



DIRATHINST 1650.1  
30 MARCH 2009

DIRECTOR OF ATHLETICS INSTRUCTION 1650.1

Subj: USNA ATHLETIC AWARD DISPLAY PROCEDURES

Ref: (a) Athletic Displays Master Plan dtd 19 Jul 2006

Encl: (1) Athletic Trophies and Award Inventory Worksheet  
(2) Annual Trophy and Award Update Request  
(3) Trophy Archive Request Form

1. Purpose

a. Promulgate a policy in accordance with reference (a) to keep the trophies and awards associated with United States Naval Academy athletics in a presentable manner to visitors, recruits, and the Brigade of Midshipman.

b. Designate personnel to maintain accountability for the upkeep and display of trophies and awards. Designate a POC for data base management of all the trophies.

c. Delineate a procedure to be followed by athletic personnel and Building First Lieutenants to ensure the annual update and repair of awards as needed.

d. Establish annual budget and sources of funding for the upkeep and maintenance of all athletic trophies, plaques, and awards.

2. Trophy Display

a. Building First Lieutenants are responsible for awards displayed in their building. An inventory of each building's awards will be maintained by the First Lieutenant. The Special Assistant to the Athletic Director will maintain the NAAA data base. The First Lieutenants' and Coaches will ensure that any updates, changes or removals will be forwarded to the data base coordinator to ensure accuracy of the inventory.

b. When an award is won by a varsity or club sports team, the

coach will confer with their respective Associate Athletic Director to decide where the award will be displayed. The coach will then turn over custody of the award to the appropriate building First Lieutenant along with a completed copy of enclosure (1) and a copy going to the data base coordinator.

c. When an award is removed (i.e. a tournament trophy is won by another team and needs to change custody) the responsible coach will inform the building First Lieutenant where the award is on display and it will be removed from the display and the inventory.

### 3. Trophy Maintenance

a. No later than 20 May of each calendar year, coaches and/or team captains/team presidents will conduct a visual inspection of their awards. If discrepancies (polish, damage, etc) are discovered, they will report the problem to the First Lieutenant of the building in which the awards are displayed. If minor discrepancies are discovered (i.e. how the trophies are organized/displayed or those they need dusting) then the responsibility of fixing the discrepancy will lie with the coach and/or team captain/president.

b. All other discrepancies will be reported to the teams Associate Athletic Director and forwarded on to the designated NAAA Trophy Coordinator. These discrepancies will then be contracted out for repairs by an outside entity.

### 4. Trophy Updates

No later than 20 May of the calendar year, coaches and/or team captains/presidents will complete enclosure (2) and submit to their Associate Athletic Director. This information will be compiled for NAAA by the Trophy Coordinator and updates will be manufactured by a contracted outside entity. Building First Lieutenants will assist in the removal and return of awards and trophies that are on display in their respective buildings.

### 5. Archive

Coaches will make recommendations for trophy archiving by submitting enclosure (3) when an award is outdated and no longer contributes to the pride or motivation of the Team and the Brigade of Midshipmen. If the award is an individual award or was named in someone's honor, Coaches may attempt to locate the individual or their surviving family members in order for it to be returned to them. If none exist or if the individual cannot be located through a reasonable effort, then the trophy will be turned over to NAAA. NAAA may submit it to a museum or dispose of it with the appropriate Associate Athletic Directors recommendation with the Athletic



**ATHLETIC TROPHIES AND AWARDS INVENTORY WORKSHEET**

Date: \_\_\_\_\_

Name of Trophy or Award: \_\_\_\_\_

Type of Award: Perpetual \_\_\_\_\_ Date Established \_\_\_\_\_  
One-Time \_\_\_\_\_ If One-Time, date won \_\_\_\_\_

Sport: \_\_\_\_\_ Gender: \_\_\_\_\_

Responsible Owner: NAAA \_\_\_\_\_ PE \_\_\_\_\_

Location: \_\_\_\_\_

Description (including approximate size or dimensions):

\_\_\_\_\_  
\_\_\_\_\_

Picture attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Current Condition: \_\_\_\_\_

\_\_\_\_\_  
Current Repair/Updating Required: \_\_\_\_\_

\_\_\_\_\_  
Annual Maintenance/Updating Required: \_\_\_\_\_

\_\_\_\_\_  
Anticipated Annual Cost for Maintenance/Upkeep: \_\_\_\_\_

\_\_\_\_\_  
Budgetary Source for Maintenance/Upkeep Costs: \_\_\_\_\_

\_\_\_\_\_  
Vendor Used for Maintenance and/or Annual Updating: \_\_\_\_\_

Notes: \_\_\_\_\_

Enclosure 1

ATHLETIC TROPHIES AND AWARDS UPDATE REQUEST FORM

Date: \_\_\_\_\_

Sport: \_\_\_\_\_ Gender: \_\_\_\_\_

Name of trophy or award to be updated: \_\_\_\_\_

Trophy or Award Location: \_\_\_\_\_

Building First Lieutenant: \_\_\_\_\_ ext. \_\_\_\_\_

Team Point of Contact: \_\_\_\_\_ ext. \_\_\_\_\_

Award Material:    Wooden Plaque \_\_\_\_\_    Wooden Trophy \_\_\_\_\_  
                         Metal Trophy \_\_\_\_\_    Metal Bowl \_\_\_\_\_  
                         Glass Trophy \_\_\_\_\_    Metal Plate \_\_\_\_\_

Required Information for Award:

Text Line 1: \_\_\_\_\_

Text Line 2: \_\_\_\_\_

Text Line 3: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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ADMINISTRATIVE USE ONLY  
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Anticipated Pick-Up Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Company Contracted for Work: \_\_\_\_\_

Associate AD Initials: \_\_\_\_\_ Trophy Coord. Initials: \_\_\_\_\_

ATHLETIC TROPHY OR AWARD ARCHIVE REQUEST

Date: \_\_\_\_\_

Sport: \_\_\_\_\_ Gender: \_\_\_\_\_

Trophy or Award Location: \_\_\_\_\_

Building First Lieutenant: \_\_\_\_\_ ext. \_\_\_\_\_

Team Point of Contact: \_\_\_\_\_ ext. \_\_\_\_\_

Name of trophy or award to be archived: \_\_\_\_\_

Physical description of trophy or award: \_\_\_\_\_

Year of trophy or award: \_\_\_\_\_

Reason for requesting archive of trophy or award: \_\_\_\_\_

Is the trophy or award a personal award or team recognition?  
(circle one)    personal award    team recognition

If the trophy or award is a personal award, have you attempted to locate a surviving family member to return the award to? Please describe here \_\_\_\_\_

Team POC Signature \_\_\_\_\_ Date \_\_\_\_\_

Team Assoc. A.D. Signature \_\_\_\_\_ Date \_\_\_\_\_

Trophy Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Enclosure 3