UNIVERSITY OF HAWAI'I AT MĀNOA
ATHLETICS DEPARTMENT

EQUIPMENT AND APPAREL

September 2015
To the University of Hawai‘i Board of Regents
and
University of Hawai‘i at Mānoa Athletics Director

Approximately 400 student athletes compete in 7 men’s and 12 women’s National Collegiate Athletic Association (NCAA) Division I sports at the University of Hawai‘i at Mānoa. The University of Hawai‘i at Mānoa Athletics program is a member of the Big West Conference in most sports. Football is a member of the Mountain West Conference and men’s volleyball competes in the Mountain Pacific Sports Federation.

The University of Hawai‘i at Mānoa Athletics Department (UHMAD) acquires significant quantities of equipment/apparel annually. For the years ended June 30, 2015 and 2014, equipment/apparel acquired each year was valued at approximately $500,000. Additional equipment/apparel is also obtained through contracts with sporting goods manufacturers (Under Armour, Nike, Asics, etc.). The Under Armour contract provided the UHMAD with a $331,000 allowance to acquire equipment/apparel during the fiscal year ended June 30, 2015. Under Armour also paid the UHMAD a rights fee of $155,000 for the year ended June 30, 2015 to be the exclusive provider of equipment/apparel for the UHM football program. The rights fee requires UHM football players and coaching staff to wear and use Under Armour equipment/apparel. Other sporting goods manufacturers provide UHMAD a combination of specific equipment/apparel (e.g., uniforms, gloves, baseball bats, etc.) and/or a dollar allowance to acquire equipment/apparel from the respective sporting goods manufacturer.

Given the significant quantity and value of UHMAD equipment/apparel, the Office of Internal Audit (Internal Audit) believes that the UHMAD should enhance and formalize its policies and procedures to manage and monitor equipment/apparel inventory. Accordingly, UHMAD should develop policies and procedures to identify and track acquisitions, issuances, and the collection of equipment/apparel. A physical inventory by sport should be performed immediately after each sport’s season ends. At a minimum, manual procedures with the assistance of automated software such as Microsoft excel should assist with the tracking and monitoring of equipment/apparel. UHMAD should also evaluate the acquisition of an automated athletic equipment management system, whereby equipment/apparel may be tracked and monitored with barcode data and inventory scanners. For purposes of evidencing Title IX compliance, UHMAD should consider preparing written policies documenting consistency and uniformity with respect to the quantity, quality and maintenance of equipment/apparel provided to Student Athletes (SAs) as well as policies identifying the apparel that may be kept by SAs.

The UHMAD Equipment Department is currently staffed with two full-time equipment managers, one full-time laundry employee and approximately ten student employees. A vacant full-time equipment manager position has remained unfilled since August 2010 due to funding limitations. UHMAD should consider and analyze whether filling the open equipment manager position while reducing the number of student employees would increase the effectiveness of the Equipment Department resulting from a more consistent workforce.

Sincerely,

Glenn Shizumura
Director
Background

The University of Hawai‘i at Mānoa Athletics Department (UHMAD) provides athletic equipment/apparel to Student Athletes (SAs). Personnel of the UHMAD Equipment Department have different roles and responsibilities that may include the acquisition, distribution, collection and maintenance of UHMAD athletic equipment/apparel. The primary source of athletic equipment/apparel is contracts with sports manufacturers including Under Armour, Easton, Adidas and Nike. These contracts provide the UHMAD with a specified type and quantity of equipment/apparel to be received annually (equipment/apparel allowance) and/or an annual contract allowance (the UHMAD chooses the type and quantity of equipment/apparel subject to an annual dollar value limit). Equipment/apparel are also purchased pursuant to the procurement policies of the University of Hawai‘i (University) or acquired with funds donated to the UHMAD and maintained by the University of Hawai‘i Foundation (UHF).

The UHMAD manual includes a section regarding apparel and equipment policies. The UHMAD requested that the Office of Internal Audit (Internal Audit) perform procedures to determine compliance with the Mānoa Athletics Department Manual (UHMAD Manual) and review the process and controls regarding the distribution, tracking and collection of athletic equipment/apparel. The procedures performed included interviews with the former UHM Athletics Director, Associate Athletics Director for Administrative Services, Assistant Athletics Director for Facilities/Events, Assistant Athletics Director for Business Operations and Equipment Managers. Internal Audit also toured relevant areas of the UHMAD athletic complex and read contracts with the sporting goods manufacturers.

Equipment Department

Observations

**Staffing and responsibilities:**
The UHMAD approved organization chart dated July 1, 2014 for the Equipment Department notes one (1) full-time supervising equipment manager position, two (2) full-time equipment manager positions and one (1) full-time laundry position. According to the approved organizational chart, UHMAD Manual and discussion with the Associate Athletics Director for Administrative Services, the primary responsibility of the equipment managers are to procure, receive, distribute and collect equipment/apparel. Additional equipment manager duties pursuant to the approved organizational chart include “maintaining an inventory of supplies and equipment for men’s and women’s teams.” Equipment/apparel purchased from vendors or received pursuant to agreements with sport manufacturers are issued to SAs for practice, workouts and game/competition. Equipment manager responsibilities also include recording and documenting the distribution and collection of all equipment/apparel issued to SAs.

According to the UHMAD Human Resource Specialist, Equipment Department personnel have consisted of two (2) equipment managers and one (1) laundry employee since August 2010. The supervising equipment manager position has remained vacant due to funding limitations. During fiscal 2015, the Equipment Department employed approximately 10 students who worked 12 – 20 hours weekly with irregular schedules to accommodate students’ class schedules.
University of Hawai‘i at Mānoa Athletics Department  
Equipment and Apparel  
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For all sports other than football, the procuring of equipment/apparel is primarily performed by the respective coach. The equipment manager responsible for all men’s sports (except for basketball and tennis), and women’s basketball is also responsible for the procurement, distribution, maintenance and collection of all football equipment/apparel. The other equipment manager is responsible for all other sports. Distribution of equipment/apparel and the collection of reusable apparel (primarily game/practice uniforms) are performed by the equipment managers. The football equipment manager has the responsibility to collect football equipment. The collection of equipment issued to SAs of all other sports is the responsibility of the respective coach. Internal Audit was informed that the only equipment requiring annual maintenance are football helmets. The Associate Athletics Director for Administrative Services stated that he is unaware of any issues or complaints by coaching staff or SAs regarding services provided by equipment managers or the equipment/apparel provided to SAs.

The following table lists equipment managers and number of NCAA sports for the Big West, Mountain West and Pac-12 conferences.

<table>
<thead>
<tr>
<th>School</th>
<th>Equip. Mgrs.</th>
<th>Number of NCAA sports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mns</td>
<td>Wmns</td>
</tr>
<tr>
<td>University of Hawai‘i at Mānoa</td>
<td>2</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>Big West Conference:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>California Polytechnic State University</td>
<td>1</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>California State University, Fullerton</td>
<td>1</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>California State University, Northridge</td>
<td>1</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>California State University, Long Beach</td>
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<td>8</td>
<td>11</td>
</tr>
<tr>
<td>University of California, Davis</td>
<td>4</td>
<td>9</td>
<td>14</td>
</tr>
<tr>
<td>University of California, Irvine</td>
<td>1</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>University of California, Riverside</td>
<td>2</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>University of California, Santa Barbara</td>
<td>2</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Mountain West Conference:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States Air Force Academy</td>
<td>3</td>
<td>17</td>
<td>10</td>
</tr>
<tr>
<td>Boise State University</td>
<td>4</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>California State University, Fresno</td>
<td>3</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>Colorado State University</td>
<td>2</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>San Diego State University</td>
<td>4</td>
<td>6</td>
<td>13</td>
</tr>
<tr>
<td>San Jose State University</td>
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<td>7</td>
<td>13</td>
</tr>
<tr>
<td>University of Nevada, Las Vegas</td>
<td>4</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>University of Nevada, Reno</td>
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<td>6</td>
<td>10</td>
</tr>
<tr>
<td>University of New Mexico</td>
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<td>10</td>
<td>12</td>
</tr>
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<td>University of Wyoming</td>
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<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Utah State University</td>
<td>2</td>
<td>7</td>
<td>9</td>
</tr>
</tbody>
</table>
University of Hawai‘i at Mānoa Athletics Department  
Equipment and Apparel  
September 2015

<table>
<thead>
<tr>
<th>School</th>
<th>Number of 1</th>
<th></th>
<th>NCAA sports 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Equip. 2 Mgrs.</td>
<td>Mns</td>
<td>Wmns</td>
</tr>
<tr>
<td>Pacific 12 Conference:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arizona State University</td>
<td>4</td>
<td>9</td>
<td>13</td>
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<tr>
<td>University of California, Berkeley</td>
<td>6</td>
<td>12</td>
<td>16</td>
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<tr>
<td>Oregon State University</td>
<td>5</td>
<td>6</td>
<td>11</td>
</tr>
<tr>
<td>Stanford University</td>
<td>5</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>University of Arizona</td>
<td>7</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>University of California, Los Angeles</td>
<td>8</td>
<td>11</td>
<td>14</td>
</tr>
<tr>
<td>University of Colorado Boulder</td>
<td>4</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>University of Oregon</td>
<td>7</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>University of Southern California</td>
<td>10</td>
<td>10</td>
<td>13</td>
</tr>
<tr>
<td>University of Utah</td>
<td>3</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>University of Washington</td>
<td>6</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>Washington State University</td>
<td>4</td>
<td>7</td>
<td>10</td>
</tr>
</tbody>
</table>

1: Information derived from the institutions athletic department website.  
2: Includes personnel identified as equipment directors, supervisors, managers, specialists, coordinators, attendants, keepers, staff and interns.  
3: Represents sports sanctioned by the NCAA pursuant to the NCAA Division I Manual. Cheerleading and sailing are not NCAA sanctioned sports.

The above table notes that the number of equipment room personnel for the Big West Conference (BWC), Mountain West Conference (MWC) and Pacific 12 Conference (Pac-12) ranges from 1-4, 2-4 and 3-10, respectively. The lower number of equipment room personnel for the BWC institutions when compared to the MWC and Pac-12 institutions may be attributable to the majority of BWC institutions (except for California Polytechnic State University and University of California, Davis) not participating in intercollegiate football. All MWC and Pac-12 institutions are members of the NCAA Football Bowl Subdivision (fka “Division I-A”). California Polytechnic State University and University of California, Davis are members of the Football Championship Subdivision (fka “Division I-AA”).

The annual payroll expense for the Equipment Department’s two equipment managers is less than $100,000 and the annual student employee payroll expense was approximately $58,000 for each year in the two year period ended June 30, 2015. The cyclical nature and timing of the equipment managers performing their duties and responsibilities frequently result in the equipment managers working in excess of 40 hours per week. Overtime recorded by each equipment manager on their respective timesheet was in excess of 600 hours each year during the two year period ended June 30, 2015. Pursuant to an agreement between the UHMAD and the Hawai‘i Government Employees Association (HGEA), the equipment managers receive a stipend and compensatory time off rather than overtime pay. The annual stipend paid to each equipment manager was approximately $3,000 and is included in the annual payroll expense amount previously noted. The additional annual time off provided to each equipment manager was 11 days which must be used by July 31 of the following fiscal year.
Analysis
In comparison to other BWC, MWC and Pac-12 football playing institutions, only California Polytechnic State University at San Luis Obispo has less equipment room personnel (1) than the UHMAD’s two (2) equipment room personnel. Within the MWC, eight (8) of the 12 football playing member institutions have three (3) or more room department personnel. All Pac-12 institutions have three (3) or more equipment room personnel. Internal Audit was unable to determine if Equipment Departments of other football playing institutions employ student employees.

Interviews with the equipment managers, tours of equipment rooms (including laundry facilities) and locker rooms, and review of several sports rosters listing apparel/equipment to be provided to SAs indicate that the equipment managers are performing the responsibilities documented in the UHMAD approved organization chart and the UHMAD manual. However, Internal Audit did note that equipment managers do not maintain inventory records itemizing the equipment/apparel procured from vendors or received pursuant to agreements with sports manufacturers as well as equipment/apparel distributed and returned by SAs and stored in equipment rooms.

Summary
UHMAD should consider and analyze if filling the open equipment manager position while reducing the number of student employees would increase the effectiveness of the Equipment Department resulting from a more consistent workforce. However, the impact on the effectiveness of the Equipment Department with the additional equipment manager should also be evaluated against the potential increase to annual payroll expense as payroll related benefits for the open equipment manager position are not covered by the State of Hawai‘i.

In order to properly safeguard University assets, equipment managers should maintain perpetual inventory records of all athletic equipment/apparel. The perpetual inventory records should be provided to the UHM Athletics Director and Associate/Assistant Athletics Directors at the end of each academic semester. See further discussion under "Equipment and Apparel" below.

Equipment and Apparel

Definitions
Equipment for purposes of this report is defined as sport-specific equipment issued and/or utilized by SAs and includes safety/protective gear (helmets, facemasks, padding, knee braces, shin guards, etc.) and other gear (bats, gloves, balls, rackets, travel bags, etc.). Equipment excludes dynamic athletic training equipment (strength/resistance bands, speed training sleds, etc.) and “smart” products (team fitness monitoring system, body worn activity/performance tracking/monitoring devices).

Apparel is defined as clothing and footwear issued to and utilized by SAs and includes uniforms (game/practice), “base layer” products (compression/tight gear), undergarments, workout clothing, warm-ups, travel wear (polo shirts), shoes (game/practice/workout) and other accessories (headwear, wristbands, etc.).
Observations
Location of equipment rooms:
Equipment rooms consist of two primary equipment rooms and three satellite equipment rooms. The primary equipment rooms are located adjacent to the football locker room (Makai equipment room) and adjacent to the women’s locker room (Mauka equipment room). The satellite equipment rooms are located in the Stan Sheriff Center, T.C. Ching Athletic Complex and Les Murakami Stadium. Internal Audit toured all equipment rooms noting that the facilities were well organized and clean. Apparel (including game uniforms) for all Men’s sports are maintained in the Makai equipment room. Apparel (including game uniforms) for women’s sports are maintained at the Mauka equipment room and satellite equipment rooms located at the Stan Sheriff Center and T.C. Ching Athletic Complex. Football equipment is the responsibility of an equipment manager and is stored in the Makai equipment room. All other issued equipment is stored and safeguarded by the coaching staff of the respective sport at various locations (outside the equipment rooms) throughout the UHMAD facilities.

Acquisition:
The following table summarizes the annual equipment/apparel allowances and/or annual contract allowance included in sports manufacturer contracts provided to UHMAD by sport.

<table>
<thead>
<tr>
<th>Sports manufacturer</th>
<th>Contract end date</th>
<th>Annual equipment/apparel allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Men’s</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Easton</td>
<td>12/31/16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>40 BBCOR bats, 20 wood bats, 35 baseball gloves, 100 pairs of batting gloves, 5 sets catcher’s protective gear, 35 wheeled bags, etc., 500 camp t-shirts and $1,000 camp allowance.</td>
</tr>
<tr>
<td>Basketball</td>
<td>Adidas</td>
<td>6/30/13 $140 pairs of shoes, 20 home uniforms, 20 away uniforms, 25 equipment bags, etc. and 800 camp t-shirts.</td>
</tr>
<tr>
<td>Football</td>
<td>Under Armour</td>
<td>6/30/16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Product allowance: $225,000 - $260,000/yr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rights Fee: $125,000 - $160,000/yr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coaches’ allowance: $20,000 - $41,000/yr</td>
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<tr>
<td></td>
<td></td>
<td>Staff allowance: $10,000 - $24,000/yr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Camp allowance: $10,000 - $17,000/yr</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Asics</td>
<td>6/30/16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Team allowance: $30,000/yr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coaches’ allowance: $5,000/yr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Camps: 500 t-shirts, 20 coaching shirts, 20 pairs of shoes</td>
</tr>
<tr>
<td><strong>Women’s</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>Nike</td>
<td>8/31/16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 pairs of shoes, 12 basketballs, 20 bags, 20 warm-up sets, and $3,000 staff allowance.</td>
</tr>
<tr>
<td>Softball</td>
<td>Easton</td>
<td>12/31/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26 bats, 24 softball gloves, 80 pairs of batting gloves, 24 helmets, 20 bat bags, 10 equipment bags, 36 t-shirts and $1,500 allowance.</td>
</tr>
<tr>
<td></td>
<td>Under Armour</td>
<td>6/30/16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Product allowance: $10,000 - $15,000/yr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coaches’ allowance: $2,000/yr</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Asics</td>
<td>12/31/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>72 custom jerseys, 54 games shorts, 54 pairs of shoes, etc. and $7,500 coaches’ allowance.</td>
</tr>
</tbody>
</table>

1: Per discussion with the Associate Athletics Director for Administrative Services, although the Adidas contract expired on June 30, 2013, Adidas honored the terms of the contract for fiscal years ended June 30, 2014 and 2015. Under Armour will provide men’s basketball equipment/apparel for the fiscal year ended June 30, 2016.
Internal Audit was informed that the respective coach and sports manufacturer commence contract negotiations. However, the contracts are signed by the UHM Chancellor and/or Athletics Director. Certain contracts are also signed by the respective coach. Internal Audit was also informed that the Associate Athletics Director for Administrative Services and the Office of General Counsel also reviews all equipment/apparel contracts.

Equipment/apparel is also acquired with UHMAD and UHF funds. The following table presents disbursements classified as “Supplies Expense” and identified by Internal Audit as equipment/apparel pursuant to financial information obtained from the University’s Kuali Financial System (University’s general ledger) and the University of Hawai‘i Foundation’s (UHF’s) Integrated Financial Administrative Solution (UHF’s general ledger) and assistance provided by the Assistant Athletics Director for Business Operations. The table includes equipment that may not be issued to an individual SA. However, since the equipment is used by and benefits the SA’s team (e.g., cameras and video system for player evaluation, computers/hand-held electronics for coaching staff, game footage reviewing software, etc.), the disbursement and description of the equipment acquired are included in the table to provide a more complete presentation of equipment/apparel disbursements by sport team. Additionally, related costs incurred to prepare equipment/apparel for use (e.g., embroidery and football helmet recertification) are also included in the following table. Internal Audit did not review the propriety or reasonableness of the acquired equipment/apparel.

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Baseball</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UHMAD</td>
<td>-</td>
<td>$2,800</td>
<td></td>
<td></td>
<td></td>
<td>Izuo Brothers (baseballs); Jugs Sports (protector screens).</td>
</tr>
<tr>
<td>UHF</td>
<td>$49,100</td>
<td>$50,100</td>
<td></td>
<td></td>
<td></td>
<td>Izuo Brothers (baseballs); Right View Pro (cameras and video system for player evaluation); Under Armour (polos); Aer-Flo (rain covers for pitching mound &amp; home plate); Sports Line (uniform pants); Wilson Sporting Goods (pitching machine).</td>
</tr>
<tr>
<td><strong>Basketball</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UHMAD</td>
<td>$7,900</td>
<td>$7,000</td>
<td></td>
<td></td>
<td></td>
<td>Happy Shirts (embroidery); Keiser Corp (indoor cycle); Adidas (polos and shorts); Sterling Athletics (basketballs).</td>
</tr>
<tr>
<td>UHF</td>
<td>$3,300</td>
<td>$1,900</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Football</strong></td>
<td></td>
<td></td>
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<tr>
<td>UHMAD</td>
<td>$168,800</td>
<td>$81,700</td>
<td></td>
<td></td>
<td></td>
<td>Athletic Decals (decals); Douglas Pads and Sports (shoulder pads); Continental Athletic Supply (recertification &amp; repainting of helmets); Riddell (helmets &amp; face masks); Sports Line (footballs, helmets, apparel &amp; facemasks); Alert Services (hexpad girdles); Zones (Microsoft Surface Pros for coaching staff).</td>
</tr>
<tr>
<td>UHF</td>
<td>$27,200</td>
<td>$7,800</td>
<td></td>
<td></td>
<td></td>
<td>Orthopedic Care (knee braces); Gopher Performance (strength/resistance bands); Power Systems (strength/resistance bands); MF Athletics (Airex balance pads); Sorinex (speed training sleds).</td>
</tr>
<tr>
<td><strong>Golf</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>UHMAD</td>
<td>$8,000</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td>Oakley (apparel and hats).</td>
</tr>
<tr>
<td>UHF</td>
<td>$4,600</td>
<td>$29,500</td>
<td></td>
<td></td>
<td></td>
<td>Azabo Golf (golf bags); Golf Concepts (shoes); Oakley (uniforms, shoes &amp; hats); Acushnet (golf balls); Olomana Golf Links (hats); West Coast Trends (travel bags).</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$196,000</strong></td>
<td><strong>$89,500</strong></td>
<td><strong>104</strong></td>
<td><strong>$1,885</strong></td>
<td><strong>$861</strong></td>
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### University of Hawai’i at Mānoa Athletics Department
#### Equipment and Apparel
#### September 2015

<table>
<thead>
<tr>
<th></th>
<th>$ Disbursed</th>
<th>Avg $/Player</th>
<th>Significant Vendors / Description of Purchases</th>
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<tr>
<td></td>
<td>(Approx.)</td>
<td>Roster size</td>
<td>FY 2015 FY 2014</td>
</tr>
<tr>
<td><strong>Men's</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>FY 2015</td>
<td>FY 2014</td>
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</tr>
<tr>
<td><strong>Swim/Dive:</strong></td>
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<tr>
<td>UHMAD</td>
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<td>$8,000</td>
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<td>FY 2014</td>
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University of Hawai‘i at Manoa Athletics Department  
Equipment and Apparel  
September 2015

<table>
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<tr>
<th>Women's</th>
<th>FY 2015</th>
<th>FY 2014</th>
<th>Roster size</th>
<th>FY 2015</th>
<th>FY 2014</th>
<th>Significant Vendors / Description of Purchases</th>
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<td>$13,700</td>
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<td>Poco Loco Swim Shop (swim caps, fins, swim suits, etc.); Total Fitness USA (kettlebells, flexbands, dumbbells, jump ropes, medicine balls, etc.); Boathouse Sports (apparel); JCS Enterprises (apparel); Under Armour (apparel).</td>
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<tr>
<td>UHF</td>
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<tr>
<td>UHMAD</td>
<td>$18,300</td>
<td>$18,500</td>
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<td></td>
<td></td>
<td>Asics (shoes); Lids (apparel); Tennis Warehouse (apparel &amp; racquet strings); McCully Bicycle (tennis balls); UH Bookstore (iMac).</td>
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<td>Asics (shoes); Babolat (racquets); Gamma Sports (tennis ball mower).</td>
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<td></td>
<td>H-Zone (apparel for student assistant &amp; coaches); cBags (duffel bags); Kap7 International (water polo balls, swim suits, swim caps, etc.); Sportstec (game footage reviewing software); Under Armour (apparel); Recreons (discs &amp; donut floats).</td>
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<tr>
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1: Based on 2015 academic year SA rosters by respective sport posted at the UHMAD website.

Significant vendors and the description of purchases included in the table above were derived from Internal Audit’s review of selected invoices supporting the cash disbursements by sport. Invoices for purchases acquired with UHMAD funds were viewed through KFS and invoices for purchases acquired with UHF funds were provided by various UHMAD administrative assistants. Of the 46 requested invoices for purchases acquired with UHF funds, Internal Audit was provided 28 invoices.

UHMAD personnel informed Internal Audit that the comparison and monitoring of equipment/apparel contract acquisitions against annual contract allowances are generally performed by the coaching staff of the respective sport. For football, the equipment manager and coaching staff manage and monitor Under Armour acquisitions against the annual contract allowance. Coaches determine if the equipment/apparel will be purchased with UHMAD or UHF funds. The Associate Athletics Director for Administrative Services or the Associate Athletics Director – Senior Woman Administrator and the Assistant Athletics Director for Business Operations must approve all purchases and payments.

**Title IX:**  
Title IX is a portion of the U.S. Education Amendments of 1972, which states (in part) that “No person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits
of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Subsequent legislation further clarified the implication of Title IX on athletics, which requires educational institutions receiving federal financial assistance to “provide equal athletic opportunity for members of both sexes.” UHMAD management and equipment managers stated that they are unaware of any complaints regarding inequities in the quantity, quality, availability, maintenance, and replacement of apparel and equipment provided to male and female SAs and believe that the UHMAD is Title IX compliant.

The NCAA’s *Equity and Title IX in Intercollegiate Athletics: A Practical Guide for Colleges and Universities—2012* (Title IX Guide) recommends that institutions implement policies and practices that are consistent and uniform in regards to the quality, quantity, and maintenance of equipment/apparel issued and utilized by SAs. The NCAA Title IX guide also recommends that equitable laundry services be provided to all SAs.

The UHMAD does not have a written policy documenting consistency and uniformity with respect to the quantity, quality and maintenance of equipment/apparel to be provided to SAs or a maintenance and replacement schedule of equipment/apparel by sport to evidence Title IX compliance. The UHMAD Manual indicates that laundry service will be provided to all SAs for their practice and/or game apparel but prohibits laundry service for personal clothing. Equipment managers informed Internal Audit that practice apparel is laundered and returned to all SAs prior to their next practice.

*Procurement:*
Except for football, the procuring of equipment/apparel is performed by the coaching staff of each respective sport. The equipment manager overseeing football informed Internal Audit that he consults with the football coaching staff to procure all football equipment/apparel. Purchases less than $2,500 for the football program are generally made with the equipment manager’s University purchasing card (PCard). The UHMAD Business Office reviews all PCard purchases on a monthly basis. All other purchases must comply with the University’s or UHF’s procurement policies and processes. The Associate Athletics Director for Administrative Services or the Associate Athletics Director – Senior Woman Administrator and the Assistant Athletics Director for Business Operations must approve all purchase orders prior to vendor submission as well as payment requests to UHMAD employee’s requesting reimbursement for purchasing equipment/apparel.

Acquired equipment/apparel is generally delivered to either the UHMAD Administrative Office or the football equipment room. Certain coaches request that the equipment/apparel be delivered to their coaching staff. The equipment managers or coaching staff compare the delivered equipment/apparel to the accompanying packing slip. The equipment managers store the acquired equipment/apparel in their respective equipment rooms for future issuance to SAs and/or coaching staff.

The football equipment manager submits football related invoices to the UHMAD Business Office to initiate payment processing. For all other sports, the respective coaching staff is responsible for initiating payment processing for their equipment/apparel purchases.

*Issuance of equipment/apparel:*
The UHMAD Manual contains policies and procedures (*Exhibit 1*) regarding the issuance and collection of equipment/apparel. Issuance requires the SA to obtain various clearances including medical, academic, outstanding student obligations, NCAA paperwork and coaches’ approval. Equipment department personnel issue equipment/apparel pursuant to the roster maintained on the
UHMAD website. Internal Audit was informed that the respective coach and UHMAD Compliance Office must approve the roster prior to posting on the UHMAD website.

Documentation of the issuance and collection of equipment/apparel are only maintained for football SAs. Documentation consists of a pre-printed form (identifying the football equipment/apparel issued) filed in a three-ring binder organized by the football players’ locker number (Exhibit II).

Equipment managers describe the equipment/apparel issuance process as a manual and time consuming process. The UHMAD does not require all apparel to be collected from SAs. Generally, apparel that are not reusable (socks, shoes, practice shorts and shirts, etc.) by other team members in subsequent years are considered by the UHMAD to be the property of the SA. Issued apparel that may be kept by SAs includes shoes, practice shirts and shorts, socks, practice sweat top and bottom, etc. Equipment managers informed Internal Audit that there is no written policy or listings identifying the apparel that can be kept by SAs and apparel that must be returned after the sport’s last game.

All equipment is the property of the UHMAD and must be returned to equipment managers or coaching staff. Similarly, uniforms (game and practice) are the property of UHMAD and must be returned to the equipment managers after each game or practice for laundering and re-issuance.

Collection of equipment/apparel:
UHMAD policy requires SAs to return issued equipment and uniforms within five (5) working days of the respective sport’s last game. The football equipment manager informed Internal Audit that he attempts to collect equipment and uniforms within three (3) working days. All other equipment and uniforms are collected by coaches. The equipment managers informed Internal Audit that they inspect football equipment and uniforms shortly after collection and will notify UHMAD Student Affairs personnel to issue notices to SAs identifying football equipment and uniforms that were issued and not returned. The coaches of other sports are required to notify UHMAD Student Affairs personnel regarding unreturned equipment/apparel.

Equipment managers informed Internal Audit that they will walk-through the equipment rooms at the end of the respective sport’s season to observe the types and quantities of equipment that are remaining in equipment rooms by sport. For certain sports, the equipment manager will also prepare an equipment inventory listing of the equipment remaining in the equipment room for the respective head coach. Based on inquiries and review of Equipment Department documents, Internal Audit noted that the quantities and types of equipment included on the equipment inventory listing was minimal as a majority of equipment acquired is issued to and maintained outside of the equipment rooms by the coaching staff. Additionally, Internal Audit was informed that the primary purpose of the equipment inventory listing is to assist coaches (and the equipment manager for football) determine prospective equipment orders. Accordingly, it is not the practice of the equipment managers to maintain documentation (description and quantities) that identify and track the acquisition, issuance and collection of equipment/apparel stocked and stored in UHMAD facilities.

Obsolete equipment and uniforms:
Obsolete equipment and old game uniforms are stored at the T.C. Ching Athletic Complex. The equipment managers do not maintain documentation identifying the obsolete equipment and uniforms. Internal Audit was informed that the obsolete equipment is unsafe for intercollegiate competition. The obsolete uniforms are useable but contain outdated colors and insignias. Internal
Audit was also informed that obsolete football uniforms have on occasion been provided to UHMAD affiliated organizations and booster clubs for sale at charitable events to benefit the UHMAD.

Internal Audit viewed obsolete equipment and uniforms stored at the T.C. Ching Athletic Complex and noted numerous boxes and large bags stacked in an unorganized manner. The obsolete equipment primarily consisted of football helmets. The obsolete equipment and uniform room also appeared to be used as storage for various usable UHMAD items (massage table, football goal post padding, football field pylons, football first down markers, etc.).

**Analysis**

*Location of equipment rooms:*
The wide distribution of equipment/apparel throughout the UHMAD facilities creates significant challenges in determining on-hand equipment/apparel at any point of time. The lack of inventory records identifying the existence and location of equipment/apparel increases the risk of equipment/apparel being misplaced, stolen or used by unauthorized individuals.

*Acquisition:*
UHMAD has entered into multiple contracts with sports manufacturers that provide equipment/apparel to the UHMAD without requiring a disbursement of funds. The value of these annual equipment/apparel allowances and/or annual contract allowances is substantial. The management and monitoring of each sports manufacturer contract against acquisitions are primarily performed by the coaching staff. Documentation comparing sports manufacturer contract commitments against actual acquisitions are not provided to UHMAD administration. Accordingly, UHMAD administration is unaware of the equipment/apparel acquired pursuant to these contracts and whether the full allowance is received on an annual basis.

Pursuant to discussions with UHMAD administration, a single sports manufacturer contract for all sports (all-sport contract) generally provides more equipment/apparel and dollar allowances when compared to the aggregate provided by multiple single sports manufacturer contracts. In addition, the all-sport contract provides more control and flexibility over how contract commitments are fulfilled, thereby allowing more sports to benefit and assist in the promotion of equality in equipment/apparel issued and utilized by SAs. An all-sport contract should also improve efficiencies and the management in the procurement of equipment/apparel. However, the benefits of an all-sport contract must also be evaluated against SA choices as the SA may be accustomed to a certain sports manufacturer over their athletic careers (e.g. Adidas shoes vs. Under Armour shoes).

Internal Audit was informed that coaches determine the funding source (UHMAD versus UHF) of equipment/apparel purchases. For years ended June 30, 2015 and 2014, equipment/apparel acquired with UHMAD and UHF funds approximated $500,000. Although UHF funds accounted for a substantial portion of funds (approximately 24% - 35%) used in connection with these purchases, UHMAD management does not perform a periodic review of expenses recorded to UHF accounts by type (meals, travel, equipment, etc.) throughout the year to determine whether the incurred expenses are reasonable and appropriate. Internal Audit also noted that documents supporting purchases (e.g., check requests, purchase order requisitions, invoices) made with UHF funds are not consistently maintained by UHMAD administrative staff.
University of Hawai‘i at Mānoa Athletics Department  
Equipment and Apparel  
September 2015

**Title IX:**
UHMAD does not have a policy or a monitoring process to determine if the equipment/apparel provided to male and female SAs are equitable pursuant to Title IX regulations and/or NCAA guidance. During fiscal year 2015 and 2014, the average amount disbursed for a female SA ranged from $1,000 - $1,100 and a male SA ranged from $1,000 - $1,400. The greater amount associated with male SAs are primarily attributable to the purchase of football helmets, shoulder pads and Microsoft Surface Pros for the football coaching staff during fiscal year 2015.

**Procurement:**
Coaching staff procure equipment/apparel for their respective sport and determine if the source of payment is UHMAD or UHF funds. An equipment manager is responsible for the procurement of football equipment/apparel. UHMAD accounts are monitored monthly pursuant to an analysis of monthly budget to actual reports by sport. However, there is no similar monitoring process performed for UHF accounts associated with the UHMAD. Additionally, all equipment/apparel is not received by equipment managers and may be delivered to the respective coach for handling and distribution to SAs.

The lack of uniform procedures regarding the procuring, handling and recordkeeping of equipment/apparel creates significant challenges in determining the types and quantities of equipment/apparel acquired and available for distribution to SAs. Accordingly, controls should be improved to safeguard equipment/apparel against theft and/or unauthorized use.

**Issuance of equipment/apparel:**
UHMAD does not currently have a written policy or guidelines documenting the equipment/apparel that must be returned to the UHMAD and those that may be kept by SAs. The 2012-2013 NCAA Division I Manual (section 16.11.1.6) indicated that SAs were allowed to retain athletics apparel items (not equipment) at the end of the individual’s intercollegiate participation (Note: This provision regarding the retention of athletics apparel and equipment was removed in subsequent annual NCAA Division I Manuals.). SAs are generally allowed to keep apparel that is not reusable by another SA (socks, shoes, practice shorts and shirts, etc.). Records documenting the description and quantity of equipment/apparel issued to SAs are only maintained for football. Accordingly, the UHMAD lacks records to evidence the type and quantities of equipment/apparel issued (except for football) should questions or discrepancies arise regarding the equipment/apparel received by individual SAs.

**Collection of equipment/apparel:**
From a collection perspective, equipment managers expect SAs to return only uniforms (game and practice) and football equipment. All other issued equipment are returned to and maintained by the respective coaching staff and apparel is deemed expendable and not reusable. Logs or records documenting on-hand stock of equipment/apparel noting quantities, size, description, storage location, etc. are not maintained.

Internal Audit noted that the UHMAD does not require the performance of a physical equipment/apparel inventory to determine current on-hand stock that would assist in projecting equipment/apparel needs for the upcoming season. Thus, there is a risk of coaches and equipment managers acquiring incorrect types, sizes and quantities of equipment/apparel. In addition, equipment managers will not be able to detect misplaced or stolen equipment/apparel, as well as having records identifying equipment condition as new, good, or fair. Equipment deemed in fair condition should be examined to evaluate if player safety will be compromised and thus be replaced.
Obsolete equipment and uniforms:
There is currently no policy related to the handling and disposition of obsolete equipment and uniforms maintained by the Equipment Department. In addition, a log or listing documenting the type and quantity of obsolete equipment and uniforms is not maintained.

Summary
Improve equipment/apparel recordkeeping:
As noted in the equipment/apparel tables above, the UHMAD acquires a significant amount of equipment/apparel annually. However, the UHMAD lacks policies and procedures or a system to manage and monitor equipment/apparel inventory. Accordingly, there is a risk that coaches and equipment managers are acquiring incorrect types, sizes and quantities of equipment/apparel as well as an increased risk of equipment/apparel being misplaced and/or stolen.

Internal Audit believes that the UHMAD should develop policies and procedures requiring equipment manager participation in the receiving, distribution and recordkeeping of all equipment/apparel to be distributed to SAs. Additionally, UHMAD should require the performance of a physical inventory by sport immediately after each sport’s season ends. Inventory records of on-hand equipment/apparel, acquisitions, issuance to SAs and collection from SAs should be tracked and monitored to assist in future orders of equipment/apparel as well as to control misplaced and/or stolen equipment/apparel. At a minimum, manual procedures with the assistance of automated software such as Microsoft excel should be incorporated to track and monitor equipment/apparel. Consideration should be given to evaluate the acquisition of an automated athletic equipment management system, whereby equipment/apparel may be tracked and monitored with barcode data and inventory scanners. An automated athletic equipment management system may also support Title IX compliance as reports may be generated documenting the equipment/apparel issued to male and female SAs. Additionally, an automated athletic equipment management system should allow for improved management and oversight of sports manufacturer contracts.

Monitoring of UHF funds:
UHMAD management should consider reviewing all expendable UHMAD UHF accounts by sport on a periodic basis to determine whether UHMAD expenses paid with UHF monies are reasonable and appropriate. Additionally, copies of documentation (e.g., payment processing documents and invoices) supporting acquisitions utilizing UHF funds should be maintained by UHMAD.

Enhance and formalize existing equipment/apparel policies:
Although the UHMAD Manual includes a “Uniform Replacement Schedule” and a schedule listing supplies (towels, certain apparel, laundry bag, travel bag) to be issued to SA’s of each sports team, Internal Audit believes that the UHMAD should consider enhancing its manual to include policies identifying the type and quantity of equipment/apparel issued to SAs by sport as well as identifying the apparel that can be kept by the SA and those that must be returned. Exhibit III is an excerpt from the Florida State Intercollegiate Policy and Procedures Manual identifying perishable vs. non-perishable equipment.

Internal Audit also believes the UHMAD should consider supplementing its “Uniform Replacement Schedule” with a maintenance schedule for equipment. A comprehensive maintenance and replacement schedule for equipment and uniforms should assist in determining prospective budgetary commitments and enhance the safety of protective equipment utilized by SAs, as well as assisting with Title IX compliance.
University of Hawai‘i at Mānoa Athletics Department
Equipment and Apparel
September 2015

Disposition of obsolete equipment and uniforms:
Finally, the UHMAD should develop policies and procedures regarding obsolete equipment and uniforms. A listing of obsolete equipment and uniforms should be prepared and UHMAD management should assess disposition options, including options that could benefit the UHMAD (e.g., auctioned by booster clubs, donated to local schools and organizations, etc.). Consultation with the Office of General Counsel and Financial Management Office should be considered to ensure compliance with State of Hawai‘i, University and NCAA rules and regulations.

Laundry

Observations
UHMAD personnel informed Internal Audit that the Equipment Department is responsible for providing laundry service for all SAs’ apparel (game and practice uniforms, training attire, game and practice attire that increase performance/prevent injury, etc). The laundry rooms are located in the Makai/Mauka, Stan Sheriff Center and Les Murakami Stadium equipment rooms.

Internal Audit toured the laundry rooms noting that the washers and dryers were aged and rusting. Internal Audit was informed that the age of the washers and dryers are as follows:

- 4 years old – Mauka Equipment Room (2 washers, 2 dryers)
- 17 years old – Makai Equipment Room (3 washers, 3 dryers)
- 17 years old – Stan Sheriff Center (2 washers, 2 dryers)
- 30 years old – Les Murakami Stadium (1 washer, 1 dryer)

Annual repair costs for the fiscal years ended June 30, 2013 through and 2015 ranged from approximately $2,100, - $7,500. Internal Audit was informed that the cost per repair may range from a few hundred to several thousands of dollars. Internal Audit was informed that there is no maintenance service contract due to lack of funds and that the cost of a new washer or dryer approximates $16,000. UHMAD believes that a maintenance service contract may detect machine failure prior to occurrence and possibly reduce the annual repair costs. During April 2015, UHMAD acquired a new dryer for the Makai equipment room at a cost of approximately $16,000.

Analysis
A majority of washers and dryers at UHMAD are aging and in excess of their useful life. Additionally, washers and dryers are located in various rooms throughout the UHMAD. Although the repair of washers and dryers may be serviced locally, hardship on both the equipment managers and SAs may be incurred during repair as laundry may be required to be transported to another laundry room thereby causing delays in providing clean apparel to SAs.

Summary
UHMAD should consider developing a maintenance and replacement schedule for all washers and dryers to assist with future budgeting and to prevent an extended disruption in laundry service for SAs.
14 Apparel and Equipment

14.1 Equipment Room Responsibilities
The Equipment Managers have responsibility for the receiving, distribution and inventory of all sports equipment and apparel. In conjunction with the coaching staff and the Athletic Business Manager, the Equipment Manager orders, distributes, collects and inventories all equipment and apparel. All uniforms, practice gear, and equipment, including sponsor-provided items shall be inventoried and checked out to student-athletes by the equipment staff.

14.2 Supplies, Uniform, and Apparel Allocations and Schedules
A database of supplies issued to each team annually can be found in Appendix 14-1. A five-year uniform and apparel replacement schedule can be found in Appendix 14-2.

14.3 Equipment Room Hours
The Athletic Equipment Room hours for returning equipment and apparel during the grace and billing periods are Monday - Friday, 2:00 p.m. - 6:00 p.m.

14.4 Equipment Room Rules and Policies
1. Prior to issuance of athletic equipment, all student-athletes must receive the following clearances: Medical (physical), drug testing, academics, NCAA paperwork, and coaches’ written approval. The student-athletes’ name is then placed on a roster for that particular sport and provided to the Equipment Room at which time he/she may be issued the equipment and apparel appropriate to the specific sport.

2. Athletic uniforms, warm-ups, and other forms of equipment or apparel issued to a student-athlete may only be used during official athletic practices or events. This equipment is not intended for personal or everyday use. Any exceptions to this policy must be approved by their respective head coach and the Equipment Manager.

3. Certain items of equipment or apparel will be stored in individual lockers during the entirety of an athlete’s eligibility. Check with equipment staff.

4. Lost or stolen equipment should be immediately reported to the Equipment Manager. The items are marked “lost” on the student-athlete’s equipment card and then a replacement is issued, if available.

5. All equipment is custom fit to the student-athlete’s needs. Equipment is not to be traded with another student-athlete.

6. All equipment problems are to be reported to the Equipment Manager immediately. If something happens during a practice, report it to the designated Equipment Manager.

7. Student-athletes are to learn to inspect equipment daily prior to putting it to use. Never wear damaged or altered equipment.

8. Equipment or apparel that is no longer usable (worn or damaged) will be exchanged for new or serviceable items. DO NOT dispose of worn out items regardless of its condition. This is also known as our “one for one” policy.

9. No loitering at the equipment window.
Student-athletes who have been cut or been excused from a team will have to immediately clear their locker of all personal items and return all issued equipment/apparel. Failure to do so after two weeks will result in the disposal of all personal belongings.

Note: Equipment rules and policies may vary from sport to sport. If you have any questions concerning the policies for your particular sport please contact the Equipment Manager.

14.5 Locker Room Rules and Policies

1. Lockers are assigned and may not be changed unless approved by the Equipment Manager.

2. Keep lockers secured at all times. Locker combinations are to remain confidential.

3. Do not leave valuables in lockers. If you do, keep them locked up at all times and out of plain view.

4. Stay out of other people’s lockers.

5. Keep your area of the Locker Room clean.

6. Do not wear muddy shoes into the Locker Room.

7. Report any problems occurring in the Locker Room to the Equipment Manager.

8. Mopeds, scooters, bicycles, etc. are prohibited from the Locker Room areas.

14.6 Laundering Services

1. Individual laundry bags will be washed and dried daily and be put back in lockers.

2. Towels may be exchanged on a one-for-one basis anytime the equipment room is open.

3. Personal items of clothing other than practice and/or game laundry are prohibited from being washed in laundry bags.

4. Bulky items such as football pants, sweats, etc. will be washed separately.

5. Laundry bags need to be fastened properly. Failure to do so will result in your laundry coming out of your bag. The missing items may be available at the front window.

6. Laundry bags and game wear turned in after 7:00 p.m. will be washed the following day. Turn in bags immediately after practice sessions or game is over.

7. During the winter break and summer times to turn in your laundry bag may vary. Times will be posted at the equipment room.

14.7 Visiting Team Guidelines for Laundry Services

This guideline is applicable for ALL University of Hawaii at Mānoa (UHM) visiting team’s practice and game gear only.
There is no charge for visiting team’s practice and game gear for all scheduled practices and games with the UHM.

Visiting teams that require laundry services shall coordinate their laundry needs and requirements with the equipment staff of the UHM, no later than one week prior to arrival to Hawaii.

Laundry must be delivered to and picked up from the UHM Equipment Room (no deliveries to and from hotel or any other location).

14.8 Equipment Collection Policy

1. Student-athletes will be charged for any unreasonable damage to equipment items. Fines for excessive damage to equipment are levied after the Head Coach and Equipment Manager consult. If the damage is severe enough to warrant the purchase of a new item, the student-athletes must pay the replacement cost. Student-athletes are also financially obligated for any lost or stolen articles.

2. Specific items of equipment or apparel loaned to the individual will be returned to the Equipment Manager no later than one week (five working days) following the final competition for that sport.

3. Immediately following a five day “grace” period (five working days after the last competition) for equipment/apparel check in, student-athletes will be billed for any equipment that has not been turned in. Student-athletes will then have five working days to pay the bill or return the equipment.

4. Following the five day “grace” period and the five day billing period (10 working days) a list of financial obligations will be sent to the University Cashier’s Office. At this point, the student-athlete may no longer turn in equipment or apparel. They must pay the bill.

5. Please note that financial obligations to the University will prevent the student-athlete from registering for classes, sending transcripts, receiving scholarship checks, checking out library book, etc.
HAWAII FOOTBALL
PLAYERS CHART

Locker# _______ Jersey# ______

Name: _______________________
Phone: _______________________
Position: ____________________
Height: ________ Weight: ______

Locker Combo#: __________ Sequence#: __________

Pad Lock Combo#: __________ Serial#: __________

Measurements

Head: _________ Inches or Hat Size:
(Circumference)
Shoulders _______ Inches
(Width AC joint to AC joint)
Chest: _________ Inches
(Circumference through Arm Pit)
Waist: _________ Inches
(Circumference - just above hip bones)

Sizes:
Shorts: M L XL XXL XXXL
T-Shirt: M L XL XXL XXXL
Warm-Up Size M L XL XXL XXXL

Shoulder Pad Style: _______ Size: ______

Helmet Type:
Schutt-XP M L XL
Schutt-DNA M L XL
Riddell-Speed M L XL
Riddell-Speed Classic M L XL
Riddell-Speed 360 M L XL
Riddell-Revolution M L XL
(Circle One)

(Fill in helmet if there is no choice)

Face Mask Style: ____________ Jaw Pad Size: ______

Shoe Size: ____________ Shoe Style: ______

Game Shoe Size: ____________ Shoe Style: ______

Glove Size: ____________ Glove Style: ______

Compression Shorts Size: ____________ Padded: ______
Laundry

Practice and competition laundry is serviced at Tully Gym.

Team manager will handle all laundry needs that arise on road trips.

STUDENT MANAGER APPOINTMENT POLICIES

A background check will then be conducted and upon receipt of this information, an interview will be set up.

An interview will be conducted. In this interview, all duties that are expected of the student manager will be discussed and the rules and regulations regarding behavior will be addressed.

After a review of all the information a decision will be made about the individual.

A copy of the resume and references will be kept on file by the Equipment Manager and coach of each sport.

The Student Manager must be registered as a full time student at Florida State University and maintain a minimum 2.0 GPA.

Evaluations must be conducted once a year by the coach or head Equipment Manager and kept on file for the duration of the appointment.

EQUIPMENT RETURN POLICY

Per NCAA interpretations, apparel items that are not reusable by other team members in subsequent seasons (subject to the discretion of the institution) could be considered the property of the involved student athlete. In consultation with review of the NCAA Interpretations Committee, the legislative services staff determined that although shoes are considered equipment under NCAA legislation, a student athlete is permitted to retain such items if there are no longer reusable at the end of the institution’s playing season. Further, a student athlete is permitted to retain only those warmup uniforms that were issued and utilized for actual practice and travel. These interpretations have been reviewed with the Florida State University Department of Athletics Equipment Managers.

The Equipment Managers in conjunction with the Compliance Office have determined which items student athletes may retain at the end of each academic year. The items that may be retained by the student athletes are labeled perishable and items that must be returned are labeled non-perishable goods. **These non-perishable goods must be turned in within 10 days of the last competition.**

See *Perishable/Non-Perishable Equipment* for a listing for each sport’s perishable and non-perishable goods.
Also a reminder to all student athletes: Apparel and equipment are the sole property of Florida State University and could be required to be turned back in at any time

**PERISHABLE NON-PERISHABLE EQUIPMENT**

**Football**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 pairs of shoes</td>
<td>keep</td>
</tr>
<tr>
<td>practice sweat top</td>
<td>keep</td>
</tr>
<tr>
<td>practice sweat bottom</td>
<td>keep</td>
</tr>
<tr>
<td>2 pairs of practice shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Dri Fit Tee</td>
<td>keep</td>
</tr>
<tr>
<td>Travel Tee</td>
<td>keep</td>
</tr>
<tr>
<td>Long sleeve mock</td>
<td>keep</td>
</tr>
<tr>
<td>Game helmet (seniors only)</td>
<td>keep</td>
</tr>
<tr>
<td>Regular season jersey (seniors only)</td>
<td>keep</td>
</tr>
<tr>
<td>Bowl jersey</td>
<td>keep</td>
</tr>
<tr>
<td>Game Pants</td>
<td>return</td>
</tr>
<tr>
<td>Cold weather gear</td>
<td>return</td>
</tr>
<tr>
<td>Practice Equipment</td>
<td>return</td>
</tr>
<tr>
<td>Helmet (underclassman)</td>
<td>return</td>
</tr>
<tr>
<td>Regular Season jersey (underclassman)</td>
<td>return</td>
</tr>
</tbody>
</table>

**Men’s Basketball**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball cap</td>
<td>keep</td>
</tr>
<tr>
<td>3 white tees</td>
<td>keep</td>
</tr>
<tr>
<td>Hooded Fleece</td>
<td>keep</td>
</tr>
<tr>
<td>Sweat shirt</td>
<td>keep</td>
</tr>
<tr>
<td>Sweat pants</td>
<td>keep</td>
</tr>
<tr>
<td>NIKE team bag</td>
<td>keep</td>
</tr>
<tr>
<td>Running shoes</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Jersey</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Grey sleeveless tee</td>
<td>keep</td>
</tr>
<tr>
<td>Compression shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Socks</td>
<td>keep</td>
</tr>
<tr>
<td>Court shoes</td>
<td>keep</td>
</tr>
<tr>
<td>2 Game Dri Fit Tee</td>
<td>return</td>
</tr>
<tr>
<td>Game Jersey</td>
<td>return</td>
</tr>
<tr>
<td>Game Shorts</td>
<td>return</td>
</tr>
<tr>
<td>Game Pants</td>
<td>return</td>
</tr>
<tr>
<td>Shooting Shirt</td>
<td>return</td>
</tr>
<tr>
<td>Black travel warm up</td>
<td>return</td>
</tr>
<tr>
<td>Garnet travel warm up</td>
<td>return</td>
</tr>
<tr>
<td>Garnet travel bag</td>
<td>return</td>
</tr>
<tr>
<td>3 in 1 Parka</td>
<td>return</td>
</tr>
</tbody>
</table>
Women's Basketball

Practice Jersey
Practice Tees
Practice Shorts
Compression Shorts
Game Tees
Sports Bras
Socks
Light weight jacket
Hooded fleece
Crew fleece
Fleece sweat pant
Garnet polo
Backpack
Sneakers
Sandals
2 Black Travel Warm Ups
Rolling Duffle
Team Travel Bag
3 in1 Parka
2 Game jerseys
2 Game shorts
Shooting shirt
Warm up top
Warm up pants

Baseball

5 Practice Tee
Dri Fit Tee
Practice Shorts
4 hats
Socks
Travel Warm Up
Polo Travel Shirt
Batting gloves
Wrist bands
3 Shoes
Cleats
Underwear
Sliding shorts
Jock and cups
Personal travel bags
Gloves
Fleeces

keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
return
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return
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return
return
return
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
return

503-23
Bats
Mock turtleneck
Dri Fit turtleneck
Therma Mock sleeves
Clima Fit Short Jacket
Clima Fit Long Jacket
Dugout jacket
Travel Bags
Team Field Bag
Practice Pants
Game Pants
Jerseys
Silky game tee

Soccer
Fleece Top
Fleece Pants
Practice Tee
2 Practice Shorts
Long Sleeve Mock turtleneck
3 Sports Bra
Travel Polo
Long Sleeve DriFit
Short Sleeve DriFit
Garnet Socks 2 pairs
Backpack
Black Fleece Top (tournament gift)
Shin Guards
Goalie Gloves (3 pairs to each goalie)
Sleeveless DriFit (tournament gift)
ACC Tee (tournament gift)
ACC Sweatshirt (tournament gift)
2 pairs of Cleats
2 running shoes
1 cross trainer
1 sandal
1 garnet uniform top and shorts
FSU Fleece
Black soccer pants
Black soccer jacket
Rain Gear
Travel Bag
Travel Warm Up
1 white uniform top and shorts
1 garnet long sleeve uniform top
1 white long sleeve uniform

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return
return
return

503-24

23
2 laundry loops
Fleece gloves
Fleece headband
FSU knit cap

Softball

Glove
Easton Pullover
Under Armour (tank and long sleeve)
Travel Polo
Fleece Top
Fleece Pant
Long Sleeve mock turtleneck
3 Practice Tee
3 Practice Shorts
Socks 10 pairs each
Sport Bras 3 each
Backpack
Batting Gloves 4 pairs each
Sliders 5 pairs each
Visor 2 each
Headbands 2 each
Wristbands 2 each
Sleeveless DriFit tee
Grey practice pants
3 pairs of running shoes
1 pair of sandals
2 pairs of cleats
Black tights
FSU knit cap
4 laundry loops
Dugout jacket
Bats
Gold uniform top and shorts
White Uniform top and shorts
Garnet Uniform top and shorts
Garnet Uniform top
White uniform pants
Garnet uniform pants
Travel bag
Bat bag
Catchers Equipment (For each catcher)
Travel Warm Up

return
return
return
return
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
keep
return
return
return
return
return
return
return
return
return

503-25

24
### Men's and Women's Swimming and Diving

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice suit</td>
<td>keep</td>
</tr>
<tr>
<td>Dual suit</td>
<td>keep</td>
</tr>
<tr>
<td>ACC suit</td>
<td>keep</td>
</tr>
<tr>
<td>Practice shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Practice shirts</td>
<td>keep</td>
</tr>
<tr>
<td>Socks</td>
<td>keep</td>
</tr>
<tr>
<td>Fleece top and bottom</td>
<td>keep</td>
</tr>
<tr>
<td>Warm up</td>
<td>keep</td>
</tr>
<tr>
<td>Hat</td>
<td>keep</td>
</tr>
<tr>
<td>Shoes</td>
<td>keep</td>
</tr>
<tr>
<td>Parka</td>
<td>return</td>
</tr>
<tr>
<td>Travel bag</td>
<td>return</td>
</tr>
</tbody>
</table>

### Men's Tennis

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleece Top and Pants</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shirts</td>
<td>keep</td>
</tr>
<tr>
<td>Warm-up</td>
<td>keep</td>
</tr>
<tr>
<td>Wristbands</td>
<td>keep</td>
</tr>
<tr>
<td>Shoes</td>
<td>keep</td>
</tr>
<tr>
<td>Socks</td>
<td>keep</td>
</tr>
<tr>
<td>FSU Hats</td>
<td>keep</td>
</tr>
<tr>
<td>Travel Bags</td>
<td>return</td>
</tr>
<tr>
<td>Racquet Bag</td>
<td>return</td>
</tr>
<tr>
<td>Game Shorts</td>
<td>return</td>
</tr>
<tr>
<td>Game Shirts</td>
<td>return</td>
</tr>
</tbody>
</table>

### Women's Tennis

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleece Top and Pants</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shirts</td>
<td>keep</td>
</tr>
<tr>
<td>Wristbands</td>
<td>keep</td>
</tr>
<tr>
<td>Socks</td>
<td>keep</td>
</tr>
<tr>
<td>Shoes</td>
<td>keep</td>
</tr>
<tr>
<td>Sports bra</td>
<td>keep</td>
</tr>
<tr>
<td>Warm-up</td>
<td>keep</td>
</tr>
<tr>
<td>FSU Hats</td>
<td>keep</td>
</tr>
<tr>
<td>Game Shirts</td>
<td>return</td>
</tr>
<tr>
<td>Game Skirts</td>
<td>return</td>
</tr>
<tr>
<td>Travel Bags</td>
<td>return</td>
</tr>
<tr>
<td>Racquet Bag</td>
<td>return</td>
</tr>
</tbody>
</table>

503-26
Men's Cross Country

Practice T-shirts  keep
Practice shorts keep
Practice \( \frac{1}{4} \) tights keep
Practice long tights keep
Dri-fit long sleeve tee keep
Track Pants-practice keep
Nylon-short uniform keep
Socks keep
Shoes keep
FSU hats keep
Singlet-uniform return
Travel Bag return
Rain gear set return
Warm-up return
Comp shorts-uniform return

Women's Cross Country

Practice T-shirts keep
Practice Shorts keep
Practice \( \frac{1}{4} \) tights keep
Practice long tights keep
Socks keep
Shoes keep
Airbourne keep
Brief keep
Sports bra keep
Track pants keep
Dri-fit long sleeve tee keep
FSU hats keep
Warm-up return
Travel Bag return
Singlet return
Rain gear set return
Comp shorts-uniform return

Men's Track and Field

Fleece Top and Pants keep
Practice Shorts keep
Practice Shirts keep
Practice \( \frac{1}{4} \) tights keep
Practice long tights keep
Dri-fit track pants keep
Thermal Fit Polo keep
Dri-fit L/S T-shirts  keep
Socks  keep
Shoes  keep
FSU hats  keep
Backpack  keep
Warm-up  return
Travel Bag  return
Singlet  return
Comp shorts-uniform  return
Rain gear set  return
Bodysuit  return

Women’s Track and Field

Fleece Top and Pants  keep
Practice short  keep
Practice shirts  keep
Practice long tights  keep
Socks  keep
Shoes  keep
Sports bra  keep
FSU hats  keep
Dri-fit Track pants  keep
Dri-fit L/S T-shirt  keep
Backpack  keep
Thermal fit Polo  keep
Warm-up  return
Travel Bag  return
Rain gear set  return
Bodysuit  return
Singlet  return
Comp shorts-uniform  return

Volleyball

Practice T-shirts  keep
Practice Shorts  keep
Polo  keep
Socks  keep
Shoes  keep
Sports bra  keep
Fleece Top and pants  keep
Kneepads  keep
Practice Spandex  keep
Warm-up  return
Travel Bag  return
Small Travel Bag  return

503-28

27