

## **Students and Student Services**

### **Administrative Rules and Procedures**

#### **5445 Trophy and Awards**

##### **1. Chabot College**

The following procedure is adopted to guide maintenance of trophies and awards at Chabot College.

- a. All trophies and awards earned by Chabot teams and groups will be recorded on either (1) a sport summary file to be completed at the end of each season by the appropriate coach, or (2) an inventory form to be completed by the instructor/advisor. Effective Autumn 1996, the sport summary file will serve as the official inventory of Chabot College athletic trophies.
- b. Upon retirement or resignation from Chabot College, each coach (forensics, athletics), instructor or advisor shall have the option of identifying one trophy/award as a personal memento. A replica of the trophy/award selected will be provided to the coach, instructor or advisor.
- c. When the inventory of trophies/awards is sufficient in number and age to warrant archiving, a committee will recommend action to be taken. The Athletic Director or appropriate supervisor will present the recommendation to the College President for action and Board approval.
- d. College staff, at the direction and approval of the President, will identify locations on campus where trophies and awards will be displayed and/or stored.

##### **2. Las Positas College**

The following procedure is adopted to guide maintenance of trophies and awards at Las Positas College.

- a. All trophies and awards earned by Las Positas teams will be recorded on a summary file that is completed at the end of each season by the appropriate Area Chair. Effective Autumn 1996, the summary file will serve as the official inventory of Las Positas College trophies/awards.

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- b. When the inventory of trophies/awards is sufficient in number and age to warrant archiving, a College committee will recommend action to be taken by the College President for action and Board approval.
- c. College staff, at the direction and approval of the President, will identify locations on campus, where trophies and awards will be displayed and/or stored.