The equipment rooms are used to support our athletic teams at Sam Houston State. All requests for equipment must be made through the person deemed in charge of equipment procurement for each sport for proper documentation and distribution. Each sport shall be responsible for the set-up of team uniforms, equipment and practice gear; maintaining these items throughout the season of a sport, collecting non-consumable items when the season is complete; and for necessary record-keeping and organization.

At the end of each sport's season, each sport shall inventory all non-consumable equipment and apparel. Non-consumable equipment and/or apparel is defined as any that has a per unit price of greater than $1,000.

Each sport is responsible for maintaining accurate records of inventory, records of equipment and apparel issuance and return in accordance with NCAA policy (see Attachment A for standardized department form to use).

**Applicable NCAA Policy**

icional participation on a pro-rated cost that is deemed fair market value for said equipment by the Compliance Coordinator. A student-athlete’s jersey is apparel and not equipment for purposes of NCAA legislation.

**Retention of Shoes:** The legislative services staff determined that although shoes are considered equipment under NCAA legislation, a student-athlete is permitted to
retain such items if they are no longer reusable at the end of the institution's playing season.

Student-athlete using institutional athletics apparel during the summer: A student-athlete may use institutional athletics apparel (per the institution's normal issuance and retrieval policy) during a summer vacation period.

Retention of athletics apparel subsequent to the academic year: In regard to whether a member institution may permit a student-athlete to retain apparel items (e.g. “personal clothing apparel”) subsequent to an academic year and prior to the end of the individual's collegiate participation; it has been determined that in order for such items 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 and then subject to the discretion of the institution, may be considered the property of the involved student-athlete.

Once an item is determined to be past its useful life, the Director of Athletics (or his/her designee) will determine how the item in question will be disposed of (i.e. sell at auction, give-a-way, donation, etc.).

Capital goods (items with a per unit value of over $5,000) must be annually inventoried according to University policy and sent to Property when items are past their useful life.