

Responsibilities of the Staff

The following information reviews the professional responsibilities of each Athletic Department employee. These requirements are established by the Director of Athletics in consultation with the University President and within the guidelines of University Human Resources. Francis Marion University is an Equal Opportunity, Affirmative Action Employer. Policies regarding non-discrimination and equal opportunity are published in *The Francis Marion Manual for Administration and Staff and the university catalog*. All athletic department coaches and staff are expected to comply with NCAA, University, state, and federal regulations and laws.

Hiring Procedures – Director of Athletics and Coaches

All athletic personnel are hired according to the University's policies and procedures. Background checks are made with the NCAA Compliance and Enforcement Department to ensure that the prospective employee is in good standing with the NCAA. Prospective employees who have been sanctioned by the NCAA or an NCAA member conference for serious rules infractions will not be considered for employment at FMU.

Director of Athletics

The Director of Athletics, who reports directly to the President, is responsible for directing, administering, supervising, and controlling all aspects of the intercollegiate sports program at Francis Marion University, directly or through delegation, and maintaining academic and program standards which will favorably reflect all aspects of the mission statement of the institution.

In shaping an athletic program which promotes the welfare both of the institution and of the student-athletes, the Director of Athletics meets weekly in executive session with the President and the Vice Presidents of all areas of the institution, is a member of the institution's NCAA Compliance Committee, and participates actively in professional activities associated with the Peach Belt Conference, the National Collegiate Athletic Association, and the National Association of Collegiate Directors of Athletics.

I. Organizational Duties

- A. Makes, disseminates, monitors, and enforces policies that provide for an effective, efficient, and honest program of intercollegiate athletics.
- B. Presents prioritized requests to the President regarding personnel needs, facility needs, and policy changes. Presents to the President as needed request for additional institutional support to insure adequate support for all programs.
- C. Evaluates sports programs and recommends modification to the respective coach and/or President.
- D. Develops and implements ongoing plans to enhance athletics within the University and the greater community.
- E. Coordinates all events at athletic facilities, including all activities, and ensures proper use, protection, and maintenance are adhered to.

II. Administrative Duties

A. Funding and Finances

1. Responsible, within University guidelines, for developing, administering, and monitoring the athletics budget, including determining allocations for each sport.
2. Authorizes and monitors the expenditures of all funds.
3. Reviews lists of student-athletes with scholarships and coordinates with the offices of Institutional Advancement and Financial Aid.
4. Coordinates all activities relating to purchasing, sales, scheduling, and financial accountability for concessions.

B. Policies

1. Responsible for supporting academic advisement and, through the Athletics Trainer, for implementing and monitoring drug education programs for student-athletes.
2. Determines that practices, games, athletic travel, and events do not jeopardize the health, safety, or welfare of students, both athletes and others.

C. Public Relations and Information Dissemination

1. Promotes the various sports within the athletic program and promotes cooperation between coaches.
2. Provides information through meetings, seminars, policy manual updates, and memos regarding rules and regulations of the University, the Peach Belt Conference, and the NCAA.
3. Develops and supports effective and timely sports information services.
4. Engages in public services, including clinics, speaking engagements, alumni affairs, student activities, cooperative ventures with other institutions and community groups, and other activities which enhance the image of Francis Marion University and its athletic program.

D. Records

1. Prepares all Peach Belt Conference and NCAA forms as required and/or requested.
2. Reviews-prior to practices or games-lists of squad membership, in consultation with the Faculty Athletics Representative, for submission to the University Registrar for purposes of certifying eligible student-athletes and provides scholarship data on squad lists for certification to the Director of Financial Aid.

3. Validates, in consultation with the Faculty Athletics Representative, All-Academic and other special award lists.
 4. Maintains accurate records of all Athletics Department business.
 5. Develops and maintains relations with student-athletes in all sports.
 6. Conducts, when possible, exit interviews with student-athletes transferring or otherwise leaving the university, and, where possible, maintains contact with former athletes so as to report accurately graduation rates and other data to appropriate agencies.
- E. Recruiting and Compliance
1. Ensures the recruitment of competent and academically able student-athletes in numbers and quality consistent with fielding competitive teams of student-athletes who are likely candidates to graduate from the University.
 2. Ensures, through the various channels devised for that end, compliance of the athletics program with all University, Peach Belt Conference, NCAA, and SACS guidelines and criteria.
 3. Supervise Compliance Director in certification of all student-athletes eligibility and maintenance of records for NCAA and conference office
- F. Scheduling
1. Arranges for competition for all teams by issuing and signing all contracts for competition.
 2. Administers, generally through delegation, all athletics events hosted by Francis Marion University.
- G. Contracts
1. Executes contracts for event officials for home athletics contests.
- H. Travel
1. Coordinates team travel for special events, including Peach Belt Conference and NCAA post-season play, overnight trips, and any trip involving air travel, ensuring that all travel is arranged according to institutional and state regulations.

III. Supervision and Evaluation Duties

- A. Supervises, directs, and evaluates coaches and staff members in the Department of Athletics.
- B. Hires, re-assigns, or dismisses employees, including student personnel, as necessary in consultation with the President and in accordance with Human Resources policies of Francis Marion University and the state of South Carolina.

- C. Monitors all Coaches and Staff Members to insure that all sports team and athletic policies ensure that student-athletes' academic, social, psychological and physical well being is being looked after.

IV. Miscellaneous

- A. The Director of Athletics performs other duties as assigned by the President.
- B. The Director of Athletics shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.
- C. Outside employment – Director of Athletics will not personally, or through any agent, actively seek, negotiate for, or accept other full-time or part-time employment of any nature or any endorsement without prior approval. At all times no compensation will be received from an outside source during normal business hours without a leave slip being submitted.

Head Coaches of Intercollegiate Teams

The Head Coach is responsible, under the direction of the Director of Athletics and under the academic and athletics guidelines of Francis Marion University, the Peach Belt Conference, and the National Collegiate Athletic Association, to administer all aspects of the intercollegiate team at the institution. The Head Coach is expected to organize and administer a program that reflects the mission of the institution and represents the University at all times in a positive light, giving special attention to the academic needs and general welfare of all student-athletes in their specific sports program. Any of the duties listed below may be delegated to others, but responsibility for them is clearly lodged with the Head Coach.

- 1) Recruiting for the team, including decisions related to emphasis, priorities, strategies, compliance with Peach Belt Conference and NCAA regulations, evaluation of recruits, communication with parents and/or guardians, and overall direction of recruiting efforts.
- 2) Preparing, in consultation with the Director of Athletics, an annual budget, prioritizing needs, monitoring expenditures according to institutional guidelines, securing approval for line item changes, using supplies and equipment prudently, and maintaining budget integrity.
- 3) Being knowledgeable about and abiding by all University, Peach Belt Conference, NCAA, state and federal rules and regulations and keeping all required records and forms and turning them into the Compliance Coordinator, Athletic Director, Athletic Training Staff, etc...as dictated.
- 4) Reporting to the Director of Athletics any NCAA rule, University, state or federal violations.
- 5) Arranging within University and state guidelines for team travel, including housing, food, and transportation; monitoring team and staff behavior; where possible, coordinating through the Director of Athletics travel with other university teams; and promptly and correctly completing travel authorization and reimbursement forms (including cash advance requests) within 48 hours or two working days.
- 6) Scheduling and organizing practice and/or travel and games with consideration for the health, safety, and academic needs of the student-athletes, avoiding where possible any conflict with classes, laboratories, tutorial sessions, or tests.

- 7) Communicating information on student-athletes in a timely manner to the following:
 - a) To the Head Athletic Trainer for scheduling physical examinations and treatment. Coaches are to be sure all athletes are keeping scheduled treatment times. In addition, coaches are to be sure they know status of all injured players and their ability to practice or compete.
 - b) To the Director of Athletics and Compliance Coordinator for all forms related to eligibility status, including athletics, academic, and/or financial aid.
 - c) To the Director of Athletics for assignment of rooms and payment of housing fees.
 - d) To the Director of Athletics for all purchase orders, invoices, and recruiting travel requests.
 - e) To the Administrative Assistant for all team travel requests, insurance information of student-athletes, and days not in the office for either travel relating to the university or personal.
 - f) To the Equipment Manager for all matters concerning practice gear and uniforms.
 - g) Any changes in the game schedule and/or practice schedule shall be communicated to the following: Associate Athletic Director for Marketing and Media Relations, Compliance Coordinator, Administrative Assistant, Head Athletic Trainer, Equipment Manager, and Director of Athletics. Changes should be kept to a minimum and consideration must be given when making changes to the support staff and demands on student-athletes' time.
 - h) The Head Athletic Trainer, Athletic Director, Associate Athletic Director, Compliance Director and Equipment room manager will be notified no later than 24 hours in advance when a practice time has been cancelled or changed.
 - i) The Director of Athletics, Associate Athletic Director for Marketing and Media Relations, Compliance Coordinator, Administrative Assistant and Head Athletic Trainer will be immediately notified when a student-athlete leaves the team during the academic year. A coach will not dismiss a student-athlete from the team until after consultation with the Director of Athletics.
- 8) Communicating to the Director of Athletics information related to personnel needs in the program.
- 9) Arranging pre-season and regular season games.
- 10) Ordering team supplies, materials, equipment, and clothing, within the parameters of the budget and according to approved purchasing policies, and regularly storing, maintaining inventory (including keeping an updated inventory spread sheet), and monitoring their use.
- 11) Determining, in consultation with the Director of Athletics, use of scholarship funds for student-athletes whose eligibility has expired.

- 12) Preparing, in consultation with the Director of Athletics and in compliance with Peach Belt Conference and NCAA guidelines, a schedule of all games and scrimmages and contracts relating thereto, including officials.
- 13) Caring properly for all facilities used, indoors and outdoors, including locker rooms, weight room, equipment areas, athletic training room, and laundry room; ensuring the cleanliness and security of the area and the health and safety of student-athletes. See appendix I – Risk Management.
- 14) Routinely (daily if necessary) inspects all facilities (locker rooms, weight room equipment practice and competition facilities) for unsafe or dangerous conditions. If unsafe and dangerous conditions are found all activity will cease immediately. All problems will be reported to the Director of Athletics by the next business day at the latest. See appendix I – Risk Management.
- 15) Cooperating with counselors in the Student Affairs area and serving as adjunct advisor to student-athletes (i.e., communicating with and maintaining a close working relationship with the student-athlete's academic advisor) emphasizing academics with each student-athlete, and being knowledgeable of, and for communicating to student-athletes, academic and non-academic rules and regulations which govern all Francis Marion University students.
- 16) Supplying timely and accurate information to the Associate Athletic Director for Marketing and Media Relations.
- 17) Providing all pertinent information to the Director of Athletics relating to athletics grants-in-aid, including accurate information on all current student-athletes, renewals, and graduations, and for providing a written rationale for any changes from the current year and securing prior
- 18) Keeping regular office hours; preparing orderly and accurate forms and records relating to Francis Marion University, the Peach Belt Conference, and the NCAA; and maintaining a clean and well-organized office environment.
- 19) Complying with all institutional and state guidelines relating to travel, including the use of vehicles, housing, and food. Only with prior written approval of the Director of Athletics, approval for such changes from the Director of Athletics before informing the student-athlete.
- 20) Providing written duties for all assistants and student personnel; establishing, posting, and arranging for alternative travel for student-athletes needing to travel with parents in an exception to the standing institutional policy that team members always travel with the team and coach and/or approved staff when traveling to and returning from athletic contests and also in the emergency use of other vehicles; complying with liability and insurance regulations.
- 21) Monitoring the academic progress of all student-athletes by means of contact with the student-athlete, advisors, professors, laboratory directors, and tutors; collecting academic information by use of the Faculty Evaluation Card; and seriously promoting the importance of academic progress toward graduation in all contact with the student-athlete. Coaches working with the Compliance Coordinator responsible for knowing each student-athletes eligibility status and keeping student-athlete apprised of what needs to be done to maintain eligibility and graduate.
- 22) Consult with the FMU strength and conditioning coordinator in developing a weight lifting/conditioning program. This program must be approved by the strength and conditioning coordinator before it can be implemented. Head coach is responsible for ensuring all personnel carries out this program as approved by the strength and conditioning coordinator.

- 23) All coaches must conduct their programs in such a way as to maximize the well-being of their student-athletes. This includes but not limited to psychological, emotional, and physical condition of student-athletes. Coaches should have a way to monitor the well being of their student-athletes and report any issues to the appropriate personnel.
- 24) Dealing with all necessary institutional, Peach Belt Conference, and NCAA paperwork in a timely and organized fashion.
- 25) Holding membership and actively participating in appropriate professional development activities of the sport, the Peach Belt Conference, and the NCAA.
- 26) Keeping informed about how to obtain timely and appropriate medical services for student-athletes according to policies of the Francis Marion University Head Athletic Trainer, Sports Information Program, and the University Student Health Services Department, putting the health and welfare of the individual student-athlete above other considerations.
- 27) Informing the appropriate department or agency, through the Director of Athletics, of any maintenance or repairs needed on any indoor or outdoor facility, equipment, grounds, or other areas related to the program.
- 28) Actively participating in all fundraising activities of the Athletic Department. Obtaining approval from the Director of Athletics before contacting any potential donor and for any fundraising activities for their own sport.
- 29) Teaching all classes as assigned. Providing students of classes he/she teaches with a syllabus, written and physical evaluation of skills of students, and being responsible for a safe environment for the class to be conducted in.
- 30) Outside employment – Coach will not personally, or through any agent, actively seek, negotiate for, or accept other full-time or part-time employment of any nature or any endorsement without prior approval. At all times no compensation will be received from an outside source during normal business hours without a leave slip being submitted.
- 31) Consult with the Head Athletic Trainer for approval of condition of any protective gear being issued.
- 32) Report all administrative information such as, but not limited to: transcripts, housing, contact and evaluations, official and unofficial visits, renewal and non-renewal for scholarships to Compliance Coordinator and Director of Athletics.
- 33) Completing all game management duties as assigned.
- 34) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault. Responsible to develop an anti-hazing climate and to spell out the consequences for non-compliance.
- 35) Providing statistical information on particular crimes when appropriate (The Clery Act) to Public Safety.
- 36) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.
- 37) Performs other duties as assigned by the Director of Athletics.

Assistant Coaches of Intercollegiate Teams

Under the supervision of the Head Coach and Director of Athletics, the Assistant Coach will be involved in the responsibilities associated with the organization and administration of their program.

- 1) Recruiting for the team, including decisions related to emphasis, priorities, strategies, compliance with Peach Belt Conference and NCAA regulations, evaluation of recruits, communication with parents and/or guardians, and overall direction of recruiting efforts.
- 2) Being knowledgeable about and abiding by all University, Peach Belt Conference, NCAA, state and federal rules and regulations and keeping all required records and forms and turning them into the Compliance Coordinator, Athletic Director, Athletic Training Staff, etc...as dictated.
- 3) Reporting to the Director of Athletics any NCAA rule, University, state or federal violations.
- 4) Cooperating with counselors in the Student Affairs area and serving as adjunct advisor to student-athletes (i.e., communicating with and maintaining a close working relationship with the student-athlete's academic advisor), emphasizing academics with each student-athlete, and being knowledgeable of, and for communicating to student-athletes, academic and non-academic rules and regulations which govern all Francis Marion University students.
- 5) Scouting of future opponents.
- 6) Promoting the general welfare of the program through conducting camps, operating tournaments, and being a leader in the coaching profession.
- 7) Providing written duties for all student personnel; establishing, posting, and keeping regular office hours; preparing orderly and accurate forms and records relating to Francis Marion University, the Peach Belt Conference, and the NCAA; and maintaining a clean and well-organized office environment.
- 8) Actively participating in all fundraising activities of the Athletics Department. Obtaining approval from the Director of Athletics before contacting any potential donor and for any fundraising activities for their own sport.
- 9) Teaching all classes as assigned. Providing students of classes he/she teaches with a syllabus, written and physical evaluation of skills of students; and being responsible for a safe environment for the class to be conducted.
- 10) Completing all game management duties as assigned.
- 11) Providing statistical information on particular crimes when appropriate (The Clery Act) to Public Safety.
- 12) Performs other duties as assigned by the Head Coach and Director of Athletics.
- 13) All volunteer, student assistant and graduate assistant coaches must sign a liability release form as well as the staff handbook acknowledgment page before they can participate in any official capacity for Francis Marion University. (Appendix C)
- 14) Ensures all facilities (locker rooms, weight room equipment practice and competition facilities) for unsafe or dangerous conditions. If unsafe and dangerous conditions are found all activity

will cease immediately. All problems will be reported to the Director of Athletics by the next business day at the latest. See Appendix I – Risk Management

- 15) Outside employment – Coach will not personally, or through any agent, actively seek, negotiate for, or accept other full-time or part-time employment of any nature or any endorsement without prior approval. At all times no compensation will be received from an outside source during normal business hours without a leave slip being submitted.
- 16) All coaches must conduct themselves in such a way as to maximize the well-being of their student-athletes. This includes but not limited to psychological, emotional, and physical condition of student-athletes. Assistants are required to report any issues to the Head Coach immediately.
- 17) Implement the weight lifting/conditioning program exactly as it was developed and approved by the FMU strength and conditioning coordinator.
- 18) Report all administrative information such as, but not limited to: transcripts, housing, contact and evaluations, official and unofficial visits, renewal and non-renewal for scholarships to Compliance Coordinator and Director of Athletics.
- 19) Consult with the Head Athletic Trainer for approval of condition of any protective gear being issued.
- 20) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault. Responsible to develop an anti-hazing climate and to spell out the consequences for non-compliance.
- 21) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.

Team Physician

The Team Physician is responsible for the administration and supervision of medical programs for the Francis Marion University Athletics Department.

- 1) Submits recommendations on medical matters to the Director of Athletics.
- 2) Assists the Head Athletic Trainer with preseason medical examinations.
- 3) Makes recommendations in conjunction with the Head Athletic Trainer regarding the participation status of injured student-athletes.
- 4) Works with the Head Athletic Trainer in referring student-athletes to medical specialists when needed.
- 5) Responsible for providing student-athletes with adequate medical coverage at intercollegiate contests.
- 6) Performs other related duties as assigned by the Director of Athletics.
- 7) Working with the Head Athletic Trainer to schedule at least one day a week to visit FMU to see athletes that are referred by the athletic trainers.

Head Athletic Trainer

The Head Athletic Trainer, under the direction of the Director of Athletics, is responsible for the health and welfare of all student-athletes competing in intercollegiate athletics. Any of the duties listed below may be delegated to others, but responsibility for them is clearly lodged with the Head Athletic Trainer.

- 1) Directly responsible for the health care of all student-athletes competing in intercollegiate athletics at Francis Marion University.
- 2) Works directly with the Team Physician to ensure Francis Marion University student-athletes receive the best possible health care available, and evaluates the student-athlete's ability to participate and to continue to participate in intercollegiate athletics.
- 3) Works closely with the school nurse to ensure proper health care for student-athletes.
- 4) Coordinates preseason physical examinations with the Team Physician and McLeod Family Medicine. Ensures proper referral for any issues that arise during physicals.
- 5) Coordinates all aspects of the Drug Testing and Education program for the Athletic Department in conjunction with the Director of Athletics and Director of Counseling.
- 6) Posts hours of operation when an athletic trainer will be available to administer treatment, diagnose injuries, or assist with rehab.
- 7) Ensures athletic trainer availability in the athletic training room one hour prior to practice for treatment and practice preparation, during practice, and immediately after practice for additional rehab or treatment. Should an athlete not be able to meet with the athletic trainer in the hour prior to practice or during the posted athletic training room hours, then the student-athlete is responsible for scheduling a time for treatment with the athletic trainer.
- 8) Coordinates proper referrals to medical specialists in conjunction with the Team Physician.
- 9) Reports all student-athlete absences from class due to an injury to the Director of Athletics. The Director of Athletics will inform the Provost who will in turn contact the involved professors.
- 10) Supervises and educates student athletic trainers in the athletic training room.
- 11) Responsible for inventory and ordering supplies.
- 12) Responsible for the upkeep and cleanliness of the athletic training room and the equipment located in the athletic training room.
- 13) Responsible for making sure all insurance forms are filled out for student-athletes that have been referred for medical attention.
- 14) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.
- 15) Provide statistical information on particular crimes when appropriate (The Clery Act) to Public Safety.

- 16) Outside employment – Athletic Trainer will not personally, or through any agent, actively seek, negotiate for, or accept other full-time or part-time employment of any nature or any endorsement without prior approval. At all times no compensation will be received from an outside source during normal business hours without a leave slip being submitted.
- 17) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.
- 18) Performs other duties as assigned by the Director of Athletics.

NCAA Compliance Director

The Compliance Director will report directly to the Director of Athletics. The individual will monitor the successful completion of specific responsibilities delegated to a variety of individuals inside and outside the Department of Athletics. The Compliance Director will also monitor a “compliance community” of athletic and academic personnel in order to ensure that Francis Marion University has institutional control of all athletic activities. This “compliance community” will implement policies which are beneficial to both the needs of the student-athlete and the mission of the University.

- 1) Assumes day-to-day responsibility for those aspects of the athletics operation most directly regulated by NCAA rules, including certification of initial and continuing eligibility, administration of financial aid to student-athletes, and recruitment.
- 2) Develops a comprehensive and continuing education program to ensure that individuals directly involved in completion of specific tasks are knowledgeable and continually updated on NCAA rules.
- 3) Evaluates or audits compliance systems to determine whether necessary checks and balances are included, as well as explicit administrative oversight to identify problem areas. This includes developing a means to confirm the veracity of information submitted by the coaches such as telephone logs, contacts and evaluations.
- 4) If a rules violation is suspected, conducts a preliminary inquiry to determine the basic facts and, if warranted, formalizes a self-report to the NCAA.
- 5) Is responsible for the completion of NCAA and Peach Belt Conference forms, including squad lists, eligibility declarations, consent forms, practice times, and telephone logs.
- 6) Acts as a liaison with the Peach Belt Conference and NCAA for legislation and interpretations.
- 7) Reviews and updates the compliance portion of this Manual, which outlines athletic policies, educational goals, objectives and standards of student-athletes, and procedures for institutional control of the athletics program within the framework of the mission of the University.
- 8) Chairs the Compliance Committee, which monitors NCAA rules and provides a system of checks and balances between the athletic, academic, admissions, and financial aid sectors in order to provide Francis Marion University with proper institutional control.
- 9) Coordinates with coaches and student-athletes priority registration.

- 10) Ensures all student-athletes are identified and tagged in the Registrar's Office.
- 11) Reviews academic progress of all student-athletes and works with the head coach of each sport to assist student-athletes in meeting continuing eligibility and graduation requirements.
- 12) Administers all NCAA forms to student-athletes and ensures they are properly filled out. In addition, coordinates the NCAA rules compliance seminar for student-athletes during each semester.
- 13) At end of each academic year provides a summary sheet of information to coaches to provide their student-athletes review of rules applicable to summer activities, such as summer employment, competition and voluntary conditioning workouts.
- 14) Offers a group review session for coaches prior to the administration of the NCAA Coaches Certification Test.
- 15) Will review and reconcile travel requests for coaches' recruiting.
- 16) Ensure that the FAR and the director of financial assistance certifies all non-counters per NCAA rules.
- 17) Develops and implements procedures for the education and monitoring of employment by student-athletes.
- 18) Outside employment – Compliance Director will not personally, or through any agent, actively seek, negotiate for, or accept other full-time or part-time employment of any nature or any endorsement without prior approval. At all times no compensation will be received from an outside source during normal business hours without a leave slip being submitted.
- 19) Monitors that only coaches who have been certified recruit off campus.
- 20) Informs all prospective student-athletes about NCAA recruiting rules and organized competition legislation and penalties for violations of these rules.
- 21) Periodically monitors compliance of recruiting policies and procedures and reviews recruitment-monitoring documents.
- 22) Monitors and verifies with Financial Aid office and Director of Athletics the awarding of all internal and external financial aid awarded to all student-athletes
- 23) Is primary liaison to the Registrars and Admission offices, and is the sole person to have transcripts evaluated at these offices unless the Director of Athletics designates someone else in their absence.
- 24) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.
- 25) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.
- 26) Performs other duties as assigned by the Director of Athletics.

Faculty Athletics Representative

- 1) Responsible for oversight of the academic eligibility of all student-athletes at Francis Marion University (working in conjunction with the Compliance Coordinator).
- 2) Has extensive knowledge of NCAA rules and regulations, especially those in NCAA Bylaws 13, 14, and 15.
- 3) One of four persons authorized to call the NCAA office and the NCAA Clearinghouse directly.
- 4) Be visible to the student-athletes. Participate in NCAA mandatory education sessions at the beginning of each semester and administer exit interviews for seniors at the end of the academic year. Support the Student-Athlete Advisory Committee (working with the designated athletic administrator) and other student-athlete activities on campus.
- 5) Administers annual recruiting tests to all coaches.
- 6) Represents the University at NCAA and Peach Belt Conference meetings and serves on committees as appointed.
- 7) Serves as a member of the Francis Marion University Compliance Committee.
- 8) Be active in working with the Director of Athletics.
- 9) Be a liaison between the faculty and the Athletic Department, reporting as necessary athletic activity to the faculty governance structure.
- 10) Periodically reviews the time commitment student-athletes devote to athletic pursuits and the infringement on time necessary for academic progress and the opportunity to participate in the life of the campus community.
- 11) Periodically reviews all recruitment documents of student-athletes.
- 12) Reports all secondary and major violations to the NCAA (or Peach Belt Conference if applicable). Be knowledgeable about all institutional investigations and have access to all infraction reports before they are submitted to the NCAA (or Peach Belt Conference if applicable).
- 13) Is involved in the decision making process when discussions are held to determine whether the available information supports the finding that an NCAA violation has occurred and must be reported to the conference and/or NCAA.
- 14) Reviews all compliance procedures annually.
- 15) Reviews eligibility of returning student-athletes in June.
- 16) Participates on search committees for head coaches when asked.
- 17) Provides statistical information on particular crimes when appropriate (The Clery Act) to Public Safety.

Senior Woman Administrator

The Senior Woman Administrator is the highest ranking female administrator involved with the conduct of Francis Marion University's intercollegiate athletics program. The individual demonstrates commitment and knowledge of NCAA rules.

- 1) Helps coordinate the Champs life Skills program.
- 2) Participates actively with the Student-Athlete Advisory Committee.
- 3) Authorized to call the NCAA office and the NCAA Clearinghouse directly.
- 4) Represents the University at NCAA and Peach Belt Conference meetings and serves on committees as appointed.
- 5) Stays updated with all NCAA student-athlete welfare programs. Including and not limited to nominating deserving student-athletes for awards, preparing and submitting paper work for awards and programs.
- 6) Assists in additional duties as assigned by the Director of Athletics.
- 7) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.
- 8) Provides statistical information on particular crimes when appropriate (The Clery Act) to Public Safety.
- 9) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.

Associate Athletic Director for Communication Services

The Associate Athletic Director for Communication Services (Sports Information Director) reports to the Director of Athletics. The individual is responsible for coordinating and supervising a program of information that complies with media requirements and creates interest in the athletics program. The individual coordinates Sports Information functions, supervises staff, and performs other related duties.

- 1) Coordinates publicity and media relations for the entire athletics program, including the fund-raising booster club.
- 2) Writes news releases for print and broadcast media. Releases range from features and straight news to hometown stories.
- 3) Designs, writes, and provides photography for publications for all sports media guides, schedule cards, brochures, game programs, posters, and other periodicals as necessary.
- 4) Supervises press row at all home athletic contests.
- 5) Supervises Sports Information staff.
- 6) Supervises social media for the athletic department, with assistance from coaching staffs.
- 7) Prepares/provides game, season, and historical statistics/information, including the daily and weekly reporting of statistics to the Peach Belt Conference and NCAA offices.

- 8) Conducts press conferences when needed.
- 9) Serves as press secretary for the Director of Athletics and head coaches.
- 10) Provides all press-related photography, including mug shots, team photos, and action pictures.
- 11) Maintains state, regional, and national media contacts.
- 12) Assists the Director of Athletics in the development of advertising packets.
- 13) Issues press credentials and works with event management staff when necessary.
- 14) Attends Peach Belt Conference and CoSIDA meetings.
- 15) Prepares appropriate information and serves on the Hall of Fame Committee.
- 16) Serves as liaison with the Peach Belt Conference and NCAA Sports Information representatives.
- 17) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.
- 18) Responsible for video content on website and for approving music for home contests.
- 19) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.
- 20) Performs other administrative duties as assigned.
- 21) Outside employment – SID will not personally, or through any agent, actively seek, negotiate for, or accept other full-time or part-time employment of any nature or any endorsement without prior approval. At all times no compensation will be received from an outside source during normal business hours without a leave slip being submitted.

Associate Athletic Director for Internal Operations

The Associate Athletic Director for Internal Operations is responsible for knowledge of all internal business procedures and game administration within the athletic department and will handle these duties as assigned by the Director of Athletics. In addition they will have duties relating to fundraising.

- 1) Will be in charge of administration of contests as assigned by the Director of Athletics.
- 2) Attends all conference and NCAA meetings as needed.
- 3) In conjunction with Associate Athletic Director for Media Relations handles all emergencies during the absence of the Director of Athletics.
- 4) Obtains knowledge of all internal workings of athletic department so can carry out appropriate duties in the absence of Director of Athletics.
- 5) Works with the Director of Athletics in improving corporate sponsorship.
- 6) Serves on committees as assigned by Director of Athletics.
- 7) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.

- 8) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.

Athletic Business Manager

The Athletic Business Manager reports directly to the Director of Athletics, is responsible for pre-approval of all purchases and recruiting travel requests, and maintains strict budget control in all individual sports accounts. Travel is to be approved by the Director of Compliance and the Athletic Director.

- 1) Prepares all budget transfers as needed.
- 2) Monitors all individual budgets on an ongoing basis.
- 3) Informs coaches and the Director of Athletics of any budget problems immediately.
- 4) Maintains all procurement cards and keeps accurate records of use.
- 5) Pre-approves all coaches' recruiting travel and purchase orders.
- 6) Stays current with all state and Francis Marion University purchasing requirements and keeps athletic staff informed as needed.
- 7) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.
- 8) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.

Equipment Manager

The Equipment Manager reports directly to the Director of Athletics and is responsible for organization and administration of the equipment room and maintenance of uniforms and practice gear.

- 1) Supervises all student workers within the equipment room.
- 2) Supervises the cleaning and care of all practice gear and uniforms.
- 3) Coordinates with Head Coaches the issuing and collecting of all equipment. A coach of the individual sport must be present when all equipment is issued and returned.
- 4) Purchases all supplies as needed for the equipment room.
- 5) Recommends to the Director of Athletics replacement of equipment as needed.
- 6) In conjunction with head coaches, keeps accurate inventory of all uniforms.
- 7) Ensures that every student that has equipment issues has filled out an inventory form and signed it.
- 8) Consult with the Head Athletic Trainer for approval of condition if any protective gear being issued.
- 9) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.
- 10) Utilize proper disinfectant procedures to reduce the risk of infectious diseases.

- 11) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.

Athletic Administration Intern

Under the supervision of the Director of Athletics, the Athletic Administration Intern will be involved in the responsibilities associated with the organization and administration of the FMU athletic program.

- 1) Performing duties prescribed by the Athletic Administration staff, including but not limited to game-day set-up, management, and tear-down; concessions; and game-day publicity and promotions.
- 2) Being knowledgeable about and abiding by all University, Peach Belt Conference, NCAA, state and federal rules and regulations.
- 3) Reporting to the Director of Athletics any NCAA rule, University, state or federal violations.
- 4) Actively participating in all fundraising activities of the Athletics Department. Obtaining approval from the Director of Athletics before contacting any potential donor.
- 5) Providing statistical information on particular crimes when appropriate (The Clery Act) to Public Safety.
- 6) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.
- 7) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.

Marketing and Promotions Intern

Under the supervision of the Director of Athletics, the Marketing and Promotions Intern will be involved in the responsibilities associated with the marketing and promotion of the FMU athletic program.

- 1) Performing duties prescribed by the Athletic Administration staff, including but not limited to promotions of game-day events; marketing of the athletic program; obtaining sponsorships from outside/local/area businesses; developing relationships and marketing opportunities with local schools; and game-day publicity and promotions.
- 2) Being knowledgeable about and abiding by all University, Peach Belt Conference, NCAA, state and federal rules and regulations.
- 3) Reporting to the Director of Athletics any NCAA rule, University, state or federal violations.
- 4) Actively participating in all fundraising activities of the Athletics Department. Obtaining approval from the Director of Athletics before contacting any potential donor.
- 5) Providing statistical information on particular crimes when appropriate (The Clery Act) to Public Safety.
- 6) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.

- 7) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.

Sports Information Intern

Under the supervision of the Associate Athletic Director for Media Relations and Marketing, the Sports Information Intern will be involved in the responsibilities associated with the promotion and publicity of the FMU athletic program.

- 1) Performing duties prescribed by the SID, including but not limited to press releases, compiling statistics, webcasting, videography, maintenance of the athletic website, athletic department social media, and athletic department publications.
- 2) Being knowledgeable about and abiding by all University, Peach Belt Conference, NCAA, state and federal rules and regulations.
- 3) Reporting to the Director of Athletics any NCAA rule, University, state or federal violations.
- 4) Providing statistical information on particular crimes when appropriate (The Clery Act) to Public Safety.
- 5) Responsible to report any violations of FMU, state, and federal laws or regulations by student-athletes or athletic department personnel to the Director of Athletics or the Dean of Students. These include, but are not limited to, acts of hazing and sexual assault.
- 6) Shall not advocate a social or political agenda through a social media site that has any ties to Francis Marion University.