

Department of Intercollegiate Athletics Policy Manual

Awards

Awards are governed by NCAA Bylaw 16. Figures 16-1 through 16-3, charts found at the end of Bylaw 16, shall serve as reference guides.

A. Varsity Letter Awards

1. Limits

NCAA limits for annual participation awards are \$225 for underclassmen and \$425 for seniors. The annual participation awards have been determined by Department and the Intercollegiate Student-Athletes Advisory Committee (ISAAC), and are as follows:

AWARDS:	ITEMS AWARDED:
First Award:	Letter Jacket
Second Award:	Book Bag
Third Award:	Wool Blanket
Final Award:	Ring
Dual Sport Award:	Watch

2. Restrictions. The following restrictions apply:

- **Coaches may not supplement the departmental gift with additional team participation awards.** Any additional award must meet the criteria for "Special Attainments" or "Contributions to the Team's Season."
- **Parents' Organizations or Local Civic Organizations may not supplement the departmental annual gift.** Any additional awards must meet the criteria for "Special Attainments" or "Contributions to the Team's Season" AND be approved by the Department AND be listed on the *End of the Year Report*. [NCAA Bylaw 16.1.4.4]
- **If value has been added so that it now is an extra benefit, then the item must be considered a "Special Award," meet NCAA award**

limits, and its value must be declared in the *End-of-the-Year Awards Summary Report*.

- Keepsakes. Keepsakes that are incidental to a student’s participation and have little to no monetary value are not considered awards or subject to a limit. Use the following guidelines to determine when an item must be declared as a Special Award.

INCIDENTAL TO PARTICIPATION	EXTRA BENEFIT: Must Declare Value
Team Photo (unframed)	Framing (team photo)
Senior's Jersey	Framing of Jersey
Non-reusable Apparel (predetermined)	Highlight Video (retail value or material cost - whichever is greater)
Flowers/Balloons	
Handmade Tokens (Scrapbooks, Team Record Book)	

- Criteria.** Guidelines or varsity award criteria to be utilized by each sport are to be declared and forwarded to the Director of Student Services. A "participation certificate" can be issued to those students a coach would like to recognize but did not earn a varsity award. If interested in this certificate, indicate requests when submitting the awards request.
- Submission of Awards List:** The head coach of each sport shall submit a list of award winners to the Director of Student Services for approval and ordering. The following link provides the correct format: [Varsity Awards Request Memo](#). If items are not in inventory, allow 6-8 weeks to receive awards.

B. Special Attainments or Contributions to the Team's Season

Special seasonal awards, such as most improved player, outstanding senior leadership or most valuable player, shall have an additional limit of \$175 per category. The sport's budget must support these sport specific awards. For event-related special achievement award limits, see Figure 16-3 in the NCAA Manual.

Submission of End-of-the-Year Report: A listing of all additional special achievement awards presented to student-athletes by a sport team and the cost per item shall be submitted at the end of each academic year to the Compliance Office. See [End-of-Year Awards Summary Report form](#). Include keepsakes that have been enhanced.

C. Big Ten Participation Awards

Participation gifts for Big Ten Championships are forwarded directly to each institution. It is a violation of Bylaw 16.1.7.4 to allow student-athletes to receive such gifts prior to the actual championship taking place. These gifts may be distributed at the time of departure for the championship or after the championship takes place.

Eligibility to Receive Award: A student-athlete may receive such an award provided the student is eligible to represent the institution at the championship event.

D. University of Iowa Championship Awards Guidelines

In addition to championship gifts given by the Big Ten or NCAA, the University of Iowa may provide additional championship awards, per departmental guidelines and NCAA rules (See Figure 16-2). The department's overall focus is on team excellence. Therefore, the award guidelines are designed to recognize head coaches and their assistants for exceptional team success while recognizing the student-athletes for both team and individual championship accomplishments. See [Championship Awards Guidelines](#).

Approval Process: Conference Championship awards are limited to \$325 in value and National Championship awards are limited to \$415. An [Award Purchase Pre-Approval for Championship Events Form](#) must be completed prior to purchasing any awards for a special event (i.e. bowl game). This form will outline the total quantity and cost of the awards, and will reflect a cost per individual. Approval is needed from Compliance, Business Operations and the Director of Athletics. The list of targeted recipients should be attached.