



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

Director approval.

6. Budget

Annual budgets for the maintenance and update of the various athletic awards will be established and maintained by the NAAA trophy coordinator. NAAA may also include requirements in their annual request for financial support from the Naval Academy Foundation Athletic & Scholarship Programs Division above and the annual NAAA budget.

 3/23/09
CHET GLADCHUK DATE
DIRECTOR OF ATHLETICS
UNITED STATES NAVAL ACADEMY

Distribution:

Senior Leadership Team
NAAA
PE

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: _____

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: _____

ADMINISTRATIVE USE ONLY

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 _____