Athletic Equipment Policies and Procedures: Student-Athletes

The function of the Rhode Island College Athletic Equipment Room is to provide our student-athletes with quality, clean, safe equipment and apparel for use in practice and competition. We strive to project a positive image of our student-athletes, varsity sport teams, athletic department and college to our competing institutions, the campus community and the general public. Your cooperation and assistance are necessary to maintain the integrity of our athletic equipment and apparel.

**General Equipment Room Policies**

To receive athletic equipment and apparel, all student-athletes must satisfy the following requirements:

1. Be listed as an active member on the team's official roster.
2. Have fully completed all necessary medical forms, questionnaires & insurance information.
3. Have attended a mandatory, annual athletic orientation session.
4. Have completed all necessary NCAA paperwork; signed, dated and on file with the Office of Compliance.
5. Have maintained active, in-season status on a specific team roster for a minimum of seven consecutive days.
6. Are in good standing in Study Hall and College-101 (if applicable).

Equipment and apparel, for either practice or competition, will not be distributed to student-athletes until coaches have submitted their final official squad list to the athletic Compliance Coordinator. The athletic administrator with jurisdiction over athletic equipment may make exceptions for equipment required by student-athletes to participate in the tryout process upon request by the head coach of the respective sport.

All student-athletes, in both traditional and non-traditional seasons, are personally responsible for signing out all relevant equipment and apparel through the athletic equipment room. Once student-athletes have signed for each equipment and apparel item, it is their responsibility to keep track of all items until they are returned and signed back into the equipment room at the conclusion of the student-athlete’s season. Student-athletes are not allowed to switch or trade items with other student-athletes without official notation by the equipment room staff on their sign-out forms.

**Laundry Cleaning and Distribution**

Competitive uniforms and warm-ups are to be used exclusively for RIC competitions, not for practice or general use on or off campus. Travel bags will typically be assigned to student-athletes for use as a varsity athlete. These bags are only to be used for RIC competitions, not around campus for practice, carrying class materials or away from campus for transporting miscellaneous items. Misuse of uniforms, warm-ups or bags will result in revocation of privileges during the season.

All student-athletes will be assigned locks and lockers in a team locker room, located in either The Murray Center or the Recreation Center, to utilize during their traditional season. Lockers and the locker room should be kept clean and locked when not in use. All personal and individual team items should be kept in your locked locker when not in use. Bags, shoes, apparel, etc. should not be left on the floor or benches. The outside of the lockers and the walls should be free of tape, papers, signs, etc. Weekly inspections will take place by the athletic administration to monitor the condition of the locker rooms. If you have any trouble with the locks, lockers or combinations, please see the equipment room staff for assistance. Student-athletes must clear out their assigned lockers no later than 48 hours after completion of their respective season.
Laundry loops will be distributed to each student-athlete to facilitate laundering of practice gear and affiliated athletic apparel. All athletic apparel needing laundering that does not contain an identification number supplied by the athletic department, must be placed on your loop in order to get washed and returned to you. The equipment room will only wash those items, department issued and personal, that were worn for practice or contest related activities. **Competition uniforms and practice gear that has identifiable numbers** on them are to be dropped in the laundry chute separately, and not affixed to the laundry loop. Towels should never be attached to the laundry loops. Please use the towel exchange service if utilizing towels while in season.

College issued apparel worn for practice and competition must be returned to the equipment room immediately after each practice or competition for laundering. To maintain uniform integrity, all competitive uniforms must be returned for laundering by the student-athlete, regardless of whether or not they competed. If items cannot be returned immediately following practice or contests, a message must be left for the equipment room staff or athletic administrator detailing the specific circumstances (i.e. hospital visit). Student-athletes, relatives or friends are not permitted to launder uniforms on their own. Coaches will be responsible for laundering services when individuals/teams are away from campus for an extended length of time (e.g. spring break, championships, etc.).

**PLEASE MAKE SURE THAT ALL ITEMS (GUM, MINTS, TISSUES, ID’S, VALUABLES, ETC.) ARE REMOVED FROM POCKETS BEFORE DROPPING ITEMS OFF TO BE WASHED**

All equipment and apparel items must be picked up in the equipment room in person during the posted hours of operation. The equipment room staff member on duty will distribute all equipment and apparel to the assigned student-athlete. Student-athletes are not to go behind the issue counter to collect their items. Teammates, friends, etc. are not allowed to remove items from the equipment room that have been assigned to other student-athletes and the equipment room staff will not leave items in the locker room for you unless directed by the athletic administrator in charge of athletic equipment. If you are unable to obtain your items during equipment room hours, please make arrangements, in advance, with your coach to obtain your equipment or apparel.

Student-athletes should always be certain that they have received the correct uniform, laundry items, etc. before they leave the equipment room. When received, all items should be clean, dry, and presentable for practice or competitive use. If there are any questions or concerns, please voice them to the equipment room staff immediately. Any questions, concerns or corrections that cannot be resolved by the equipment room staff, should then be addressed to the athletic administrator in charge of athletic equipment.

In the event any of your equipment or apparel needs repairs (stitching, rips, holes, missing button, missing drawstring, etc.), please notify the equipment room staff immediately so that proper corrective actions may be taken. To prevent cross contamination with other laundry, any items that may contain blood or other potentially contagious fluids should be separated from the general laundry (e.g. in a plastic bag). A message should be left (in writing, e-mail or via the phone) with the equipment room staff with information regarding the attention of the items.

**Equipment Return**

All athletic equipment that has been signed for, in both the traditional and non-traditional seasons, must be returned in satisfactory condition to the athletic equipment room immediately following:

A. The date the student-athlete is no longer a member of the official team roster,
B. The final date of practice (if under consideration for championship participation in the traditional season),
C. The final contest of the traditional/championship season, **whichever is earliest**.

Normal wear will be considered acceptable but excessive staining, rips, tears, discoloration, abuse, neglect, etc. will necessitate financial restitution for the damaged goods.
Once practice gear and/or athletic shoes are distributed to student-athletes on the final official squad list, these items become the personal property of the student-athlete. Student-athletes who quit the team, become academically or athletically ineligible, are dismissed from the team before the conclusion of the season or become medically unable to continue and sever ties with the team, must reimburse the athletic department for any practice gear or shoes they have been issued, regardless of whether or not they ever used the items.

All athletic equipment and apparel is due back to the equipment room no later than one week (seven calendar days—even if the due date falls on a weekend, holiday or vacation period) following the conclusion of the season, unless specified earlier by the respective head coach. Once this date has passed, all equipment, apparel and payments will be considered overdue and all penalties will be imposed by the athletic administrator in charge of athletic equipment.

Student-athletes who have not returned or paid restitution for any missing or damaged equipment or apparel from a previous season (i.e. indoor and outdoor track are considered different seasons), will not be able to sign out any additional athletic equipment or apparel until the outstanding items are returned or paid in full. A $20 financial penalty will be imposed on the first day of each 30-day period that missing athletic equipment and apparel items, or payments due for these items, are outstanding. Once incurred, the fees must be paid even if the missing items are returned at a later date. Student-athletes with outstanding equipment, apparel, or payments, will have an athletic hold placed on their student account until the items have been returned or paid in full. Payments must be made to the Athletic Department and will not be added to the student account. An athletic hold will prevent student-athletes from registering for classes, receiving grades and maintaining their athletic eligibility. Student-athletes will be eligible for subsequent equipment and apparel issuance immediately upon equipment/apparel return and receipt of payment for the outstanding items and penalty fee(s), if applicable.

**College/Athletic Department Trademark Usage**

The use of any trademarked logos (college or athletic department) by anyone without written authorization from the Department of Intercollegiate Athletics or the college is strictly prohibited. Violators could face legal action.