a clean, orderly condition. All trash should be discarded. All hampers should be put away and stored appropriately before the last Equipment Room staff member leaves each day.

5. Use of Tobacco Products and Consumption of Food

The use of tobacco products in Equipment Rooms is prohibited. The consumption of food in Equipment Rooms is strongly discouraged.

6. Staffing

Equipment Room staff members are expected to be on time for work. When an Equipment Room staff member is unable to work as scheduled, such staff member must arrange for a substitute and obtain approval from his or her supervisor. At the end of every day, each Equipment Room staff member shall record the exact number of hours he or she worked.

7. Staff Attire

When working official practices or competition, Equipment Room staff are expected to dress in proper attire that reflects appropriate standards of professionalism and conforms to the contractual obligations of the Department of Athletics.

F. Coordination with the Department of Athletics Compliance Office

No less than once each year, the Supervisor shall ensure that the Equipment Manager for each sport meets with the Department of Athletics Compliance Office to discuss, at a minimum:

1. New and revised NCAA legislation related to Equipment;
2. Which items of Equipment shall be classified as Expendable Equipment and which items of Equipment shall be classified as Non-Expendable Equipment in accordance with NCAA legislation; and
3. Any potential issues or causes of concern related to Equipment or the operations of the Equipment Rooms.

The Supervisor, Equipment Manager(s) for each sport, and Department of Athletics Compliance Office shall also coordinate appropriate informational updates and rules education regarding Equipment-related matters for all coaches, student-athletes, and other necessary UNC personnel.

G. Equipment Procurement

1. Process

All UNC and Department of Athletics purchasing procedures shall be followed in the procurement of Equipment. Equipment Managers are responsible for verifying Equipment that is currently in stock prior to requesting additional Equipment. When necessary, vendor meetings are scheduled to facilitate orders of specific items (new uniforms, for example), reviews of available merchandise, and decisions regarding brands, materials, colors, designs, logos, sizes, and other variables. These meetings usually involve vendor representatives and some or all of the following individuals:

- a. The Director of Athletics;
- b. Applicable coaches;
- c. Equipment Manager(s);
- d. The Supervisor; and/or
- e. The applicable sport supervisor(s).

2. Purchase Requests- Nike Equipment

Each designated Equipment Manager shall be responsible for working with the appropriate coach(es) of his or her assigned team(s) to coordinate Nike purchase orders for such team(s). The Equipment Manager(s) for each sport must approve each Nike purchase request before submission. Such requests must include, at a minimum, the style number and color code for each individual item. The value of each Nike order will be deducted from the Nike Allotment for the applicable team.

3. Purchase Requests- Non-Nike Equipment

a. Nike's Exclusive Rights

Nike has the exclusive licensing rights to all UNC footwear and apparel. Unless there is an exception (as listed below), the Department of Athletics may not purchase, inventory, or issue non-Nike Equipment to any student-athlete, coach, or Department of Athletics staff member.

b. Exceptions

Non-Nike Equipment may be purchased and issued only under the following circumstances:

- i. Nike does not manufacture the specific Equipment at the time of need;
or

- ii. Nike manufactures the specific Equipment, but at a level which is not comparable in quality and performance to the non-Nike Equipment.

c. Authorization and Invoices

Individual team coaches may place purchase requests for non-Nike Equipment only after receiving authorization from the Department of Athletics Compliance Office and the Supervisor. All invoices for such non-Nike purchases must be sent to the respective team's Equipment Manager. Coaches must also inform the Equipment Room staff where the shipment of non-Nike Equipment will arrive and comply with the below provisions regarding receipt of Equipment.

4. Consistency

Unless approved pursuant to this Policy, Equipment ordered should be of a look, color, and quality similar to other items used by the Department of Athletics.

5. Unauthorized Purchases

The Department of Athletics shall assume financial responsibility only for those items purchased and processed in compliance with this Equipment Policy and all other applicable laws, policies, and procedures. Any non-compliant or illegal purchase shall become the responsibility of the person making the commitment.

6. Order Timeline

As determined by Nike, all large Equipment orders must be placed at least six months in advance of each season. The majority of Equipment orders for a particular fiscal year are made on or before November 1 of the preceding fiscal year. (For example, Equipment received during the summer of 2014 for use during the 2014-15 fiscal year was ordered on or before November 1, 2013.) Any new replacement Equipment shall be ordered on an as-needed basis.

7. Backordered Equipment

When Equipment is backordered, the applicable Equipment Manager may contact the vendor directly to receive updates regarding the shipment's status.

8. Receipt of Equipment

All Nike Equipment must be shipped to the designated Equipment Room for the applicable sport. Any non-Nike Equipment may be shipped elsewhere, provided that the Equipment Manager(s) for the applicable sport receive notice of the shipment destination, are provided confirmation of delivery, and inventory each item.

Each order of Equipment received shall be verified by the packaging slips and each item of Equipment shall be inventoried. Any discrepancies or issues shall be immediately reported directly to the vendor. Damaged goods shall be reported via the receiving report, with returns handled as designated by the vendor. After Equipment has been inventoried, the Equipment Room staff shall organize the Equipment in the appropriate Equipment Room(s).

H. Inventory

1. ACS Entries

A continuous inventory of all Equipment must be maintained in order to ensure accountability. The designated Equipment Manager for each sport shall be responsible for ensuring that all new Equipment for the respective sport is entered into ACS prior to being issued. The designated Equipment Manager for each sport shall also ensure that all issued and returned Equipment is tracked in ACS accurately (including, at a minimum, the particular item of Equipment, date of issuance, recipient's name, reason for issuance, and date of return [when applicable]).

2. Equipment Log

Due to the system limitations of ACS, an all-encompassing report of all UNC Athletics Equipment cannot be automatically generated.

a. Creation of a Complete Reporting Mechanism

At least once each year, the Supervisor shall combine the various ACS reports and any other relevant information about any Equipment into one all-encompassing Equipment Log such that the Department of Athletics will have a full accounting for all Equipment. At a minimum, such Equipment Log should specify each item of Equipment received as well as the corresponding date of issuance, recipient's name, reason for issuance, and date of return (when applicable).

b. The Supervisor shall provide a copy of the Equipment Log to the Director of Athletics no less than once each fiscal year. The Supervisor shall also monitor the Equipment Log and ACS on an ongoing basis for unusual occurrences or issues warranting further investigation. In the event of any issues, irregularities, or causes for concern, the Supervisor shall immediately notify the Director of Athletics.

3. Inventory Inspection

Each Equipment Manager must conduct at least one physical inventory inspection per calendar year to ensure inventory control. Reports of such inventory inspections shall be provided to the Supervisor so that any issues may be promptly addressed.

I. Issuance and Return of Equipment

1. Tracking

New and replacement Equipment may be issued at any time when the specific sport's Equipment Room is open and operating. Each instance of issuance or return of Equipment shall be detailed in ACS and the Equipment Log along with, at a minimum: the particular item, the date of issuance or return, the recipient's name, and the recipient's affiliation with UNC or reason for receipt of such item.

2. Eligibility

All student-athletes must have a physical on file with the training room, have completed all eligibility forms, and be listed on the official roster in order to receive Equipment. Prior to being issued any Equipment for a particular sport, a student-athlete must also:

a. Receive eligibility clearance to participate in his or her sport(s) from the Department of Athletics Compliance Office;

- b. Receive physical clearance to participate in his or her sport(s) from the Athletic Training staff;
- c. Receive clearance from the student-athlete's Head Coach(es) (for example, the student-athlete must appear on the team roster); and
- d. Sign the Department of Athletics Equipment Use Agreement (Appendix A).

3. Practice Apparel

All practice apparel for both men's and women's teams will be standardized in quality, colors, and quantities. Teams may choose apparel and shoes from the choices presented by the applicable Equipment Manager.

4. Competition Uniforms

For teams that wear specific competition uniforms or Equipment, the Equipment Room staff will use an updated roster provided by the particular coach(es) and ensure that uniforms and other necessary Equipment are distributed prior to each competition.

5. Fitting, Maintenance, Inspection, and Repairs

- a. The appropriate Equipment Room staff shall ensure the proper fitting of all Equipment.
- b. Equipment Room staff shall follow the approved maintenance techniques for each item of Equipment based on the established maintenance schedule for each item.
- c. The Equipment Room staff shall coordinate the inspection of Equipment to ensure functionality and quality on an ongoing basis.
- d. Repairs and replacement orders will be made by Equipment Room staff as necessary.

6. Exchange of Damaged Equipment

If an item of Equipment is damaged, a student-athlete may request to exchange the item for an identical piece of Equipment. The Equipment Manager, using his or her discretion and professional ability, must determine whether the Equipment is sufficiently damaged such that exchange of the Equipment is appropriate. A student-athlete must also obtain approval from his or her Head Coach before requesting such an exchange. All exchanges of Equipment must be recorded in ACS and the Equipment Log.

7. Return of Equipment

All Non-Expendable Equipment issued to each student-athlete must be returned at the time(s) specified by the respective student-athlete's coach and/or the Supervisor, Equipment Room staff, or Department of Athletics Compliance Office. Any of the aforementioned individuals or entities shall also have the authority to require student-athletes to return other Equipment as appropriate. All returns of Equipment shall be recorded appropriately in ACS and the Equipment Log, with such entries detailing the particular item of Equipment returned, the name of the individual returning the item, the returning individual's affiliation with UNC, and the date of return.

J. Laundry

The staff of each Equipment Room shall ensure that all Equipment deposited properly in the designated receptacle(s) in a timely manner is laundered and redistributed before the applicable student-athlete's next official practice and/or competition. The Equipment Room staff shall promptly notify the appropriate Head Coach if a student-athlete deposits personal, non-athletic clothing in the Equipment Room laundry.

K. Travel

When traveling to away intercollegiate competition or official UNC practice, the designated Equipment Manager shall be responsible for providing applicable student-athletes with their uniform(s) and travel bag(s). In some instances, Equipment Managers shall also be responsible for providing, packing, and/or transporting other Equipment. The Equipment Room staff shall work with the applicable coaching staff to ensure that the student-athletes are aware of the items they are personally responsible for bringing on the trip.

L. Equipment Rules for Student-Athletes

1. Student-athletes are expected to treat Equipment Room staff in a courteous, professional manner. The Equipment Room staff may refuse service to any individual not conducting himself or herself in an appropriate fashion. The applicable Head Coach shall be notified of any such occurrence.
2. Before a student-athlete is issued any item(s) of Equipment, he or she must complete the Department of Athletics Equipment Use Agreement (Appendix A) and fulfill any other requirements specified by the Equipment Use Policy or the Department of Athletics.
3. Each individual is responsible for all Equipment issued to him or her. The value of any Equipment that is not returned as required at the specified time(s) shall be billed through the University Accounts Receivable system and handled in the same manner as, for example, unpaid parking tickets or damage to a dorm room. Refusal to pay for any Equipment which is not returned as required will result in a hold being placed on the individual student-athlete's account. Any such hold(s) will remain on the student-athlete's account until the Equipment is returned or the student-athlete pays the full value of such Equipment to UNC.
4. After the initial issuance of Equipment, additional Equipment will be available on an as-needed or exchange basis only. Replacement Equipment will not be issued to individuals who simply lose their Equipment. Notwithstanding the foregoing, if Equipment is left at home or otherwise forgotten, replacement Equipment may be issued for a practice or competition taking place immediately thereafter if such issuance is approved by the applicable Head Coach. Such Equipment must be turned in to the Equipment Room staff immediately following the conclusion of such practice or competition.
5. Before traveling to an away intercollegiate competition or official UNC practice, the designated Equipment Manager and/or coaching staff shall communicate to the applicable student-athletes which items they are responsible for bringing on the trip.
6. All uniforms, game attire, and other appropriate Equipment must be returned on the date of each home competition and immediately upon arrival back to campus from each away competition. The value of any lost article(s) shall be the financial responsibility of the applicable student-athlete.
7. Equipment to be laundered must be turned in immediately after each practice and competition in order to be laundered for the next practice and/or competition. Each

student-athlete should place their soiled Equipment on his or her laundry loop and deposit such loop in the proper receptacle.

8. Student-athletes are prohibited from placing any personal, non-athletic apparel items on their laundry loops. Individuals who willfully violate this provision shall be subject to disciplinary action by their Head Coach.
9. Student-athletes may not alter or in any way modify any Equipment issued to them. This includes “spatting” or otherwise covering or modifying logos, removing parts from a piece of Equipment, and cutting, tearing, or otherwise changing any piece of Equipment. Excluding normal deterioration which occurs as a result of ordinary use of Equipment, the value of any damaged Equipment will be the financial responsibility of the applicable student-athlete.
10. Student-athletes are responsible for the daily inspection of their Equipment to ensure its safety and functionality.
11. When participating in practices or intercollegiate competition, each student-athlete is expected to wear the protective Equipment issued to them unless they are instructed to do otherwise by the Sports Medicine or Equipment staff.
12. Each student-athlete is expected to properly store all Equipment issued to him or her.
13. Unless instructed to do otherwise by the Equipment Room staff, student-athletes are required to return all outstanding Non-Expendable Equipment (as classified by the Equipment Room staff and Department of Athletics Compliance Office) to the designated Equipment Room by the deadline(s) specified by the Equipment Room staff and/or applicable coaching staff.
14. All items that are classified as Expendable Equipment by the Equipment Room staff and Department of Athletics Compliance Office may be retained by student-athletes.
15. Any student-athlete who withdraws from the University or is otherwise removed from his or her team(s) must return all Non-Expendable Equipment he or she was issued.
16. Student-athletes are prohibited from selling or exchanging any UNC-issued Equipment for any cash or other monetary amount, item or service of value, discounted rate on the purchase of any item or service of value, or any other material benefit whatsoever. Violation of this prohibition will result in reprimand and possible punishment by the Department of Athletics, University, NCAA, and/or State of North Carolina.
17. In accordance with NCAA legislation, student-athletes may not accept any items of athletic gear or sporting goods, supplies, or clothing from a manufacturer or commercial enterprise without paying the market rate for each such item.
18. Student-athletes may only retain or purchase their uniforms and/or other Non-Expendable Equipment in accordance with the provisions of this Policy.

M. Student-Athletes Wishing to Purchase Equipment

With the prior approval of applicable coaches, the Department of Athletics Compliance Office, and the applicable Equipment Manager, a student-athlete may purchase uniforms and other Non-Expendable Equipment at a time approved by the Department of Athletics. Each student-athlete purchasing such Equipment shall pay the Department of Athletics Business Office the fair market value of each item (as determined by the Department of Athletics) and present a receipt of sale to his or her sport’s Equipment Manager to claim the Equipment. Each such purchase shall be recorded in ACS and the Equipment Log,

with each entry specifying the particular item sold and the corresponding sale price, purchaser, and date of sale.

N. Participation Awards

In some instances, coaches may choose to give items of Equipment as participation or senior awards. Any such awards must be approved in advance by the Supervisor, applicable Sport Administrator, and Department of Athletics Compliance Office. Such awards shall be ordered and inventoried by the applicable sport's Equipment Manager in accordance with the terms of this Policy. All distribution of such awards shall be tracked in ACS and the Equipment Log, with each entry specifying the particular item and the corresponding recipient's name, recipient's affiliation with UNC, and the date of issuance.

O. Postseason Gifts

If approved by the applicable Head Coach, Department of Athletics Compliance Office, and Director of Athletics, a team or individual student-athlete may receive postseason gifts of a nature and value permissible under NCAA rules.

1. Postseason Gifts Ordered by the Department of Athletics

When appropriate, the applicable sport's Equipment Manager shall order the postseason gifts. Each such gift ordered by the Equipment Manager shall be inventoried and recorded in both ACS and the Equipment Log, with each entry specifying the particular item and the corresponding recipient's name, the recipient's affiliation with UNC, and the date of issuance.

2. Postseason Gifts Provided by an Awarding Agency other than UNC

Postseason gifts provided to a team or individual student-athlete by an awarding agency other than UNC or its Department of Athletics must be approved by the Department of Athletics Compliance Office to ensure that such gifts are of a nature and value permissible under NCAA rules.

P. Equipment of Historical Value

Equipment which has historical value may be retained and archived by the Department of Athletics for display in a hall of fame or other future use.

Q. Role of Coaches

Coaches shall support the efforts of the Equipment Room staff to provide appropriate Equipment-related services in accordance with applicable legislation. Specifically, coaches are expected to adhere to the provisions set forth below in this Section as they relate to their respective team(s).

1. Work with Equipment Room staff at appropriate times throughout the year to coordinate orders of necessary Equipment.
2. Report all Equipment received directly (whether through purchase request, free of charge, or other circumstances) so that it may be inventoried and tracked appropriately by Equipment Room staff.
3. Prior to each season, provide to the Equipment Room staff a list of student-athletes eligible to receive Equipment and coordinate with Equipment Room staff to schedule the issuance of such Equipment.
4. Work with the Equipment Room staff and Department of Athletics Compliance Office to ensure that all necessary personnel are aware of and abide by applicable NCAA rules and other legislation pertaining to Equipment.

5. Provide to the Equipment Room staff accurate initial and game day rosters prior to competition so that the Equipment Room staff may prepare and issue Equipment accordingly.
6. Designate game day uniforms sufficiently in advance of competition such that the Equipment Room staff will have adequate time to prepare the Equipment.
7. Ensure that all student-athletes return complete uniforms and all Non-Expendable Equipment (as appropriate) after each competition so that necessary Equipment may be laundered and cleaned.
8. Promptly inform the appropriate Equipment Room staff when a student-athlete is removed from a team.
9. Help ensure that each student-athlete returns Non-Expendable Equipment and all other necessary Equipment by the established deadline(s).

R. Alternate Uniform Approval

Any coach wishing to have his or her team wear a uniform in intercollegiate competition which deviates from such team's standard uniform must first receive approval to do so from the applicable Sport Administrator, Supervisor, and Director of Athletics.

S. Donations, Auctions, and Charitable and Fundraising Sales

Before any item of Equipment may be donated or sold to any third party, the Department of Athletics Compliance Office, Supervisor, and applicable Sport Administrator must provide approval for such donation or sale. Any donated or sold Equipment shall be accurately recorded in both ACS and the Equipment Log, with each such entry specifying the item donated or sold and the corresponding recipient's name, the recipient's affiliation, the amount paid by the recipient for the item, and the date of issuance or sale.

T. Lending of Equipment to Prospective Student-Athletes and/or Guests Accompanying Prospective Student-Athletes

1. Completion of the Apparel Checkout Form for Prospective Student-Athletes and Guests of Prospective Student-Athletes

Any prospective student-athlete or accompanying guest wishing to borrow Equipment from the Department of Athletics during a visit to UNC's campus must first complete the Apparel Checkout Form for Prospective Student-Athletes and Guests of Prospective Student-Athletes (Appendix B).

2. Limitations on What may be Loaned

Unless prior approval is provided by the Department of Athletics Compliance Office, no Equipment may be loaned to any prospective student-athlete or guest thereof unless such loaned Equipment is apparel loaned to help the recipient remain comfortable in adverse weather conditions while on a visit to UNC's campus.

3. Issuance and Return

If the lending of Equipment which is permissible or approved in accordance with the provision above is also approved by the Equipment Room staff and any necessary coach(es), the Equipment shall be issued to the prospective student-athlete and/or accompanying guest thereof by the

Equipment Room staff. Any Equipment issued to a prospective student-athlete or accompanying guest thereof in accordance with this Section shall be returned to the Equipment Room staff no later than at the conclusion of the prospective student-athlete's visit to UNC's campus. Under no circumstances shall a prospective student-athlete or guest thereof be permitted to keep any such Equipment.

4. Tracking

Any Equipment lent in accordance with this Section to a prospective student-athlete or accompanying guest thereof shall be tracked appropriately in ACS and the Equipment Log, with each such entry specifying the item of Equipment lent and the corresponding recipient's name, the recipient's affiliation, the date of issuance, and the date of return.

U. Equipment Issued to Individuals who are not Student-Athletes or Prospective Student-Athletes

1. Issuance to Staff

Certain Rams Club and Department of Athletics, ASPSA, Sports Medicine, and other UNC staff members may be issued Equipment from time to time so that their attire may reflect the Department of Athletics' commitment to its contractual relationships, especially with Nike. Such Equipment is issued specifically for each respective recipient's use so that those individuals consistently supervising, traveling with, or present around UNC varsity athletics programs during official activities may wear appropriate attire in accordance with the spirit of the Department of Athletics' agreements.

2. Tracking

Any Equipment that is issued to non-student-athletes (coaches, other UNC staff members, Rams Club staff members, and Rams Club donors, for example) shall be recorded in ACS and the Equipment Log. At a minimum, each such entry should include the item of Equipment issued and the corresponding recipient's name, the recipient's affiliation or reason for issuance, and the date of issuance. In cases of Equipment issued to a Department of Athletics or Rams Club staff member for purposes of being given to another individual or entity, the corresponding records in ACS and the Equipment Log shall also specify the end recipient's name, the end recipient's affiliation, and the reason for provision of the Equipment.

3. Exceptions to Tracking Requirements

The Director of Athletics and some Head Coaches may, from time to time, receive a specific amount of Equipment for use as gifts for donors, alumni, and other similar individuals. The issuance of all Equipment to the Director of Athletics and such Head Coaches shall be documented in ACS and the Equipment Log in accordance with the provisions above, but such individuals shall not be required to record the end recipient of each such item.

4. Annual Report

The Supervisor shall provide a full accounting of all Equipment contemplated by this Section to the Director of Athletics no less than once each year. The Supervisor shall also monitor such issuances of Equipment for irregularities, abuse, or unusual occurrences.

V. Continuity and Recovery in the Event of Catastrophe

In the event of a catastrophe (a flood, fire, or other natural disaster, for example), Equipment Room staff shall be responsible for promptly informing the Supervisor of such occurrence. Equipment Room staff shall then complete a damage assessment to review inventory and update records. Non-damaged Equipment must be inventoried as quickly as reasonably possible after a catastrophe and, if appropriate,

stored in an alternative Equipment Room or storage unit determined by the Supervisor and Director of Athletics. Once the damage assessment is complete, the Supervisor and Equipment Room staff (as appropriate) shall communicate with the necessary vendor(s) to replace Equipment needed for varsity athletics competition and other official team activities.

W. Disposal of Surplus Equipment

Surplus Equipment must be handled in accordance with University and State of North Carolina policies. The Department of Athletics Business Office shall help facilitate any provision of Equipment to State Surplus. Any Equipment sent to State Surplus shall be noted accordingly in ACS and the Equipment Log, with each such entry specifying the item of Equipment sent to State Surplus and the corresponding date the particular item was sent.

X. Exceptions to this Policy

Exceptions to this Policy must be approved in writing by the Director of Athletics and Department of Athletics Compliance Office.

Y. Non-Compliance

Non-compliance with the provisions herein may result in penalties issued by the State of North Carolina and/or UNC. Non-compliance may also subject an offending individual to disciplinary action as determined to be appropriate by the Director of Athletics, up to and including termination of a Department of Athletics staff member's employment or, in the case of a student-athlete, termination of the student-athlete's athletics-based aid.

Appendix A

DEPARTMENT OF ATHLETICS EQUIPMENT USE AGREEMENT

Eligibility

I hereby certify that I am eligible in all facets to practice and/or compete on an intercollegiate athletic team for the University of North Carolina at Chapel Hill. I further understand and agree to follow all provisions in the Department of Athletics Equipment Policy (“Equipment Policy”). Unless I receive prior written permission from the Department of Athletics to do otherwise, I further acknowledge that I will only use Equipment allowed by the Equipment Policy and the University’s contractual agreement with Nike when participating in official UNC varsity practices and competition.

Refusal of Service

I acknowledge that I may be refused service if I do not conduct myself in a polite and orderly manner while interacting with Equipment Room staff.

University Representation

I understand and agree that while representing UNC in athletic practices, competition, and any other official UNC athletic activities, I must always wear my UNC-issued Equipment. Personal apparel (where it conflicts with or replaces UNC-issued Equipment) and those items that are made by direct competitors of Nike are not permitted to be worn at any time during UNC varsity practice, competition, or other official team athletic activities.

I further acknowledge that while using or wearing my Equipment, I am a representative of UNC, its Department of Athletics, and their respective affiliates, subordinates, and associates. As a representative, I shall conduct myself in a manner consistent with the University’s highest standards of behavior and excellence.

Modification of Equipment

I acknowledge that Equipment issued to me has been customized to fit my needs. As a result, I agree that I will not alter, spat, remove safety components of, or otherwise modify any Equipment and will not trade my Equipment with another student-athlete or any other individual.

Sale or Exchange of Equipment for Material Benefit

I acknowledge that the sale or exchange of any Equipment, whether Expendable or Non-Expendable Equipment, for Material Benefit¹ is a violation of state, University, and NCAA legislation. I further acknowledge that if I engage in the sale or exchange of Equipment, I will suffer reprimand and am subject to punishment from any or all of the aforementioned entities.

[See NCAA Bylaws 12.1.2.1.6, 16.1.4., and 16.11.2.4.]

Exchange of Damaged Equipment

I understand and agree that I may exchange Equipment damaged during intercollegiate practice or competition for another piece of the same Equipment. I also acknowledge that I may not keep the damaged Equipment and must return the damaged Equipment to the designated Equipment Manager for my sport. I understand that I must have prior approval from my Head Coach before any such exchange may occur.

¹ “Material Benefit” in this context shall include cash or any monetary amount, any item or service of any material value, or a discounted rate on the purchase of any item or service with material value.

Understanding that Equipment Cannot be Guaranteed to Prevent All Injuries

I understand that there are risks inherent in participation in sport and that Equipment cannot prevent all injuries or, in some cases, death. Among other things, contact with the head may lead to severe injuries (including, but not limited to, concussions or other brain, head, or neck trauma), regardless of any protective equipment. I understand that it is my responsibility to inspect my equipment for damage that may compromise its effectiveness. If I have any abnormal health symptoms, I agree that I will report such symptoms immediately to a member of the Sports Medicine staff and follow any directions given to me by the Sports Medicine staff. My signature below indicates my acknowledgement of and consent to all risks associated with participation in sport.

Laundry

I understand that I am not permitted to place any personal, non-athletic items in the Department of Athletics laundry. I also understand that willful violation of this rule will result in punishment administered by a member of my team’s coaching staff.

Return of Equipment

I understand and agree that all Non-Expendable Equipment (as determined by the Equipment Room staff and Department of Athletics Compliance Office) issued to me must be returned to the designated Equipment Room for my sport at the designated time(s). I further acknowledge that once Equipment has been issued to me it becomes my responsibility and that I will personally be responsible for the repayment of the value of any lost, stolen, damaged, or destroyed Equipment while it is in my custody or control.

My signature hereunder indicates my consent to all provisions of this Equipment Use Agreement and affirms that I understand and will abide by all terms of the Department of Athletics Equipment Policy.

Print Full Name: _____

Signature: _____

Date: _____

PID: _____

Appendix B

**APPAREL CHECKOUT FORM FOR PROSPECTIVE STUDENT-ATHLETES AND GUESTS OF
PROSPECTIVE STUDENT-ATHLETES**

All borrowed apparel must be returned!

Date of Equipment Check Out: _____

Date of Equipment Return: _____

Description of Item(s): _____

Retail Value of Item(s): _____

My signature below reflects my understanding that all Equipment issued to me remains the property of the UNC Department of Athletics and must be returned to the appropriate Equipment Room no later than the time of my departure from UNC's campus at the conclusion of the visit. My signature below also confirms my understanding that I will be financially responsible for any lost or damaged Equipment while it is under my control. Finally, my signature below confirms my agreement to abide by all NCAA rules and other applicable legislation of the University of North Carolina at Chapel Hill and its Department of Athletics, attests that I have no knowledge of NCAA rules violations, and confirms that I will promptly inform the UNC Department of Athletics Compliance Office if I become aware of any potential NCAA rules violations involving any individual(s) affiliated with the University of North Carolina at Chapel Hill.

For the Equipment Recipient:

Name: _____

Signature: _____

For the Issuing Equipment Room Staff Member:

Name: _____

Signature: _____

For the Receiving Equipment Room Staff Member:

Name: _____

Signature: _____