



EQUIPMENT AND APPAREL

- Each sport will designate a full-time employee (non-secretarial), graduate assistant, manager, or administrative assistant to have the responsibility of the equipment and apparel inventory. This designee will be known as the “equipment manager.”
- Equipment and apparel are the property of the University of Tennessee and must be returned to inventory at the conclusion of each academic year or conclusion of the playing season.
- If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year/conclusion of playing season, the student-athlete shall be held financially responsible and will be charged.
- Athletics Department employees and/or student-athletes may not sell, give or loan equipment/apparel to a prospective student-athlete or any individual. If a student-athlete, prospective student-athlete or any individual wishes to purchase equipment/apparel, the items must be removed from the sports inventory and transferred to the University of Tennessee Surplus and will be sold/auctioned according to the University of Tennessee policy.
- All equipment, apparel and inventory that are provided to a sport by an outside vendor will become property of the University of Tennessee and must follow the guidelines indicated in this document.

Issuing Equipment and Apparel

- Student-athletes must be on the squad list in order to be issued equipment and/or apparel.
- There must be an inventory form on file for each student-athlete. This inventory form must be accurate and current at all times and subject to an audit. This form will be approved by the Compliance Office.
- On the initial issuance the student-athlete and equipment manager sign an inventory form indicating receipt of the equipment and apparel.
- If a student-athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the student-athlete’s inventory form and signed by the student-athlete and the equipment manager.

Returns

Disposable vs. Non-Disposable

- Each sport is to compile a list of apparel that is considered to be disposable. Typically, items in this category wear out very easily and quickly. This list is to be approved by the sport administrator and the Compliance Office.
- Examples of disposable items include but are not limited to undergarments, socks, batting gloves, t-shirts, shorts and wrist bands.

Exchanging Equipment and Apparel

- If the returned (non-disposable) equipment/apparel is determined to be nonreusable by the equipment manager, then the student-athlete is reissued new equipment/apparel. This transaction is documented on the student-athlete's inventory form and signed by the student-athlete and equipment manager.
- If the returned (non-disposable) equipment/apparel is determined to be reusable by the equipment manager, then the student-athlete is reissued new equipment/apparel and the returned items are placed into the sports inventory. This transaction is documented on the student-athlete's inventory form and signed by the student-athlete and equipment manager.
- All returned equipment/apparel, determined by the equipment manager to be disposable, may be reissued to the student-athlete without record of the transaction on the student-athlete's inventory form.

Student-Athlete's Use of Personal Equipment

Approval Required

- If a student-athlete wishes to use personal equipment the request must first be approved by the head coach and Compliance to determine appropriateness and safety of the equipment. In addition, the sport administrator must approve use of personal equipment for any possible contractual obligations/requirements.

Replacement

- The Athletics Department will not replace personal equipment.

Use of Apparel or Equipment that Includes Institutional Identification

- A student-athlete may use institutional equipment during outside competition at any time.
- A student-athlete may wear institutional apparel (or uniform) during outside competition at any time provided the apparel (or uniform) is no longer used by the institution or the student-athlete is participating in a national championship event.

Retention of Equipment

- A student-athlete may retain athletics apparel, not equipment, at the end of the individual's collegiate career.
- Shoes are considered equipment; however, a student-athlete is permitted to retain such items if they are no longer reusable, as determined by the equipment manager, at the end of the institution's playing season.

Forms

Student-Athlete Employment and General Guidelines

Student-Athlete Employment Written Statement

Student-Athlete Employment Agreement

Student-Athlete Employment Check (Kept in Compliance Office)

The University of Tennessee Student-Athlete Employment Handbook

Summer Tracking Form

Figures 16-1 and 16-2 from the 2011-12 NCAA Division I Manual

Figure 16-3 from the 2011-12 NCAA Division I Manual

Occasional Meal Request