



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

TITLE: Riddell Helmet and Shoulder Pad Reconditioning Procedures

NUMBER: MEM-6582.0

ISSUER: Earl R. Perkins, Assistant Superintendent
School Operations

Thelma Meléndez de Santa Ana, Chief Executive Officer
Office of Educational Services

Trenton Cornelius, Coordinator
Interscholastic Athletic Department

DATE: September 21, 2015

PURPOSE: The purpose of this Memorandum is to establish procedures for reconditioning helmets and shoulder pads. This reimbursement only applies to high schools that offer interscholastic football under the direction of the Interscholastic Athletic Department. These schools will have Riddell recondition their shoulder pads and helmets in accordance with the guidelines provided. Due to reduced Student Body fundraising opportunities, the District is providing funding to offset schools' athletic expenses and ensure the safety of our student athletes.

MAJOR CHANGES: This is a new Memorandum.

GUIDELINES: The following guidelines apply:

I. Riddell will provide the following reconditioning services:

A. Helmets:

- Disassemble, inspect, clean, sanitize, wax, and buff helmets
- Replace all defective, missing parts and all hardware with new stainless steel hardware
- Remove and replace interior defective parts of helmet with original manufacturer's parts
- Remove decals, tape, gum, and adhesive residue
- Remove and re-install cages
- Affix warning labels and new size stickers to the interior and exterior of the helmet shell
- Recertify each National Operating Committee on Standards for Athletic Equipment (NOCSAE) approved helmet

ROUTING

Local District Superintendents
Local District Administrators
of Operations
High School Principals
Assistant Principals
Athletic Directors
Senior Financial Managers



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- Recertify the label affixed to the interior and exterior helmet shell
- Remove, inspect, and test face protectors
- Install new face protectors
- Re-install face guards with new stainless steel hardware
- Paint helmets
- Replace snap studs if required (set)
- Sandblast to remove incompatible finishes for proper finish
- Replace mouth piece

All helmets that are issued must be recertified annually. Any helmet that is more than 10 years old must be disposed of by Riddell. The Interscholastic Athletic Department (IAD) will pay for these services directly to Riddell upon receipt of invoice. Each school is eligible to submit up to 80 helmets per calendar year. If a school requires the recertification of more than 80 helmets, a signed letter on school letterhead and Attachment A must be submitted by the school principal if requesting funding from IAD. Requests will be granted based on the number of players listed on the previous calendar year roster plus an additional 15% to account for growing programs. Schools will receive direct billing from Riddell for the following services:

- Special paint color or flaked paint
- Exterior helmet stickers (logos and or team insignias) per pair
- Unapproved helmet submissions in excess of 80 per calendar year

B. Shoulder Pads:

- Cleaning, sanitizing, and disinfecting
- Reconditioning and repair of main arch cushions and cap cushions
- Re-stitching, as required, and replacement of defective rivets
- Replacement of all defective elastic web straps
- Replacement or repair of all defective belts and buckles
- Replacement of all defective corset buckles and t-hooks
- Recertification of shoulder pad

II. School and office responsibilities:

A. Schools:

The Senior Financial Manager must file Attachment A: "Football Helmet Inventory Data Form" on an annual basis. This form will be required on requests that exceed 80 helmets and shoulder pads. Direct bills from Riddell must be paid in a timely manner from the Associated Student Body funds.



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B. Central Offices:

All recertification will be reviewed and approved by the Interscholastic Athletic Department. Payments will be processed and sent directly to Riddell via U.S. mail.

**RELATED
RESOURCES:**

Non-applicable

ASSISTANCE:

For assistance or further information, please contact Trenton Cornelius, Coordinator, Interscholastic Athletic Department at (213) 241-5847.

ATTACHMENTS:

Attachment A: Football Helmet Inventory Form



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ATTACHEMENT A

Los Angeles Unified School District
Interscholastic Athletic Department
Football Helmet Inventory Data Form

SCHOOL: _____

LEVEL: _____

YEAR: _____

	PLAYERS NAME	HELMET MANUFACTURER and YEAR BOUGHT	STYLE	HELMET IDENTIFICATION NUMBER
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***Use Additional Forms as Needed**

I verify the above information is true to the best of my knowledge.

Head Coach Name: _____

Head Coach Signature: _____

Administrator over Athletics Name: _____

Administrator over Athletics Signature: _____

Date: _____

Please return this signed form to Interscholastic Athletic Department via fax at (213) 241-5846 or email.