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.

 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 ______