

NIL Deal Log Sheet Team USA Athlete Template



This NIL Deal Log Sheet is designed to help Team USA athletes stay organized, informed, and protected as they navigate endorsement and NIL opportunities. Keeping a detailed record of your NIL activity is critical, not only for tracking income and brand partnerships, but also for tax purposes, reporting requirements (NCAA, NGB, or USOPC), and managing your professional image.

Use this sheet to log every deal you sign, including key terms, contract length, compensation details, and whether an advisor reviewed it. Staying on top of your deals empowers you to make smart decisions and maximize your opportunities, on and off the field of play.

Status	Date Signed	Brand/ Company Name	Deal Description	Value (\$)	Payment details	Tax Docs	Type of Compensation	Term	Key Terms / Notes- (Usage Rights Detail and Content Approval/Whitelisting)
Active / Completed / Cancelled / Pending	MM/DD/ YYYY	Nike	Social media promo + appearances	\$5k	• Invoice # • Sent/paid date • Method • Payment terms	1099 Received	Details (i.e. Cash + Gear)	6 months	3 IG posts, 1 event; exclusive for shoes

Exclusivity & Conflict Check	Deliverable Tracking	Tax Set-Aside	Exclusivity	Carve-Outs	Termination Terms	Auto-Renew	Usage Rights	Advisor Reviewed?
Exclusive in apparel & no existing conflicts	Completed /Active/ Pending	Yes/No	Yes/No	Yes/No + Details	E.g., 30 days' notice by either party	Yes/No + Details	Details	Yes/No

DISCLAIMER: ALL RESOURCES PROVIDED BY THE TEAM USA AC ARE INTENDED FOR EDUCATIONAL PURPOSES. NONE OF THIS DISCUSSION OR COMMENTARY CONSTITUTES LEGAL ADVICE, AND IT SHOULD NOT BE SUBSTITUTED FOR LEGAL ADVICE. ATHLETES SHOULD CONTACT AN ATTORNEY TO OBTAIN ADVICE WITH RESPECT TO ANY PARTICULAR LEGAL MATTER.

Column Reference Guide



- **Status:** Dropdown for Active / Completed / Cancelled / Pending.
- **Date Signed:** When the deal was finalized.
- **Brand/Company Name:** The sponsor/endorser you are working with
- **Deal Description:** A brief summary of the terms of the deal (e.g., social media promo, clinic, podcast sponsorship).
- **Value (\$):** Estimated or actual value, including cash, gear, services, etc.
- **Payments Details:** Add invoice number, sent/paid date, payment method, and terms (e.g., Net 30)
- **Tax Docs:** Mark if W-9/W-8BEN is on file and if a 1099 has been received.
- **Type of Compensation:** Is it cash, product, a gift card, etc.?
- **Term:** How long the deal lasts.
- **Key Terms / Notes:** Anything important (e.g., exclusivity, cancellation clause, renewal terms).
 - Content Approval/Whitelisting: Track if approval rights are in place and if whitelisting/boosting was agreed.
 - Usage Rights Detail: Break out duration, territory, and media types for better visibility.
- **Exclusivity & Conflict Check:** Add exclusivity category, note conflicts, and list negotiated carve-outs.
- **Deliverables Tracking:** Checkbox or Y/N plus date completed for posts, appearances, or events.
- **Tax Set-Aside:** Mark whether you've set aside a portion for taxes (25–30% recommended).
- **Exclusivity:** Limitations on ability to work with competitors in the same category.
- **Carve-Outs Included:** Negotiated exceptions that carve out activities from being a breach (e.g., Team USA partnerships).
- **Termination Terms:** How each party can end the deal, under what conditions and with what notice.
- **Auto-Renew:** Whether deal will renew automatically at the end of its term.
- **Advisor Reviewed:** Did someone (agent, advisor, parent, attorney) look at it before you signed?

Bonus Tips:

- Include a link or save a PDF copy of each contract in a secure folder.
- Use this log to help complete any USOPC, NGB, or NCAA reporting requirements.
- Consider reviewing your log monthly with an advisor or mentor.