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TITLE: Purchasing of Commemorative Athletic Memorabilia	
EFFECTIVE DATE: May 12, 2014	
LAST REVISION: October 13, 2014	Policy No. 5.521

Policy Statement

Purpose

After completion of a successful season, commemorative rings may be purchased with approval from the Athletic Director and Vice Chancellor of Enrollment Management and Student Support (EMSS). The purchase of commemorative rings will come after programs attain the following goals:

- Women’s Basketball- Region 23 Championship and/or Qualification into the Division I Women’s Basketball National Championship.
- Men’s Basketball- Region 23 Championship and/or Qualification into the Division 1 Men’s Basketball National Championship.
- Softball- District B Championship and/or Qualification into the Division I Softball National Championship.
- Baseball- South Central District Championship and/or Qualification into the NJCAA Division I Baseball World Series.

Procedure


Each head coach is responsible for submitting a list of recipients to the Athletic Director for approval. Athletic Director may submit additional recipients for approval by the Vice Chancellor of EMSS. Commemorative rings may be purchased for the following individuals:

- Student Athletes who are in good standing with the program at the end of the season.
- Coaching staff- including head coach, assistant coaches, and volunteer coaches.
- Support Staff- including strength and conditioning coach, athletic trainer, administrative assistant, student managers, and student assistants.
- Administration- including BRCC Chancellor, Vice Chancellor of EMSS, Athletic Director, and Assistant Athletic Director.
- Other- Essential campus personnel and non-campus personnel that go above and beyond the scope of responsibility for Athletic Department; i.e. Faculty Athletic Representative, Media Relations, Community Relations staff, etc..

Funds used to purchase commemorative memorabilia (i.e., championship rings) will come from Athletic Department budgets. The athletic department is funded from an Athletic Fee generated from student fees.

Source of Policy: Athletic Department SOP
Related Policy: _____

Responsible Administrator: Athletic Director
LCTCS Policy Reference: 5.027

Approved by: 
Chancellor Andrea Lewis Miller

Rewards & Recognition
LCTCS Guideline Reference: Program
Date: 10/13/14