

Award Reporting Process

The Award Reporting Process is designed to define all awards given during an academic year. Any sport or department who wishes to distribute an award will be expected to following the following process.

Step One: Beginning of Each Academic Year

1. The Compliance Office will forward to each sport and/or department the awards we currently have on file.
2. The appropriate Award Reporting form (Participation Award Form, Championship Award Form, Special Event Participation Award Form, and/or Special Achievement Award Form) must be completed or updated fully with all awards that may be given.
3. The Compliance Office will approve or request additional information in a timely manner.

Step Two: Prior to Ordering Awards

1. The head coach or department head will send a list outlining each award and individual receiving the award. This may be sent in whatever manner is the most convenient method.
2. Only awards approved at the beginning of the year may be requested. The Compliance Office will approve or request additional information in a timely manner.
3. Should you have a new award, please complete the appropriate form from Step One to have the award approved.

Step Three: End of each Semester

1. At the end of each semester, the Compliance Office will send a comprehensive list to each Head Coach to confirm as awards given to student athletes.

When completing these forms, any awards intended to be given or presented should be listed by name of award (MVP, 1st Year Letter Award, Most Improved, NCAA Champion, etc.), category (participation, championship, or achievement), criteria, and cash value of the award. It is imperative that a criterion is defined as exactly as possible.

We must use the normal retail value of the award. Should you have any questions on how to determine this amount, please contact the Compliance Office.

All questions concerning the Award Reporting Process should be directed to the Compliance Office.