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## **Forward**

This Manual was developed to help each coach understand and operate within the guidelines, policies, and procedures of the Athletic Department. Examples are provided for each form. Questions should be directed to the Director of Athletics, Associate Athletic Director for Marketing and Media Relations, Assistant Athletic Director for Compliance and Academic Support, Administrative Assistant, Business Manager, or Equipment Room Manager. Coaches are expected to administer their program ethically, within the guidelines of the university, the Peach Belt Conference, and the NCAA, and efficiently, within the parameters of their individual budgets.

The Manual will not duplicate information and forms readily available in other formats; in addition, each coach is expected to be familiar with and to operate within policies and guidelines published in the NCAA Manual and such University publications as the Francis Marion University Manual for Administration and Staff, the Purchasing and Procurement Manual, the University Catalog, the Student Handbook, and the Student-Athlete Handbook.

## **Philosophy and Purpose of the Intercollegiate Athletics Program**

In accordance with the mission and strategic plan of Francis Marion University, the Department of Intercollegiate Athletics is an integral part of the institution providing high quality, comprehensive athletic programs accessible to all university students, personnel, and the outside community. The department provides a comprehensive program of personalized learning and development to each of its student-athletes in keeping with the NCAA Life in the Balance initiative, thus complementing the University's academic and global citizenship mission and ensuring that each student athlete progresses to graduation. Student-athletes at FMU choose to engage in the high-level of competition provided by its affiliation with the Peach Belt Conference and the National Collegiate Athletic Association (NCAA) Division 1 and II. Student-athletes are personal responsibility to achieve outcome goals associated with Division I and II philosophies. These goals include balance, learning, passion, resourcefulness, community service, and sportsmanship. Upon graduation from FMU, each student-athlete will leave the University with broader experiences, skills, and knowledge as resources for the future.

The Department of Athletics at Francis Marion University further strives to develop and maintain strong levels of mutually-beneficial support with FMU students, faculty, staff, parents, alumni, friends, corporate partners, and the general public. To do so, the each team designs and implements community engagement projects each year, encourages an environment of academic success, and provides a high-level, passionate sports competition in an intimate and friendly setting.

The department offers coaching and supervision which encourage sportsmanship and emphasize amateurism, while enhancing the physical and emotional well-being and social development of student-athletes. The department strives for competitive excellence while stressing academic success, reflecting a clear understanding of the educational support role of athletics in the broader mission of the institution. The policies and actions of the Athletic Department personnel continually strive to ensure that the best interests of the university, its administration, financial assistance, faculty, staff, students and student-athletes, are well served.

## Operational Principles

The program of intercollegiate athletics is organized and conducted as an integral part of the total educational program of the University. The value of the program should be measured by: (1) its contribution to the educational objectives of the University; (2) the opportunities provided to individual student-athletes; (3) its public relations value within the community; (4) the ability to garner high level of campus and community interest; and (5) to generate external resources for the support of the intercollegiate athletic program.

The program of intercollegiate athletics is designed to provide important educational experiences fundamental to general educational objectives, such as healthful, recreational, and experience in developing interpersonal relations through cooperation and teamwork, group interaction, and leadership roles.

The level of competition, the financial support, and the placement of intercollegiate athletics in the academic structure should be dictated by, and in consonance with, the educational objectives of the University as well as being approved by the President.

Academic procedures, requirements, and standards should be the same for all students. Athletics grant-in-aid for students will be left to the discretion of the coach, with approval by the Director of Athletics. Athletics grant-in-aid will be awarded in accordance with the rules and regulations of the NCAA, Peach Belt Conference, and Francis Marion University. The coach will evaluate the prospective student-athlete on his/her athletic ability and ability to meet minimum NCAA freshman and transfer eligibility requirements.

The intercollegiate athletics program should be conducted for the benefit of the participant, with maximum concern for personal health, safety, and welfare. All intercollegiate sports will have equitable access to scholarships, recruitment of student-athletes, operating budgets, equipment and supplies, scheduling of practices and games, facilities, and publicity. All student-athletes should be afforded maximum protection while practicing for, or engaging in, competitive sports on the field and when traveling. Sound equipment, safe playing conditions, adequate facilities for training, and medical attention should be available at all times.

Coaches assigned to the intercollegiate athletics program shall have sufficient academic training and orientation to contribute fully to the educational objectives of the University. They should embrace and demonstrate the professional and ethical standards expected of members of the academic community and of the NCAA. Their value to the University should be measured in terms of their contributions to the educational values and objectives of the intercollegiate athletics program within the University. Full allegiance must be given to the ethics of sport and strict adherence is expected to the principles, rules, and regulations of the National Collegiate Athletic Association. In pursuance of these policies and beliefs, the intercollegiate athletics program is organized within the Department of Athletics. The Director of Athletics is directly responsible to the President. Appendix A & B depict the FMU Institutional organizational chart and the Athletic Department organizational chart

## **Policy on Assessment of Well-Being of Student-Athletes**

Francis Marion University is deeply concerned with both the short- and long-term effects of intercollegiate competition on the well-being of student-athletes. The head athletic trainer will be responsible for the quality of medical and psychological care available to the student-athletes. A holistic approach to the care of student-athletes will be emphasized at all times, taking into account the entire person rather than just his/her medical/psychological condition. The athletic trainer will have sole authority for the return to practice and/or competition of any student-athlete who has been limited from participation by injury or illness. The head athletic trainer will also directly supervise the athletic training staff and all ancillary healthcare providers regarding medical decisions and treatments as it pertains to the student-athlete.

All coaches must conduct their programs in such a way as to maximize the well-being of their student-athletes, and coaches will be provided with appropriate education and feedback from the athletic training staff in order to do so. Opportunities for student-athletes to enhance their performance and overall health will be available through intercollegiate sports medicine resources such as sports nutrition, sports psychology, and massage therapy.

Francis Marion University's concern for the well-being of its student-athletes includes opposition to the use of all illegal and NCAA-banned chemical substances as well as support for NCAA drug testing programs. The Director of Athletics will, in consultation with the head athletic trainer, provide a written statement outlining the athletic department, NCAA, and Peach Belt Conference policies on such chemical substances to all student-athletes, coaches, and department staff on an annual basis.

In addition, the Faculty Athletics Representative will talk to and collect exit questionnaires from all graduating student-athletes. The questionnaires will cover all aspects of a student-athlete's social, academic, and athletic experience at Francis Marion University. In the interest of confidentiality, student-athletes will not be asked to sign their questionnaires. Results will be reviewed by the Faculty Athletics Representative and Athletic Director and shared with the respective coaches.

To support the development of a well-balanced lifestyle for student-athletes that encourages healthy social, psychological, and emotional well-being along with teaching leadership and decision-making skills, Francis Marion University offers CHAMPS/Skills Life programming and on-campus facilities. As student-athletes pursue their academic and athletic endeavors, a major focus of the CHAMPS Program is the development of the individual. This commitment promotes personal growth by providing education in the areas of decision-making, addictions, health, communication, and leadership. The CHAMPS Program focuses on the individual as a whole person and provides a system of balanced "life learning" opportunities that addresses the personal-development needs of student-athletes. In addition, Francis Marion University encourages academic excellence with student-athlete academic progress being monitored by coaches along with offering on-campus tutoring, counseling, and testing services which leads to an environment of continuous learning.

Any concerns that a student-athlete may have concerning his or her well-being from an academic, psychological, emotional, or physical standpoint need to be communicated to the Athletic Director or respective authority (i.e. athletic trainer) as appropriate.

## **DISCRIMINATION, HARASSMENT, AND RETALIATION**

Francis Marion University does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding discrimination, harassment, and/or retaliatory complaints regarding harassment.

Vice President for Administration  
P. O. Box 100547  
Florence, S.C. 29502-0547  
105 Stokes Administration Building  
Tel. No. 843-661-1146

Harassment is unwelcome offensive conduct, written, verbal, or physical, that occurs when a reasonable person would find that such conduct creates an intimidating, hostile, or offensive educational, work, or living environment. A hostile environment is created when speech and/or actions are so severe, persistent, or pervasive as to limit or deny one's ability to participate in or benefit from an activity or educational program.

The University procedures are intended to protect the rights of both the complainant and the accused, protect privacy, and prevent retaliation. Unwelcome behavior that may be construed as discrimination or harassment should be reported. However, intentionally false allegations will not be tolerated and may result in sanctions. The University is obligated to investigate any reports of discrimination or harassment and will consider action as warranted.

No one may be subject to restraint, interference, coercion, reprisal, or retaliation for seeking information about discrimination or harassment, bringing a good faith complaint, or serving as a witness.

This policy is not intended to infringe on the rights of members of the Faculty to exercise academic freedom within the framework of the teaching and learning environment of the University.

## **SEXUAL HARASSMENT**

It is the policy of FMU, in keeping with efforts to maintain an environment in which the dignity and worth of all employees and students of the University are respected, that sexual harassment of students, employees, and visitors to the University is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex. As a place of work and learning for students, faculty, and staff, FMU must be free of all forms of sexual intimidation, exploitation, and harassment. All community members should be aware that the University does not condone such behavior and is prepared to take action to prevent and correct such behavior. Individuals who engage in sexual harassment are subject to disciplinary actions which may include, but are not limited to, oral or written warnings, demotions, transfers, suspension without pay, or dismissal for cause or sanction under the student Code of Conduct.

Sexual harassment is a form of sex discrimination that is prohibited under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. The South Carolina State Human Affairs Law also prohibits sex discrimination. Students should immediately contact the Vice President for Student Affairs or the Vice President for Administration. Any faculty or staff member receiving a complaint of sexual harassment should seek the advice of the Vice President for Administration.

## **NCAA Compliance Committee**

### **MEMBERSHIP**

The NCAA Compliance Committee shall consist of the Compliance Director, Chair; the Director of Admissions (or designee); the Assistant Director of Financial Aid (or designee); the Registrar (or designee); the Faculty Athletics Representative; the Senior Woman Administrator; and the Director of Athletics.

### **FUNCTION**

The committee exists to ensure the institution's compliance with all rules, regulations, and guidelines of the National Collegiate Athletic Association. The committee is responsible for determining that all applicable rules and regulations of the NCAA are followed in the institution's conduct of its intercollegiate athletics program. It will monitor all programs to assure compliance and to identify and report to the NCAA instances in which compliance has not been achieved. In addition the committee will review all new rules, eligibility of returning student-athletes and processes during its June meeting. In its September meeting will review all policies and procedures for recruitment documentation and monitoring. The committee is responsible for determining compliance on the part of institutional staff, student-athletes, and other individuals and groups that represent the institution's athletic interests, ensuring compliance with all applicable NCAA rules.

### **PROCEDURES**

The committee meets once during the fall semester, once during the spring semester, and once during the summer to perform its function as stated above.

The committee reports to the Director of Athletics.

## **Francis Marion University Student-Athlete Advisory Committee**

### SELECTION/RESPONSIBILITIES

The Student-Athlete Advisory Committee at Francis Marion University is comprised of two members from each sponsored intercollegiate sport, the designated athletic administrator. Student-athletes are nominated by their respective head coach. These nominations are forwarded to the Director of Athletics for final approval. Committee members are selected based upon their leadership potential, their academic and athletic success, and their willingness to serve their fellow student-athletes for the advancement of their sport as well as the entire athletics program. Committee members will serve one full year and may be re-nominated by their coach. Committee members are expected to take their responsibility seriously, attend the meetings on a regular basis, and be an active participant. Committee members should be knowledgeable not only of their sport, but also of the other sports sponsored by the University and also be willing to learn about the overall operations of our intercollegiate athletics program.

Committee members should always hold themselves to a high standard and should always emphasize academic success, character, citizenship, and sportsmanship. Any committee member that fails to uphold the high standard of this position will be asked to resign and be replaced by another student-athlete from that respective sport. Although there will be no restrictions on the discussions held at the meetings, with the exception of personnel matters or other matters that deal directly with an individual student-athlete, the meetings should always be focused on what the committee can do to improve the intercollegiate experience of our student-athletes and to assist with the success of our total sports program.

### PROCEDURES

The committee will meet a minimum of two times a semester and more often if needed. The chair, in consultation with the designated athletic administrator, will set the meeting dates and times.

The committee reports to the Director of Athletics.



## Hall of Fame Nominating/Selection Committees and By-Laws

### PURPOSE

These rules set forth the categories of individuals allowed for consideration as Inductees to the Francis Marion University Athletics Hall of Fame ("Hall of Fame"), the qualifications required of such individuals for nomination and election to the Hall of Fame, and the procedure by which individuals shall be recommended, nominated, and elected to the Hall of Fame.

#### I. Standing Committees

- A. Nominating Committee – The Nominating Committee shall be comprised of the Director of Athletics, and Associate Athletic Director for Marketing and Media Relations, Head Athletic Trainer and Compliance Director, and individuals appointed by the Director of Athletics. The Director of Athletics shall serve as chairman of the nominating committee.
- B. Selection Committee – The Selection Committee shall be made up of nine members:
  - ❖ Director of Athletics
  - ❖ Faculty Athletics Representative
  - ❖ Director of Alumni Relations
  - ❖ Associate Athletic Director for Marketing and Media Relations
  - ❖ Two members of the Hall of Fame (Rotating 3-year terms)
  - ❖ Three at-large members appointed by the Director of Athletics

#### II. Categories of Inductee Eligibility

- A. Athlete Inductee – Any Francis Marion University graduate, living or deceased, who received two varsity letters from the Francis Marion University Athletic Department, shall be eligible for election to the Hall of Fame as an Athlete Inductee ten years after athletic eligibility has been completed at Francis Marion University. The requirement of graduation may be waived under unusual circumstances by majority vote of the Nominating Committee.
- B. Special Inductee – Any individual, living or deceased, who has made a significant contribution to the Francis Marion University athletics program, shall be eligible for election to the Hall of Fame as a Special Inductee. Special Inductees include coaches, trainers, and other individuals who are not necessarily eligible as an Athlete Inductee. Eligibility as an Athlete Inductee shall not disqualify an individual for consideration as a Special Inductee.
- C. No active coach, staff member, or other employee of Francis Marion University may be inducted into the Hall of Fame until he/she is no longer employed by the University for a minimum of ten years. Coaches, staff members, or other employees are expected to have worked a minimum of 10 years at Francis Marion University and recorded high professional achievements in their area.

### III. Nomination Process

- A. Recommendations of Individuals to Nominating Committee – Any person may recommend any eligible individual for consideration as a nominee. Each recommendation shall be accompanied by information regarding the achievements of the individual being recommended. Upon recommendation to the Nominating Committee, an individual shall be placed on a List of Candidates.
- B. List of Candidates - The List of Candidates shall contain the names of all individuals recommended, and who remain eligible, for consideration as a nominee by the Nominating Committee. The List of Candidates shall contain such information as shall be relevant for consideration by the Nominating Committee, including sport(s) and position(s) played, year of graduation, letters earned, and notable achievements. If not nominated by the Nominating Committee within two (2) years after placement on the List of Candidates, an individual may be removed from the List of Candidates. However, there shall be no limit to the number of times an individual may be recommended subsequently to the Nominating Committee.
- C. Nominations by Nominating Committee
  - 1. During the second semester of each academic year, the Nominating Committee shall meet at the call of the Chairman to discuss candidates and make nominations to the Hall of Fame.
  - 2. Number of Nominees Annually – The Nominating Committee may nominate as many as eight individuals in any one year.
  - 3. Vote Required by Nominating Committee – To be nominated by the Nominating Committee as an Athlete Inductee or a Special Inductee, an individual must receive a majority of the votes of the members of the nominating committee present at the annual meeting of the Nominating Committee called for the purpose of considering nominees.
- D. Approval of Nominees by Selection Committee – Upon nomination by the Nominating Committee, the names of the nominees shall be referred to the Selection Committee for approval. To be elected to the Hall of Fame, a nominee must receive at least six (6) votes by members of the Selection Committee. No less than one and no more than three members shall be inducted in any given year. In the event that there are more than three nominees selected, the nominees with the three highest total votes will be selected to the Hall of Fame.

### IV. Induction

Individuals nominated by the Nominating Committee and approved by the Selection Committee shall be inducted into the Hall of Fame at an appropriate ceremony. A plaque recognizing inductees will be permanently displayed in an area designated by the Director of Athletics.

## **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.

## ACADEMICS

### A. Class Attendance

When absences are required as the result of athletic participation, student-athletes should notify instructors, in writing, prior to the schedule absence(s). Refer to the University Catalog regarding the academic consequences of class absences. The Director of Athletics reserves the right to withhold any student-athlete from practice or competition due to academic performance and/or class attendance.

### B. Scheduling of Contests

All contests should be scheduled to minimize class absences. Weekday away contests that are not scheduled by the Peach Belt Conference should be scheduled on different days during the middle of the week to ensure student-athletes do not miss the same class on consecutive weeks. Home contests, when not governed by Peach Belt Conference rules, should have start times that minimize missed class time.

### C. Course Registration

FMU provides student-athletes with the privilege of early course registration. The Compliance Director will notify all coaches as to the applicable registration dates and times (first day to register for Spring Semester 2017 is Oct 26, 2016 and for Fall Semester 2017 is March 22, 2017). Student-athletes are responsible for removing all registration holds (e.g., business office, health services) prior to the day of registration. Those who are unable to register early due to holds must register at the regularly assigned times.

### D. Monitoring Student-Athlete Academic Progress/Study Hall Programs

Coaches are encouraged to conduct study hall programs for their team members, especially for those experiencing academic difficulty. Policies for study hall attendance are left to the discretion of the coaching staff. The head, assistant, or student-assistant coach should always monitor study hall programs. Facilities used for study hall programs should be left in good condition. Team study halls are not permitted in the library. Study halls shall not be conducted immediately outside an athletic office or in the athletic conference room.

All coaches must have a system in place to monitor the academic progress of student-athletes during the semester.

## NCAA COMPLIANCE

### A. Ethical Conduct

Individuals employed by, or associated with, an NCAA member institution to administer, conduct, or coach intercollegiate athletics and all participating student-athletes shall conduct themselves with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Unethical conduct by a prospective or enrolled student-athlete, or a current or former institutional staff member, may include, but is not limited to, the following:

1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution.
2. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete.
3. Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper inducement or extra benefit or improper financial aid.
4. Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in, or knowledge of, matters relevant to a possible violation of an NCAA regulation.
5. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor, or a representative of an agent or advisor (e.g., "runner").
6. Failure to provide complete and accurate information to the NCAA or an institution's admission office, regarding an individual's academic record.
7. Knowingly providing a student-athlete with a banned substance, impermissible supplement, or medications contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law.
8. Failure to provide complete and accurate information to the NCAA regarding an individual's amateurism status.
9. Fraudulence or misconduct in connection with entrance/placement exams.

Athletics staff members may be suspended for a period of time without pay, or terminated, if found to have been involved in violations of NCAA, University, or State regulations.

For more information regarding athletic staff members' obligations relative to ethical conduct, refer to Bylaw 10 in the NCAA manual.

### B. Rules Education

The primary responsibility for the rules education process rests with the Compliance Coordinator. The Compliance Coordinator, during department meetings, will review any changes in NCAA legislation and recent interpretations and address questions from the coaching

staff. Periodically, athletic staff members will be provided with written correspondence related to NCAA legislation. Also, the Compliance Coordinator will hold a group review session for coaches prior to the administration of the NCAA Coaches Certification Test.

In addition, the Athletic Department will hold a mandatory orientation meeting for all student-athletes and coaches at the beginning of each academic year. The purpose of this meeting is to educate student-athletes regarding applicable NCAA, Peach Belt Conference and institutional regulations.

C. Basic Purpose

The competitive athletics programs of member institutions are designed to be a vital part of the educational system. A basic purpose of the NCAA is to maintain intercollegiate athletics as an integral part of the educational program and the student-athlete as an integral part of the student body and, by so doing, retain a clear line of demarcation between intercollegiate athletics and professional sports (NCAA Bylaw 12.01.2).

D. Obligation of Francis Marion University

Legislation governing the conduct of intercollegiate athletics programs of member institutions shall apply to basic athletics issues such as admissions, financial aid, eligibility and recruiting. Member institutions shall be obligated to apply and enforce this legislation, and the enforcement procedures of the NCAA shall be applied to an institution when it fails to fulfill this obligation (NCAA Bylaw 2.8.3).

*As a member institution of the NCAA, Francis Marion University is obligated to conduct its athletics program in compliance with the rules and regulations of the NCAA.*

E. Recruiting Procedures

All applicable NCAA and Peach Belt Conference regulations regarding recruiting must be followed. Coaches are expected to be thoroughly familiar with the recruiting regulations before engaging in the recruitment of any student-athlete. Student-athletes may not be provided with expenses to recruit a prospect, except for those provided for as a student host. Additionally, FMU may not direct or pay the expenses for student-athletes to call prospects or correspond with them on social networking outlets.

Coaches should make sure they are using proper forms and documentation while recruiting. Recruiting files will be reviewed periodically by the Compliance Coordinator to ensure coaches are maintaining proper forms and documentation and following FMU and NCAA rules and regulations regarding recruiting. Coaches are required to login to Compliance Assistant every two weeks and update their contacts.

Only coaches who have passed the NCAA certification test may recruit off-campus. Boosters or representatives of FMU cannot participate in off-campus recruitment.

All coaching staff members are required to keep their recruiting logs current. The first contact with each prospect (phone calls, text messages, etc.) and official visits must be properly documented. The visit form must be presented to the Compliance Coordinator before any prospective student-athlete visits the campus, whether it is an official or unofficial visit. In addition, the contact and evaluations form must be completed and turned in to the Compliance Coordinator for each off-campus recruiting contact or evaluation.

Compliance Coordinator will conduct spot check the contact logs a minimum of three times per year. The Compliance Coordinator will also check travel forms a minimum of once a semester to verify that dates of recruitment fall within permissible times.

1. Official Visits

An official visit is a visit to campus paid for by the FMU Athletic Department (lodging, transportation, meals, and entertainment). Only high school seniors, high school graduates, and two-year or four-year college transfers may make official visits to FMU. FMU may not provide expense-paid visits to prospects earlier than the first day of classes of his or her senior year. There are an unlimited number of official visits that a prospective student-athlete can take to Division I. and II. Institutions, however only one official visit per prospective student-athlete to a particular institution may occur. **To initiate an official visit, coaches must submit to the Compliance Director all of the following forms a minimum of 5 working days before the prospect's arrival on campus:**

1. An Official/Unofficial Campus Visit Form [Appendix D].
2. The prospect's official PSAT, SAT, PACT, or ACT score, if the prospect is in high school (for Division I only).
3. The prospect's high school transcript, if the prospect is in high school, or the prospect's college transcript(s), if the prospect has been in college.
4. An itinerary for the prospect's visit.
5. A Student Host Form, if the prospect will have a student host.
6. An eligibility center ID # from the prospect.
7. If a tryout is to be conducted, a physical from the prospect within the last six months or for high school seniors one that was completed for participation before his/her senior year, along with a request for tryout form signed by the head coach.
8. If an official visit is cancelled for any reason the coach is required to notify the compliance office

2. Meals

Meals may be provided to a prospect and the prospect's parents or legal guardians on or off campus during an official visit. For unofficial visits, meals must only be provided on campus, or off-campus if all institutional dining facilities are closed. Coaches may obtain meal cards from the Compliance Coordinator prior to the visit.



3. **Housing Off Campus**  
If housing is needed for a prospect off campus, the Official/Unofficial Visit Form must be submitted **5 working days in advance** (this does not guarantee housing). A copy must be given to the Director of Athletics at a meeting to arrange the housing.
4. **Itinerary**  
An itinerary must be pre-approved by the Compliance Coordinator before an official visit occurs. The itinerary needs to include the following if applicable: student host name, academic appointment, entertainment and estimated expense, overnight lodging information, tryout, time and date arriving and departing, complimentary ticket request and meals.
5. **Reimbursement for Travel**  
Funds for this must be available in the relevant sport's ADS (3 fund) account.  
  
A prospect can receive up to **54 cents** per mile for driving to the campus during an official visit. Prior approval must be granted by the Director of Athletics and a Travel Request Form [Appendix Q] must be filled out.  
  
Reimbursement for airline, bus, and train tickets can happen three ways with prior approval from the Director of Athletics:
  - b) The prospective student-athlete provides a receipt and a Travel Request Form is filled out.
  - c) The Head Coach fills out a Travel Request Form and, through a travel agency, purchases the ticket.
  - d) The Head Coach takes a signed travel request to accounting where ticket is booked immediately (non-refundable).
6. **Entertainment**  
Reasonable entertainment can be provided for a prospective student-athlete and his/her parents or legal guardians within a 30-mile radius of campus. Funds for this must be available in the relevant sport's ADS (3 fund) account and be approved in writing by the Compliance Coordinator (should appear on itinerary) prior to the event taking place. Entertainment and contact by representatives of the institution's athletics interest are confined to campus.
7. **Student Host [Appendix E]**  
A student host may be given \$30 per day for each day of the visit to cover all actual costs of entertaining the prospect. These funds may not be used for purchasing souvenirs such as T-shirts or other mementos. Only one student host per prospect can be provided a meal at an off-campus site. It is permissible to provide a student host with an additional \$15 per day if hosting an additional prospect. A student host must be an enrolled (full-time) student and a qualifier. Reimbursement will only be granted if receipts are submitted and will come out of the relevant sport's ADS account. Prior written approval from the Compliance Coordinator must be obtained (should appear on itinerary).

8. During an official visit, a maximum of three complimentary admission tickets to a campus athletic event can be issued.
9. Procedure for Official Visits
  - a) A coach submits an updated Official/Unofficial Visit Form 5 business days in advance (2 business days in advance if a valid fax number or email is obtained and 5 days in advance if requesting off-campus housing), the prospect's transcripts (and test scores if the prospect is in high school – For Division I only), and the prospect's NCAA Eligibility Center ID number.
  - b) An itinerary is also presented at that time, including arrival and departure times. The itinerary should include an academic component and must list all planned events including off campus entertainment events and student host names.
  - c) If the prospect is staying on campus, the student host must be listed in the itinerary. In addition, a signed statement by the student host must be on file with the Compliance Coordinator stating that he/she will abide by all NCAA, FMU, and State rules and regulations.
  - d) If prospect is trying out than proof of a physical must be attached.
  - e) The Compliance Coordinator performs a preliminary evaluation of the prospect and makes an approval/non-approval decision. If the decision is a non-approval or a high risk student-athlete (GPA <2.5, SAT or ACT do not meet qualifying standards), the decision will be made by the Director of Athletics.
  - f) Only the Compliance Coordinator will issue official visit letters/organized competition statement.
  - g) Meal cards will be forwarded upon approval from the Athletic Director or Compliance Coordinator.

10. Unofficial Visits

An unofficial visit is a visit to campus financed by the prospect. Prospects may make unofficial visits at any time and as many as they wish, even if the visit occurs before the prospect's senior year in high school. The Head Coach must fill out an Official/Unofficial Visit Form a minimum of two working days in advance if requesting meal cards (Division II only). If not requesting meal cards, an Official/Unofficial Visit Form still must be completed and turned in to the Compliance Coordinator. If prospect is trying out than proof of a physical must be attached, along with the request for tryout form.

11. Recruiting Travel, Contacts and Evaluations

For any recruiting travel, whether being reimbursed or not, must fill out a Travel Request form (Appendix F) and must be preapproved by the Director of Athletics and the Director of Compliance. This form must be submitted a full business day before date traveling (even if asking for no reimbursement). In addition, a contact/evaluation form (appendix G) must be filled out for every trip taken and attached to the Travel Request form. There is a strict NCAA policy against any booster, student-athlete, or any person past or present associated with the university from recruiting off campus, other than current coaches that are certified to do so.

12. Procedures For Tryouts

- a) Coach must complete request for tryout form and submit to compliance office prior to tryout (Appendix H)
- b) Any prospective student-athlete (current FMU student or non FMU student) involved in a tryout must bring proof of a physical conducted by a physician and be within the last 6 month, or for a high school student trying out, a physical that was accepted by the prospect's high school for his or her participation in athletics during that student's senior year and on file in compliance office **PRIOR TO THE TRYOUT.**
- c) Tryout cannot be longer than 2 hours.
- d) Only one tryout per prospective student-athlete or current student per sport
- e) Prior written permission to contact must be obtained for four year college transfer and on file in compliance office.
- f) No more than three dates may be used to conduct on-campus tryouts for current students
- g) Competition against the member institution's team is permissible but it is considered to be a countable athletically related activity.
- h) Prospective student-athlete must sign Waiver of Liability, Assumption of Risk form (Appendix H) prior to tryout and be on file in compliance office.

NOTE: WHEN ANY PROSPECT VISITS CAMPUS A OFFICAL/UNOFFICIAL FORM MUST BE FILLED OUT

F. Eligibility Certification Process

The process of certifying eligibility is a very time-consuming process. Due to the extensive regulations, several individuals on campus are involved in the certification process. These individuals are members of the institution's Compliance Committee. The committee includes the University Registrar (or designee), Faculty Athletics Representative, Director of Admissions (or designee), Assistant Financial Aid Director, Senior Women's Administrator, Director of Athletics, and Compliance Coordinator. However, the final decision regarding a student-athlete's eligibility rests with the Faculty Athletics Representative. The Faculty Athletics Representative has been designated as the institution's Chief Certifying Officer.

The NCAA Eligibility Center renders freshmen eligibility decisions with institutional oversight from the University Registrar, Faculty Athletics Representative and Compliance Coordinator.

The University Registrar (or designee) monitors transfer eligibility certification with oversight provided by the Faculty Athletics Representative and Compliance Coordinator.

Continuing eligibility certification is confirmed by the University Registrar with the Compliance Coordinator providing interpretations to applicable regulations.

1. Eligibility

Establishing a student-athlete's eligibility is based on a combination of NCAA, Peach Belt Conference, and University regulations. The Faculty Athletics Representative serves as the certifying officer and determines continuing eligibility based on satisfactory progress. The University Registrar, the Director of Athletics, the head coach and the Faculty Athletics Representative, who certify that they are accurate, sign Peach Belt Conference forms.

Student-athletes determine their own eligibility by their academic performance and must remember that by signing an athletics grant-in-aid agreement, they agree to maintain their eligibility.

a. Initial Eligibility

In order to participate in intercollegiate athletics, all student-athletes, including international students, students with learning disabilities, and “walk-ons” initially enrolling at a Division I or II institution must have their initial academic eligibility status determined by the NCAA Eligibility Center. Upon receipt of all required transcripts and test scores, the Eligibility Center will evaluate each prospect according to the NCAA initial eligibility requirements. In addition, all student-athletes initially enrolling must undergo amateurism certification and review of the prospect’s amateurism record is completed by the NCAA Eligibility Center and a decision is made by that body.

b. Transfer Eligibility

Transfer eligibility is based on the student-athlete’s academic credentials from high school and/or any collegiate institution(s) previously attended.

A transfer student is an individual who transfers from a collegiate institution after having met any one of the following conditions at that institution:

- (1) The student was officially registered and enrolled in a minimum, full-time program of studies in any quarter or semester of an academic year, as certified by the Registrar or Admissions Office, provided the student was present at the institution on the opening day of classes;
- (2) The student attended a class or classes in any quarter or semester in which the student was enrolled in a minimum full-time program of studies, even if the enrollment was on a provisional basis and the student was later determined by the institution not to be admissible;
- (3) The student is or was enrolled in an institution in a minimum full-time program of studies in a night school that is considered to have regular terms (semesters or quarters), the same as the institution’s day school, and the student is or was considered by the institution to be a regularly matriculated student;
- (4) The student attended a branch school that does not conduct an intercollegiate athletics program, but the student had been

enrolled in another collegiate institution before attendance at the branch school;

- (5) The student attended a branch school that conducted an intercollegiate athletics program and transfers to an institution other than the parent institution;
- (6) The student reported for a regular squad practice (including practice or conditioning activities that occur prior to certification per Bylaws 14.3.5.1 and 14.5.4.4.6), announced by the institution through any member of its athletics department staff, before the beginning of any quarter or semester, as certified by the Director of Athletics. Participation only in picture-day activities would not constitute "regular practice;"
- (7) The student participated in practice or competed in a given sport even though the student was enrolled in less than a minimum full-time program of studies; or
- (8) The student received institutional financial aid while attending a summer term, summer school, or summer-orientation program (see Bylaw 15.2.7).
- (9) A release from a prospect's institution (4-year school only) must be on file in the Compliance Office before a coach can have contact with the prospect.
- (10) For 2-year and non-NCAA 4-year transfer student-athletes who must undergo amateurism certification, review of the prospect's amateurism record is completed by the NCAA Eligibility Center and a decision is made by that body.
- (11) For 2-year transfers, a student who is either a partial qualifier or nonqualifier shall have a minimum of six semesters of transferable English credit and three semesters of transferable math credit. An exception to this rule is for those partial or non-qualifiers who graduate from the 2-year college. Is not required to satisfy the transferable English and math credit hour requirements.

A partial or non-qualifier who transfers from a 4-year college to a 2-year college and graduates after only one semester or one quarter and then transfers to FMU is

not required to satisfy the transferable English and math credit hour requirements.

A transfer student from a 2-year college with previous 4 year college attendance who was a partial qualifier or a nonqualifier shall be permitted to use transferable English and math credit hours completed at the 4-year institution to meet the additional transferable degree-credit requirements.

c. Continuing Eligibility & Satisfactory Progress

(1) Satisfactory Progress-Division II

A Division II student-athlete shall meet the “satisfactory completion” provision of this requirement by maintaining a grade point average that places the individual in good academic standing, as established by the institution for all students who are at an equivalent stage of progress toward a degree. To fulfill the “satisfactory completion” provision of this requirement, a Division II student-athlete must achieve the following cumulative minimum grade point average (based on a maximum of 4.00):

- 2.00 GPA preceding the start of each academic year.
- Must pass 9 hours each semester (fall/spring) to be eligible for the following semester (fall/spring).
- Must complete 24 hours before the next academic year to remain eligible.
- The averaging method of 12 semesters hours earned per full-time semester of attendance can only be used at the beginning of the academic year in certifying student-athletes, and cannot be used in between terms of the same academic year.
- A student-athlete may use credits earned while enrolled as a high school student (e.g. advanced placement, dual enrollment) to meet both initial-eligibility and progress towards degree requirements; further, to specify that such credits may not apply toward the minimum 75 percent of semester or quarter hours that must be earned during the regular academic year.
- After 4 semesters of academic work a major must be declared and all classes taken must count towards that specific degree.

At the time of competition, a student-athlete shall be enrolled in no less than 12-semester or 12-quarter hours, regardless of the institution's definition of a minimum full-time program. However, a student-athlete may compete while enrolled in a

full-time graduate program as defined by the institution (NCAA Bylaw 14.1.8.1.7.4).

(2) Satisfactory Progress-Division I

A Division I student-athlete shall meet the “satisfactory completion” provision of this requirement by maintaining a grade point average that places the individual in good academic standing, as established by the institution for all students who are at an equivalent stage of progress toward a degree. To fulfill the “satisfactory completion” provision of this requirement, a Division I student-athlete must achieve the following cumulative minimum grade point average (based on a maximum of 4.00):

- A student-athlete who is entering his or her second year of collegiate competition shall present a cumulative minimum grade point average that equals at least 90% of the institution’s overall cumulative grade-point average required for graduation.
- A student-athlete who is entering his or her third year of collegiate competition shall present a cumulative minimum grade point average that equals at least 95% of the institution’s overall cumulative grade-point average required for graduation.
- A student-athlete entering his or her fourth or later year shall have a cumulative GPA that equals 100% of the institution’s overall cum GPA required for graduation.
- After 4 semesters of academic work a major must be declared and all classes taken must count towards that specific degree.

(3) Division I and II student-athletes must satisfactorily complete six semester hours the preceding academic term in which the student-athlete has been enrolled full-time at any collegiate institution. For transfer student-athletes, the six semester hours must be transferable degree credit.

(4) Fulfillment of Percentages of Degree Requirements-Division I

- a. A student-athlete who is entering his or her third year of collegiate enrollment shall have completed at least 40% of the course requirements in the student-athlete’s specific degree program.
- b. A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed at least 60% of the course requirements in the student-athlete’s specific degree program.
- c. A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed at least 80% of the course requirements in the student-athlete’s specific degree program.

#### (5) Outside Competition

Outside competition during the school year or the summer, as a member of a non-institutional team, or as an individual, is subject to specific rules for each sport. Participation in outside competition may adversely affect the student-athlete's eligibility. Student-athletes must receive approval from the Director of Athletics or Compliance Director prior to competing in any outside competition.

Competition in the non-championship segment—men's soccer, volleyball, baseball, and softball:

A student-athlete may engage in outside competition during the segment of the playing season that does not conclude with the NCAA championship without using a single season of competition, provided the student-athlete is academically eligible to represent the institution in outside competition at the beginning of the academic year.

#### (6) Amateurism

A student-athlete must be an amateur, as stated in NCAA Bylaw 12.01.1, in order to participate in intercollegiate competition. Any student-athlete entering a Division I or II institution for the first time must have their amateurism status certified by the NCAA Eligibility Center. The following are some of the most common ways in which a student-athlete may violate their amateur status and become ineligible:

- By entering into any agreement with an agent prior to or following initial full-time enrollment.
- By competing on a professional team, even if no pay or remuneration for expenses was received.
- Using his or her athletics skill for pay in any form in that sport or accepting a promise of pay, even if such pay is to be received following completion of athletics participation.
- By receiving money or remuneration for coaching in any sport [excluding teaching a class or lesson that is not arranged or sponsored by the institution, although an institution's facilities may be used.
- By participating in an athletic competition under an assumed name, or otherwise with an intent to deceive.
- By engaging for money, or other substantial consideration, in outside promotions.

Student-athletes should consult with the Director of Athletics and/or the Compliance Coordinator in the event that contact is made with an agent or any representative of professional sports.



d. Procedures for Certification of Continuing Eligibility

1. The Registrar generates a report of semester grades at the end of each semester term.
2. The Compliance Coordinator obtains copies of semester grades for the student-athletes. A copy is distributed to each head coach.
3. The Compliance Coordinator records and totals semester hours passed, semester GPA, and cumulative GPA for each student-athlete into the computer.
4. The Compliance Coordinator informs coaches of potential eligibility concerns.
5. Rosters, including the student-athletes' FMU ID numbers, are electronically submitted to the Compliance Coordinator every time the roster is in any way altered.
6. The Compliance Coordinator obtains the most recent academic records from the Registrar.
7. The Compliance Coordinator then enters the grades for each returning student-athlete into Compliance Assistant and has the registrar's office review for any discrepancies.
8. The Compliance Coordinator checks all continuing eligibility rules and regulations for each student-athlete.
9. The Compliance Coordinator reviews remaining seasons of competition and completes the squad/eligibility lists and transfer information forms certifying the eligibility of the student-athletes.
10. The Registrar reviews and verifies the eligibility and signs the eligibility and transfer information forms.
11. The Faculty Athletics Representative reviews and verifies the eligibility information and signs the eligibility and transfer information forms.
12. The Director of Athletics reviews and verifies the eligibility information and signs the squad lists, eligibility, and transfer information forms.
13. The Head Coach reviews and verifies the eligibility information and signs the squad lists and eligibility forms.
14. The Assistant Director of financial Assistance verifies and signs the squad lists.
15. Squad lists, eligibility, and transfer information forms are faxed to the Peach Belt Conference Office and kept on file.
16. The FAR and registrar will review returning student's eligibility.

## G. Financial Aid

Coaches are responsible for monitoring the financial aid of all student-athletes who appear on the squad list for their particular sport. It is important that all countable aid is considered in light of NCAA financial aid equivalency limitations for each sport.

## H. Athletics Grant-In-Aid Agreements

The Grant-In-Aid Agreement is a binding contract between the Athletics Department and the student-athlete. The Athletics Department commits to providing a specific amount of athletics financial aid, while the student-athlete commits to participating under the terms of the Grant-In-Aid Agreement. The term of the Grant-In-Aid Agreement may not exceed one academic year and athletics aid may not be reduced or canceled during the period of the award (the academic year) for any athletically-related reason. Student-athletes may not accept financial aid that exceeds the cost of tuition & fees, room & board, and required course related textbooks, except Pell Grants [Appendix J].

### 1. Grant-In-Aid Requirements

To qualify for athletics aid at Francis Marion University, the student-athlete must:

- a. Fulfill all admission requirements of the University.
- b. Meet and maintain all eligibility requirements for participation and financial aid established by the NCAA, the Peach Belt Conference, and Francis Marion University.
- c. Apply for all available financial aid, excluding loans.

### 2. Institutional Aid

Institutional aid consists of scholarships, grants, tuition waivers, employee dependent tuition benefits, loans, certain types of employment arrangements, and government and private grants for which the institution determines the recipient and the amount of aid received. Refer to the NCAA manual or consult the Compliance Coordinator to determine whether such aid is countable toward team equivalencies.

### 3. Pell Grant Policy

NCAA regulations permit student-athletes to receive full grants-in-aid in addition to a full Pell Grant without consideration to the institution's cost of attendance. It is incumbent upon coaching staff members to ensure that prospective student-athletes are fully aware of the amount of athletics aid they will be receiving, excluding the Pell Grant. If a coach expects the student-athlete to use part or all of the Pell Grant to defray educational expenses, he or she should make certain the prospect and/or parents understand the terms of the agreement.

A full grant-in-aid, as described by NCAA regulations, consists of room, board, tuition, fees, and course related textbooks. Note that Pell Grants are not considered part of the full grant-in-aid.

I. Renewal and Non-Renewal of Athletics Aid

Student-athletes are to be notified by July 1 regarding the renewal, non-renewal, or reduction of their athletic grant-in-aid. Reasons for non-renewal or reduction of a student-athlete's athletic grant-in-aid may include, but are not limited to, the following actions of the student-athlete:

1. Rendering himself or herself academically ineligible for intercollegiate competition.
2. Give false information on FMU application, letter of intent, financial aid agreement, or medical documentation as it relates to past or present injuries or illnesses/conditions.
3. Engages in misconduct warranting disciplinary penalty.
4. Voluntarily withdraws from the sport.
5. Violation of team rules, athletic department policy, and/or practice regimen.
6. Failure/refusal to participate in athletic contest, practice or any countable athletic related activity when called upon to do so by the coaching staff, when cleared by the athletic training staff and/or team physician.
7. Engaging in activities at athletic training, practice, contest or other sites that are harmful to the student-athlete or to others.
8. Sustaining an injury outside of a Francis Marion University countable athletic related activity that results in either inability to perform or diminished athletic performance.
9. Violation of standards of good sportsmanship as identified by the PBC and the NCAA
10. Destruction or defacement of institutional property.
11. Conduct that violates athletic department and/or institutional rules or regulations.
12. Conduct that violates PBC or NCAA rules.

Non-renewal or reduction based on items listed above must be documented by the coaching staff and/or another institutional staff member as they occur. Documentation shall include name of the student-athlete and the date and circumstances of the infraction. The head coach must provide the student-athlete with notification (verbally or written) prior to the conclusion of the award verifying that the student-athlete was made aware of the potential reduction or cancellation of athletic grant-in-aid for the subsequent academic year (or semester).

Athletic grant-in-aid can be reduced or not renewed after the term of the award due to playing ability. The head coach must provide the student-athlete with notification (verbally or written) prior to the conclusion of the award verifying that the student-athlete was made aware of the potential reduction or cancellation of athletic grant-in-aid for the subsequent academic year (or semester).

If the student-athlete believes that the reduction or non-renewal of the grant-in-aid is unjustified, he or she is entitled to a prompt hearing.

J. Graduation or Cancellation of Scholarship

During the period of the award, the institution shall not increase a student-athlete's grant-in-aid if such an increase is based on an athletic reason. It is permissible to increase the grant-in-aid, provided the institution can demonstrate that the increase is unrelated to an athletics reason (e.g., a special circumstance).

In addition, athletic grants-in-aid may be increased before the period of award begins. Under NCAA regulations, the period of award begins with the first day of practice or the first day of class, whichever is earlier.

FMU can reduce or cancel a grant-in-aid during the period of the award if the student-athlete:

1. Rendering himself or herself academically ineligible for intercollegiate competition.
2. Give false information on FMU application, letter of intent, financial aid agreement, or medical documentation as it relates to past or present injuries or illnesses/conditions.
3. Engages in misconduct warranting disciplinary penalty.
4. Voluntarily withdraws from the sport.
5. Violation of team rules, athletic department policy, and/or practice regimen.
6. Failure/refusal to participate in athletic contest, practice or any countable athletic related activity when called upon to do so by the coaching staff, when cleared by the athletic training staff and/or team physician.
7. Engaging in activities at athletic training, practice, contest or other sites that are harmful to the student-athlete or to others.
8. Sustaining an injury outside of a Francis Marion University countable athletic related activity that results in either inability to perform or diminished athletic performance.
9. Violation of standards of good sportsmanship as identified by the PBC and the NCAA
10. Destruction or defacement of institutional property.
11. Conduct that violates athletic department and/or institutional rules or regulations.
12. Conduct that violates PBC or NCAA rules.

The grant-in-aid cannot be reduced or cancelled during the period of the award based on an injury, illness, or for athletic performance. If a coach wishes to reduce or cancel a scholarship during the term of the award, a scholarship reduction/cancellation form must be filled out and submitted to the Director of Athletics (Appendix K)

K. Procedure for Removing Student-Athlete from Scholarship

If a coach desires to recommend that a student-athlete's athletics grant-in-aid be terminated, either during the period of the award (subject to applicable NCAA regulations) or for the ensuing academic year, he or she must notify the Director of Athletics. The Director of Athletics will notify by mail the Director of Financial Aid that the coach is recommending termination of the student-athlete's athletics grant-in-aid.

1. The following steps are recommended when considering termination of a scholarship for the following year.
  - a) A meeting with the Head Coach and student-athlete is held and the student-athlete is informed of where their performance/behavior is substandard. After meeting, a written summarization of the meeting is given to the student-athlete with the expected areas performance/behavior is to improve and by what date. A copy is given to the Compliance Coordinator. The student-athlete should be informed that a copy is going to the Athletic Director and the Compliance Coordinator.

- b) A follow-up meeting is held and the student-athlete is given a status report on their progress. If progress is not satisfactory, the student-athlete will be informed that if it does not improve (by a stated date) it will be recommended that their scholarship not be renewed. After meeting, a written summarization of the meeting is given to the student-athlete. A copy is given to the Director of Athletics. The student-athlete should be informed that a copy is going to the Director of Athletics and Compliance Coordinator
- c) A final meeting is held and the student-athlete is informed of their progress. After the meeting, a written summarization of the meeting is given to the student-athlete stating whether a recommendation for renewal or non-renewal of their scholarship will be recommended. A copy is given to the Director of Athletics and Compliance Coordinator. The student-athlete should be informed that a copy is going to the Director of Athletics and Compliance Coordinator.

L. Appeal Procedure

If a student-athlete believes the decision to cancel, reduce or terminate the athletic grant-in-aid is unjustified, he or she may request a hearing:

1. To appeal a decision, the student-athlete must notify Francis Marion University in writing within 14 days from the date of the letter notifying him/her of the University's decision with regard to transfer or scholarship. The letter should be addressed to the attention of the Associate Provost, SAB 115, Francis Marion University, PO Box 100547, Florence, SC 29502-0547.
2. The Associate Provost will convene a Special Appeals Committee to hear the case within 30 days from receipt of the petition. The Associate Provost will moderate the hearing, but will not vote. The three voting members of the committee will include:
  - one faculty member appointed by the Provost;
  - one faculty member appointed by the Faculty Chair; and
  - the Assistant Dean of Students or his/her designee.
 The committee will include no representation from the Department of Athletics.
3. The student-athlete may bring a member of the University community to the hearing for the sole purpose of offering support and unobtrusive advice. A person attending in this capacity may not address the panel.
4. The Associate Provost will notify the appellant and the Athletic Director in writing within 7 days of the committee's decision.
5. Per NCAA rules, the decision of the committee is final.

M. Procedures for Awarding Athletics Aid

1. Terms of Athletics Aid
 

Athletics aid may be awarded one of the following ways:

  - a. A specific dollar amount.
  - b. A specific dollar amount plus books.
  - c. Full, less academic aid.
  - d. Tuition.
  - e. Tuition, less academic aid.
  - f. Room & Board.
  - g. Room, Board, Books, and a specific dollar amount.

2. **Freshmen and Transfers**  
 The amount of athletics aid for incoming freshmen and transfers should be awarded on the availability of aid due to the graduation and completion of eligibility of current student-athletes. A National Letter of Intent should accompany the offer of financial aid to freshmen and junior college transfers (when applicable). Prior to recommending a grant-in-aid for an incoming freshman or junior college transfer, the Head Coach should review their squad list with the Director of Athletics and Compliance Director to determine the amount of aid that will be available in light of graduation losses.
  
3. **Returning Students**
  - a. In April, coaches should review their squad lists and note the amounts of other countable aid that is being received by "counters." Other countable aid will affect the equivalency figure for each team and must be considered when making financial aid decisions.
  
  - b. Early in the spring semester (no later than April 1), coaches should meet with their student-athletes individually to summarize the year and to discuss the plan to increase or decrease their aid or simply renew or not renew their athletic scholarship. Before talking with a student-athlete, each coach must meet with the Director of Athletics concerning the recommendation to increase or decrease their student-athlete's scholarship.
 

Fall Sports by:	February 15
Winter & Spring Sports by:	May 1
  
  - d. Following the meetings with each student-athlete, coaches should prepare their scholarship recommendations to be made to the Director of Athletics.

Scholarship Costs – 2016-2017 Academic Year

See Appendix EE for 2016-17 Fees

Head coaches are asked to schedule a meeting with the Director of Athletics no later than **May 1** to review all scholarship recommendations and NCAA equivalency limits on their squad lists for the upcoming academic year. All non-renewals and aid reductions will be discussed during this meeting, in addition to any aid that is to be awarded for summer school. After this date, no coach will be allowed not to renew a student-athlete's award for athletic reasons.

N. **Summer School Scholarship Policy**

Student-athletes may request to receive aid for summer school for either Late Spring Term or Summer I. Students must apply for summer aid at least 2 weeks prior to the term they wish to attend. Priority will be given to students that are in good academic standing and under no disciplinary sanctions.

1. Student-athletes will receive a maximum of tuition and fees for two summer classes, unless a student-athlete has exhausted their eligibility and can graduate. That student-athlete then would be governed by the fifth-year scholarship policy.
2. Student-athletes will be required to perform 20 hours of volunteer service per week under the direction of the Director of Athletics for **all** summer school aid.
3. Student-athletes must have their schedule approved by their advisor.
4. Classes must be available.
5. Budget must be available either thru individual sports ADS account or scholarship funds not used during the regular school year.
6. The Director of Athletics will review all summer school applications, which include:
  - a) Formal letter to the Director of Athletics.
  - b) Transcripts.
  - c) List of courses needed signed by advisor.
  - d) Signed agreement to work in Athletic Department.
7. Students must repay tuition money if courses are dropped or failed.
8. A form can be obtained from the Director of Athletics for interested student-athletes [Appendix L].

O. Employment

Francis Marion University is committed to monitoring the employment of student-athletes to ensure that NCAA rules and regulations are being adhered to. The following guidelines have been developed as a means to monitor and document compliance with student-athlete employment legislation:

- 1) All compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in Bylaw 15. Compensation may be paid to a student-athlete only for work actually performed and at a rate commensurate with the going rate in that locality for similar services (NCAA Bylaw 12.4.1). At the beginning of each academic year every student-athlete will fill out an employment agreement form (Appendix M).
- 2) Student-athletes that receive grant-in-aid may not make more than what equals out to a full scholarship.
- 3) Only the Director of Athletics can approve and sign time cards for students working within the Athletic Department.

P. National Letter of Intent program

The National Letter of Intent (NLI) is a binding agreement between a prospective student-athlete and an institution in which the institution agrees to provide a prospective student-athlete, who is admitted to the institution and is eligible for financial aid under NCAA rules, athletics aid for one academic year in exchange for the prospect's agreement to attend the institution for one academic year. All colleges and universities that participate in the NLI program agree to not recruit a prospective student-athlete once he/she signs an NLI with another college or university. Therefore, a prospective student-athlete who signs an NLI should no longer receive recruiting contacts and calls and is ensured an athletic scholarship for one academic year. The NLI must be accompanied by an institutional financial aid agreement. If the

student-athlete does not enroll at that institution for a full academic year, he/she may be subject to specific penalties, including loss of a season of eligibility and a mandatory residence requirement.

#### Signing Dates

Do not sign prior to 7:00 a.m. (local time) on the following  
dates or after the final signing date listed for each sport.

Sport	Initial Signing Date	Final Signing Date
Basketball & All Other Sports Not Listed (Early Period)	November 9, 2016	November 16, 2016
Basketball (Regular Period)	April 12, 2017	August 1, 2017
Soccer	February 1, 2017	August 1, 2017
All Other Sports (Regular Period)	April 12, 2017	August 1, 2017

**Q. Procedures for Issuing National Letter of Intent or Grant-In-Aid**

1. Prospect recruitment log is filled out and submitted [Appendix N].
2. NCAA by-laws require a copy of his or her transcripts be on file before issuance of a NLI or Grant-In-Aid.
3. If the prospect has not been accepted, then the Compliance Coordinator (not a coach) must have transcripts evaluated by the Registrar’s Office before an NLI or Financial Aid Agreement can be approved.
4. The prospect has registered with the Eligibility Center, answered the amateurism questions, and is placed on FMU’s and the sport’s IRL. The NLI or financial aid agreement (even for a 2-year transfer) cannot be sent out to the prospect if he or she has not registered with the Eligibility Center.
5. Compliance Coordinator issues NLI/FAA and gets appropriate signatures.

**NOTE ALL NON-SCHOLARSHIP ATHLETES MUST FILL OUT A WALK-ON INFORMATION SHEET (Appendix O)**

**R. Playing and Practice Seasons**

During the playing season, coaches are permitted to require a maximum of twenty hours per week of countable athletically related activities, with no more than four hours of countable activity during a single day. Student-athletes must be provided with at least one day off during the week.

Outside of the playing season, coaching staff members are permitted to require a maximum of eight hours of weight training and conditioning activities per week. Two of these eight hours



may be dedicated to individual skill instruction or team activities. Any member of the coaching staff may supervise these activities. Student-athletes must also be provided with at least two days off during each week of this period. All countable athletically related activities outside the playing season (this includes individual meetings) are prohibited one week prior to the beginning of finals through the conclusion of exams

*An exception is with new legislation that was enacted on 8/1/12, the alumni game, fundraising activity, celebrity sports activity and exceptions to the first contest in basketball may be played at any time during the playing and practice season. For baseball, cross country, soccer, softball, tennis, outdoor track and field, and volleyball the alumni game, fundraising activity, celebrity sports activity and discretionary exemptions may be played at any time during the playing and practice season.*

For more information on playing seasons, please refer to Bylaw 17.

Coaches are responsible for directly monitoring and reporting the length of their playing season and daily and weekly hour limitations to the Compliance Coordinator. Prior to the beginning of each academic year, each coach will be provided with a Playing Season Declaration Form. Any changes in the playing season declaration must be submitted in writing to the Director of Athletics and the Compliance Coordinator. Coaches should never change their schedule without prior approval from the Director of Athletics and Compliance Coordinator. Each sport must declare the start of their practice season by the beginning of each sport's respective playing season [Appendix P].

1. In-Season: allowed no more than 4hrs/day and 20hrs/week of "countable" athletically related activities.
  - a. On-court (field, floor, etc.) activity-including walk-throughs
  - b. Chalk talk
  - c. Film-related work with student-athlete
  - d. Individual/Team meetings, including end of season meetings
  - e. Individual workouts
  - f. Competition
  - g. Weight Training.
  - h. On-court or on-field activities called by any member or members of a team and confined primarily to members of that team that are considered as requisite for participation in that sport (e.g., captain's practices).
2. Off-Season
  - a. Maximum 8hrs/week for weight training, conditioning, skill instruction, and team activities
  - b. In winter and spring championship sports, from the beginning of the institution's academic year through the day before the first permissible practice

date, a student-athlete's participation in weight training, conditioning, team activities and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction;

\*For Basketball the time period is fourth day of classes through Oct. 14

\*Baseball, Softball, Tennis the time period is fourth day of classes until the week before final exams begins that is beyond the non-championship segment end date

1. Team activities are defined as full team participatory activities.

2. For out-of-season practice, no more than 2 hours can be used during the week for each individual student-athlete. There is no limit to how many team members can participate at one time.

3. Conditioning activities may simulate game activities, provided no offensive or defensive alignments are set up and no equipment related to the sport is used.

- c. In fall championship sports, from the beginning of the institution's second term of the academic year (e.g., winter quarter, spring semester) through February 15, a student-athlete's participation in weight training, conditioning, team activities and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction; and

\* For Volleyball, Soccer from January 10<sup>th</sup> the February 15 these activities may occur, starting on February 15, the non-championship segment (i.e. 24/45) starts.

- d. Between the end of the Division II championship, or the end of the non-championship segment, and one week prior to the beginning of the institution's final examination period, a student-athlete's participation in weight training, conditioning and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on skill instruction set forth in Bylaw 17.1.6.2.3. During this period, team activities shall not be permitted.

\*For Basketball after the conclusion of the Division II. national championship until a week before Spring semester final exams

\*For Spring sports (Baseball, Softball, Tennis) this is from November 15 until a week before Fall Semester final exams.

\*For Fall sports (soccer, volleyball, cross country) if your non-championship season ends before the 7 calendar days prior to the first day of final examinations, this rule will apply.

- e. A team may no longer continue to practice or compete following its last regular season contest unless it is participating in its conference tournament and/or has reason to believe it's under consideration for participation in an NCAA Championship event.

- f. Between the end of the Division II championship and one week prior to the beginning of the institution's final exam period, a student-athlete may participate in eight hours of CARA, of which not more than two hours can be used for skill instruction.

- g. A student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period (e.g. summer, academic year).
- h. Division I sports can have as many students participate in 2 hour individual instruction as needed.

3. Voluntary Athletically Related Activities Defined:

In order for any athletically related activity to be considered "**voluntary**," all of the following conditions must be met:

(a) The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, athletic trainer, manager) any information related to the activity.

(b) The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time

(c) The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and

(d) The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity.

4. Weekly Practice logs must be submitted to the compliance coordinator (Appendix Q).

Practice Table Division II

	Fall Cross Country, Soccer, Volleyball	Spring Baseball, Softball, Tennis	Winter Basketball
Start date for out of season weight training, conditioning, skill instruction	N/A	N/A	September 7 or the Fourth day of class
Start Date for N/C and/or out of season weight training, conditioning, skill instruction or 24/45	8 hrs/conditioning - 1st day of class  24/45 – Feb. 15	Fourth Day of Class or Sept. 7	N/A

End Date N/C	7 calendar days prior to the first day of final examinations	Nov. 15	N/A
N/C Max Days	24/45 (Except FB)	24/45	N/A
Start Date Practice	17 calendar days prior to the first permissible date of competition or five days prior to the first day of class	Jan. 10 or the First Day of Class	October 15
Start Date Competition	Thursday Preceding September 6	Feb. 1	Second Friday of November
End Date Competition	End of Championship	End of Championship	End of Championship

N/C = Non-Championship season

C = Championship season

#### Practice Table Division I

	Golf	
Start Date Practice	Sept. 7 or First Day of Classes	
Start Date Competition	Sept. 7 or First Day of Classes	
Length of Playing Season	Shall be limited to 144 days that can be divided into 2 segments	

\*\*\*In spring sports, a student-athlete may participate in weight-training, conditioning, team activities, and skill instruction from Sept. 7 or the fourth day of classes, whichever is earlier through the day before the sport's declared start date of the non-championship segment.

\*\*\* Division II specifies that the seven-consecutive calendar-day period of the Winter break shall begin December 20 or the following Monday when December 20 falls on a Friday, Saturday, or Sunday; further, when December 20 falls on a Monday, the winter break shall begin on the following Tuesday.

### 3. Scheduling

Each coach shall schedule his/her games for the coming year with the approval of the Director of Athletics. The NCAA rules will apply to the scheduling of athletic contests.

- a. It is imperative when scheduling that coaches keep in mind the number of days a student-athlete misses class. Budget will also dictate the number of contests that a program can play. Please consult your NCAA manual for guidance on scheduling regulations.
- b. Sports schedules are to be turned into the Director of Athletics, Associate Athletic Director for Media Relations and Marketing, Compliance Coordinator, Head Athletic Trainer, and Administrative Assistant.

- c. There should be no schedule changes during the season, except for changes due to weather.
- d. Each coach must review his/her schedule with the Director of Athletics before completing any Athletic Agreement.
- e. An Athletic Agreement is completed for each athletic contest that the team will play during the current season. As soon as the Director of Athletics has approved a coach's schedule, the coach should complete a form for each event and turn it in to the Administrative Assistant. Correct signatures will be obtained on the forms and these forms will be mailed to each of our opponents.
- f. As our opponents return the signed Athletic Agreement to FMU, the coach should return these forms to the Administrative Assistant, where the forms can be filed for departmental records.
- g. Coaches are not permitted to schedule competition on reading days or final exams.

S. Recruiting Calendar Appendix GG

T. Student-Athlete Awards/Benefits

All awards must be approved by the Director of Athletics and provided through the institution.

1. Awards

- a. Annual participation underclassmen; once per year per sport, max value \$175.
- b. Annual participation senior; once per year per sport, maximum value \$325.
- c. Championship Awards; once per championship, maximum values \$325.
- d. Apparel other than practice gear can be given as an award (but only one item) and must have been purchased through an individual sports' ADS (3 fund) account.

2. Benefits

- a. Student-athletes may keep a reasonable amount of practice gear and shoes if considered unusable. Prior written approval must be granted by the Director of Athletics.
- b. Equipment cannot be given to student-athletes (even if broken) at any time. This includes: balls, bats, backpacks, bags, uniforms, warm-ups, etc.
- c. Occasional meals for student-athletes is defined as no more than once a month during FMU's academic calendar and can only occur at an athletic department staff member or boosters home, on campus, or at a facility that is regularly used for home competition.

U. Common Terminology

1. **Prospective Student-Athlete:** A prospective student-athlete ("prospect") is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. A prospective student-athlete maintains his or her identity as a prospect after he or she signs a Letter of Intent or financial aid agreement to attend the institution. His or her identity as a prospect is not lost until the start of classes at the institution or the start of official team practice immediately prior to the start of classes.
2. **Contact:** A contact is any face-to-face encounter between a prospect or the prospect's parents, relatives, or legal guardian(s) and an institutional staff member or athletic representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high school, preparatory school, two-year college, or all-star team shall be considered a contact, regardless of whether any conversation occurs.
3. **Contact Period:** A period where it is permissible for authorized athletic department staff members to make in-person, off-campus recruiting contacts and evaluations.
4. **Dead Period:** A period where it is not permissible to make in-person recruiting contacts or evaluations on- or off-campus or permit official or unofficial visits.
5. **Evaluation Period:** A period where it is permissible for authorized athletic department staff to be involved in off-campus activities to assess academic qualifications and playing abilities. No in-person, off-campus recruiting contacts with a prospect is permitted during this time.
6. **Quiet Period:** A period where it is permissible to make in-person recruiting contacts only on the member institution's campus.

\*\*\*New Legislation enacted on 6/15/12 permits unlimited in person, off-campus recruiting contacts, telephone calls, and providing athletically related recruiting materials and electronic media to a prospective student-athlete beginning on June 15 immediately preceding the prospect's junior year in high school. Any form of electronic transmission (e.g. text message, instant message) must be private between the recipient and sender.

#### V. Coaches' Certification Exam

The institution's Faculty Athletic Representative administers the Coaches' Certification Exam annually. Coaches are prohibited from participating in off-campus recruiting activities until they

have passed the examination. The certification period is from August 1 to July 31 (regardless of when the test was taken).

Prior to the examination, the Compliance Director will review with coaching staff members the relevant sections of the NCAA manual. Coaches who do not successfully pass the exam must wait thirty days before retesting.

W. Student-Athlete Exit Interviews & Surveys

1. NCAA regulations require that institutions conduct exit interviews from among its graduating student-athlete population. Student-athletes who have exhausted eligibility but that have not yet fulfilled graduation requirements are also interviewed. These interviews will be conducted by the Faculty Athletic Representative.
2. End-of-season surveys will be given to all student-athletes at the completion of their season.

X. Outside Income

1. All coaches must report outside income. A written report must be submitted to the Director of Athletics by Sept. 1 for the previous academic year. The report needs to include: dates [day(s) of week and time of event], location, and amount earned.
2. NCAA and State rules prohibit Athletic Department staff members from maintaining funds or accounts that are not subject to university control.
3. State regulations mandate that during normal working hours employees cannot be compensated from a separate entity without leave time being submitted.

Y. International Students

1. Minimum Acceptance Dates/All Material received  
July 15, for Fall Semester  
December 1, for Spring Semester  
April 1 to begin late Spring and Summer Semester
2. The admissions office will not send an out an I20 without an athletic financial agreement on file that has both the Director of Athletics and Financial Aid Office signatures and completed a certificate of financial support.
3. The admissions office will only accept the financial statements showing a student's resources on the approved university form.
4. International students are required to purchase insurance for health issues and intercollegiate athletic injuries through the FMU athletic department.

5. All International students must meet with the Coordinator of Student Health for clearance on immunization forms upon arrival to campus. Any international student-athlete that fails to meet with the Coordinator of Student Health will be withheld from practice and competition.



## The Clery Act

### The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

- The Dept. of Ed. published in the Federal Register volume 64, Number 210, 34 CFR Part 668, Student Assistance General Provisions final rules.
- Campus Police will compile information for publication in the Clery Act.
- **Need your help** to provide the best possible information to our current or future students and employees.
- **“Campus Security Authority (CSA)”**. Law Enforcement & others.
  - An individual or organization specified by the institution as someone students or employees should report criminal offenses to; or an official of an institution who has significant responsibility for student and campus activities.
  - The preamble to the Act lists several specific positions and FMU has added others.
    - Dean of Students, who oversees Housing, Student Center, or Student Extracurricular Activities
    - Director of Athletics
    - Team Coaches
    - Faculty Advisors to FMU recognized student groups
    - Provost
    - Vice President for Human Resources
    - Director of Housing
    - Director of Student Life
    - Coordinator of Multi-Cultural Affairs
    - Coordinator of Student Life
    - Coordinator of International Students
    - Coordinator of Recreational Services and the University Center
  - For Clery purposes, a crime is reported when a victim or witness brings it to the attention of **ANY** Campus Security Authority.
  - It **does not** require reporting to or investigation by Campus Police.
- Any CSA who becomes aware of a crime listed below and on the following page **must** provide that information for the annual report.
  - Failure to report statistical information could result in fines to FMU of up to \$27,500 per violation.
- Crime categories that information **must** be reported on:
  - Criminal homicide or negligent manslaughter
  - Non-negligent manslaughter
  - Forcible and nonforcible sex offenses
  - Robbery
  - Aggravated assault
  - Burglary

- Motor vehicle theft
- Arson
- Hate crimes
  - Involving a crime listed here or one involving bodily injury.
  - **“Hate crime”** under federal law is a crime that manifests evidence of prejudice based on race, religion, disability, sexual orientation, or ethnicity/national origin.
  - “Hate crimes” are not separate, distinct crimes but rather traditional offenses motivated by the offender’s bias.
  - Under federal law, the mere fact that an offender is biased against the victim does not mean that a “hate crime” is involved.
  - Rather, the offender’s criminal act must have been motivated, in whole or in part, by bias.
  - If you believe you have information that may fall into the “hate crime” classification, please contact Campus Police individually so we can discuss the incident particulars.
  
- Clery Act Statistical Reporting Form.
  - Over-reporting statistics could be just as harmful as under reporting.
  - The victim demographic information is **NOT** necessary to report a statistic.
  - Demographics completed if the victim wishes to proceed with a formal report.
  - The statistical information **MUST** be reported even if the victim chooses not to go forward with a formal report.
  
- A three-prong test to determine if an incident is reported as a statistic:
  - **Was the crime reported to the Police or to a CSA?** If you have completed the form, the answer here would be yes.
  - **Is it a crime listed as reportable in the Clery Act?** See the categories above.
    - The Statistical Reporting Form **“other”** category for crimes that don’t fall into the list above. Example: simple assault.
  - **Did it occur on “campus,” “non-campus,” or “public” property as defined by the Act?** The Statistical Reporting Form lists a number of different locations on campus and several off campus.
    - The on-campus locations used primarily to ensure that any crime that is reported to several Campus Security Authorities is not over-reported.
    - Example: A student tells an organization advisor, team coach, and the Director of Athletics about an incident. The student does not want to take the case further, so no demographic information is provided. When all three complete the section on the crime’s location, date, and time, we should be able to determine that this is one crime versus three.
    - Anytime you are unsure about reporting, call and let’s talk about it. Err on the side of reporting.
  
- Also, we report the number of people involved in LIQUOR, DRUG & WEAPONS crimes.
  - Those arrested for violations of the law.
  - **AND** those referred for Code of Conduct or Campus Policy Violations.

- **NEW “GEOGRAPHY” OF CRIME**

- **On Campus** – Building or property owned or controlled by the institution, within the same reasonably contiguous geographic area, used by the institution in direct support of, or a manner related to, the institution’s educational purpose (includes residence areas) **or** property owned by the institution, but controlled by another person, and is frequently used by students, and supports institutional purposes.
- **Student Residences** – A **subset of on campus**, report only those crimes that were reported to have happened in a residential facility. Statistics reported in this subset for FMU will include any crime that occurs inside the residence structure.
- **Non-campus Building or Property** – Any building or property owned or controlled by a student organization officially recognized by the institution **and** any property owned or controlled by the institution used in direct support of the institution’s educational purpose, and is frequently used by students that is **NOT** in the same reasonably contiguous area of the institution. This category includes all fraternity houses, the Baptist Student Union, and the Counseling and Testing and Student Health areas of the McLeod’s Annex.
- **Public Property** – All public property, including sidewalks, streets, thoroughfares, and parking facilities within the campus **or** adjacent to and accessible from the campus. For campus crime reporting, this would include the campus sidewalk (road verge), the entire street, and the other side of the road sidewalk (verge). The facility on the south boundary of FMU falls under this category.
- **Reporting** - The form to report Clery Act statistics is Appendix R.

## Business Policy and Procedures

### Overall Guidelines

Individual sports budgets are part of the overall Athletics Department. The Director of Athletics has final approval on all expenditures. The Director of Athletics can move all funds given from the general institutional budget as he sees fit.

All department staff members must remember that all budgets, including Athletics Department support budgets, newsletter budgets, camp budgets, and all other budgets, are part of the Athletics Department and Francis Marion University and are subject to all applicable institutional and state policies and procedures. State policy has moved toward transparency and all credit card transactions are accessible on-line by the general public.

#### A. Planning for the Year

1. The Francis Marion University fiscal year is July 1 – June 30. You will have access to your budget on July 1
2. Please plan your year out. Please give projected budgets [Appendix S] to the Director of Athletics by Sept. 1. Unless otherwise noted, use the previous year's budget as your guideline.) This will help to prevent from going over your bottom line number. YOU CANNOT GO OVER YOUR BOTTOM LINE NUMBER. Funds can be moved within the account with the exception of non-state employee travel contractual (3305), non-state employee, travel tournaments (3310) uniforms (4150), postage (4126), print shop (4122), phone (4606), Dues (5100), and student wages (1800).
3. Other Key Revenue Code Numbers include: Camps 3 fund (R0360-\*\*\*\*), Entry Fees 1 fund (R0579-0000), Game Guarantees 3 fund (R0579-\*\*\*\*), Donations 3 fund (R0810-\*\*\*\*), and Newsletter/Merchandise 3 fund (R0750-\*\*\*\*). Note \*\*\*\* represents your program's camp numbers.
4. Please remember E3840 is for student functions and events and E 3845 is for recruiting functions and events (comes from 3 fund). Appendix T entertainment expense document form must be filled out along with purchase order if an off campus event.
5. Budget updates will be asked to be resubmitted electronically on Sept. 12, Oct. 31, Nov. 28, Jan. 23, March 6, April 17, and other times as requested.
6. Budgets will be reviewed twice a month by the Athletic Business Manager. He/ she will let you know if you need to move funds around.

#### B. Travel

1. Team travel request [Appendix F] is due to the Senior Administrative Assistant:  
Fall Sports      July 1

Winter Sports August 15

Spring Sports September 15

2. Budget meals and lodging for your maximum number of participants as approved by Director of Athletics.
3. Recruiting travel requests must be approved by the Athletic Business Manager and Director of Athletics. Please give them 3 business days notice. Failure to do so may result in loss of reimbursement. **Submit paperwork prior to calling the physical plant.**
4. MEALS

If Departure Time is:	And if Return Time is:	Athletic
	Maximum**	
a. Before 6:30 AM	After 11:00 AM (Breakfast)	\$5.00
	After 1:30 PM (Lunch)	\$7.00
	After 8:30 PM (Supper)	\$12.00
b. 6:30 AM or after and before 11:00 AM	After 1:30 PM (Lunch)	\$7.00
	After 8:30 PM (Supper)	\$12.00
c. 11:00 AM or after and before 5:15 PM	After 8:30 PM (Supper)	\$12.00
5. Receipts for meals are not necessary. Receipts for all other expenditures must be submitted. The State will not accept cancelled checks or copies of credit card invoices in lieu of receipts. The State will not cover tips.
6. State Policy states: Drivers may not use any hand held electronic devices (cell phones, PDA, MP3 player, or other electronic communication devices) while operating a SFM leased fleet vehicle. If a call must be made or received while driving, the driver must pull over to a safe place put the vehicle in "park". Additionally, drivers should pull over to a safe place and put the vehicle in "park" to make adjustments to GPS or other navigational devices. Drivers are prohibited from texting, dialing outgoing calls, or writing email messages while driving a SFM leased vehicle. (This includes rentals)
7. Using own vehicle - Reimbursement for using your own personal vehicle on athletic travel is \$0.54 per mile.
8. When traveling for any reason (recruiting, team travel, conferences, convention, etc.) and using a state credit card for gas; you must get a receipt and turn it in to the Motor Pool when you turn in your gas card.

9. Lodging  
A separate reimbursement request for lodging must be filled out for all team travel.  
Food and lodging can be on the same form for all other travel.
10. FILL OUT REIMBURSEMENT REQUEST WITHIN 2 BUSINESS DAYS OF RETURN FROM TRAVEL (bottom half of Travel Request Form).
11. All student-athletes must travel to and from all practices and contests with the team, unless given written permission from the Director of Athletics. If permission is given, written notification from the student-athlete's parents/guardian must be obtained stating they understand that this transportation is not covered by school insurance. In addition, the student-athlete will sign a statement releasing Francis Marion from any liability. (Appendix U)

#### B. Purchasing

1. Purchase requisitions must be turned in 5 business days in advance. You must have the money available prior to ordering. IF MERCHANDISE IS ORDERED PRIOR TO APPROVAL, THE PERSON ORDERING WILL BE RESPONSIBLE FOR PAYING THE BILL.
2. Purchases over \$100,000: Purchases over \$100,000 must be competitively bid by central state purchasing.  
  
\* Departments must allow a minimum of 45 days for these purchases after submitting a purchase requisition.
3. Purchases from \$25,000.01 to \$100,000: Purchases over \$25,000 are required to be awarded on the basis of competitive sealed bids/proposals.  
  
\* This procurement methodology requires advance planning, advertising, public opening of bids/proposals, and analysis prior to award of the contract.  
  
\* Departments must allow a minimum of thirty 30 days for these procedures after submitting a purchase requisition.  
  
\* The procurement shall be advertised at least once in the South Carolina Business Opportunities publication.
4. Purchases from \$10,000.01 to \$25,000.00: Written solicitation of written quotes, bids, or proposals shall be made.  
  
\* The procurement shall be advertised at least once in the South Carolina Business Opportunities publication.  
  
\* Quotations will not be accepted from departments.
5. Purchases from \$2,500.01 to \$10,000 will now require a minimum of three (3) price references as opposed to (3) written quotes. References can be quotes, internet pricing,

e-mail, vendor catalog, or telephone quotes. These “reference quotes” will serve as a means of confirming that prices meet the “fair and reasonable” requirement of the South Carolina Higher Education Efficiency and Administrative Policies Act of 2011.

**\* These purchases are awarded by the procurement officer for the respective department after quotations are obtained and documented.**

\* Quotations provided by departments must contain sufficient information for verification (i.e., vendor name, address, phone number, and contact person). The information may be confirmed by the purchasing office prior to award.

6. Purchases under \$2,500.00: Do not require competition and can be obtained three ways: Procurement Card, Purchase Requisition, or Limited Purchase Order.

7. Procurement Card:

A method of obtaining supplies only valued at \$2,500 or less. It is a Visa credit card issued by Bank of America used for official University purchases. Cards are issued to qualified applicants in the name of the cardholder.

a. Prior written approval from the Director of Athletics will be needed for card to be checked out and supplies purchased. This documentation must include vendor, items and quantity, price and date when wish to order.

b. The card will be checked out from the Athletic Business Manager. The Director of Athletics will have access to the cards should the Athletic Business Manager be unavailable.

c. The card is to be returned within the next business day with receipts.

d. Athletic limits for cards are set at \$2,500 per transaction and \$5,000 a month.

e. Procurement cards can only be used to purchase supplies.

f. Procurement cards can be used for phone purchases and Internet purchases.

g. Purchases from out-of-state vendors are subjected to South Carolina tax. An additional 8% will be added by the Purchasing Department (unless you can prove the vendor has already incorporated state sales tax – for example NCAA Regional T-shirts). Also note, the amount moved to different funds will be taxed the appropriate amount. For example, if \$200 of a \$300 purchase is moved to 3 fund, that is a \$216 charge that will be issued to 3 fund.

h. All purchases will be charged to your 1 Fund Supply, unless noted.

Please note changes on your statement. Your statement will come once a month. Please sign this and note any changes PRIOR to giving the statement to the Athletic Business Manager. ***These statements must be given to the Athletic***

***Business Manager by the 10<sup>th</sup> of the month. Purchases from May 26 cannot be moved and will be charged to your 1 fund.***

- i. Procurement card cannot be used between May 20th and July 1st of each year.
- j. The billing address for card in PO Box 100547, Florence, SC 29502 and phone number is 843-661-1240

8. Purchase Requisitions under \$2,500:

May be accomplished without competition, but confirmations of orders are issued through the Purchasing Office after submission of an approved Purchase Requisition. You are not authorized to issue orders on behalf of the University.

9. All fundraising (supplies, postage, etc.) must be taken from three fund.

D. Supplies/Uniforms

- 1. Uniforms will be replaced every four years or sooner if possible.
- 2. Additional practice gear that would be considered above a normal amount must be purchased from an individual sports ADS (3 fund) account.
- 3. One set of shoes may be purchased from 1 fund; additional shoes (i.e., both cleats and running shoes) must be purchased from an individual sports ADS (3 fund) account.
- 4. Every attempt will be made to ensure equitable in purchasing of supplies between sports whenever possible.
- 5. Inventory is to be submitted electronically to the Director on Sept 12, Nov. 28, Jan. 23, April 17, and June 15.
  - a. In June, of each year the head coach in conjunction with the equipment manager does a thorough count of all disposable supplies, and uniforms.
  - b. Each coach will provide the Director of Athletics with a price list, effective July 1 (updated as necessary) for items held for resale. A revised price list should be provided as items are added or deleted, or as prices are adjusted.
  - c. The inventory status report must disclose the minimum information for each item of inventory.
    - Quantity on hand at beginning of month.
    - Any additions to the inventory of the item.
    - Usage of the item during the month detailed as follows:
      - Team - items used in support of the coach's assigned team.



Camps – items used in support of the coach's assigned camp(s)

Sold – items sold as part of concessions or as part of fund raising efforts.

Gifts – the date of gift and who to.

- d. Monthly items sold should be reconciled to amounts deposited with the University's Cashier Office.

E. Referees, Officials, Timekeepers

All referees, officials, and timekeepers must fill out the Payment to Individuals Form [Appendix S]. This form needs to be accompanied by a purchase requisition [Appendix V].

F. Newsletters/Merchandise Accounts

1. The Budget Form for Athletic Newsletters and Merchandising Account [Appendix W] is due by Sept 1.
2. All newsletter subscription forms will have a line stating Additional Donation \$\_\_\_\_\_ (This part of your gift is tax deductible).
3. All subscription forms with an invoice statement must be kept for one year.
4. All returned subscription forms should be run through the Cashier's Office FIRST. They will receipt it and send you a copy. Should any subscription forms be mailed to you, you must receipt it yourself with the Cashier's Office and provide a copy to the Athletic Business Manager.
5. All net revenue will be deposited and accessible in your 3 fund (Athletic Department Support) account the FOLLOWING fiscal year.
6. All items sold are taxed. For example, if you are selling a t-shirt for \$10, you will only make \$9.20.)

G. Camps/Clinics

1. The Director of Athletics is responsible for the following:
  - To negotiate all requested athletic facility space, housing, meals, and insurance.
  - To approve all business related to concessions and the selling of knitwear/supplies during camps and clinics.
  - To approve all camp and clinic staff employees and salaries.
  - To approve all brochures used to market the camps and clinics.
  - To implement procedural efforts to reduce the risk of potential NCAA violations involved with the conduct of sports camps and clinics on the campus of Francis Marion University.

- To evaluate all financial reports submitted at the conclusion of each camp and clinic.

## 2. Scheduling of camps and clinics

Camp/clinic dates will be scheduled based upon the availability of facilities, housing space and the avoidance of over-crowding.

- All camp directors will submit their camp scheduling requests to the Director of Athletics by December 1st of the current year by filling out a summer camps information request form (Appendix X).
- No commitments to a camp should be made until approval has been obtained from director of athletics. This means no verbal or written statement given to outside parties on when or where a camp may be held. No expenses of any kind will be allowed until this approval has been obtained.
- The Director of Athletics will work with the university center facilities coordinator and the director of housing to create a fair and feasible camp schedule.
- All efforts will be made to grant each request. In the event of a conflict, the director of athletics will meet with the camp directors involved and negotiate a solution that all parties will agree to.
- All requests for scheduling clinics will be submitted to the business office space coordinator, and summer program coordinator. The Director of Athletics will submit forms once coach has completed the paper work and given to the AD to review. Approval for all clinics must be secured before any coach makes a commitment to operate a clinic.

**Note:** NCAA Bylaw 13.12.1.1.1 (div 2) 13.12.1.1.2 (Div 1) state that the purpose of a camp or clinic shall provide emphasis on a particular sport that provides instruction, practice or competition, involves activities to improve overall skills and knowledge and offers a diversified experience in your sport by not placing emphasis on instruction, practice or competition.

- A clinic is a one day event, camps are multi-day event

## 3. Preliminary Budget

A preliminary camp budget must be submitted by Dec. 1 (Appendix Y)

## 4. Staffing

In accordance with NCAA Bylaws, each person employed by an athletic camp or clinic must be approved and each salary of those employed must be at a fair and consistent level. Therefore, each camp director must submit to the athletic staff coordinator a list of employees and their salaries. This employee and salary structure must be approved in advance of the inception of the camp.

- The camp director will complete a paper work that seeks approval for each employee and for the amount of compensation for each employee.
- This employee list with wage must be submitted to the director of athletics for approval (4 weeks prior to the start of camp) of the camp or clinic, and must be kept on file.
- The Director of Athletics will approve each employee and each salary amount with respect to the NCAA rules.
- Francis Marion University students must have appropriate paper work done with Financial Aid before the first day of camp in order to be paid,
- Staff not employed by Francis Marion University must have appropriate paper work done with Human resources before the first day of camp

A prospective student-athlete who has signed a National Letter of Intent or written offer of admission and/or financial aid may only be employed at an institutional camp or clinic by the institution with which he or she signed a written commitment. A prospective student-athlete who has not signed a National Letter of Intent or written offer of admission and/or financial aid may be employed at any institutional sports camp or clinic.

In addition, NCAA regulations state that current and/or prospective student-athletes who are employed in any sports camp/clinic must meet the following requirements:

- a) The student-athlete or prospective student-athlete must perform duties that are of a general supervisory nature in addition to any coaching or officiating assignments.
- b) Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of similar teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletes' reputation, fame, or level of athletic skills.  
 Compensation provided to the prospective student-athlete is only for work actually performed and at a rate commensurate with the going rate in that locality for similar services
- c) A student-athlete or prospective student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his/her appearance at the camp/clinic.
- d) All camp directors must have each individual student-athlete worker fill out a camp/clinic employment form. This includes coaches outside camps (Appendix Z).
- e) The employment does not begin before the completion of the prospective student-athlete's senior year of high school and the prospective student-athlete has completed all competition for the academic year in their sport

Student-athletes or prospective student-athletes employed in own institutions' camp or clinic is permissible provided the following occurs:

- a) The student-athlete or prospective student-athlete shall not participate in organized practice other than during the institutions playing season in the sport.
- b) The member institutions' director of athletics must give prior approval of the student-athlete's or prospective student-athlete's employment arrangement.

A prospective or enrolled student-athlete, at his or her own expense, may not operate a concession to sell items related to or associated with the institution's camp or clinic. However, the institution may employ the prospective or enrolled student-athlete at a rate commensurate with the going rate in that locality for similar services.

## 5. Promotions

Each camp director is responsible for promoting his/her camp or clinic. The compliance officer will assist each camp director to ensure that all promotional materials adhere to NCAA rules and regulations.

- Each camp director will develop his/her own brochure and marketing materials.
- Before any promotional materials can actually be printed, these materials must be submitted to the Director of Athletics, Associate Director of Athletics for Marketing Media Relations and the Accounting Office for approval as per the NCAA rules.
- All brochures must have a copy of the Camp Health Insurance form included in brochure when mailed (Appendix AA).
- Once printed copy of each brochure must be given to: Business Affairs, Public Relations, Community Affairs, Accounting Office, Student Affairs and the Athletic Department Secretary.

Note: NCAA bylaw 13.4.4.1.5 state the information contained within the brochure must be related specifically to the events and activities of the camp/clinic. You may send a camp/clinic brochure to a prospective student-athlete prior to September 1 of their junior year.

NCAA bylaw 12.5.1.6 allows a camp/clinic brochure to use a student-athlete's name, picture or institutional affiliation in its summer camp brochure to identify a student-athlete as a staff member. The student-athlete must be employed as a counselor to publicize or promote the camp/clinic.

## 6. Complimentary Attendance

Camp directors desiring to register a camper or clinic participant of financial hardship or special circumstances at no charge or at a reduced must submit this request to the athletic business manger.

- The camp director will submit a written proposal 45 days in advance for approval of all free or reduced admission attendance requests to the compliance coordinator for approval.
- The athletic compliance coordinator, after consulting the NCAA rules, will return a decision as to approval or disapproval of this request.
- No campers or clinic participants should be registered at a discount. NCAA bylaw 13.12.1.5.1 states that a high school prospective student-athlete shall not receive free or reduced admission privileges.

## 7. Financial Report

Each camp director (for both FMU camps and non-FMU sponsored camps) must submit a camp budget to the Director of Athletics for pre-approval no later than 30 days prior to the start of the camp. This must include all information required on Appendix Y. Each camp director (for both FMU camps and non-FMU sponsored camps) must submit a financial report to the Director of Athletics no later than the first day of classes for the Fall Semester. This report should show all income and all camp expenses.

In addition, each camp/clinic there is an administrative fee of 4% for camps that are off campus and a 6% charge if on campus from the business office. This charge is to offset administrative costs that the university occurs. A charge of 7% is also accessed from the athletic department. This charge help funds meals for prospective student athletes

- Each camp director must submit a proposed budget for next year's camp to the Director of Athletics by December 1<sup>st</sup>. This budget must include projected revenue (number of campers and price per camper), miscellaneous income (concessions, merchandise) supplies to be purchased (item, individual price, amount and total), anticipated staff and salaries (broken down by person or position), postage, printing, housing and food costs.
- The Director of Athletics uses this information to ensure all bills are paid to housing and food service.
- The Director of Athletics uses this information to obtain pricing on meals, housing and insurance.
- The Director of Athletics uses this information to assist in preparation of the fees charged to each camp and clinic for administrative and facility purposes.
- All camp brochures from participants will be returned to the athletic department. The athletic department administrative assistant will receipt all monies and provide a copy for the coaches. Upon receipt the camp director will send a letter confirming a participant's enrollment along with the Summer Programs; Acknowledgement of risk, Waiver and Release of Liability Statement (Appendix AA). This form must be on file before a camper can participate in a camp.
- All on campus camps must sign a contractual agreement form and be returned to the FMU Coordinator of Summer Camps (Appendix BB).
- The business office will move all positive balances into an individual sports supplemental fund on Nov. 1 of the following year. All camp budgets will be cleared at this time.
- Absolutely no 1 fund can be used to support camps, printing and postage must be charged to your camp account.

## 6. Housing/Food Service

It is the policy of the athletic department that all athletic camps strictly obey all rules and regulations set forth by the university housing and dining service departments at Francis Marion University. Discipline and behavior on the campus and in the dormitories at Francis Marion University is very important. Each camp director will be responsible to ensure that these areas are strictly and properly controlled.

Summer camp rates for housing and dining are uniform and should be established in advance of camp season.

- Upon establishing the dates of each camp, the Director of Athletics will meet with the appropriate staff members for housing and food services.
- The Director of Athletics will also negotiate any special needs or requests for a specific camp.
- No coaches or camp director should ever try to attempt to negotiate the areas of camp meals or housing.
- Once the Director of Athletics conveys the prices for food and housing to the camp director, the camp director may schedule a meeting with the housing representative to discuss the mechanics for that camp. The camp director may also meet with the food services representative to discuss a meal schedule for that camp.
- Each camp director is also responsible for obtaining the policies involved with food services and housing and ensuring that their camp adheres strictly to those policies.
- Camps on campus through lunch must use dining service for their meals.
- Camps staying overnight must use the dining hall for breakfast, lunch and dinner (depending on arrival and departure times).

#### 7. Medical Insurance

Consideration of the need for medical services is a required part of planning for special events at Francis Marion University. Therefore, all athletic camps/clinics held at Francis Marion University are required to have adequate medical insurance for all staff and participants involved in these events.

- The Director of Athletics will search the market and accept bids to obtain adequate and reasonably priced insurance.
- Once the proper insurance package is obtained, the Director of Athletics will inform each camp director of the insurance provider that was selected at the cost of insurance per camper.
- Each camper or clinic participant will be required to complete a medical form before being admitted to camp. No person will be allowed to participate in a camp or clinic without completing a medical form. (Appendix AA)
- All medical forms should be in the control of the athletic training staff or camp director for each camp/clinic. Upon the completion of camp, all medical forms should be returned to the camp director and kept for 10 years.
- All camper medicine must be held and dispensed by the camp athletic training staff or camp director. This policy should be followed with prescription and over-the-counter medicines.
- All camps will adhere to the Medical Emergency Plan (MEP) for FMU Athletic Camps. (Appendix CC) A copy of the MEP will be present at all sites of activity during all FMU camps or clinics.

#### H. Entry Fees/Guarantees

An accounts receivable must be set up in advance through the Accounting Office. The names of participants must be given three months in advance and updated every two weeks. Money will be receipted through the Cashier's Office unless you have been assigned a receipt book. If you have a receipt book, you are responsible. If a receipt book is used, the money should be deposited with the Cashier's Office daily. Once receivable is set up, all receipts will be sent from the accounting office.

I. Miscellaneous

1. ALL FUNDRAISING AND PROMOTIONAL EVENTS (i.e., camps, clinics, take a child to the game, etc.) MUST BE SUBMITTED IN WRITING TO THE DIRECTOR OF ATHLETICS. No contacts are to be made until approval. A copy of APPROVED fundraising activities shall be forwarded to the Athletic Business Manager.
2. All checks/moneys raised through fundraising activities must be turned in to the Athletics Business Manager within 48 hours. Be sure to provide a written statement in which accounts the moneys should be deposited.
3. Permission must be granted (on an annual basis) from the Director of Athletics for a coach to receipt money for an intercollegiate tournament directly to the Accounting Office.
4. All non-cash gifts must have prior approval [Appendix DD].
5. Express Mail must be approved through the Athletic Business Manager.
6. Reimbursement for official visit expenses other than travel is done with a purchase order; you must have receipts.

## Medical Policies & Procedures

### A. Physical Examinations

All student-athletes must be examined and approved for participation by a physician designated by the University and/or team physician before being permitted to practice or compete with an intercollegiate team. While the examination is effective for one year, the team physician and University physician designee may re-evaluate the athlete's fitness for participation at any time.

All incoming freshmen, transfer student-athletes, and returning students must complete a health history questionnaire before a physical examination is given. Upon satisfactorily completing the physical exam, the student-athlete will be allowed to participate.

New legislation enacted in Division II. requires that the required medical exam or evaluation that all incoming student-athletes must undergo prior to participation in practice, competition or out of season conditioning activities shall include a sickle cell solubility test (SST), unless documented results of a prior test are provided to the institution.

Sickle cell rules still apply for all Division I. sports as was the case prior to 2012-13.

### B. Limits of University Responsibility

The University's responsibility for medical treatment resulting from injuries sustained by the student-athlete is limited to:

- 1) Those injuries that occur while participating as a member of an intercollegiate athletic team at Francis Marion University in a regularly approved practice session or game and under direct supervision of proper coaches.
- 2) Those injuries while traveling directly to or from such regularly scheduled and approved practice sessions or games with other members of the team as a group provided such group is at the time under direct supervision of the proper coach.

Responsibility for medical expenses resulting from injuries sustained as listed above is limited to:

- 3) Those expenses resulting from medical services which have been authorized.
- 4) Payment of authorized expenses not covered by the student-athlete or student-athlete's parent's personal insurance that falls under our secondary insurance policy.

The University's policy and/or the University may deny claims for an injury that has resulted from a pre-existing condition (i.e., any injury that was incurred prior to enrollment as a student-athlete at Francis Marion University).



**In addition, FMU will not be responsible for any medical bills that have incurred to student-athletes that do not go through the Head Athletic Trainer or Team Physician regarding a referral to a medical specialist.**

If a student-athlete does not follow the procedures of reporting an injury to the athletic training staff, but decides to go to an outside physician without prior approval from the Staff Athletic Trainer or Team Physician, the University insurance coverage is null and void. In order for a student-athlete to be covered for expenses of any athletic injury or illness, he/she must go through the Staff Athletic Trainer or Team Physician by reporting the injury, and the athletic training staff will make necessary arrangements with an outside physician.

C. Insurance

All student-athletes must have on file a properly completed insurance information form to be permitted to practice or play. All student-athletes must have primary insurance that covers athletic injuries in the state of South Carolina and other parts of the United States. All International students will be required to purchase insurance through the athletic department that is valid in S.C. Student-athletes that do not purchase or let lapse their primary coverage will be responsible for the entire medical bill if injured. The University's athletic insurance requires that the student-athlete's (or parent's) insurance be utilized for primary coverage of medical and surgical expenses. The University's policy will pay no bills until all claims have been first submitted to the student-athlete's (or parent's) policy. The University's policy may pay claims that are denied or paid in part, but only after a copy of the "Explanation of Benefits" form showing payment record and any outstanding bills are submitted by either the parents or providers of service to the Head Athletic Trainer.

Authorized medical bills are to be handled in the following manner:

- 1) Submit all bills for medical services to the student-athlete or student-athlete's parent's primary insurance policy.
- 2) If the student-athlete's insurance denies coverage or the student-athlete's policy does not pay the entire claim, the bills and the "Explanation of Benefits" form should be sent to the Head Athletic Trainer for processing.

D. Injury and Illness Procedure

The student-athlete's health and well being is of utmost importance. In order to maintain quality coverage and assure appropriate care is rendered initially and continuing if necessary, the following procedures are instituted. The student-athlete must report all athletic injuries or illnesses to a representative of the athletic training staff as soon as possible, so an early and thorough evaluation can be accomplished. The staff athletic trainer is the primary and the initial contact for student-athletes to report all athletic injuries or illnesses. The staff athletic trainer will make the necessary medical referral as indicated. If the student-athlete desires to see the school nurse, they must first

seek a referral from the Athletic Training Department. Failure to do so may make the student-athlete responsible for any medical bills that may be incurred.

Should a student-athlete miss a class(es) due to an approved injury, the Head Athletic Trainer will contact the Director of Athletics who will inform the Provost, who will contact the appropriate professor(s). This does not guarantee an excused absence, so student-athletes need to attend all classes unless a medical professional has advised otherwise.

In the event of an emergency or medical problem, outside of athletic training room hours, contact the staff athletic trainer for the necessary advice or assistance, regardless of the time of day. If unable to contact the athletic training staff, go directly to Public Safety for assistance.

In any case, the student-athlete should report the emergency incident to the athletic training staff as soon as possible. The student-athlete is discouraged from seeking medical attention without the prior authorization from the athletic training staff and team physician, except in cases of emergencies. Any FMU student-athlete, who seeks any new/additional medical assessment/treatment which is deemed unnecessary/unwarranted by the FMU Athletic Training Staff and/or Sports Medicine Team, may be subject to assuming full/all financial responsibilities for the said assessment/treatment.

The Athlete should seek assistance from and consult with their Coach if there are any questions as to the above procedures or if they need assistance with contacting the staff athletic trainer.

E. Athletic Training Room Rules and Regulations for Athletes

1. Absolutely NO self-treatment.
2. The athletic training room is a medical facility. If a student-athlete is not receiving treatment, they will be asked to leave.
3. No athlete is to operate athletic training room equipment unless specifically instructed to do so by a member of the athletic training staff
4. No student-athlete is permitted to get any OTC medication out of the cabinet. Please ask a member of the athletic training staff.
5. The use of tobacco, vaping, alcohol, and illegal/banned drugs will be prohibited.

Review additional rules posted in the Athletic Training Room.

F. Treatments

Injured athletes must report for treatment according to the schedule identified by the Athletic Training Staff. Failure of the athlete to keep treatment appointments will be turned in to the appropriate coaches.

G. Injury Evaluations

The evaluation of injured athletes is the sole responsibility of the Athletic Training Staff and Team Physician/University Physician. When an injury occurs, the coaches should not get involved in any way in the evaluation, treatment, or disposition of the athlete. Furthermore, coaches shall not screen injuries before the Athletic Training Staff sees them.

H. Concussion Management Protocol

Francis Marion University has developed a concussion policy based on the National Athletic Trainers' Association Position Statement as well as the most current best practices for sports-related concussions and mild traumatic brain injuries. Together with our team physicians, Francis Marion University has implemented the most up-to-date guidelines for recognition, evaluation, treatment, and return-to-play for an athlete who has sustained a concussion.

It is important to know and understand that **concussions are a serious injury that can occur in any sport, without the loss of consciousness, and sometimes without a direct blow to the head.** Concussions are a complex injury to the brain, occurring at the cellular level, making it difficult to “see” other than through the signs and symptoms a student-athlete will display and report. Also necessary to understand is that while a student-athlete who sustains a concussion may appear normal, he or she may still be struggling with symptoms. **This makes it essential that the student-athlete promptly and accurately report a possible concussion.** Continuing to play with a suspected concussion, when the brain is in a vulnerable state, can put a student-athlete at significant risk for a severe and longer lasting, and possibly debilitating, injury. **Coaches are responsible for instructing the athlete to seek medical attention from the athletic training staff and/or report the incident themselves immediately.**

If a concussion is suspected, the student-athlete will be immediately removed from participation and evaluated. As per our policy, any athlete suspected of having a concussion will not be allowed to return to sports until cleared by the certified athletic trainer, who is trained in concussion assessment, in conjunction with the team physicians. Francis Marion University Sports Medicine staff will always err on the side of caution when it comes to concussions.

- 1) **Signs of Concussions as Observed by the Coach, Athletic Trainer, or Parent/Guardian**
  - a) Appears dazed or stunned
  - b) Forgets plays or demonstrates short-term memory difficulties (e.g., unsure of game, opponent)
  - c) Exhibits difficulties with balance, coordination, concentration, and attention
  - d) Answers questions slowly or inaccurately

- e) Demonstrates behavior or personality changes
- f) Is unable to recall events prior to or after the hit or fall

2) **Symptoms of Concussion as Reported by the Student-Athlete**

- a) Headache
- b) Nausea/vomiting
- c) Balance problems or dizziness
- d) Double vision or changes in vision
- e) Sensitivity to light/sound
- f) Feeling of sluggishness or foginess
- g) Difficulty with concentration, short-term memory, and/or confusion

Once a student-athlete has been symptom-free and medically cleared, he or she must follow a Return-to-Play program, comprised of increasing levels of activity with each single session. **No more than one session can be completed per day, and the student-athlete must complete the entire Return-to-Play program *without recurrence of signs or symptoms* before being allowed to return to full activity.** Should signs or symptoms occur during a Return-to-Play session the athlete will not be allowed to advance to the next session. This program is crucial for preventing a premature return to play. To aid in the concussion evaluation and return-to-play decision, the Francis Marion University Sports Medicine Staff uses ImPACT, a neurological computer-based test.

3) **Return-to-Play/Post-Concussion Guidelines**

- a) Day 1: Light cardio, stretching, low level balance activities, no impact, limited postural changes
- b) Day 2: Light to moderate cardio, light resistance exercises, moderate balance exercises, active stretching
- c) Day 3: Moderately aggressive cardio, weight lifting exercises, impact activities, dynamic balance and active stretching
- d) Day 4: Can resume non-contact practice; sports specific activities, plyometrics, aggressive strength exercises
- e) Day 5: Can resume all practice activities, including contact drills

4) **Take-Home Facts about Concussions**

- a) A concussion is a traumatic brain injury
- b) All concussions should be taken seriously
- c) Concussions can occur without loss of consciousness
- d) Concussions can occur in any sport
- e) When in doubt, sit out. You only have one brain.

I. **Sickle – Cell Anemia Policy: Effective 8/1/2010**

Student Athlete Sickle Cell Trait To-Do

*The NCAA is mandating that all incoming student-athletes must be tested for sickle cell trait or show proof of a prior test. In accordance with this legislation, the Francis Marion University Athletic Department is mandating that all student-athletes must be tested for sickle cell trait or show proof of a prior test.*

Student-Athletes Need to:

1. Contact their parents/guardian and pediatrician (at birth) and get documentation showing what their sickle cell trait status is.

❖ Infants born after 1984 were tested for the sickle cell trait and therefore the documentation should be available from a family pediatrician.

Or

2. Have the **sickle – cell trait testing** completed by their physician prior to arrival on-campus. The student – athlete will be responsible for any expenses incurred due to the testing. This is the preferred method to provide adequate documentation.

❖ This test needs to be in the form of a blood test.

This documentation will become mandatory and implemented as part of their required paperwork before participation in intercollegiate athletic activities. The policy will be effective **August 1, 2010** and the student – athletes will NOT be medically cleared until the documentation is provided regarding this medical condition.

For further information see handout provided by Head Athletic Trainer.

J. **NCAA Banned Drugs and Medical Exceptions Policy. Guidelines Regarding Medical Reporting for Student-Athletes with Attention Deficit Hyperactivity Disorder (ADHD) Taking Prescribed Stimulants**

The NCAA bans classes of drugs because they can harm student-athletes and can create an unfair advantage in competition. Some legitimate medications contain NCAA banned substances, and student-athletes may need to use these medicines to support their academics and their general health. The NCAA has a procedure to review and approve legitimate use of medications that contain NCAA banned substances through a Medical Exceptions Procedure. The diagnosis of adult ADHD remains clinically based utilizing clinical interviews, symptom-rating scales, and subjective reporting from patients and others. The following guidelines will help institutions ensure adequate medical records are on file for student-athletes diagnosed with ADHD in order to request an exception in the event a student-athlete tests positive during NCAA Drug Testing.

1. General considerations. Student-athletes diagnosed with ADHD in childhood should provide records of the ADHD assessment and history of treatment. Student-athletes treated since childhood with ADHD stimulant medication but who do not have records of childhood ADHD assessment, or who are initiating treatment as an adult, must undergo a comprehensive evaluation to establish a diagnosis of ADHD. There are currently no formal guidelines or standards of care for the evaluation and management of adult ADHD. The diagnosis is based on a clinical evaluation. ADHD is a neurobiological disorder that should be assessed by an experienced clinician and managed by a physician to improve the functioning and quality of life of an individual.

a. Student-athletes should have access to a comprehensive continuum of care including educational, behavioral, psychosocial and pharmacological services provided by licensed practitioners who have experience in the diagnosis and management of ADHD. Student-athletes treated with ADHD stimulant medication should receive, at a minimum, annual clinical evaluations.

b. Mental health professionals who evaluate and prescribe medical therapy for student-athletes with ADHD should have appropriate training and experience in the diagnosis and management of ADHD and should have access to consultation and referral resources, such as appropriate medical specialists.

c. Primary care professionals providing mental health services (specifically the prescribing of stimulants) for student-athletes with ADHD should have experience in the diagnosis and management of ADHD and should have access to consultation and referral resources (e.g., qualified mental health professionals as well as other appropriate medical specialists).

2. Recommended ways to facilitate academic, athletics, occupational and psychosocial success in the college athlete with adult ADHD taking prescribed stimulants include:

a. Access to practitioners experienced in the diagnosis and management of adult ADHD.

b. A timely, comprehensive clinical evaluation and appropriate diagnosis using current medical standards.

- c. Access to disability services.
- d. Appropriate medical reporting to athletics departments/sports medicine staff.
- e. Regular mental health/general medical follow-up.

3. Student-Athlete Document Responsibility. The student-athlete's documentation from the prescribing physician to the athletics departments/ sports medicine staff should contain a minimum of the following information to help ensure that ADHD has been diagnosed and is being managed appropriately (see Attachment for physician letter criteria):

- a. Description of the evaluation process which identifies the assessment tools and procedures.
- b. Statement of the Diagnosis, including when it was confirmed.
- c. History of ADHD treatment (previous/ongoing).
- d. Statement that a non-banned ADHD alternative has been **considered** if a stimulant is currently prescribed.
- e. Statement regarding follow-up and monitoring visits.

4. Institutional Document Responsibility. The institution should note ADHD treatment in the student-athlete's medical record on file in the athletics department. In order to request a medical exception for ADHD stimulant medication use, it is important for the institution to have on file documentation that an evaluation has been conducted, the student-athlete is undergoing medical care for the condition, and the student-athlete is being treated appropriately. The institution should keep the following on confidential file:

- a. Record of the student-athlete's evaluation.
- b. Statement of the Diagnosis, including when it was confirmed.
- c. History of ADHD treatment (previous/ongoing).
- d. Copy of the most recent prescription (as documented by the prescribing physician).  
NCAA Medical Exceptions Policy

5. Requesting an NCAA Medical Exception:

- a. The student-athlete should report the banned medication to the institution upon matriculation or when treatment commences in order for the student-athlete to be eligible for a medical exception in the event of a positive drug test.
- b. A student-athlete's medical records or physician's letter should **not** be sent to the NCAA, unless requested by the NCAA.

- c. The use of the prescribed stimulant medication **does not** need to be reported at the time of NCAA drug testing.
- d. Documentation should be submitted by the institution in the event a student-athlete tests positive for the banned stimulant.

Note: The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports may approve stimulant medication use for ADHD without a prior trial of a non-stimulant medication. Although the NCAA Medical Exception Policy requires that a non-banned medication be considered, the medical community has generally accepted that the non-stimulant medications may not be as effective in the treatment of ADHD for some in this age group.

SEE APPENDIX FF for criteria for letter from prescribing Physician to provide documentation

K. Referrals to Medical Specialists

If, in the opinion of the Staff Athletic Trainer and Team Physician, an athlete should be referred to a medical specialist for consultation due to an athletic injury, the following procedure will be followed:

- 1) The Staff Athletic Trainer and/or Team Physician will make the appointment with the consultant. **In no circumstances will a coach make the appointment.**
- 2) Any expenses not covered by insurance will be the responsibility of the student-athlete.

L. Participation Following Injuries

Decisions regarding the return of an injured athlete to practice and competition will be the sole responsibility of the Athletic Training Staff, Team Physician and/or University Physicians.

M. Media Release Concerning Injuries

Injuries of student-athletes can be released to the media provided there is a current Authorization for Release of Student Athlete Information form on file signed by the student-athlete.

N. Medication Policy

Student-athletes will not be permitted to enter the cabinets and retrieve OTC medications. The Athletic Training Staff must dispense all medications.

O. Emergency Procedures

In the event of an injury that requires immediate transportation to a medical facility, the following procedure should be used:



- 1) Begin immediate first aid.
- 2) Call Public Safety and inform them of your need for an ambulance. Give your name, location, and the status of the emergency. They will call for the ambulance.
- 3) When the ambulance arrives, someone (Athletic Trainer, Assistant Coach) should accompany the student-athlete. Athletic Trainer should only leave if there is another athletic trainer to cover event.
- 4) The Team Physician and Head Athletic Trainer should be notified as soon as possible if athlete is sent to the hospital.

P. Non-emergency Transportation

Transportation for non-medical emergencies will be arranged through the Head Athletic Trainer. Should the Head Athletic Trainer not be available, it should be arranged through the coaching staff. Under no circumstances should a student athletic trainer transport an athlete in a personal vehicle.

Q. Procedures Regarding Handling, Cleaning, and Treatment of Facilities and Athletes Exposed to Blood and Other Potentially Infectious Materials

The following recommendations are designed to further minimize risk of blood-borne pathogen transmission in the context of athletic events and to provide treatment guidelines for caregivers. These are referred to as "universal precautions," but some additions and modifications have been made as relevant to the athletic arena.

- 1) Pre-event preparation includes proper care for existing wounds, abrasions, cuts, or seeping weeping wounds that may serve as a source of bleeding or as a port of entry for blood-borne pathogens. These wounds should be covered before competition takes place.
- 2) The necessary equipment and/or supplies important to compliance with universal precautions should be available to health caregivers. These supplies include appropriate gloves, disinfectant bleach, antiseptics, biohazard containers, sharp containers, bandages, and/or dressings.
- 3) When a student-athlete is bleeding, the bleeding must be stopped and the open wound covered with a dressing sturdy enough to withstand the demands of the particular sport. Participants should be removed from the event as soon as possible. Return to play is determined by appropriate medical personnel. Any participant whose uniform is saturated with blood, regardless of the source, must have that uniform evaluated by medical personnel for potential infectivity and changed if necessary before returning to competition.
- 4) During an event, early recognition of uncontrolled bleeding is the responsibility of coaches, officials, student-athletes, and medical personnel. In particular, student-athletes should be aware of their responsibility to report a bleeding wound to the proper medical personnel.

- 5) Personnel managing an acute blood exposure must follow guidelines for universal precautions. Latex gloves should be worn for the direct contact with blood or body fluids containing blood. Hands should be washed after glove removal.
- 6) Any surface contaminated with blood should be cleaned in accordance with the following procedure: With gloves on, the spill should be contained in as small an area as possible. After the blood is removed, the surface area of concern should be cleaned with an appropriate decontaminant.
- 7) Proper disposal procedures should be practiced to prevent injuries caused by needles, scalpels, and other sharp instruments.
- 8) Any equipment or uniforms soiled with blood should be handled and laundered in accordance with hygienic methods normally used for treatment of any soiled equipment or clothing. This includes provisions for bagging the soiled items in a manner to prevent secondary contamination of other items or personnel.

R. Lightning Safety Policy

The keys to lightning safety are education and prevention. Education begins with background information on lightning and an understanding of the basic physics of lightning. Prevention should begin long before any athletic event.

- 1) The coaching/athletic training staff needs to check the weather report each day before a practice or event. In this way, the staff will be aware of the possibility of a storm forming or moving into the area during the day.
- 2) The coaching/athletic training staff should be aware of the signs of nearby thunderstorm development. Lightning and thunder activity in the local area are the alarms for the coaching/athletic training staff to begin monitoring thunderstorm activity, such as direction of movement and distance to the lightning flashes. It is imperative to understand that thunderstorms can become threatening in as little as half an hour. Furthermore, coaching/athletic training staff should know the location of the safe shelter closest to the athletic site and how long it takes to reach that safe shelter. Safe shelter is any sturdy building that has metal plumbing or wiring, or both, to electrically ground the structure, (i.e., not a shed, shack, or DUGOUT), and in the absence of a sturdy building as described above, any vehicle with a hard metal roof (i.e., not a convertible or golf cart) with the windows rolled up.
- 3) The coaching/athletic training staff should be aware of how close lightning is occurring. The athletic training staff has direct access to the Francis Marion's campus police weather alert system. If a thunderstorm is approaching the athletic trainer on duty will monitor its movements and alert officials, athletic director, and/or coaching staff if and when lightning reaches the designated warning distance. If an athletic trainer is not present it is the coaching staff's responsibility to contact the athletic trainer or campus police to determine the status of the thunderstorm.

The Francis Marion University Athletics Department advocates the following policy on lightning safety for outdoor athletic activities:

- 1) The athletic trainer on duty, or coaching staff if the athletic trainer is not available, will monitor the weather alert system and notify/warn the appropriate personnel once lightning has entered the 20 mile range. Once lightning has reached the 10 mile range the athletic trainer, or coaching staff if the athletic trainer is not available, will alert the appropriate personnel that all outdoor activities must cease and everyone needs to evacuate to the nearest, safest location. Everyone must be in a safe location once lightning enters the 6 mile range. If there is no access to the Francis Marion's weather alert system then the person monitoring the thunderstorm will need to follow the "flash-to-bang" method. Simply stated, count the seconds between seeing the lightning "flash" and hearing the clap of thunder ("bang"). Divide this number by five to determine how far away (in miles) lightning is occurring. If the interval is decreasing rapidly, and the storm is approaching your location, or if the "flash-to-bang" count approaches fifty (50) seconds, all outdoor activities must cease and everyone needs to evacuate to the nearest, safest location. "NO place outside is safe when thunderstorms are in the area!"

Before the start of an event, the athletic training staff, coaching staff, and officials will discuss whether tarping will be completed in the event of inclement weather. If tarping is decided, then the athletic training staff and/or coaching staff will notify the officials sooner to evacuate the field. How much sooner will depend on the speed of the storm. If tarping is not decided on then, the above guidelines will be followed (20-mile warning, 10-mile evacuation). Tarping will not be allowed at this time.

- 2) Stay away from tall or individual trees, lone objects (e.g., light or flag poles) metal objects (metal fences or bleachers), standing pools of water, and open fields. Avoid being the tallest object in a field. Do not take shelter under a single tree.
- 3) If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees or in a dry ditch. Crouching with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body's surface area. Do not lie flat!
- 4) If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch (as in No. 3) to minimize your body surface area.
- 5) Do not use a telephone unless there is an emergency. People have been struck by lightning and killed while using a landline telephone.
- 6) Lightning strike victims do not carry an electrical charge. CPR is safe for the responder and has been shown to be effective in reviving lightning strike victims. However, the first aid responder must protect their safety first in order to provide proper care. If possible the victim should be moved to a safe place before giving care.
- 7) Pay more attention to the lightning threat than to the rain. It need not be raining for lightning to strike; lightning can strike far from the rain shaft.
- 8) Allow 30 minutes to pass after the last flash of lightning (or at least 6 miles away) is seen and after the last sound of thunder is heard before resuming any outdoor activity. This 30 minute clock restarts for each lightning strike within 6 miles and each time thunder is heard.

The onus of removing a team or individuals from an athletic site in the event of dangerous and imminent lightning activity is on the coach supervising the activity. The safety of any team or student-athlete ultimately rests with that coach. Whenever possible, the full-time certified athletic training staff will advise the coach supervising the activity as to the danger and proximity of the lightning threat. However, the responsibility still remains with supervising coaches to remove their teams or individuals from a field or event site.

With the information and background on lightning presented in this policy, the coach or athletic trainer, or both, can make an intelligent and safe decision regarding the removal of a team or individuals from an athletic site or the stopping of play during dangerous thunderstorm activity. In addition, any individuals who feel they are in danger of any lightning activity have the right to leave a field or event site to seek safe shelter.

S. Heat Illness Protocol

Policy: To define a safe playing environment for athletic activities during a hot/humid environment. For further information see handout provided by head athletic trainer.

T. Emergency Action Plans for Athletic Facilities

**Emergency Action Plan**  
**Kassab Tennis Courts at Francis Marion University**

In the event of an emergency at the Kassab Tennis Courts, when emergency vehicles need to enter the field of play, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, if there is an athletic trainer on hand, they will coordinate the emergency action plan, otherwise the coaching staff will be responsible.
2. Emergency equipment (splints) will be available at the home bleachers if needed during contests. Gates leading to the courts will remain unlocked during all practices and matches.
3. If there is a Public Safety Officer on hand for the match, they will notify EMS through the dispatch at the Public Safety Office. If no officer is available, the athletic trainer (coaching staff if athletic trainer is unavailable) will notify Public Safety.
4. If an emergency arises during practice, the coaching staff will notify the athletic trainer on duty. Public Safety will then be notified and EMS will be called.
5. EMS will enter off of Francis Marion Road turning left on Robert C. Scott Drive. Go straight through traffic circle and up sidewalk to the right of the Smith University Center building. Tennis courts are on the right.
6. Once EMS arrives, they will take over the scene with assistance from the Athletic Training Staff.
7. An athletic department staff member (coach, administrator, athletic trainer) on hand will accompany the student-athlete to the emergency room.
8. The Athletic Trainer will notify the athlete's emergency contact, if they are not in attendance.
9. The Athletic Trainer will notify appropriate medical personnel if needed.
10. The Athletic Trainer will notify the Director of Athletics of the situation.

**Important Numbers** (843 area code unless otherwise stated)

Reghan Boehmke	661-1358 Office	992-9057 Mobile
Andrea Kolodziej	661-1358 Office	708-860-5635 Mobile
Eric Schwab	661-1358 Office	231-286-6038 Mobile
Murray Hartzler	661-1237 Office	229-1027 Mobile
Michael G. Hawkins	661-1222 Office	230-8102 Mobile
Gary Edwards	661-1247 Office	229-4859 Mobile
<b>Public Safety</b>	<b>1109</b> (from campus phone)	<b>661-1109</b> (non-campus phone)

**Emergency Action Plan**  
**Smith University Center at Francis Marion University**

In the event of an emergency in the Smith University Center, when emergency vehicles need to enter the field of play, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, if there is an athletic trainer on hand, they will coordinate the emergency action plan, otherwise the coaching staff will be responsible.
2. Emergency equipment (splints) will be available in the Athletic Training Room during practices and contests.
3. If there is a Public Safety Officer on hand for the game, they will notify EMS through the dispatch at the Public Safety Office. If no officer is available, the athletic trainer (coaching staff if athletic trainer is unavailable) will notify Public Safety.
4. If an emergency arises during practice, the coaching staff will notify the athletic trainer on duty. Public Safety will then be notified and EMS will be called.
5. EMS will enter the Smith University Center by turning left off of Francis Marion Road onto Robert C. Scott Drive. Go straight through the traffic circle and up the sidewalk to the right of the Smith University Center building and proceed to southeast corner of the building. Enter through the bank of doors adjacent to the practice soccer fields using the ramp. The athletic trainer on hand will coordinate the arrival through this entrance.
6. Once EMS arrives, they will take over the scene with assistance from the Athletic Training Staff.
7. An athletic department staff member (coach, administrator, athletic trainer) on hand will accompany the student-athlete to the emergency room.
8. The Athletic Trainer will notify the athlete's emergency contact, if they are not in attendance.
9. The Athletic Trainer will notify appropriate medical personnel if needed.
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**Emergency Action Plan**  
**Softball Field in the Griffin Athletic Complex at Francis Marion University**

In the event of an emergency at the softball field, when emergency vehicles need to enter the field of play, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, if there is an athletic trainer on hand, they will coordinate the emergency action plan, otherwise the coaching staff will be responsible.
2. Emergency equipment (splints) will be available in the home dugout if needed during contests. Gates leading to the fields will remain unlocked during all practices and contests.
3. If there is a Public Safety Officer on hand for the game, they will notify EMS through the dispatch at the Public Safety Office. If no officer is available, the athletic trainer (coaching staff if athletic trainer is unavailable) will notify Public Safety.
4. If an emergency arises during practice, the coaching staff will notify the athletic trainer on duty. Public Safety will then be notified and EMS will be called.
5. EMS will enter at South Evander Drive (off US 76/301 or via Ann Pearce Drive off SC 327) and turn into the back section of the parking lot of the FMU Foundation Building. The field is accessible through a gate next to the batting cage which leads to left field. The coaching staff will be responsible for making sure the gate is unlocked and that EMS has access.
6. Once EMS arrives, they will take over the scene with assistance from the Athletic Training Staff.
7. An athletic department staff member (coach, administrator, athletic trainer) on hand will accompany the student-athlete to the emergency room.
8. The Athletic Trainer will notify the athlete's emergency contact, if they are not in attendance.
9. The Athletic Trainer will notify appropriate medical personnel if needed.
10. The Athletic Trainer will notify the Director of Athletics of the situation.

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**Emergency Action Plan**  
**Clifford Cornell (Baseball) Field at Sparrow Stadium at Francis Marion University**

In the event of an emergency at Sparrow Stadium, when emergency vehicles need to enter the field of play, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, if there is an athletic trainer on hand, they will coordinate the emergency action plan, otherwise the coaching staff will be responsible.
2. Emergency equipment (splints) will be available in the home dugout if needed during contests. Gates leading to the fields will remain unlocked during all practices and contests.
3. If there is a Public Safety Officer on hand for the game, they will notify EMS through the dispatch at the Public Safety Office. If no officer is available, the athletic trainer (coaching staff if athletic trainer is unavailable) will notify Public Safety.
4. If an emergency arises during practice, the coaching staff will notify the athletic trainer on duty. Public Safety will then be notified and EMS will be called.
5. EMS will enter at 191 Harlan G. Hawkins Drive and enter the field at the right outfield gate next to the field house. The coaching staff will be responsible for making sure the gate is unlocked and that EMS has access.
6. Once EMS arrives, they will take over the scene with assistance from the Athletic Training Staff.
7. An athletic department staff member (coach, administrator, athletic trainer) on hand will accompany the student-athlete to the emergency room.
8. The Athletic Trainer will notify the athlete's emergency contact, if they are not in attendance.
9. The Athletic Trainer will notify appropriate medical personnel if needed.
10. The Athletic Trainer will notify the Director of Athletics of the situation.

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**Emergency Action Plan**  
**Hartzler Soccer Field at Francis Marion University**

In the event of an emergency at the Hartzler Soccer Field, when emergency vehicles need to enter the field of play, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, if there is an athletic trainer on hand, they will coordinate the emergency action plan, otherwise the coaching staff will be responsible.
2. Emergency equipment (splints) will be available on the home bench if needed during contests. Gates entering the field will remain unlocked during all practices and contests.
3. If there is a Public Safety Officer on hand for the game, they will notify EMS through the dispatch at the Public Safety Office. If no officer is available, the athletic trainer (coaching staff if athletic trainer is unavailable) will notify Public Safety.
4. If an emergency arises during practice, the coaching staff will notify the athletic trainer on duty. Public Safety will then be notified and EMS will be called.
5. EMS will enter at 191 Harlan G. Hawkins Drive and enter the field at the gates located below the scoreboard near the team benches. The coaching staff will be responsible for making sure the gate is unlocked and that EMS has access.
6. Once EMS arrives, they will take over the scene with assistance from the Athletic
  - i. Training Staff.
7. An athletic department staff member (coach, administrator, athletic trainer) on hand
  - i. will accompany the student-athlete to the emergency room.
8. The Athletic Trainer will notify the athlete’s emergency contact, if they are not in attendance.
9. The Athletic Trainer will notify appropriate medical personnel if needed.
10. The Athletic Trainer will notify the Director of Athletics of the situation.

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**Emergency Action Plan**  
**Webb Plaza at the Griffin Athletic Complex**

In the event of an emergency at the Webb Plaza, when emergency vehicles need to enter the area, the following procedure will be utilized to make sure things run smoothly and expediently. This is also the emergency plan for spectators for all three intercollegiate competition fields.

1. During events, if there is an athletic trainer on hand, they will coordinate the emergency action plan, otherwise coaches or event organizers will be responsible.
2. Emergency equipment (splints) will be available on the home bench if needed during contests.
3. If there is a Public Safety Officer on hand for the event, they will notify EMS through the dispatch at the Public Safety Office. If no officer is available, the athletic trainer (coaching staff or event organizer if athletic trainer is unavailable) will notify Public Safety.
4. If an emergency arises during practice, the coaching staff or event organizer will notify the athletic trainer on duty. Public Safety will then be notified and EMS will be called.
5. EMS will enter at 191 Harlan G. Hawkins Drive and enter Webb Plaza by the service road between Hartzler Soccer Field and Lake Coleman. The coaching staff and/or event organizer will be responsible for making sure the gate is unlocked and that EMS has access.
6. Once EMS arrives, they will take over the scene with assistance from the Athletic Training Staff.
7. An athletic department staff member (coach, administrator, event organizer, athletic trainer) on hand will accompany the student-athlete to the emergency room.
8. The Athletic Trainer will notify the athlete's emergency contact, if they are not in attendance.
9. The Athletic Trainer will notify appropriate medical personnel if needed.
10. The Athletic Trainer will notify the Director of Athletics of the situation.

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**Emergency Action Plan  
Practice Soccer / Intramural Fields at Francis Marion University**

In the event of an emergency at the practice soccer/intramural fields, when emergency vehicles need to enter the field of play, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, if there is an athletic trainer on hand, they will coordinate the emergency action plan, otherwise the coaching staff will be responsible.
2. Emergency equipment (splints) will be available in the athletic training room if needed during contests. Gates entering the field will remain unlocked during all practices and contests.
3. If there is a Public Safety Officer on hand for the game, they will notify EMS through the dispatch at the Public Safety Office. If no officer is available, the athletic trainer (coaching staff if athletic trainer is unavailable) will notify Public Safety.
4. If an emergency arises during practice, the coaching staff will notify the athletic trainer on duty. Public Safety will then be notified and EMS will be called.
5. EMS will enter by turning left off of Francis Marion Road onto Robert C. Scott Drive. Go straight through the traffic circle and up the sidewalk to the right of the Smith University Center building and proceed to the fields. The coaching staff will be responsible for making sure any gates are unlocked and that EMS has access.
6. Once EMS arrives, they will take over the scene with assistance from the Athletic Training Staff.
7. An athletic department staff member (coach, administrator, athletic trainer) on hand will accompany the student-athlete to the emergency room.
8. The Athletic Trainer will notify the athlete's emergency contact, if they are not in attendance.
9. The Athletic Trainer will notify appropriate medical personnel if needed.
10. The Athletic Trainer will notify the Director of Athletics of the situation.

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**Emergency Action Plan**  
**Track and Field at Francis Marion University**

In the event of an emergency at the track and field area, when emergency vehicles need to enter the field of play, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, if there is an athletic trainer on hand, they will coordinate the emergency action plan, otherwise the coaching staff will be responsible.
2. Emergency equipment (splints) will be available in the athletic training room if needed during contests. Gates entering the field will remain unlocked during all practices and contests.
3. If there is a Public Safety Officer on hand for the game, they will notify EMS through the dispatch at the Public Safety Office. If no officer is available, the athletic trainer (coaching staff if athletic trainer is unavailable) will notify Public Safety.
4. If an emergency arises during practice, the coaching staff will notify the athletic trainer on duty. Public Safety will then be notified and EMS will be called.
5. EMS will enter by turning left off of Francis Marion Road onto Robert C. Scott Drive. Go straight through the traffic circle and up the sidewalk to the right of the Smith University Center building. Turn right just after the tennis courts, turn left at the baseball field and drive across the grass and up to the back left gate of the track closest to the soccer field. OR personnel can turn left off of Francis Marion Road at Gate 5 (unnamed access road) just past the Richardson Center for the Child and proceed (provided the gate is unlocked) past the softball field and observatory to the back of the track.
6. Once EMS arrives, they will take over the scene with assistance from the Athletic Training Staff.
7. An athletic department staff member (coach, administrator, athletic trainer) on hand will accompany the student-athlete to the emergency room.
8. The Athletic Trainer will notify the athlete's emergency contact, if they are not in attendance.
9. The Athletic Trainer will notify appropriate medical personnel if needed.
10. The Athletic Trainer will notify the Director of Athletics of the situation.

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Michael G. Hawkins	661-1222 Office	230-8102 Mobile
Gary Edwards	661-1247 Office	229-4859 Mobile
<b>Public Safety</b>	<b>1109</b> (from campus phone)	<b>661-1109</b> (non-campus phone)

# FRANCIS MARION UNIVERSITY ATHLETIC DEPARTMENT

## Critical Incident Guidelines

### I. INTRODUCTION AND DEFINITION OF CRITICAL INCIDENT

The Francis Marion University Athletic Department's Critical Incident Guideline will be activated when the following critical incidents (CI) occur;

#### 1. Sudden Death of a Student-Athlete, Coach or Staff Member

- Death during competition, practice, or conditioning.
- Death during travel.
- Non-athletic accidents.
- Unknown medical anomalies (e.g., heart attack, stroke, illness).
- Victim of a crime.
- Attempted / Completed Suicide.

#### 2. Disability / Serious Injury or Illness / Criminal Act

- Either during Francis Marion University Athletic Department participation/or travel, or during non-athletic activities.
- Spinal Cord Injury-resulting in partial or complete paralysis.
- Loss of Paired Organ.
- Severe Head and Neck Trauma.
- Injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily functions.
- Irrecoverable loss of speech or hearing (both ears) or sight (both eyes) or both arms or both legs or one arm and one leg.
- Student-Athlete arrested/cited for a crime of a serious nature.

#### 3. Other Incidents Threatening the Health / Welfare / Safety of the Athletic Department Community.

#### 4. Other incidents, which in the judgment of the Director of Athletics, would benefit from the input and/or action of the Athletic Department Critical Incident Management Team.

### II. FRANCIS MARION ATHLETIC DEPARTMENT CRITICAL INCIDENT MANAGEMENT TEAM (CIMT)

- Director of Athletics.
- Dean of Students.
- Vice President for Student Affairs.
- Associate Athletic Director for Media Relations.
- Vice President for Public Affairs.
- Additional personnel as deemed appropriate by CIMT.

### III. IMMEDIATE ACTION PLAN

The following action plan will appropriately apply to steps to manage a critical incident.

While applying these steps, Francis Marion University Athletic Department Personnel will keep in mind the following goals:

- Get all pertinent facts regarding the incident accurately and expeditiously.
- Accurately document all events, especially list all participants and witnesses.
- Secure any or all available materials/equipment involved.
- Respect the dignity of the individuals involved.
- Immediate communication within the CIMT.
- Only the members of the CIMT, or individuals they designate, are to speak on the incident to family members, media, other staff members, student-athletes or coaches – **no one else has clearance to speak on the incident.**
- Instruct student-athletes they are not to speak to **anyone** regarding the incident.
- Any communication with the media is handled either through the Sports Information Office or Public Affairs Office. All information deemed appropriate for release to the media will be determined by the CIMT. **No information** will be released until parents/guardians have been notified.
- The University President and the Vice President for Public Affairs are the only individuals authorized to release the names of injured or deceased to campus community members and to the media.
- In cases of a significant crisis, the President or highest ranking University official must take the lead in conveying the administration's response to the crisis, showing that the University has control of the situation, calming public concern and setting an example for the entire campus.
- The Vice President for Administration will make the required notification if the injury or death involves a staff member.
- The Vice President for Student Affairs will make the required notification if the injury or death involves a student-athlete.
- All inquiries regarding the safety or condition of employees and/or students should be immediately referred to the Vice President for Public Affairs.

### IV. AWAY CONTESTS – COACHES, ADMINISTRATORS AND STAFF MEMBERS

- Immediately notify Director of Athletics and/or Associate Athletic Director for Media Relations.
- Work with local hospital, Sports Medicine Staff, Athletic Department, or Police to assist in the situational process and the gathering of information to update the Director of Athletics and/or Associate Athletic Director for Media Relations.
- The Head Coach and/or Administrator remains on site after team departs to coordinate communication and arrangements with the Francis Marion University Administration until relieved by a Francis Marion University Representative.

## V. CHAIN OF COMMAND AND AREAS OF ACTION:

### COACHING AND SUPPORT STAFF

- Notify Director of Athletics and/or Associate Athletic Director for Media Relations of Critical Incident.
- Follow Immediate Action Plan.
- Encourage Student-Athletes to not discuss incident until cleared to do so by Francis Marion University Athletic Department officials.
- Support Student-Athletes and Facilitate CI Guidelines as outlined.
- Organize communication with parents.

### DIRECTOR OF ATHLETICS

- Notifies or is notified by Head Coach or Head Athletic Trainer of a Critical Incident.
- Depending upon the incident, may directly notify the Vice President for Student Affairs, Francis Marion University President, Dean of Students, Vice President for Public Affairs, Francis Marion University Attorney, Associate Athletic Director for Media Relations, and Public Safety.
- Works with the University Crisis Management Team.
- Contact Francis Marion University Counseling Center to provide service if/as needed.

### HEAD ATHLETIC TRAINER

- Notifies Director of Athletics, Team Physician, and Sports Medicine Staff.
- Notifies Head Coach if incident occurs during non-practice participation or when coach may not be present.
- Coordinates, along with Team Physician, communication with any physicians involved in critical incident medical care.
- Communicates with Associate Athletic Director for Media Relations.
- Communicates with University Attorney if needed.

### FRANCIS MARION UNIVERSITY ATHLETIC DEPARTMENT ADMINISTRATIVE STAFF

- Associate Athletic Director for Media Relations: Coordinates any media release with the Director of Athletics, Team Physician, Head Athletic Trainer, Head Coach and Public Affairs Office. **NO RELEASE** will be made until parents/guardians are informed.
- Assistant Athletic Director for Compliance and Academic Support: Communicates with Dean of Students and Provost Office of impact of incident on classes/grades and they will then inform appropriate faculty/staff.
- Provides guidance regarding payment of incidental expenses and interpretive support relating to any NCAA regulations.
- Administrative Assistant and Business Manager: Coordinates any travel plans and housing for parents, staff, coaches or team.
- Administrative Assistant: Communicates health insurance procedure information as needed.

### FACULTY ATHLETIC REPRESENTATIVE

- Serve as faculty liaison to campus for the Athletic Department.

## **Sports Information Policies and Procedures**

The following policies and procedures must be followed to ensure adequate and accurate information is obtained. This information is readily accessible to the media. Any questions should be directed to the Associate Athletic Director for Marketing and Media Relations.

### **A. Publicity**

- 1) It will be the responsibility of the coach of each sport to meet with the Associate Athletic Director for Marketing and Media Relations prior to the season and plan the season's publicity program.
- 2) The coaches shall report all scores and statistics to the Associate Athletic Director for Marketing and Media Relations or designee as soon as possible after each contest, or as previously agreed upon.
- 3) All statistics and records for all sports will be kept in the Associate Athletic Director for Marketing and Media Relations office.
- 4) All schedules will be officially released by the Associate Athletic Director for Marketing and Media Relations.

### **B. Policies and Procedures**

- 1) Pre-season pictures of individuals and teams are to be arranged as soon as possible.
- 2) Coaches are to have each player complete a sports information questionnaire at the beginning of each season. These are to be turned in to the Associate Athletic Director for Marketing and Media Relations as soon as possible.
- 3) Release of schedule should be accompanied by a prospectus of season prior to the first contest.
- 4) Weekly news releases during the season will discuss what happened last week and what is upcoming.
- 5) Feature stories will be released when the coach and Associate Athletic Director for Marketing and Media Relations see fit.
- 6) Pre-event releases will be sent out whenever possible.
- 7) Hometown releases on all athletes will be done during the year. Preferably wait until something good has happened. If not then, a season-ending release announcing that athlete's statistics.



- 8) The Associate Athletic Director for Marketing and Media Relations is responsible for developing media guides or other promotional materials, along with the coaches help.
- 9) Up-to-date profiles on all coaching staff should be maintained.
- 10) Publicize an athlete signing by news release only.
- 11) Have season schedules printed and distributed prior to the season.
- 12) Coordination of social media for the athletic department, with assistance from coaches.
- 13) Pre-game and during game music will be cleared.
- 14) Coaches are required to inform the Associate Athletic Director for Marketing and Media Relations of the following: the signing of a recruit; a player leaving the squad; a player injury; any roster changes; any starting lineup change; any uniform number change; any public appearances by the team or the coach; the completion of the upcoming season's schedule as soon as it is finalized; and any resulting schedule changes.

## **Policy for Reporting Violations**

Francis Marion University is committed to operating its Athletics Program in a manner which is consistent with the letter and the spirit of the NCAA, the Peach Belt Conference, and University rules and regulations. To achieve that commitment, Francis Marion has instituted a compliance program which will combine the training and education of coaches, staff, and students; the review and modification of Athletics Department and University operating procedures to ensure compliance with those rules; and prompt institutional response when rule violations do occur.

Francis Marion University's position is that no violation is so minor that it need not be reported. Francis Marion encourages employees, inside and outside the Athletic Department, to be aware of and to report all NCAA rules violations. This policy for reporting rules violations is part of an overall rules education and compliance program at Francis Marion University that strives to bridge the academic and athletic areas in a reasonable manner. In responding to a rule violation, Francis Marion University will examine such factors, as whether the violation is intentional, whether an advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether an athlete's eligibility is affected, whether violations are recurring, and what can be done to ensure compliance in the future. Francis Marion University's goals in responding to a potential rules violation will be to encourage communication; to seek consistency and accountability; and above all, to send a strong message that Francis Marion University is serious about rules compliance.

Francis Marion's compliance goals are to educate coaches, staff, and students in their responsibilities under the rules, to develop efficient and responsible operating procedures within the Athletics Department and the University which guide staff in their efforts to work within the rules, and to respond to each rule violation so that the circumstances which led to the violation can be corrected.

Francis Marion has an ongoing Compliance Committee, chaired by the Compliance Coordinator, and represented by staff from the various academic areas involved with athletic eligibility (Admissions, Registrar, Financial Aid), the Director of Athletics, the Senior Women's Administrator and the Faculty Athletics Representative. The Committee meets regularly to review NCAA rules and to monitor compliance procedures. The President also has regularly scheduled meetings with the Director of Athletics. Coaches and staff involved with athletic eligibility are regularly involved in conference and NCAA rules-education seminars. Francis Marion requires that coaches keep accurate documentation on phone calls, recruiting trips, and practice sessions. Student-athletes are involved in rules education sessions.

Coaches, staff members, and student-athletes at Francis Marion University have an obligation to report any violations or potential violations of NCAA or Peach Belt Conference rules. All suspected violations should be reported to the Director of Athletics and the Compliance Coordinator. If an internal investigation is required it will be conducted by the Director of Athletics and Compliance Coordinator in consultation with the Faculty Athletic Representative. They will present their findings and recommendations to the President. The Peach Belt Conference and NCAA Enforcement Division, if necessary, will investigate NCAA violations. Outlined here are the specific Francis Marion policies concerning the reporting of a suspected violation and conducting an investigation of the alleged violation.

**A. Who may Report a Violation**

1. Any individual (an athletic staff member or coach, a student-athlete, a University employee, or a member of the community) may report an alleged, rumored, or suspected violation.
2. The individual may report the alleged, rumored, or suspected violation verbally or in writing.

**B. To Whom Shall an Alleged Violation be Reported**

1. If an alleged or rumored or suspected violation is conveyed to any Athletic Department staff member, the staff member is required by NCAA regulations to notify the Director of Athletics so that an investigation may begin.
2. Individuals other than Athletic Department staff members may report an alleged violation to any or all of the following persons:
  - a. Director of Athletics
  - b. Compliance Coordinator
  - c. Faculty Athletics Representative

**C. Conduct of the Investigation**

1. The Director of Athletics is responsible to initiate and conduct the investigation of the alleged violation when notified of an alleged violation. The Director of Athletics will immediately inform the President, the Compliance Coordinator, the Faculty Athletics Representative, and the coach involved that an investigation of the alleged infraction is under way. It is important that the Compliance Coordinator is kept fully informed of the status of the investigation by the Director of Athletics by means of oral and written communication of relevant procedures, interviews, and documents relevant to the case. If the allegation is against the Director of Athletics, the President shall direct appoint a designee who working with the Compliance Coordinator will conduct the investigation and report the findings directly to the President.
2. The Director of Athletics will maintain a written record of all documents, chronology, and interviews concerning the alleged violation. The written record, to be included in the investigation report, will consist of the following:
  - a. Date the alleged violation was reported to the Director of Athletics and by whom the violation was reported.

- b. Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation, especially the name of the coach and the student-athlete involved.
- c. Chronology of all actions taken by the Director of Athletics and the Compliance Coordinator support in the investigation of the alleged violation. This should include dates of interviews, documents, and calls for possible rules interpretations to the Peach Belt Conference Commissioner and the NCAA Office.
- d. A formal report and recommendation by the Director of Athletics, with a rationale for concluding whether the allegation was or was not a violation of NCAA regulations. This report should be given to the President, the Compliance Coordinator, and the Faculty Athletics Representative.
- e. The Compliance Coordinator will review the report and recommendation of the Director of Athletics, and make an independent report and recommendation to the President of the University.
- f. If the Director of Athletics and the Compliance Coordinator's recommendations to the President agree that a violation has occurred, the President will direct the Director of Athletics to report the infraction immediately to the Peach Belt Conference Commissioner and the NCAA. The Director of Athletics will send copies of these letters of notification to the President, the Compliance Coordinator and Academic Support, the Faculty Athletics Representative, and the involved coach or staff member.

**D. Information to be included in the Self-Report by the Director of Athletics**

The NCAA Enforcement Division recommends that the following information be included in the report of a violation:

1. The date and location of the violation.
2. The identities of involved student-athletes and coaching staff members.
3. The means by which the institution became aware of the alleged violation, such as a letter, a phone call, a conversation, or a newspaper story.
4. The reasons why the violation occurred, such as lack of knowledge of a rule or poor monitoring.
5. A list of corrective or punitive actions taken by the University.
6. The institution should indicate clearly whether it believes a violation occurred

and the specific legislation it believes has been violated.

**E. Alleged Violations at Other NCAA Member Institutions**

1. If an individual at Francis Marion University has knowledge of an alleged violation that occurred at another NCAA institution, one should report the alleged violation to Francis Marion's Director of Athletics or Assistant Athletic Director for Compliance and Academic Support, who then are required to report the allegation to the Director of Athletics of the other school and the NCAA, if necessary.
2. The Francis Marion University Director of Athletics should discuss the violation with the accuser and may then contact the Director of Athletics at the accused institution to request that the alleged violation be investigated. The Francis Marion University Director of Athletics may contact the Peach Belt Conference Commissioner and request that the Commissioner contact the accused institution.

**F. Policy on Repeated Violations at Francis Marion University**

Reported violations by coaches or other members of the Athletic Department staff can result in the following disciplinary action taken by the Director of Athletics or the President of the University.

Minor Violations: Not allowed to recruit on- or off-campus; completion of a supervised rules education program; temporary suspension of coaching duties; reassignment of other duties within the Athletic Department.

Major Violations: Suspension from coaching duties, including recruitment; loss of coaching duties; termination of employment.

The Director of Athletics will conduct an inquiry with the individual involved, along with the Compliance Coordinator, the Faculty Athletics Representative, and the President to ascertain the severity of the violation and whether or not it is a repeated violation by the individual. The appropriate action will be taken based upon the findings of this inquiry and the recommendation of the Assistant Athletic Director for Compliance and Academic Support. The Commissioner of the Peach Belt Conference may be called in, on a consulting basis, if the violation warrants the Commissioner's involvement.

## **Drug Testing Policies and Procedures**

### **A. NCAA Substance Abuse Policy**

1. Every Division I & II sport FMU sponsors is subject to out-of-season (year-round) drug testing.
2. Student-athletes are subject to testing before, during, and after their competitive season.
3. A student-athlete who tests positive for a banned substance, as set forth in Bylaw 31.2.3., shall be declared ineligible for further participation in championship season and non-championship season competition in accordance with the ineligibility provisions in Bylaw 18.4.1.5.1.

### **C. FMU SUBSTANCE ABUSE POLICY**

Francis Marion University supports the NCAA statement of substance abuse. We are dedicated to promoting and preserving the integrity of athletics for the benefit and welfare of our student-athletes. The abuse of alcohol or illicit drugs by student-athletes will adversely affect their performance, athletic achievements, and personal well-being. Student-athletes who abuse alcohol and/or controlled substances put themselves, their teammates, and the university at risk. For these reasons, we are committed to develop, initiate, and maintain requirements/policies/procedures which have a proactive approach in regards to the choices our student-athletes make in these matters.

Francis Marion University does not tolerate under-age drinking or the inappropriate use of alcohol, substance abuse, or use of any substance banned by the NCAA. Participation in intercollegiate athletics at Francis Marion University is a privilege; those who participate are expected to uphold the highest standards of the University.

FMU is committed to enhancing the life of every student-athlete who attends Francis Marion University, and because of this, we believe that a strong alcohol and substance abuse prevention program and drug-screening program are essential for the protection of student-athletes from the harmful effects of alcohol and drug abuse.

#### D. PURPOSE AND GOALS

1. To educate through discussions and Champs Life presentations FMU student-athletes and student-support staff on the effects of tobacco, vaping, alcohol abuse, and or illicit drug use on their physical, psychological, and social well-being.
2. To identify the substance abuser and to provide a mechanism of counseling and rehabilitation.
3. To improve class attendance and academic performance.
4. To act as a deterrent to prevent drug usage.
5. To develop a proactive means to prevent inappropriate use of tobacco, vaping, alcohol, or drugs.

#### PARTICIPANTS

1. All student-athletes at Francis Marion University, both scholarship and non-scholarship, including student-athletes who are ineligible to play or who have redshirt status.
2. All student-support staff, including but not limited to, student managers, student trainers, student coaches and practice players.

#### DURATION STUDENT/ATHLETES ARE SUBJECT TO SUBSTANCE ABUSE POLICY

Every student-athlete and student-support staff member is subject to the department of athletics substance abuse policy from the first day of classes following their initial enrollment at FMU to their final day of enrollment. This includes summer months in-between academic years. Every student-athlete and student-support staff member is required to report to the Director of Athletics any violation or incident involving law enforcement authorities where a citation or warrant is issued within two business days

#### HOW INDIVIDUALS ARE SELECTED FOR TESTING

##### Methods of Selection

1. Random selection
2. Reasonable Suspicion
3. Referral
4. Positive from previous test
5. Arrest or conviction for a criminal offense related to alcohol or drug use
6. Observed abnormal appearance, conduct, or behavior, including absence from class and training or competition reasonably interpreted as being caused by the use of alcohol or illegal drugs

## Notification of Individuals Selected

Advanced notice **will not** be given. On the day that the test will take place, the Head Athletic Trainer, Assistant Athletic Trainer(s), director of NCAA Compliance or head coach will hand deliver a paper notification of selection to each student-athlete that will be tested. At the time of presentation the student-athlete will be notified of time and location of the drug test and then will sign a notification form. All notified individuals should bring a photo ID to the drug testing site. If a notified student-athlete fails to report to the drug testing session, he/she will be considered to have a positive test and face sanctions as if his/her specimen tested positive.

## Testing Procedures

1. Selected individual will provide a urine specimen under observation
2. Sample will be analyzed (the FMU Athletic Department tests for banned drugs that include but are not limited to the NCAA banned drug list)
3. Testing results will be returned to the head athletic trainer, who will notify the Director of Athletics of all results; the Director of Athletics will notify the appropriate head coach

Note: These policy sanctions do not super cede any action taken under Francis Marion University's Code of Student Conduct.

## TOBACCO

The use of tobacco products, including smokeless tobacco and vaping, is PROHIBITED by all student-athletes and student-support staff in all sports during practice and competition.

Penalties: A player is to be removed from practice or ejected from a contest at which time further sanctions will be determined.

## VIOLATIONS/SANCTIONS - ALCOHOL

Alcohol is the most frequently abused drug in our society, and the Francis Marion University Athletic Department will not tolerate the abuse or illegal use of alcohol.

### Level One Violation

1. Underage drinking without hospitalization.
2. Underage Possession.
3. Disruptive Behavior due to Alcohol without hospitalization.
4. Possession of alcohol where prohibited by FMU, state, or federal statutes.



## Level One Sanctions

Head Coach in consultation with Director of Athletics will decide sanctions. Depending on the violation, the individual may be placed in a counseling program, the duration and intensity of which is determined by problem severity as measured by professional counselors. Any costs associated with this will be the responsibility of the student-athlete. Student-athlete will be under a 60-day probation period. Another level one, two, or three violation during that time and additional sanctions will be imposed by the Director of Athletics. Additional level one violation during a student-athletes' career will result in increased sanctions as instituted by the Director of Athletics. By federal law, all offenses must be reported to the appropriate campus official in order to be submitted for the Cleary Act Report.

## Level Two Violations:

1. Intoxication
2. Drunk and Disorderly Conduct
3. Failure to comply while under the influence

## Level Two Sanctions:

1. Suspension for 10 days from all athletic events. In addition, 25 hours of community restitution will be administered by the Director of Athletics.
2. Parents and/or guardians will be notified of the incident.
3. The student-athlete will automatically be placed in a counseling program, the duration and intensity of which is determined by problem severity as measured by professional counselors. Any costs associated with this will be the responsibility of the student-athlete.
4. By federal law, all offenses must be reported to the appropriate campus official in order to be submitted for the Cleary Act Report.
5. Additional level one or two violations during a student-athletes' career could result in increased sanctions as instituted by the Director of Athletics.

## Level Three Violations:

1. Serving or supplying underage persons alcohol.
2. Driving under the influence (DUI, DWI)
3. Intoxication with hospitalization.

#### Level Three Sanctions:

1. Suspension for **20 percent** of contests during the championship season of competition. In addition, 25 hours of community restitution will be administered by the Director of Athletics.
2. Parents and/or guardians will be notified of the incident.
3. The student-athlete will automatically be placed in a counseling program, the duration and intensity of which is determined by problem severity as measured by professional counselors. Any costs associated with this will be the responsibility of the student-athlete.
4. By federal law, all offenses must be reported to the appropriate campus official in order to be submitted for the Cleary Act Report.
5. Additional level one, two or three violations during a student-athletes' career could result in increased sanctions as instituted by the Director of Athletics.

#### Level Four Violations:

1. Serving or supplying prospective student-athletes alcohol.
2. Any serious criminal activity while under the influence of alcohol; which would include but is not limited to sexual assault, threats, physical abuse, etc.

#### Level Four Sanctions:

1. Permanent suspension from FMU intercollegiate athletic program.
2. Parents and/or guardians will be notified of the incident.
3. By federal law, all offenses must be reported to the appropriate campus official in order to be submitted for the Cleary Act Report.

#### Alcohol Abuse

As an athletic participant, you may receive special attention from other students. Along with this "high visibility" come some responsibilities. As a "role model," you are expected to present a wholesome public image.

#### CANCELATION OF ATHLETIC GRANT-IN-AID

Any violation of any of the above four levels that brings disciplinary sanction by the institution's normal governing body can result in immediate cancellation of the athletic grant-in-aid. In

addition, any violation of the above levels can result in non-renewal of the athletic grant-in-aid for the next academic year. The above sanctions have to do with participation, not cancellation or renewal of athletic grant-in-aid. Refer to financial aid for student-athletes section in this handbook.

## SANCTIONS FOR ILLEGAL USE OF DRUGS

The Athletic Department will consider the following instances as a positive test:

1. Confirmed positive test result.
  2. Violating FMU's illicit drug code of conduct.
  3. Arrest or conviction of illegal drugs.
  4. Failure to show up to the designated drug testing site on time after prior notification.
- Confirmed positive tests accumulate throughout the student-athlete's or student-support staff member's career at FMU.
  - Refusal to be tested will result in immediate termination of a student's intercollegiate athletic career at FMU.

### First Offense

1. Suspension for 20 percent of all games or matches during the championship season of competition.
2. Parents and/or guardians will be notified of the incident.
3. The student-athlete will automatically be placed in a counseling program, the duration and intensity of which is determined by problem severity as measured by professional counselors. Any costs associated with this are the responsibility of the student-athlete.
4. May be retested at anytime during athletic career at expense of the student-athlete. This re-test will not be given within 30 days of the most recent positive test.
5. By federal law, all offenses must be reported to the appropriate campus official in order to be submitted for the Cleary Act Report.

### Second Offense

1. Suspension for a full calendar year.
2. Loss of financial aid for two full semesters (does not include summer semester). Renewal of financial aid will not be automatically granted. The Director of Athletics, in consultation with the head coach, will make that determination.
3. Parents and/or guardians will be notified of the incident.

4. The student-athlete will automatically be placed in a counseling program, the duration and intensity of which is determined by problem severity as measured by professional counselors. Any costs associated with this will be the responsibility of the student-athlete.
5. May be retested at anytime during athletic career at expense of the student-athlete. **This re-test will not be given within 30 days of the most recent positive test.**
6. By federal law, all offenses must be reported to the appropriate campus official in order to be submitted for the Cleary Act Report.

### Third Offense

1. Permanent suspension from the FMU intercollegiate athletic program.
2. Parents and/or guardians will be notified of the incident.
3. Financial aid is terminated and student-athlete is responsible for all financial obligations.
4. By federal law, all offenses must be reported to the appropriate campus official in order to be submitted for the Cleary Act Report.

### CANCELLATION OF ATHLETIC GRANT-IN-AID

Any sanction for illegal drug use that brings disciplinary sanction by the institutions' normal governing body can result in immediate cancellation of the athletic grant-in-aid. In addition, any violation of the athletic drug policy can result in non-renewal of the athletic grant-in-aid for the next academic year. The above sanctions have to do with participation, not cancellation or renewal of athletic grant-in-aid. Refer to financial aid for student-athletes section in this handbook.

### FALSIFICATION OF TEST RESULTS

Any attempt to falsify test results, or helping to do so, by providing false information, altering a urine sample, manipulating test results, or any other conscientious effort to circumvent the process will result in permanent suspension from participation in the athletic program and the termination of any athletically-related financial aid.

**All sanctions for tobacco, vaping, alcohol, and/or illicit drug violations will take effect immediately after the student-athlete is notified.**

### SELF-REPORTING

Any student-athlete or student-support staff member who self-reports is defined as the individual who voluntarily comes to the Director of Athletics, head coach, or head athletic trainer stating that he/she may have a drug or alcohol problem and wants professional help.

However, if a student-athlete or student-support staff member is notified for a drug screening or is charged with a drug or alcohol related crime, they cannot self-report themselves. An individual who is self-reporting a possible existing condition will face the following disciplinary actions:

1. Parents and/or guardians will be notified of the incident.
2. The student-athlete will automatically be placed in a counseling program, the duration and intensity of which is determined by problem severity as measured by professional counselors. Any costs associated with this will be the responsibility of the student-athlete.
3. If a self-reporting student-athlete or student-support staff member tests positive or is arrested or convicted of an alcohol or drug-related crime after his/her initial self-report, the student-athlete will suffer the disciplinary actions previously set forth in this document.

If, after being notified by his/her coach, a student-athlete or student-support staff member fails to report for the drug test, it will be considered a positive test.

#### FOLLOW-UP OF TESTING

Screening results will be reported as soon as possible. A representative of the athletic department will notify student-athletes or student-support staff members with negative results. Student-athletes or student-support staff members with a positive result will be contacted and requested to meet immediately with the head coach.

If requested by the student-athlete, the following will hold a review of the positive result: Chairman of the Athletic Advisory Committee, Director of Athletics, and the head athletic trainer.

#### L. Consent to Perform Urinalysis for Drug Testing at FMU

I hereby consent to have a sample of my urine collected under the observation of the FMU athletic training staff and/or a collection company and tested for the presence of drugs in accordance with the Francis Marion University Department of Athletics Policy on Substance Abuse. This consent is for both random and probable cause testing should my behavior or performance merit such.

I understand that this testing will occur at such time, or times, as deemed appropriate by my head coach or the Director of Athletics.

I understand that any urine samples will be analyzed and measured according to the NCAA banned drugs cut-off levels, but not limited to.

I hereby authorize the release of results of such urine testing to the Director of Athletics and my head coach. I understand that these results will also be made available to me.

I understand that failure to sign this consent form and/or refusing to be tested will bar me from participation in intercollegiate athletics at Francis Marion University.

I hereby understand that failure to sign this consent form will result in the loss of my athletic scholarship at Francis Marion University.

I hereby authorize the release of the results of such testing to my parents and/or guardians should the Director of Athletics or my head coach wish to inform them.

I hereby release Francis Marion University, its trustees, officers, employees, and agents from legal responsibility for the release of such information and record as authorized by this form.

Sport (Print): \_\_\_\_\_

Student-Athlete Name (Print): \_\_\_\_\_

Student-Athlete Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I understand my parents and/or guardians will not be informed if I am classified as an independent and can prove my independence by attaching to this consent form my federal tax return plus the federal tax return of my parents and/or guardians.

### **Teaching Physical Education Classes**

1. Syllabus must be turned in at the beginning of each academic year to the Physical Education Coordinator.
2. Syllabus must contain how the student will be evaluated. This should include class attendance, written exam or paper, and skill assessment.
3. All attempts should be made to never cancel class, if at all possible. Make every attempt to obtain a substitute.
4. Proper equipment and safety shall be kept at the forefront of all activities for the student. Due diligence in showing proper technique, and using and wearing appropriate equipment is of utmost importance.

**FRANCIS MARION UNIVERSITY**

**ATHLETIC DEPARTMENT**

**Department of Athletics Manual Acknowledgement**

By signing below, you acknowledge having received a copy of the 2016-2017 FMU Department of Athletics Manual. Further, you understand that you are responsible for its contents, including all institutional, Peach Belt Conference, and NCAA regulations.

Should you have any questions regarding the contents of this Manual, please contact the Athletic Director or the Compliance Coordinator.

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Print Name

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Signature

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Date

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Title