DIRECTOR OF ATHLETICS INSTRUCTION 1650.1B

Subj: USNA ATHLETIC AWARD DISPLAY PROCEDURES

Ref: (a) Athletic Displays Master Plan

Encl: (1) Athletic Trophies and Award Inventory Sheet
      (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. **Cancellation.** DIRATHINST 1650.1A

3. **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 Executive 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.

4. **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 that 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.

5. **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.

6. **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 Directors approval.

7. **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.

CHET GLADCHUK
ATHLETIC TROPHIES AND AWARDS INVENTORY SHEET

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: ___________________________________________________________________

----------------------------- ADMINISTRATIVE USE ONLY -----------------------------

Anticipated Pick-Up Date: __________________

Completion Date: __________________

Company Contracted for Work: __________________

Associate AD Initials: __________________

Trophy Coordinator Initials: __________________

Enclosure 2
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? Yes___ No___

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: ________________________________

Team POC Signature: _______________________ Date: ______________

Team Assoc. AD Signature: _______________________ Date: ______________

Trophy Coordinator Signature: _______________________ Date: ______________

Athletic Director Signature: _______________________ Date: ______________

Enclosure 3