



Annual Participation Awards

The Office of Compliance Services will create an Awards Limitations Form for the sport program at the beginning of the year (via the Shared Google Document). The form will include the current roster of student-athletes. If there are any addition/deletions to the roster, the coaches will need to make the changes accordingly.

The Awards Limitations Form is to be continually filled out throughout the pre-season, season and post-season. Any awards that the student-athletes receive from any organization, tournament, bowl game, conference, or the institution must be reported on the form. Sport Programs are responsible for determining the criteria for earning a participation award. Immediately after the end of the championship season, the sport program will confirm which student-athletes will receive letterman awards in order to provide the SAs with the awards in a timely manner. Once the rest of the awards are finalized, the rest of the Awards Limitations Form will be completed.

The Office of Compliance Services will then review the form and check for accuracy in the reporting and amounts of the awards. The Participation awards will then be entered in the CAi program for each student-athlete. Reports will be generated outlining who will receive which type of award and these reports will be forwarded to the Equipment Room. Coaches will be notified by email when the participation awards are ready for pick-up or delivery is approved at the respective sport banquet.

If SAs go directly to the equipment room to pick up their award, they will sign and date the CAi report when they have picked up the award. If a coach or director of operations wants to collect all of the awards to distribute at a banquet, they may go to the equipment room and sign for all the awards that they pick up. It is then the responsibility of the sport program to ensure that the student-athletes receive their awards.

Once an award has been signed for by the SA or Coach, another award will not be distributed. The Equipment room will keep track of which awards have been distributed.