

DREXEL



ATHLETICS

**ATHLETIC EQUIPMENT OPERATIONS
ATHLETIC PROGRAM ORGANIZATIONAL MEETING**

The purpose of Athletic Equipment Operations is to support the mission of the athletic department by providing effective and efficient uniform / equipment services to the student-athlete. The priority in meeting this objective is the safety of student-athletes, first and always. These services are a privilege extended to the student-athlete for the duration of his / her participation providing that the policies and procedures set forth below are adhered to:

Hours of Operation- M through F, 8:00am to 4:00pm and all home athletic contests. Please refer to the equipment room message board for emergency contact information.

Issue and collection of athletic uniforms / equipment- Each item that is issued to the athlete will be distinctly marked. In some cases, this distinguishing mark may be the locker number, in others, the game / jersey number. The identifying mark is kept on record, and the student-athlete to whom the item is issued will be responsible for it. All items issued are to be worn / used for their intended purpose only (athletic related activities). Game uniforms should not leave the facility unless traveling to and from an away competition site. These pieces will be issued and returned on a game-by-game basis and at the conclusion of the program's traditional playing season. General issue will be returned at the designated time and place prior to the end of the academic year.

Maintenance of athletic uniforms / equipment- Laundry service is provided for general / sport-specific items on a daily basis. It is enforced that this service is used and used properly. Each student-athlete will turn-in general issue items for laundry purposes daily, following the conclusion of the training session and prior to leaving the athletic facility. These items will be collected, laundered and returned to the individual's assigned locker prior to the next training session.

Similarly, game uniform pieces will be turned in upon the conclusion of the contest and prior to leaving the facility. Following an away contest, turn-in will be completed upon the team's return to campus. If the team's return to campus is later than midnight, turn-in the following morning by noon is acceptable. If you do not return with the team, have a responsible team member turn-in for you. Once the game pieces are collected, they will be inventoried. Any missing items will be reported to the head coach immediately. Laundry of personal items is prohibited. Laundry of any issued DU athletic apparel is not to be performed outside the equipment staff. Demonstrate use of the laundry loop and towels. The laundry turn-in point for your program is_____.

Accountability of athletic uniforms / equipment- All issued items remain the property of Drexel University. They are not yours to keep and you will be held accountable and responsible for the entire issue. Student-athletes will be held responsible for all uniforms / equipment issued. The student athlete will be assessed a replacement cost for items that are lost, damaged due to neglect, or not returned at the designated time. If you leave the team for any reason prematurely, it is your responsibility to return what was issued. Alterations / modification to any item is strictly prohibited unless prior approval is granted. New items will be issued on an exchange basis only if the garment or equipment item becomes unserviceable. Any items that are lost / stolen may be replaced at a cost.

Locker Areas and Locker assignments- Each student-athlete is responsible for the security of as well as maintaining the appearance of his / her locker(s) and locker area(s). No food or drink should be left in your locker or locker area. Tampering or altering the function of the locker / locking mechanism is prohibited.

