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I. STETSON ATHLETIC DEPARTMENT-GENERAL

Section 1: Departmental Purpose and Organization

1.1 Departmental Mission

The mission of the Stetson University Intercollegiate Athletics Department is to support the educational mission of the University, enhance the educational experience of the University's students, positively promote the institution locally and regionally, and host events that provide the University community (students, employees, alumni, fans) an opportunity to gather and demonstrate its spirit. Stetson athletics accomplishes the mission by:

- Recruiting and developing students that are capable of both academic and athletic success.
- Employing staff that exhibit and promote high ethical standards, integrity and sportsmanship through their actions and in compliance with University, Conference, and Association rules and regulations.
- Providing a competitive atmosphere that fosters leadership development, athletic success, academic achievement, community engagement, and personal growth.
- Creating and enriching an inclusive environment that recognizes that women and men of diverse race, ethnicity, religion, culture, sexual orientation and socioeconomic backgrounds are fundamental to the process of education.

1.2 Sportsmanship Policy

Expectations of the Coach:

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards within the rules of the game.
- Treat players, coaches, officials, and fans with respect and dignity.
- To promptly document and report any violations of the Sportsmanship Policy to the Director of Athletics.

1.3 Outside Employment

The University requires that employees' activities away from the job must not compromise the University's interests or adversely affect job performance. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, such employment must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problem. All employees are prohibited from engaging in any activity that compromises the University's image. This prohibition includes the unauthorized use of any University tools, equipment, or resources. In addition, employees are not to conduct any outside business during paid working time. Employees who have accepted outside employment are not eligible for unpaid leave when the absence is used to work on the outside job or is the result of an injury sustained on the second job.

11.2.2 Athletically Related Income Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and an institution shall include the stipulation that the staff member is required to provide a written detailed account annually to the president or chancellor for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees. Form is in Stacy's office.

1.6 Stetson Staff- General Policies and Procedures

Stetson Athletic Department staff members should be familiar with the University's Policies and Procedures.

1.6.1 Faculty and Staff Grievance Procedures

Stetson University's policy on filing a grievance, as a staff member of the University, can be found in section 4.3 of the "Organization, Policies and Procedure Manual" which is located at

<http://www.stetson.edu/administration/human-resources/media/hotline/faculty-staff-grievance-procedure.pdf>

1.6.2 Consensual Relations Policy

Stetson University's policy on consensual relations can be found in section 4.4 of the "Organization, Policies and Procedure Manual" which is located at

www.stetson.edu/law/policies/home/media/consensual-relations-pdf.pdf

1.6.3 Sexual and Other Unlawful Harassment

Stetson University's policy on harassment can be found in section 4.5 of the "Organization, Policies and Procedure Manual" which is located at

<http://www.stetson.edu/administration/human-resources/media/hotline/sexual-harassment-policy.pdf>

1.6.4 Telephone Policy

To project a professional image of the Athletic Department, staff should change voice-mail messages whenever departing campus. Every employee making long distance calls on a land line is encouraged to keep records for verification in case you are called upon to show proof of your long distance phone calls, either by Stetson Administration or the NCAA. No personal long-distance calls should be billed through the University system. Individuals are solely responsible for charges for personal calls. The University does not issue cell phones or cell phone stipends. All charges related to cell phones are the responsibility of the employee.

1.7 Departmental Administration and Organization

1.7.1 The Chief Executive Officer (CEO or President)

The Intercollegiate Athletic Program is under the control of the President of Stetson University. The President assigns the University Athletics Committee the responsibility of monitoring NCAA Certification and adherence to University policies and the university's mission. The President and the Director of Athletics are responsible for the formulation of the long-range plan. Certain recommendations that could have significant impact upon the University would require the approval by the Board of Trustees.

1.7.2 University Athletics Committee (UAC)

The primary role of the UAC is to ensure that the athletics program is in compliance with, and promoting the objectives of Stetson's academic and overall mission as well as NCAA rules and regulations. It is the responsibility of this the UAC to apprise faculty, administration, staff, and students of the compliance status of the athletics program and to ensure that appropriate action is taken when indicated.

1.7.3 Student Affairs & Athletics Committee

The primary role of the Student Affairs & Athletics Committee is to support the mission and goals of the intercollegiate athletic program within the University Board of Trustees. The Student Affairs & Athletics Committee TAC will direct, lead and review long-range fundraising plans and is responsible for reporting fundraising objectives to the full board of trustees for their approval.

1.7.4 Faculty Athletic Representative (FAR)

All NCAA member institutions are required to have a FAR. He\She serves the general purposes of enhancing academic integrity, ensuring institutional control of the athletics program, and promoting student-athlete welfare. Stetson's FAR is appointed by and reports directly to the CEO. The FAR, at the discretion of the CEO, may receive a stipend or release time for his\her service. FAR expenses are funded by the President's

office. Stetson's current FAR is Dr. Mike Bitter, Associate Professor of Accounting. His offices are located in Room 138 of the Edmunds Center and in Room 521 of the Lynn Business Center. The FAR's specific duties and responsibilities are found in *Appendix A*.

Section 2: Athletic Department Personnel and Responsibilities*

2.1 Director of Athletics (AD)

The AD reports to the CEO and sits on the President's cabinet. The AD is an ex-officio (non-voting) member of the UAC charged with ensuring that the Athletics Department's mission statement is followed. He/She is responsible for the operation of the intercollegiate athletic program in compliance with NCAA, A-SUN and University rules and regulations, including:

- Making major program and personnel policy decisions in consultation with the President.
- Working with the President in developing budgets and other operational materials.
- Evaluating the Senior Staff and select head coaches.
- Representing Stetson in A-SUN, NCAA, regional and other national organizations.
- Supervising departmental public relations.
- Directing fundraising activities to benefit the department.
- Assuming other operational duties jointly agreed upon with the President within policy guidelines.

2.2 Associate Athletic Director for Internal Operations/SWA

The responsibilities of the Associate Athletic Director for Internal Operations- Senior Woman Administrator shall include:

- Supervision of the W. Lacrosse, M&W Soccer, M&W Tennis, M&W Golf, M&W Rowing and softball teams to include the monitoring of departmental and individual goals.
- In conjunction with the University Finance Office, complete annual financial reports including NCAA (Academic Enhancement Fund, Gender Equity, financial audits, etc.) as well as federal financial reporting related to Title IX.
- Supervision of the facilities, equipment room, event operations and business office staff.
- Managing operational budget and overseeing expenditures consistent with NCAA, Department and Conference policies.
- Oversight and management of internal operations policies and procedures.
- Assuming other operational duties jointly agreed upon with the AD within policy guidelines.

2.3 Associate Athletic Director for Student-Athlete Services

The Associate Athletic Director for Student-Athlete Services is under the supervision of the A.D and is responsible for providing academic monitoring and support for all student-athletes. Other duties include:

- Acting as the Department's liaison to the registrar, financial aid, housing and office of admissions.
- Supervision of implementation and monitoring academic support services to all Stetson student-athletes, including tutors.
- Certification of continuing and initial academic eligibility prior to the beginning of each regular academic term in conjunction with the FAR and Compliance Officer.
- Monitoring student-athletes academic performance through correspondence with Head Coaches and University faculty/staff.
- Distribution of academic summaries/tables to Head Coaches and the Athletics Director at the conclusion of each semester.
- Maintaining the Compliance Assistant database, ACS and Banner.
- Completion and distribution of NLI/GIA forms for all incoming and returning student-athletes
- Completing NCAA GSR, APR, Sport Sponsorship and Grant-In-Aid reports.
- Completing NCAA Eligibility Reports and Squad Lists prior to the first date of competition.
- Assuming other operational duties jointly agreed upon with the A.D. within policy guidelines.
- Serving as supervisor for M&W Cross Country, M&W Tennis and M&W Golf.

2.4 Assistant Athletic Director for External Operations

The Assistant Athletic Director for External Operations is under the supervision of the A.D. and is responsible for providing monitoring of all development, ticket sales and marketing and sales.

- Oversee external communications, broadcast properties and promotions.
- Work with Assistant AD for Communications to secure appropriate media contracts, including television and radio rights.
- Seek out new media opportunities. Negotiate media contracts.
- Oversee development and distribution of Athletics publications and website.
- Serve as athletics administrator at designated athletic events.
- Responsible for the external funding for the Department of Athletics. The primary job duties include: initiating and developing corporate sponsorships, managing booster club operations, coordinating major departmental fundraising events, initiating and developing a season ticket campaign for all of the revenue sports, oversee the ticket office.

2.4.1 Collegiate Consulting – Collegiate Consulting is the outbound ticket sales contractor for Stetson Athletics. Their focus is promoting sales of season, mini pack, and group tickets for all ticketed athletic events and they employ a director of ticket sales embedded with the rest of the ticket office staff at the Edmunds Center.

2.4.2 Stetson Sports Properties – Stetson Sports Properties is responsible for development and solicitation of all corporate partnerships. This includes marketing of all print, digital, broadcast, webcast, in-stadium, and other promotional assets for both cash and trade considerations to improve the strength and competitiveness of Stetson's athletic teams. Stetson Sports Properties is overseen by the Director of Corporate Partnerships, whose office is housed in the Edmunds Center. Inquiries regarding particular partnerships or ideas for partnerships should be directed to the Director of Corporate Partnerships.

2.5 Assistant Athletics Director for Communications

The Assistant AD/Communications is under the supervision of the A.D and is responsible for all athletic department media relations and publications as well as the following duties, including:

- Documenting and distributing game statistics and managing game operations for media personnel.
- Supervising Stetson University's athletic department web site, press releases and information dissemination.
- Generating and preparing athlete's information for national awards.
- Developing media contacts and relationships.
- Serve as primary department liaison with the Director of Broadcasting on all athletics video productions.
- Operate as the primary licensing officer for the University with regard to all logos and marks and their usage.
- Oversee best practices for use of social media channels by both staff and student-athletes.
- Assuming other operational duties jointly agreed upon with the A.D within policy guidelines.

2.5.1 Director of Broadcasting

The Director of Broadcasting is under the direct supervision of the Associate Vice President and CIO of the University in liaison with the Assistant Athletics Director for Communications. The duties include:

- Produce and direct live athletic events for broadcast on ESPN3 and other live platforms
- Hire and train students and independent contract workers to facilitate broadcasts
- Produce and direct non-athletic events for a wide audience. Events to include commencement ceremonies, guest speakers, stage productions, etc.
- Oversee operation and maintenance of Stetson Video Productions trailer and equipment

2.5.2 Technical Director/Broadcast Engineer

The Technical Director/Broadcast Engineer is under the direct supervision of the Director of Broadcasting and is responsible for all technical aspects of Stetson Video Productions. The duties include:

- Expert knowledge of broadcast methods of measuring audio and video signals to ensure quality control of endorsed standards on all operations.

- Demonstrated mastery of all broadcast equipment and technology within assigned operating areas, including but not limited to: provide Technical Directing functions; e.g., operating video switchers, implementing sources, creating displays, interfacing with external devices, creating user and suite preferences.

2.6 Director of Sports Medicine

The Director of Sports Medicine is under the supervision of the A.D. He/she is responsible for oversight and supervision of the sports medicine division including:

- Supervising the strength coach and programs.
- Managing Florida Hospital physical therapy and partnership.
- Coordinating Team Physician's services including physical examinations.
- Supervising and evaluating athletic training room staff.
- Oversight for all Policies and Procedures of Student Athlete Medical Care
- Oversight of all prevention, evaluation, treatment and rehabilitation of athletic related injuries and illness.
- Assuming other operational duties jointly agreed upon with the A.D within policy guidelines.

2.7 Assistant AD for Facilities and Operations

The Assistant A.D. for Facilities and Operations is under the supervision of the Assoc. A.D. of Internal Operations/SWA. He is responsible for all game day operations and supervision of event personnel. Other responsibilities include:

- Coordinating athletic facilities setup and breakdown for events and securing game personnel (official scorers, public address announcers, etc.) for all home games in conjunction with the Assistant AD/Communications.
- Scheduling of Edmunds Center in consultation with basketball and volleyball coaches.
- Scheduling of the Athletic Training Center facilities in conjunction with football, soccer and lacrosse coaches.
- Supervising the concession manager and overseeing concessions budget/operations.
- Supervising equipment room and staff
- Overseeing facilities-related contracts for external constituents for purchasing-related matters.
- Assuming other operational duties as may be jointly agreed upon with the AD and Assoc. AD of Internal Operations/SWA within policy guidelines.

2.8 Assistant Athletic Director of Sales and Marketing

- Develop, implement, and oversee marketing and promotional plans aimed at increasing attendance, branding, and increasing revenue
- Establish and manage all game atmosphere activities including: video board operations, scripts, timing sheets, pep band and cheerleader coordination, music and special effects, in-game sponsorship promotions, and halftime events for football, men's basketball, women's basketball, and baseball
- Responsible for the management of all sponsorship fulfillment including building client relationships, implementation of game day elements, creation of signage, distribution of promotional giveaways, and any additional events associated with game day activities
- Communicate with campus constituents including Greek life, Alumni, and the President's Office to increase student attendance and support at all athletic events
- Develop, create, and distribute marketing and promotional materials for Stetson Athletics
- Assist with all social media efforts aimed at elevating the brand and awareness of Stetson Athletics

2.9 Assistant Athletic Director for Compliance (Compliance Officer)

The Compliance Officer is reviewed externally by the FAR and internally by the A.D. He/She is responsible for all matters related to compliance with NCAA and conferences bylaws, and Stetson University's Athletics Department's policies and procedures including education, monitoring, enforcement, eligibility and reinstatement. Other responsibilities include:

- Adminstrating a rules education program for athletic/non-athletic staff, faculty, alumni, boosters, local merchants and student-athletes, including speaking to select groups as requested by the A.D.

- Reviewing and certifying all NCAA and Stetson compliance documentation including waivers and requests for re-instatement.
- Preparing necessary compliance documents and manuals for student-athletes, staff and boosters.
- Conducting investigations of possible violations of NCAA, Conference, and/or Stetson University rules, policies and procedures.
- Preparing transfer releases for Stetson University student-athletes and permission to contact forms for coaches.
- Maintaining the Compliance Assistant database.
- Management of all complimentary admission at ticketed events.
- Acting as Site Coordinator for NCAA and In-House Drug Screening.
- Serving as NLI administrator.
- Assuming other operational duties jointly agreed upon with the A.D within policy guidelines.

2.10 Ticket Manager

The Ticket Manager is under the supervision of the Assistant AD for External Operations. He/she is responsible for all operational aspects of ticketing for Stetson athletics. This includes inventory management, order fulfillment, accounting and deposits of ticket revenues, and development and supervision of box office and game day staff. solicitation and distribution of season and individual game day tickets.

2.11 Director of Strength and Conditioning

The Director of Strength and Conditioning is under the supervision of the Director of Sports Medicine. He/she also works closely with the Sports Medicine staff as well.

- Developing and coordinating a comprehensive strength and conditioning program for Stetson's athletic department.
- Implementing sport specific strength and conditioning programs for Stetson's 18 varsity sports.
- Supervising the overall operation and scheduling of the intercollegiate weight room.
- Ensuring that the weight room and other conditioning facilities are well maintained and that equipment is in good working order.
- Supervising a Graduate Assistant for Strength and Conditioning and other student-workers as assigned.
- Working with coaches and student-athletes to achieve optimal athletic performance and health.

Performing other duties as may be assigned by the Director of Sports Medicine

2.12 Head Coaches

The Head Coaches of each sport have core duties and responsibilities including:

- Ensuring squad discipline and eligibility.
- Recruiting student-athletes under NCAA and Stetson guidelines.
- Managing budgets within University allocated funds and/or supplements.
- Maintain timely and effective communication with sport administrator, sports medicine staff and sports information staff.
- Developing game schedules, game contracts and accompanying travel under policy and budget guidelines.
- Participating in fundraising and marketing and promotion activities subject to approval by the Assistant A.D for External Operations.
- Assuming other operational duties agreed upon with the sport administrator within policy guidelines.

2.13 Student Athletic Advisory Committee (SAAC)

SAAC is a committee comprised of two representatives from each sport. SAAC meets monthly with the Compliance Officer to discuss athletic issues, such as gender equity, financial aid, changes in NCAA regulations, community service, etc. Representatives serve as the liaison from the athletics department to his or her respective sport. SAAC gives a voice to Stetson's student-athletes regarding athletic department policy and proposed NCAA legislation.

Note: A copy of the SAAC Bylaws are on file in the SAAC advisor's office.

****All athletic department personnel are expected to comply with all NCAA, A-SUN, MAAC, PFL, Stetson and athletic department rules, regulations and policies. Failure to comply with these rules and regulations may result***

in disciplinary or corrective actions which may include suspension (with or without pay) or termination, if found to be involved in deliberate or serious violations.

II. FINANCIAL MATTERS

Section 3: Athletic Budgets, Revenues, Leases and Purchasing

3.1 General

The AD, with the assistance of the Assoc. AD of Internal Operations/SWA, is responsible for researching, projecting and calculating the annual athletics budget for the Athletic Department and presenting it to the University Director of Finance for review. Each varsity sport and supporting program within the Athletic Department will have a separate and identifiable budget. Within each budget, a line-item breakdown will identify the proper areas and amounts from which there can be expenditures. All requests for expenditures or transferring of intercollegiate athletics funds, including capital expenditures, shall **be submitted to and approved by the Assoc. A.D. of Internal Operations/SWA and/or Business Office Coordinator in writing.**

3.2 Expenditures

All requests for funds must be within the limits of the specified budget unless overridden by the AD or Assoc. AD of Internal Operations/SWA. A completed *Purchase Requisition Form* must accompany requests for budgetary expenditures. All requests for each team, coach or director must be submitted to the Athletic Business Office which will verify accuracy of the form and if funds are available. **If funds are available, the Business Office Coordinator will then approve the request and forward onto the appropriate supervisor for a signature if necessary.** For details on **Team Travel Expenditures** including Direct Bill, Cash Advances, the Stetson Travel Visa Card, etc. refer to **Section 10.4** of this manual.

3.2.1 Recruiting/Business Expenses

Recruiting and legitimate business expenses can be paid out of pocket and reimbursed, be covered by a cash advance or the **employee can pay with the Travel Visa Card.** For personal expenses, Expense Reports must be submitted to the Athletic Business Office within 4 business days of return. Expense Reports must be submitted before another cash advance will be provided. In order to take mileage reimbursement (currently \$0.445 per mile), the employee must take a personal automobile and NOT use the Visa Travel Card.

3.2.2 Alcohol Purchases

Unless approved by the AD in advance, the cost of alcoholic beverages will not be reimbursed. Note that any reimbursed alcohol expenses must be expensed to "Entertainment" (71724) rather than Travel Expenses per Stetson's Federal indirect cost guidelines.

3.3 Revenue/Gifts

Monies that are donated through the Hatter Athletic Fund for a specific sport will go into a line item for that sport's budget and can be used to augment scholarship and operational line items. This includes annual gift income (including the golf marathon and phonathon), event income such as auctions, raffles, and endowment income earned from principle and capital income.

3.4 Capital Equipment

Those wishing to purchase major equipment (non-perishable) should make their request in writing to the A.D. The AD will forward capital requests to the Vice President's Council for consideration.

3.5 Concessionary Goods

The Athletic Department has the sole rights to the sale of concessions at all athletic events, concerts or other sponsored entertainment at the Edmund's Center, Melching Field at Conrad Park, the Athletic

Training Center and Stetson Softball Field. A Concessions Manager will oversee the concessions operation for all home soccer, lacrosse, volleyball, baseball, softball and basketball games. It is the responsibility of the Concessions Manager to hire any support help needed to run the operation on a game-to-game basis starting with available work-study, student personnel. All food and beverage is purchased by the Concessions Manager under direct supervision of the Assistant A.D. for Facilities and Operations and invoices will be turned into the Athletic Business Office to be processed for payment. A complete financial statement will be prepared by the Assistant A.D. for Facilities and Operations at the end of the fiscal year, listing all receipts from concessions, all expenditures and percentage margin of profit.

3.6 Courtesy/Lease Car Program

All courtesy/lease vehicles need to be coordinated through the Assistant Athletic Director for External Operations **and the University's Purchasing Office** prior to final approval from the A.D. The University requires that a log of all miles be kept for income tax purposes. The employee is responsible for all personal miles and taxes associated with lease vehicles. Lease/courtesy vehicles are for use by the specified Stetson University employee only. All Dealers must have auto insurance placed on all their vehicles and their insurance is the primary coverage on the vehicle. Some dealerships require that Stetson add insurance to the loaner vehicle. If so, the following procedures must be followed (information given to Human Resources):

- Provide the year, make, model, VIN # of the automobile.
- The name of the dealership, phone number and contact person.
- The value of the vehicle.
- The approved driver(s) of the vehicle (must be on approved driver list).
- Duration of use of vehicle.
- When a vehicle is exchanged, information must be updated with Human Resources (x 7701).
- Each driver must have a "fleet" insurance card to be provided by Human Resources.

3.7 Purchasing Procedures

3.7.1 General (*Also See University Purchasing Guide*)

All services, equipment and supplies to be purchased must be routed through the Athletics Business Office. It is the sole responsibility of the Stetson University Purchasing Department to complete all Athletic Department requests that have been prepared according to proper procedure. Purchases made without a Purchase Order are not payable by Stetson University but are the responsibility of the individual contracting for the purchase. Stetson University will not reimburse for sales tax and no purchase order numbers should be issued over the phone.

For the most up-to-date University policies, please go to:

<https://www.stetson.edu/other/policies-and-procedures/media/documents/section-5-finance-policies.pdf>

For University employee travel policies, please go to:

<http://www.stetson.edu/administration/finance/media/stetson-university-travel-policies.pdf>

3.7.2 Purchase Order Procedure (prior to placing order with vendor)

1. Prepare a Purchase Requisition Form (color, sizes, quantities, item description and unit prices) for Business Office Coordinator approval.
2. Retain the Pink copy.
3. After approval, a Purchase Order will be prepared with the yellow copy returned to the requester.
4. The purchasing agent then reviews the Purchase Order for authority to charge the account and will check for product availability at a lower price.
5. The original copy will be forwarded to the supplying vendor or delivered to the requester to be taken directly to the supplying vendor.
6. The person designated to receive the merchandise will sign the delivery slip and return it to the Purchasing Department to confirm receipt of goods.

3.7.3 Petty Cash Procedure

Petty cash requests must be made through the Exec. Assistant to the AD, currently Stacy Turner.

1. A *Check Requisition Form* must be sent to the Finance Office to obtain a petty cash check to use for office materials and other small Athletic Department purchases.
2. All expenditures must be accounted for with receipts or returned unused monies when the petty cash fund has been exhausted.
3. Those receipts and unspent cash shall be returned to the Finance Office.
4. **When the amount is less than \$30.00, a purchase with one's own money may be made and reimbursed through the use of the petty cash fund.**

3.7.4 Departmental Purchase Order (DPO) (local merchants <\$300)

DPO's may be used when the purchase does not exceed \$300 and the materials are needed quickly from local vendors (West Volusia or DeLand). DPO's can be obtained from the Business Office Coordinator or the Exec. Assistant to the AD. They are presented to the vendor at the time of pick up or delivery of goods. In an emergency, items may be charged at a local vendor with the understanding that a confirming purchase order will be issued on the next scheduled work day. **The Exec. Assistant to the A.D. and the Athletic Business Office Coordinator has a credit card that can be used for some local vendors (i.e. Walmart, Publix, Office Depot).**

3.7.5 Open Purchase Orders (series of purchases made from same vendor)

When a series of purchases are to be made from one firm, an Open Purchase Order can be requested for a specified time period (within the same fiscal year only), not to exceed a specified amount. The same purchase order number will be used until the specified amount is absorbed. **Open Purchase Orders are appropriate for purchases such as photography, airline freight, video equipment repairs, or monthly charges for rental of equipment, etc., They are not to be used for purchase of office equipment, machines, BSN Orders, sports equipment, or office supplies.** All open PO's with a remaining balance will be closed at the end of each fiscal year.

3.7.6 Equipment/Uniform Purchases (additional approval needed)

Uniform purchases must have prior approval of the sport supervisor to ensure compliance with applicable criteria (design, color, etc). When equipment has been received, the Equipment Manager will initial and return the Purchase Requisition Form to the Head Coach to be used for

verification of the invoice. No invoice will be processed for payment until the Head Coach has verified receipt of billed items.

3.7.7 Printed Materials (must go through Print Shop)

Purchases of printed materials such as stationary, envelopes, business cards and memo pads, embroidery, etc. must be approved by the Assistant AD for Communications prior to being processed and MUST be channeled through the Print Shop. Requesters shall fill out a *Printing Supply Requisition Form* in its entirety (description of orders to be included with sample) and present it to the Print Shop. Upon review, the print shop manager will either forward the purchase order to an outside vendor or accommodate the order in house.

3.7.8 Emergency Purchases (Emergency Purchase Requisition Order)

Emergency Purchase Requisition Orders can be “hand carried” to the University Purchasing Department during workdays for immediate processing. After the University Purchasing Department has assigned a purchase number for the request, the requester can take the purchase order to the selected vendor to pick up essential materials or supplies. If the vendor is not located within the Stetson University community, the University Purchasing Office can FAX the purchase order to the selected vendor for immediate service. If a purchase of an item cannot be possibly obtained through any of the preceding methods because of an identifiable emergency, the purchase must be referred to the A.D. or SWA for approval or payment may be refused. If an emergency occurs during a weekend or any other non-scheduled work day, the needed item may be purchased by using personal money and requesting reimbursement. It is the responsibility of the person making the purchase to inform the Athletic Business Office and the appropriate supervisor. **Please note: poor planning does not constitute an emergency.**

Section 4: Athletic Fundraising – Hatter Athletic Fund

4.1 General

The Hatter Athletic Fund is the official support organization for Stetson Athletics. The primary purpose of the Hatter Athletic Fund is to raise funds for athletic scholarships and recruiting funds for the various sports at Stetson University. Hatter Athletic Fund contributors receive various benefits, depending on the amount of their contribution. NO other club, organization, or component of the Athletics Department will be permitted to solicit donor funds in the name of Stetson Athletics unless working in conjunction with the Hatter Club. **(A copy of the Hatter Athletic Fund Bylaws are on file in the Director of Athletic's Office)**

4.2 Athletic Staff Involvement

Athletic Department staff members, including coaches, must attend meetings and/or functions of the Hatter Athletic Fund as requested by the Assistant A.D for External Operations. Athletic Department staff members are also expected to volunteer time and services at Hatter Athletic Fund functions (i.e. golf tournaments, fundraisers, Phonathon, etc.). Any donations given to a staff member or coach must be reported to and deposited with the **Business Office Coordinator**.

4.2.1 Special Awards

Special recognition awards may be conferred upon department staff and university/community supporters of athletics or a specific sport. These awards must be within budgetary, Internal Revenue Service and NCAA guidelines.

4.3 Types of Donations

All funds solicited may be designated into one of the following categories:

4.3.1 Annual Giving (Non-Restricted Gifts)

Funds given by supporters of the Athletic Department designated to be put into the “general athletics fund” to be awarded to the various sports at the discretion of the A.D.

4.3.2 Annual Giving (Restricted Gifts)

Funds given by supporters of the Athletic Department designated to be put into a fund for a particular sport. Monies in a particular sport's fund will be used to fund special projects as determined by the head coach and approved by the A.D.

4.3.3 Gifts In Kind

Contributions of products, merchandise, equipment, livestock, or services in support of the athletics' program or a particular sport must have prior approval of the Assistant A.D. for External Operations. as acceptable gifts. Credit toward club membership can be given on the basis of a fair market value of the trade-out involved.

4.3.4 Corporate Gifts (may include Matching funds)

Funds given by corporations or foundations directed toward the athletics program through the Hatter Club. Many corporations have a “matching funds” program.

4.3.5 Endowment Gift

An endowment program is available for donors interested in establishing a scholarship endowment in their name.

4.3.6 Other Means of Contribution

Donors may elect to give real estate, securities, paid-up life insurance policies or monies through trusts and bequests, subject to approval of the Assistant A.D for External Operations and/or A.D.

III. DEPARTMENT AND SPORT PROMOTION

Section 5: Marketing, Promotions and Community Service

5.1 Purpose

The purpose of the Assistant AD/ Sales and Marketing and General Manager of Stetson Sports Properties is to create and enhance the positive image and perceptions toward the University and the Athletics Department of the general public (including the student body), and most importantly, to stimulate ticket sales and secure sponsorships/ advertising to meet the department's revenue goals. Any and all marketing and promotional strategies for the department will be developed through the offices of the Assistant AD/ Sales and Marketing and General Manager of Stetson Sports Properties and the Compliance Officer.

5.1.1 Use of Student-Athlete's Name and Likeness Contracts and Commercial Agreements

For agreements that may involve the use of a student-athlete's name or likeness, Stetson shall include language in all licensing, marketing, sponsorship, advertising, broadcast and other commercial agreements that outlines the commercial entity's obligation to comply with relevant NCAA legislation, interpretations and policies on the use of a student-athlete's name or likeness. Stetson shall maintain written policies for its licensing, marketing, sponsorship, advertising, broadcast and other commercial agreements that may involve the use of a student-athlete's name or likeness. Such policies shall be made available for examination on request by an NCAA staff member or an authorized representative of the NCAA.

5.2 Marketing Department Functions (Promotional Materials)

All printed promotional materials, including but not limited to posters, media guides, brochures and schedule cards, must be approved by the Assistant A.D./Communications, Assistant AD/ External Operations and the Compliance Officer before going to print. No athletic department staff member is to approach any media outlet without Marketing Department and Assistant A.D./Communications approval. The Marketing Department is responsible for the following:

- Developing and distributing schedule posters and schedule cards with input from each sport's head coach.
- Developing Sport Promotional Brochures and paraphernalia.
- Coordinating advertising in conjunction with the Hatter Club. Advertising to include newspaper, television, radio, billboards, videos, posters, media guides, programs, etc., and should not be solicited by any staff member without approval by Stetson Sports Properties.
- Securing sponsorships for all materials, promotions, tournaments, and other Athletic Department events. All plans of action for securing sponsorships are to be coordinated through the Athletics Marketing Department. This policy does not mean each individual coach will not be asked at one time or another to assist in securing sponsorships for their respective tournaments.
- Monitoring and approving the distribution or posting, on or off campus, of materials promoting/ advertising the Athletic Department, its events, promotions, teams, and support organizations.
- Monitoring solicitation and coupons at Stetson sporting events. **Businesses and/or organizations outside the Stetson University Athletics Department are not permitted to issue (i.e. distribute or hand out) coupons or promotional materials at Stetson University athletics events with out prior approval of the Assistant AD/Sales and Marketing.**The Stetson Athletic

Department, through the Assistant AD/ Sales and Marketing, may grant exception to this policy under special circumstances surrounding a sponsorship.

5.3 Honor/Awards Solicitation (Assistant A.D./Communications responsibilities)

The Assistant A.D./Communications will coordinate any All-America, All-Region and/or All-Conference (athletic or academic) campaigns for particular student-athletes at Stetson University. The office will work with the respective coach and supply all information needed to appropriate media contacts. The Athletic Communications Office will be solely responsible for distributing All-America information. Allocation of funds for such campaigns must be approved by the A.D and Assistant Ad for External Operations. The Assistant A.D./Communications and Associate Athletic Director for Student Services will select academic honors candidates through a cooperative effort.

5.4 Community Service and Student-Athlete Promotional Activities

It is the expectation that each student-athlete will complete two hours of community service per semester including, but not limited to, sports clinics, elementary/middle school speaking engagements, Habitat for Humanity and other philanthropic endeavors. It is the responsibility of each Head Coach to make sure his or her respective student-athletes honor their commitment to the community. It is also permissible for student-athletes to participate in institutional, charitable or educational promotions provided a *Student-Athlete Appearance Request Form* is completed and the Compliance Officer approves. The form must also be signed by an authorized representative of the charitable, educational or nonprofit agency confirming that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of the NCAA. In addition, prior to participating in any community service activity or promotional activity, a student-athlete must complete a *Volunteer Program Acknowledgement and Liability Waiver Form* (required by Stetson University) and return it to the Compliance Officer.

5.5 Special Event (Promotional)

Coordination of special promotional events is to be executed through the Assistant AD for External Operations and Assistant AD/ Sales and Marketing.

5.6 Corporate Sales and Sponsorship

Responsibility for athletic corporate sales and sponsorships is managed by Stetson Sports Properties. This includes sale of any and all advertisements, signage, digital space, car use agreements, in-stadium or broadcast public address announcements, use of the Stetson athletic marks, likenesses, or representations, or any other advertisement or form of athletic sponsorship, recognition, or corporate partnership exchanged for cash or trade.

Any interest or contact information forwarded to athletic department personnel that could lead to a sponsorship or corporate partnership should be directed to the Director of Athletics, Assistant Athletic Director for External Operations, or the General Manager of Stetson Sports Properties, who will then assume responsibility for the cultivation and development of any potential corporate agreement. All other parties are unauthorized to negotiate such agreements with corporate or commercial entities.

Section 6: Sports Information and Electronic Media

6.1 General Sports Information

All aspects of the Athletics Department's media operations are coordinated and supervised by the Assistant AD/Communications.

6.1.1 Release of Information

ALL Athletic Department information (i.e signings, injuries, schedules) shall be released through the Assistant AD/Communications and NOT coaches.

6.1.2 E-Mail Lists

The Assistant AD/Communications will be solely responsible for the maintenance of all media e-mailing lists. If a particular coach would like a media member added to the e-mailing list, he/she should notify the Assistant AD/Communications in writing and NOT create a list of his/her own. The Athletic Communications Office will not be involved in the mailing of materials/releases to prospective recruits, high school/AAU coaches, or friends/relatives of student-athletes and they are NOT to be included on the Email list.

6.1.3 Game Schedules

Coaches shall not release schedules to the media. Schedules should be provided to the Assistant AD/Communications for release on the following dates: **Fall and Winter sports – June 1st; all other sports (including nonchampionship schedules) – July 1st**; no changes to schedules may be made without "schedule approval" procedure completion.

6.1.4 Event Coverage and Result Reporting

Event results must be channeled through the Athletic Communications office for media consumption including the Stetson webpage. Some away events may require prior communication between the coach and Athletic Communications office in order to coordinate reporting the results of the event. The Athletic Communications office will maintain a list of appropriate media for reporting of results.

6.1.5 Credentials and Complimentary Tickets for Media Personnel

Media credentials for all athletic events at Stetson University must be obtained through the Assistant AD/Communications.

6.1.6 Pre-event Publicity

All contacts with the media regarding upcoming events shall be made through the Athletic Communications office, NOT coaches. The Athletic Communications office and the Marketing Director will channel events to the appropriate media outlet. The Athletic Communications office shall contact the media regularly to make them aware of any upcoming events. Advance contact shall be made in time for highlighting outstanding happenings of teams and/or individuals that would add to the interest of the upcoming event.

6.1.7 Pre-Season Sources of Information

Pre-season information (brochures/media guides) shall be prepared by the Athletic Communications Office within budget guidelines and with a positive slant. Coaches are responsible for providing accurate and up-to-date information for the Athletic Communications Office for these materials.

***NOTE: NCAA Bylaw 13.4.1.1.2 “Athletics Publications” and Bylaw 13.4.1.1.2.1 “Media Guide Restrictions” must be adhered to with regard to the above.**

6.1.8 Game Programs/Magazines

All programs for home events will be coordinated through the Athletic Communications Office and Assistant Director of Sales and Marketing. Programs will take a format as allowed by financial considerations.

6.1.9 Game Day Media Operations (Press Row/Table and Press Box)

The Athletic Communications Office is responsible for all game-day press operation including: maintaining phone lines (all press areas), operating press row or the press box, staffing and providing seating charts and tags for media personnel on press row or in the press box, providing and overseeing statistical crews (or official scorers), distribution of stats at halftime and after games to coaches and media outlets, supplying game day inserts (rosters and stats)/posting starting lineups in the press box, and setting up and breaking down the press row or press box. Sports Information is also responsible for the operation of a media hospitality room in the Edmund’s Center during all men’s and women’s basketball games and coordinating any media pass list with the Director of Internal Ops. The Athletic Communications Office is charged with enforcing ethical media guidelines established by the NCAA and United States Basketball Writer’s Association (i.e., decorum, cheering, professionalism, etc.). *No professional scouts are allowed in the Press Box at any time.

6.1.10 Student-Athlete Information Questionnaires

Varsity athletes are required to complete an Athlete Questionnaire available at www.gohatters.com/info. Head Coaches are responsible for all of their athletes, including those who have signed a NLI, completing the questionnaire. The Athletic Communications Office will NOT generate and distribute a student-athlete signing release without information supplied on the player questionnaire.

6.2 Web Page and Social Media

The official athletics web page (gohatters.com) is designed and maintained solely by the Athletic Communications Office with updates and changes provided in writing by coaches. Staff members, coaches and student-athletes are not allowed to have access to the web site to perform maintenance (updates, changes, corrections, etc.). Programs are not permitted to have their own web sites without prior approval from the Athletic Communications Office and Compliance Officer. Programs or coaches with their own website must maintain their site within the Stetson server and follow proper University and NCAA web guidelines.

The Athletic Communications Office, in conjunction with the Compliance Officer, is responsible for creating, maintaining and updating social media sites for the Athletic Department (facebook, twitter, etc). Programs or coaches wishing to create their own accounts must gain approval from the Athletic

Communications Office and Compliance Officer and the content of these sites must be continually approved by the Compliance Officer.

6.3 Electronic Media

Stetson's Official Radio Policy is outlined in *Appendix B*.

6.3.1 Internet

"Hatter Vision" shall be the official internet broadcast of Stetson Athletics. It shall be coordinated through and by the Assistant AD/Communications.

6.3.1.1 ESPN3

Stetson Video Productions, in coordination with the Athletic Communications Office, determines which events shall be made available through ESPN3. The priority of events to chosen shall be:

1. All home men's and women's basketball games (required by contract)
2. Primary University events such as Commencement
3. Home events from other sports during regular in-season competition
 - a. Fall Priorities
 - i. Football on Saturday
 - ii. Volleyball on Friday
 - iii. Soccer (Men's or Women's) on Sunday
 - iv. Other events as scheduling allows
 - b. Spring Priorities
 - i. Baseball on Tuesday and Friday
 - ii. Softball on Wednesday and Saturday
 - iii. Lacrosse on Monday and Thursday
 - iv. Other events as scheduling allows
4. Other University events (stage shows, speakers, etc.)

6.3.2 Broadcast Talent

The Assistant AD/Communications, in conjunction with the Director of Broadcasting, has the sole right to hire talent for ESPN3, Hatter Vision and radio broadcasts and to determine those athletics events that are to be broadcast.

6.3.3 Visiting team Radio Policy

Any opponent of Stetson University shall have one free radio outlet, either a one-station arrangement or one official network.

6.3.4 Commercials/Advertising

It shall be the responsibility of the Assistant AD/External Operations to solicit and garner advertising monies for the financial operation and growth of Hatter Vision. No coach or staff member may approach potential advertisers for the sole purpose of soliciting internet sponsorship and/or advertising without prior approval from the Assistant Director of Sales and Marketing.

6.3.5 Television

The Assistant AD/Communications shall act as the liaison between the Athletics Department and all television personnel for production of live or delayed television events involving Stetson University athletics events. The A.D. oversees the granting of television rights and monetary decisions for any and all events.

6.3.6 General Television Broadcast Policy

Any television station that decides to telecast a Stetson University varsity athletics event, home or away, live or delayed, shall first receive written permission from and negotiate a rights fee with the A.D. Written permission from Stetson University must be granted prior to a station's discussion with opponents, sponsors and/or conference or NCAA officials. Failure to adhere to this policy shall automatically result in any telecast attempts being declared null and void.

Any **visiting** opponent that has a television station(s) that desires to telecast an event from Stetson University, live or delayed, shall notify the A.D. Unless otherwise stipulated within game contract, all visiting television stations must obtain written permission from the A.D. to telecast a game, live or delayed, with a rights fee to be decided upon and stated within the written permission. Any attempt to telecast a Stetson University athletics event without the proper procedures being adhered to shall make the attempt null and void.

6.3.7 Coach's Show (Radio, Internet or Television)

The A.D. must approve all decisions related to the specifics and internal management of any Coach's Show.

Section 7: Intercollegiate Awards

7.1 General

The Stetson University Athletic Department will recognize the following awards: Varsity Letter; tournament honors; team honors and achievements; Stetson Athletic Hall of Fame.

7.1.1 Varsity Letter Award

The Varsity Letter Award is given in recognition of outstanding achievement while a member of a Stetson intercollegiate varsity team including cheerleading. To qualify for a Letter, the student-athlete must do the following:

- Basketball, volleyball, sand volleyball and soccer: participate in at least one-third of regularly scheduled games.
- Baseball, softball: participate in at least one-fifth of regularly scheduled games.
- Golf: participate in 40 percent of the regularly scheduled matches, or place in the top five of a major tournament, or win two one-day tournaments.
- Tennis: successful participation and completion of entire tennis season and participation in at least one match of the regular season.
- Crew: participate, compete and complete the year.
- Cheerleading: participate in 90 percent of squad activities including practice and performance.
- Cross-Country: successfully participate and complete an entire cross-country season and participate in at least one match of the regular season.

**In addition, the athlete must complete the season, except in case of injury, attend practice regularly and must demonstrate loyalty, sportsmanship, and dedication through positive behaviors as defined by the Head Coach.*

7.1.2 Tournament Awards (Home or Away)

Awards for officially sponsored department tournaments or meets must conform to department design standards. Costs for such awards must be included in the tournament budget and comply with NCAA rules.

7.2 Department Awards (as voted on by the athletic department)

The A.D., through the Assistant AD/Communications, will request department award nominations at the end of the year of competition from all staff members. The Assistant AD/Communications prepares and distributes a ballot for members of the senior staff and the Head Coaches to cast a vote. All awards are decided by a simple majority. Department Awards include:

7.2.1 Athlete of the Year (male and female)

This award is open to any athlete, regardless of classification and rewards individual athletic excellence for that particular year.

7.2.2 Distinguished Senior (male and female)

Nominees must be in the final year of the athletic eligibility. It is presented to the athletes who, in the opinion of the Head Coaches and Senior Staff, enjoyed the most distinguished career at Stetson. (Both academic and athletic performances are included in the criteria.)

7.2.3 Scholar Athlete of the Year (male and female)

This award is presented annually to the student-athletes with the greatest academic achievement. Each nominee must be at least a sophomore both academically and athletically, and must carry a minimum 3.2 GPA.

7.2.4 Wendell N. Jarrard, Sr., Award for Excellence

The Wendell N. Jarrard Sr., Award for Excellence was established posthumously to honor academically-talented student athletes by recognizing a male and female who best exemplify academic excellence, athletic competition, leadership, and moral values.

The annual award will serve as a timeless tribute to the person and services of Dr. Wendell N. Jarrard, Sr., a valued Stetson University trustee, friend and financial advisor. The award also recognizes Mr. Jarrard's Christian character, sportsmanship, and devotion to family and philanthropy.

The office of external operations will annually nominate, with the approval from the A.D, three male and three female candidates and forward thorough biographical information to the Stetson University Office of Special Events for selection by the University President, Chair of the Council of Deans, and other chosen University staff/faculty members.

7.2.5 R. Dale Melching Leadership Award

The R. Dale Melching Leadership Award established by the Melching family as a tribute to the person and service of R. Dale Melching, a member of the Stetson class of 1946 and a 1978 Stetson Hall of Fame inductee. Dale was the consummate sports enthusiast and always encouraged young people to participate in athletics. He distinguished himself on the varsity basketball and baseball teams and continued his baseball career by representing the United States in the Minor League Baseball World Series in Havana, Cuba.

This honor is presented annually to both the male and female student-athletes who best exemplify leadership and success in the classroom as well as on the athletic playing field.

7.3 Team Awards

Any team trophy or award received by an officially sponsored department or sport must be reported to the Athletics Communications Office within 48 hours of the receipt of the award with the type of award and name of tournament or event. The trophy or award will be presented to the A.D within 72 hours of receipt and will be placed in an appropriate place for display.

7.3.1 Championships Rings

The purchase of rings will only be approved in acknowledgement of two types of champions: conference tournament champions or teams that win **outright** regular season conference championships **coupled** with an invitation to a **NCAA sponsored** post-season tournament. The purchase of any rings and/or watches is contingent upon available donor funds, which will be solicited by the Head Coach of the championship team and the A.D.

Section 8: Summer Camps and Clinics

8.1 General Purpose

Sports camps are encouraged at Stetson. They must be run within the policies and guidelines of Stetson University, the Conferences, and the National Collegiate Athletic Association (per NCAA *Bylaw 13.12 Sports Camps and Clinics*).

8.2 Definition

Any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletic department, provided that employee has a majority (51 percent) stake, either on or off its campus and in which prospects participate, shall be considered a Stetson University camp or clinic. Additionally, a camp or clinic in which prospective student-athletes participate and that bears the name of a member institution or a current athletics department staff member (e.g., coach) is considered to be an institutional camp or clinic.

All camps, whether internal or external, as defined above, must adhere to the following guidelines unless other arrangements have been made and written approval has been granted by the Associate AD for Internal Operations/SWA.

8.3 Guidelines and Procedures

A more detailed explanation of all required forms to operate a camp can be found in *Appendix C*.

8.3.1 Approval

Any coach wishing to conduct a camp or clinic must receive prior approval from the Associate A.D. for Internal Operations/SWA and Compliance Officer by completing the *Camp/Clinic Approval Request Form*. Dates, fees, budgets, expected participants; potential discounts and a statement of definition for the camp (defining the type of camp (i.e., youth, team, etc.), the gender and the permissible ages for the camp) must be included on this form. Deadline for approval is one month prior to the first day of camp.

Additionally, any Department of Athletics staff members wishing to be employed in a non-institutional or private sports camp or clinic must first receive approval from the Compliance Officer by completing the *non-institutional Camp/Clinic Approval Request Form*. Any staff member would also be responsible for reporting income on the *Athletically Related Income Form* found in *Appendix D*.

8.3.2 Facility Reservations

Anyone wishing to run a summer camp on a given date must reserve the proper facilities through the Director of Summer Conferences based on the University summer schedule. Currently, that contact person is Chris Cloudman.

8.3.3 Camp Directors Meeting

The Assoc. A.D. of Internal Operations/SWA will annually hold a mandatory meeting for all camp directors and potential camp directors at which all policies and guidelines will be reviewed.

8.4 Reduced Admission to camp

Stetson, members of its staff or representatives of its athletics interests, shall not employ or give free or reduced admission privileges to a prospective student-athlete who is an athletics award winner or any individual being recruited by the institution per NCAA *Bylaw 13.02.13.1*. Camps may offer discounted admission to its camps and clinics based on objective criteria unrelated to athletics abilities (e.g., registration prior to a specific date, online registration, attendance at multiple camp sessions, group discounts), provided such discounts are published and available on an equal basis to all who qualify.

At least three (3) business days prior to the start of any camp or clinic, a coach must submit the *Free or Reduced Admission Recipient/Group Form* to the Compliance Officer to receive prior approval for any campers who are receiving free or reduced admission to the camp.

8.5 Business Procedures

8.5.1 Deposits

Unless otherwise approved by the Assoc. A.D. of Internal Operations/SWA, deposits of camp revenues must be made through the use of the Stetson University receipt form. All receipt forms for deposits must be signed by the Associate A.D. for Internal Operations/SWA and then deposited in the University Cashier's Office. This sheet should include each camper's name and the amount of deposit.

8.5.2 Purchase Order

All purchases and invoices must be approved and processed by the Business Office Coordinator and Assoc. A.D. of Internal Operations/SWA.

- A Purchase Requisition Form must be filled out in its entirety, being very specific with pertinent information (color, size, quantities, item description and unit prices).
- A Purchase Order will be prepared from the Purchase Requisition Form by the University Purchasing Office. Camp Directors shall keep the pink copy of the Purchase Requisition Form for their files and should receive the yellow copy from the University Purchasing Office upon purchase to confirm transaction.
- The original copy of the Purchase Order will be forwarded to the supplying vendor or may be picked up to take to the supplying vendor.
- The person receiving the merchandise will sign the delivery slip and forward it to the Business Office Coordinator, who will initial it and return it to the University Purchasing Office with approval to pay.

8.5.3 Departmental Purchase Orders (DPO) <\$300

For requests under \$300.00, an internal DPO may be used with the approval of the Business Office Coordinator or Executive Assistant to the AD.

8.5.4 Reconciliation

Each camp director is required to perform a reconciliation sheet for each camp and present it to the Associate AD for Internal Operations/SWA for approval and discussion. The reconciliation must list all revenue received and all expenses, including payroll, supplies, insurance, facility rental, room and board, as well as camper names and fees paid. The deadline for reconciliation is

September 1st and a copy will be kept on file in the Assoc. A.D. of Internal Operations/SWA's office.

8.6 Personnel Procedures

8.6.1 Approval

Prior to the start of the camp or clinic, coaches must submit the *Camp/Clinic Employee* to the Compliance Officer, to verify compliance with all NCAA bylaws regarding employment. Please note that employment of prospective student-athletes who are athletics award winners or who are being recruited by Stetson is prohibited. This prohibition includes the employment of incoming transfer student-athletes and incoming freshman, regardless of whether they attended Stetson during the summer prior to their initial full-time enrollment at Stetson.

8.6.2 Non-Stetson Personnel (Honorariums)

Camp payrolls for Non University personnel will be prepared by the individual camp director and submitted to the Assoc. A.D. of Internal Operations/SWA for approval and processing. **All non-Stetson personnel and non-enrolled summer school students must clear a background check (cost of \$35) through the Stetson University Human Resources Department.**

8.6.3 Stetson Personnel

Payments to Athletic Department employees (primary recipients) will be made following the completion of camps and the reconciliation. Stetson employees will receive payment in their normal paycheck provided the requisition has been approved by the monthly deadline.

8.6.4 Student-Workers

Current Stetson students must have an I-9 on file in the Human Resources Dept. A *Personnel Action Form* must be filled out appropriately to pay current students. **Student-athletes employed by the camp or clinic must also complete the *Student-Athlete Camp/Clinic Employment Form* and return it to the Compliance Officer prior to employment.**

8.6.5 External Camps

If permission has been granted to host an external camp, each coach will be responsible for providing the appropriate compensation of each staff member including him/herself. Additionally, each coach is responsible for any local, state or federal income tax, Social Security payments, or any other cost as associated with the hiring of an employee. Per NCAA *Bylaw 13.12.2 Employment at Camp or Clinic*, it is imperative that each coach provides the AD with a list of the compensation for each staff member employed.

8.6.6 Cash Payments

Under no circumstances should a cash payment be made to camp personnel.

8.7 Camp Insurance

All camps must have medical and liability insurance on each camper. Camp directors are required to provide Terry Gordon, Director of Risk Management, an estimated number of participants by May 1. Insurance may be purchased through the Stetson University finance office on a blanket policy for all University camps. The Stetson Finance Office will compute a "per camper" rate, which will be relayed to the camp director.

8.8 Medical Coverage

All camps must provide adequate medical and athletic training staff coverage during active camp hours through the Director of Sports Medicine or his/her appointed assistant. **All contact and collision sports must have a certified athletic trainer providing medical coverage. It is recommended that members of the SUSM staff be used for camp coverage. Independent contractors must meet the following minimum requirements to provide medical coverage for summer camps:**

1. **The certified athletic trainer must have their standard operating procedures documents signed by a team physician or team medical consultant affiliated with Stetson University.**
2. The certified athletic trainer must adhere to and follow all SUSM policies, procedures and protocols.
3. The certified athletic trainer must review and implement the emergency action plans as currently used by the SUSM staff.
4. The certified athletic trainer must complete appropriate medical records for all injuries, illness, treatments and communications with parents/guardians and students.

8.9 Facilities

Each camp is entitled to use of the facilities and programs of the Edmund's Center, University Commons Cafeteria, the Student Health Center and all areas of the Hollis Center, with prior approval, (additional funds may be assessed). The Director of Summer Conferences will have a list of charges, if applicable, for use of the above facilities and general per-camper charges for facility use.

8.10 Food Service

Food service for on-campus feeding is to be coordinated by the Director of Summer Conferences with the food service company under the University contract. Unless otherwise approved by the Assoc. A.D. of Internal Operations/SWA, all meals must be on campus.

8.11 Security

The Director of Public Safety must be contacted concerning special security and/or parking needs.

8.12 Lodging

All housing is coordinated through the Director of Summer Conferences. It must be in University housing unless otherwise approved by the Assoc. A.D. of Internal Operations/SWA.

8.13 Damages

Camp Directors are directly responsible for facility damage. It is permissible to charge an individual camper for any damage directly related to him or her.

8.14 Camp Brochures

Camp brochures must be approved by the Associate A.D. for Internal Operations/SWA and the Compliance Officer prior to printing. Camp information should be given to the Athletic Communications Office to permit them to function as the information center for the general public. All advertisements and promotions of the camp, including websites, newspaper ads, flyers and brochures, must contain the

following language: **“Stetson University camps/clinics are open to any and all entrants (limited only by number, age, grade level and/or gender).”**

8.15 Supervision (Overnight Camps and Camp Dismissal)

No camp counselor is permitted to leave campers assigned to them unattended at any time. It is the responsibility of the Camp Director and their staff to provide supervision at all areas until the last camper has been picked up following the conclusion of the camp.

IV. SPORT SPECIFIC POLICIES

Section 9: Scheduling (Game and Practice)

9.1 Game Scheduling (Also see Section 10: Team Travel)

9.1.1 General

The Head Coach of each sport will carry the predominant responsibility of scheduling for that particular sport, in coordination with their individual sport administrator. **No home athletic practice or games will be scheduled prior to noon on Sunday without prior approval from the A.D. (note: standing exception for golf). Competing or traveling during “reading days” or exams period is discouraged except for conference assigned contests.** The A.D. must approve any deviations from the contract.

9.1.2 Procedure

9.1.2.1 Relevant Factors

When initializing scheduling contacts, coaches must consider the following factors:

- Conference and NCAA requirements regarding quality level, division affiliation (I, II, III, NAIA) and permissible contests;
- Budget allocations and dispersion of home and away contests.
- Missed class and the University exam schedules.
- Travel mileage parameters (see Team Travel).
- Home schedules of other sports competing in the same season.

***All contests involving guarantees must be reviewed by the Associate AD for Internal Operations/SWA.**

9.1.2.2 Schedule Approval Form*

When a draft of the schedule has been completed and verbal commitments have been proposed, a *Schedule Approval Form* must be submitted and approved by the Associate A.D. for Internal Operations/SWA, Associate A.D. for Student-Athlete Services, Compliance Officer, FAR and A.D before contractual and release procedures are initiated. A complete copy of the schedule including dates, times, opponents, sites, and any other conditions must be attached to the form. Additionally, a travel itinerary, including departure and arrival times for each trip, must also be attached to the form before being reviewed. The *Schedule Approval Form* must be submitted by the coach to the Compliance Officer by the following dates: **Fall and Winter sports – June 1st; all other sports (including nonchampionship schedules) – July 1st.**

In the event that a contract for a specific contest needs to be signed before a complete draft of the schedule can be submitted for approval, the coach shall email a request to sign the contract to the Associate A.D. for Internal Operations, Compliance Officer, SWA, FAR and AD and include the date, time, opponent, site and any conditions pertaining to the contest; the contract may be signed once approval from the Associate A.D. for Internal Operations, Compliance Officer, SWA, FAR and AD has been received. To ensure that the maximum number of contests permitted per season has not been exceeded, it is the coach's

responsibility to track the contests scheduled each season, including contests in which approval to sign the contract was previously given.

**Schedules of contests during the sport's non-championship segment must also be submitted to ensure compliance of rules and eligibility of student-athletes.*

9.1.2.2.1 Exceptions

Contracts may be signed by the AD before the submission of a Schedule Approval Form in special circumstances (i.e. guarantee games).

9.1.2.3 Contracts

Contracts will be exchanged for all non-conference contests, home and away, except those where the host school has provided a contract. The A.D, or designee, must sign all contracts or contract modifications prior to mailing. Once signed contracts are returned, the original will be maintained in the master scheduling binder, in the office of the Exec. Assistant to the A.D.. A finalized schedule will be approved by the appropriate administrator and distributed to the Assistant AD/Communications, Director of Sports Medicine, Director of Internal Ops, Associate Athletic Director for Academics and the appropriate head coach. Men's and women's basketball scheduling and contracts will be handled by the A.D and the Head Coaches of those two sports.

9.1.2.4 Game Changes

After the schedule is finalized, changes to it must receive prior written approval from the Director of Sports Medicine, Assistant AD/Communications, Director of Internal Ops, and Compliance Officer prior to any formal arrangements being made with opponents. The request may be made via email or by completing a *Game and Practice Schedule Change Form*. The form/email is then filed with the Exec. Assistant to the A.D..

9.1.2.5 Game Day Preparation

Pre-Game Preparation – The Head Coach of each sport, or his/her designee, is responsible for the following prior to a home contest in conjunction with the Director of Internal Operations:

- Arranging the visiting team to be met and directed to all facilities they will be using and the start time of the contest.
- Arranging, with the Equipment Supervisor, dressing rooms and shower facilities.
- Providing the Director of Sports Medicine or the athletic trainer all relevant information to coordinate sports medicine services.
- Ensuring all relevant game equipment and supplies are on hand for opponent's use.
- Coordinating areas for training prior to contests in concert with the Director of Internal Ops.

9.2 Practice Scheduling

9.2.1 General

A written practice and weight training schedule must be submitted to the Director of Sports Medicine on each Friday at **9:00 am** for the coming week or in totality for the entire season well in advance of when practice begins. Coaches sharing facilities shall coordinate their practice

schedules with the Assistant A.D. for Facilities and Operations and the Director of Sports Medicine so that conflicts are avoided and minimized. The practice schedule must contain the times and place for each practice and weight training session. The Assistant A.D. for Facilities and Operations shall maintain a master practice schedule for all sports.

9.2.2 Practice Schedule Changes

Coaches wishing to change or adjust any previously submitted practice/weight time must submit a *Change of Practice Form* and secure all requisite approvals listed on the form, 24-48 hours prior to the proposed change. Proposed changes are not automatically approved, but special considerations will be made for extenuating circumstances. The form is the sole responsibility of the coach to be delivered to appropriate personnel for signatures.

9.2.3 Practice Time Policies

Countable athletically related activities shall not occur between midnight and 5 a.m. with the exception of during participation in a conference or NCAA championship, participation in a competition that starts prior to midnight but ends after it, and promotional practices (i.e. first practice of season).

9.2.4 Visiting Team Practice Arrangements

Practice time for visiting teams will be handled, administered and equipped by that sport's head coach, in compliance with A-Sun policy and facility availability. Before scheduling a visiting team practice, the respective coach must verify facility availability with the Assistant AD for Facilities and Operations and any other coaches that utilize the facility. Stetson has no obligation to honor visiting team requests that are delinquent or cannot be granted because of other pre-obligated facility usage.

Section 10: Team Travel

10.1 Intercollegiate Athletic Team Travel Parameters

All sports will attempt to limit their travel to an Atlantic Sun Conference radius, or an approximate radius of 650 miles, but exceptions can be granted. **Team travel of 650 miles or less will utilize ground transportation unless prior written approval from the Assoc. A.D. of Internal Operations/SWA. Team travel that is less than 150 miles will be encouraged to depart the same day of competition (unless the competition begins prior to noon).**

10.2 Missed Class (Professor Letters)

A student-athlete should only miss class for valid reasons such as illness (or injury), a scheduled trip for competition, or home competition. During the **first week of classes**, coaches will provide each student athlete with a letter outlining missed classes to each professor, along with a copy of their schedule and a travel itinerary. The student-athlete is to deliver this letter to their professors and remind the teacher closer to the absence. Missing class for a University approved event does not automatically excuse the student-athlete from missing that class. It is the student-athlete's responsibility to make up any work or tests missed. Non-conference away contests should not be scheduled during reading days or final exams without prior approval from the A.D and FAR.

10.2.1 NCAA Rules on Missed Class

Per NCAA Bylaw 17.1.6.6.2 *No Class Time Missed for Practice Activities*, no class time shall be missed for practice activities, except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

10.3 Travel Squads/Itinerary

Travel squads for all sports during conference competition shall adhere to the NCAA Championship roster limits, with the exception of soccer, cross country and golf – the travel squad for soccer shall be 22 student-athletes, cross country shall be 9 student-athletes, and golf shall be 6 student-athletes.

Each team shall submit a travel itinerary 72 hours prior to leaving campus via email to the Associate AD for Internal Operations/SWA, Associate AD for Student-Athlete Services, Director of Sports Medicine, , Business Office Coordinator, Compliance Office and Exec. Assistant to the AD. The itinerary must include: departure time, contest start time and return time and date; destination; mode of transportation; hotel contact information **AND a list of entire travel party**. The Associate AD for Internal Operations/SWA, Associate AD for Student-Athlete Services, Director of Sports Medicine and the Compliance Officer will notify the coach via email of any issues surrounding the itinerary and/or travel party.

Men's basketball must comply with NCAA *Bylaw 3.2.4.14 Missed Class Time Policies* if there is a change in travel itinerary. **Injured student-athletes not capable of competing are not to travel without prior approval from the AD or Associate AD for Internal Operations/SWA.**

10.4 Travel Expenditures and Direct Bill

Travel expenditures and policies shall adhere to NCAA Bylaws. When possible, advance arrangements should be made with hotels, transportation companies and other entities that are able to direct bill the University so as to minimize the need for cash.

10.4.1 Team Travel Cash Advances (Direct Pay Check Request)

Cash advances should only cover *minimal cash* needs for a trip so as to avoid coaches being responsible for large amounts of cash. Use of cash should be limited to one meal a day, gratuities, laundry and other miscellaneous items where a credit card cannot be used. Requests for advances must be completed and delivered to the Athletic Business Office Coordinator **two weeks prior** to the departure date. The signee assumes total responsibility for any cash advances until receipts documenting expenditures are submitted to the Athletic Business Office and any unexpended cash is turned into one of the A.D.'s drop safe boxes (Edmunds Center, Melching Field, and Wilson Field) on the day of return or the next morning. Cash advances will be in the form of a check made payable to the requester (Head Coach, assistant coach, and administrative staff). Requests for cash covering more than the expenses mentioned above will be considered on a case by case basis by the Business Office Coordinator, A.D and Associate AD for Internal Operations/SWA.

10.4.2 Stetson Travel Visa Card

Coaches must check out these cards the day of or day before scheduled trips through the Athletic Business Office. They must be returned to the Athletic Business Office on the trip return date or the next morning. *These cards should be used, in lieu of cash, for all expenditures (gasoline, meals, etc) that cannot be billed directly to the University.* The University will pay the balance on the card directly, HOWEVER, the cards are assigned in the names of individual coaches and coaches are responsible for charges on the card assigned to them. Therefore, all original itemized receipts (including proof of payment, business purpose and names of guests) must be turned in to the Athletic Business Office with the corresponding Expense Report for the trip in order for payment to be made to the Bank of America by Stetson University. The Stetson Travel Visa Card is not to be used for anything but travel per University policy. **Cards may stay in the possession of the coaches, if agreed to by the Business Office Coordinator.**

10.4.2.1 Credit Limits

Travel Visa Card credit limits may be increased, with AD approval, during heavy usage times (i.e. during championship season).

10.4.3 Per Diem-Team Travel

Team meals should be paid for with the Stetson Visa Travel Card, but in circumstances where exceptions are granted for a trip, basic per diem is \$28 per day for meals (Breakfast-\$7; Lunch-\$9; Dinner \$12). Only meals required while away from campus can be figured at the above rate. Breakfast cannot be fed to a squad departing DeLand unless the departure time is prior to 6:00AM. Take-out lunches are available in the Commons using meal ticket numbers. Other meals incidental to participation must comply with NCAA Bylaw 16.5.2(d) *Meals Incidental to Participation*.

10.4.3.1 Meals in Conjunction with Away-from-Home Competition

Please note that pursuant to NCAA *Bylaw 16.5.2(d)(3)* and in accordance with Stetson policy 10.4.3 above, for each away trip a coach must choose either NCAA

Bylaw 16.5.2 (d)(3)(i) (“Option i”) OR NCAA Bylaw 16.5.2(d)(3)(ii) (“Option ii”). If a coach chooses Option (i), student-athletes may receive up to three meals or cash allowances per day, plus a pregame or postgame meal. If a coach chooses Option (ii), an unlimited number of meals can be provided to student-athletes at the coach’s discretion once the student-athletes report on call until the team returns to campus, but the coach is not permitted to give the student-athletes cash allowances for any of these meals during the trip. One option must be used for the duration of the trip – a coach may not switch between options during the trip.

10.4.4 “Clearing” a Cash Advance

Cash advances should be cleared within the first ten days following the trip. Only two cash advances may be outstanding at once. Expense reports must be submitted and executed correctly before obtaining another advance. All pertinent information as listed below must be included when clearing cash advances with the **Business Office Coordinator**

- *Travel Expense Statement Form* initialed by head coach.
- All receipts (airline receipts must returned whether prepaid or part of the reimbursement request).
- *Meal Expense Form* should be signed by all persons receiving per diem.
- Unexpended cash (or a check made out to Stetson University).
- Signed itemized hotel/motel bill should also be returned at this time.

10.5 Team Transportation

All team travel will be by Stetson University owned vehicles, charter buses, commercial flights or leased vehicles. All drivers of University vehicles must be University employees properly licensed and cleared through Human Resources to operate the vehicle. Student-athletes will not be permitted to drive team vehicles. Student-athletes may not drive their own vehicle without prior approval from the head coach and sport supervisor. Student-athletes requesting to drive their own vehicles must complete the *Travel Waiver Form* and file it with the AD’s Office at least 48 hours prior to departure; the request must be due to an emergency situation, be based on academically-related reasons, or be based on extenuating circumstances as approved by the A.D. If the University provides transportation to the competition, the student-athlete will not be reimbursed for expenses incurred by driving their own vehicle.

Section 11: Athletic Tickets, Complimentary Admissions and Credentials

11.1 Ticketed Events

A ticket or credential is required to gain admission to the following sports' games\matches: m\w basketball, baseball, volleyball, softball, m\w soccer, and football.

11.2 Complimentary Admissions for Student-Athletes

Complimentary Admissions are a privilege, not a right and will be guided by Conference and NCAA rules (*Bylaw 16.2 Complimentary Admissions and Ticket Benefits*) including:

- Each student-athlete in his or her sport (in which he\she practices or competes) may receive four complimentary admissions to home contests, regardless of whether or not he or she actually competes in the contest.
- Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued. The individual utilizing the complimentary admission must present identification. **NO ID, NO ADMISSION TO THE GAME THROUGH THE PASS LIST!** The individual then shall be treated as a general-admission ticket holder.
- Student-athletes and individuals designated by student-athletes to receive complimentary admissions cannot sell their complimentary admissions or exchange them for something of value.
- No changes to the pass list will be accepted after the ticket gate has opened.
- Stetson University reserves the right to deny admission to anyone.
- Student-athletes participating in another sport may receive admission to athletic contests with the presentation of their student identification card.

11.2.1 Pass List Procedure

The Compliance Officer, in cooperation with the Ticket Office and Exec. Assistant to the A.D., will coordinate the complimentary admissions program.

- Each team (head coach) is responsible for creating a pass list for each game delineating individuals on the pass list and who has left them tickets. **This list must be returned to the ticket office two hours before each game.**
- Student-athletes who wish to grant their complimentary admissions to another player should do so at the time when the pass list is completed. A student-athlete should never have more than four people listed next to their name on the pass list.
- Any abuse of these policies and procedures could result in the loss of complimentary admission privileges and/or eligibility and participation in college athletics.

11.2.2 Complimentary Admissions for Prospective Student-Athlete (PSA)

During an official visit or unofficial visit, a prospective student-athlete (PSA) may receive a maximum of three (3) complimentary admissions per NCAA *Bylaw 13.6.7.2 Complimentary Admissions*. The complimentary admissions may be issued only through a pass list on an individual-game basis and **admissions may provide seating only in the general seating area of the facility (i.e the PSA's tickets may not be used to sit in special seating areas, press box or the bench).** See NCAA *Bylaw 13.6.7.2 Complimentary Admissions* for rules related to non-traditional families, conference tournaments, post-season tournaments and seats reserved for purchase.

11.2.2.1 Procedure (PSA in own sport)

If the PSA is attending a Stetson home contest in his or her own sport, a member of the coaching staff must list the names of the PSA and permitted guests (see above), on the **GOLD SHEET** or in ACS titled *Recruit Game Pass List* along with the date, opponent and whether the PSA is attending the event during an official or unofficial visit (unofficial visits also require the completion of an “unofficial visit form.” The coach should staple this form to the back of the student-athlete pass list for the applicable contest, and it should be signed by the PSA (and guests) upon entry to the contest acknowledging receipt of complimentary admissions.

11.2.2.2 Procedure (PSA in different sport)

If the PSA is attending a Stetson home contest in a sport other than his or her own during an official or unofficial visit, the Stetson coach that is requesting complimentary admissions for the PSA must complete the *Complimentary Admissions Request Form* and give it to the Compliance Officer one business day before the contest. If approved, the Compliance Officer will sign the form and forward it to the Ticket Office. At the time of the contest, the PSA and individuals accompanying him or her will be required to sign their names on the request form, acknowledging receipt of the complimentary admissions.

11.3 Complimentary Admissions for High School/College Prep/Two-Year College Coaches

A high school, college prep, two-year college coach, or any other individual responsible for teaching or directing an activity in which a PSA is involved may receive a maximum of two (2) complimentary admissions (through a pass-list) to a home event in accordance with NCAA *Bylaw 13.8.1 Entertainment Restrictions*. Stetson may not provide complimentary admissions to these coaches to any postseason competition, nor may tickets be reserved for purchase.

11.3.1 Procedure (PSA Coaches)

A member of the coaching staff must list the name of the coach and guests on the GREEN SHEET/ACS titled “High School/College Prep/Two-Year College Coaches’ Pass List” along with the date and opponent for the contest. The coach should staple this form to the back of the student-athlete pass list and it should be signed by the PSA coach upon entry to the contest acknowledging receipt of the complimentary admissions.

****Men’s Basketball Only** – Please note that an individual associated with a prospect (IAWP) should only be receiving tickets pursuant to the complimentary admission legislation set forth in Bylaw 13.8.1 or as part of the official or unofficial visit entertainment rules. An IAWP should not have access to tickets, including from the coaches’ allotment, that are not available through the institution’s complimentary admissions policies.*

11.4 Athletics Department Staff

Athletic Staff Ticket Policy for Football

- Each full-time staff member is entitled to 2 complimentary season tickets. Because of public demand for seating on the west side, athletic staff who receive complimentary tickets may be located in a reserved section on the east side. Efforts will be made to keep staff members seated together.
- Please note that full-time staff members have the right to purchase previously held west side tickets if that is where they wish to stay. The cost for those tickets will be the same as the cost for any other university staff member.

Athletic Staff Ticket Policy for Other Sports

- These tickets are typically distributed on a game-by-game basis & full-time athletic staff members are entitled to 4 complimentary reserved seats, when they are available.

****Please be prepared to show your Stetson ID and claim these tickets prior to entering the game. Simply showing your Stetson ID may not be sufficient to gain admission. Showing ID and claiming tickets will aid with record keeping and help avoid confusion among box office and game day operations staff who are frequently students.**

- Special Events/Post Season Event tickets are available to staff who are required to work those events. The disbursement and number of tickets will be determined by the Assistant AD/ External Operations. on an event-by-event basis.

11.5 Complimentary Tickets- Group Passes

When approved by the Director of Internal Ops, complimentary tickets will be issued by the Ticket Office for the purpose of filling special requests to the Athletic Department and/or the University. Requests must be made at least four days prior to the event. Any coach or Athletic Department staff member wishing to present complimentary tickets to a *group* for any athletic event must receive approval from the Assistant Director of Sales and Marketing.

11.6 Media Credentials and Passes

- Media Pass issuance and control is the responsibility of the Athletic Communications Office.
- Press “will-call” issuance and control is the responsibility of the Director of Internal Ops. All gates will grant admission to working personnel with a press credential.

11.7 Group Admissions

Group, discounted admission is available for designated home events and is limited to groups of 15 or more. A specified time period is required to fill the order.

11.8 Will Call Tickets

All tickets placed in the will call window will be prepaid or have guaranteed payment and payment is final whether tickets are used or not.

11.9 Ticket Refunds

There will be no refunds for tickets for any reason unless approved by the Assistant AD/ External Operations Rain-checks for outdoor ticketed events will allow single-game ticket purchaser(s) to use the ticket/stub for another designated game, including, but not limited to the makeup of the original contest.

Section 12: Facilities: Reservation Procedures, Rules and Equipment

12.1 Reservations

Priority for facility usage will be given to sports that are in-season. The Assistant A.D. for Facilities and Operations must approve facility usage by an outside agent. Coordination of the use of any athletic facility with other university departments should go through the Assoc. A.D. of Internal Operations/SWA.

12.1.1 Edmund's Center Arena, Lobby, Locker Rooms

The Assistant A.D. for Facilities and Operations coordinates the use of the gymnasium, locker rooms, and lobby areas. These facilities can be reserved by phone, fax or email. Priority is given to intercollegiate athletic program needs, paying customers and other university entities. Reservations may be made up to three years in advance of an event and should be made no later than two weeks in advance. All reservations are subject to changes due to intercollegiate athletic schedules.

12.1.1.1 Open Gym Policy

Open Gym is the term used to define the time the Edmunds Center has not been scheduled for use by varsity athletic teams or other athletically-related activities (as determined by the Assistant AD for Facilities and Operations). Open Gym hours will be posted in the Edmund's Center Lobby on a weekly basis. During Open Gym times, Stetson students, faculty/staff and recent athletic alumni in "good-standing" will be allowed to use the facility. For security purposes, non-Stetson students or recent alumni not in "good standing" will not be permitted use of the facility. A Stetson University identification card will be required to use the gym.

12.1.2 Edmund's Center Hall of Fame Room

The Hall of Fame Room is available for meetings, small luncheon/dinner events with prior approval from Virginia Sheppa. 386-822-8839 or e-mail vsheppa@stetson.edu

12.1.3 Melching Field at Conrad Park

Hatter Sky Box is available for birthdays, gatherings and special events. Day and Evening game packages are available by contacting Director of Tickets David Shelton 386-822-8124 or email dshelton@stetson.edu.

12.1.4 Athletics Training Center Meeting Rooms

Athletics Training Center meeting rooms are available for meetings, special events please reserve these rooms with prior approval from the Assistant A.D. of Facilities and Operations. Call 386-822-8111 or email jstem@stetson.edu.

12.1.5 Mandy Stoll Tennis Courts/Cummings Tennis Courts

The Mandy Stoll Tennis and the tennis courts are used primarily for intercollegiate tennis practice and competition. Stetson students, faculty and staff can use the Cummings Tennis Courts when not in use by the men's or women's tennis teams by obtaining prior approval from the Director of Tennis, Pierre Pilote. Call 386-822-8146, or email ppilote@stetson.edu.

12.1.6 Patricia Wilson Field

The Govoni VIP Room is available for special events, meetings, etc with prior approval from the Assistant Director of Sales and Marketing. Call Virginia Sheppa at 386-822-8839, or email at vsheppa@stetson.edu.

12.1.7 Wilson Athletic Center (WAC) Weight Room

The Wilson Center Weight Room is exclusively reserved for Stetson University's intercollegiate athletes and Florida Hospital physical therapy patients. Fitness Club memberships are available. Contact Glenn Brickey at 386-822-7168 or email at gbrickey@stetson.edu. Visiting team requests for use of the weight room will be reviewed on an individual basis by the Director of Sports Medicine or his representative (Coordinator of Strength and Conditioning).

12.2 Facility Maintenance, Alteration and Construction

Request for maintenance on any athletic facility should be forwarded to the Assistant A.D. for Facilities and Operations on a *Facilities Management Work Order*. Requests will be given a priority rating dependent upon the safety and welfare of students, the loss of a work station, the magnitude of the facility's use, the expansion and growth of the sports, and the aesthetics of the area. Facilities Management will then make arrangements to meet the request. If Facilities Management cannot perform the requested tasks, that office will work with the Associate A.D for Internal Operations/SWA in contracting outside services. In all instances, it shall be the responsibility of the Associate A.D for Internal Operations/SWA to see that all such services are carried out satisfactorily.

Requests for emergency repairs during non-working hours should be forwarded to Facilities Management or University Public Safety. All proposed alterations, additions or construction to existing facilities must be submitted to the A.D. for approval.

12.3 General Facility Rules

No student-athlete is eligible for the use of any athletic department facilities until full medical clearance is obtained.

12.3.1 Key Registration

Keys for all facilities shall be requested through the A.D. Facility keys are NOT to be duplicated.

12.4 Wilson Athletic Center (WAC) and Athletic Training Center (ATC) Weight Room Rules

- Use of the WAC facility is limited to: student-athletes in good standing, contracted physical therapy patients, Athletic Department coaches/staff and Stetson University Fitness Club members.
- Use of the ATC facility is limited to: student-athletes in good standing and Athletic Department coaches/staff only.
- All guests and visitors must report to the Director of Strength and Conditioning or the Director of Sport Medicine for approval to use the facility and signing of liability forms.

- Prior to usage of the facility, individuals must undergo an orientation covering common risks involved in strength training, proper execution of various exercises proper use of equipment, and the possible consequences if proper technique is not employed.
- No one is allowed in the facility without a qualified supervisor present.
- Participants should not use equipment or attempt lifts with which they are not familiar without instruction from a qualified supervisor.
- No horseplay, loud or offensive language, and no temper tantrums during your training time. Use proper weight room etiquette.
- Proper training attire must be worn at all times including a T-shirt, shorts, and closed toe shoes. Compression shorts must be accompanied by athletic shorts worn over them.
- No dropping or throwing of weights, stacks or bars.
- Utilize locks and spotters at all times. Use a lifting belt when performing at, or near, maximal lifting.
- Rack all weights when each lift has been completed. Keep equipment off the floor. Utilize floor pads when putting dumbbells and barbells on floor for any lifts.
- On-duty supervisors have the authority over all room conduct and use of equipment, including the sound system. Music selection, volume level and times of use will be supervised and controlled in accordance with the overall function of the WAC and in the best interests of the patients, student-athletes and surrounding activities.
- Failure to follow WAC weight room rules or misuse of equipment may result in expulsion from the facility.
- The following are banned from use in this facility: cell phones, tobacco (all forms), food, chewing gum, glass bottles, cans, cups, drugs or any other substances banned in accordance with Stetson and NCAA policies and procedures.
- Injuries or facility/equipment irregularity should be immediately reported to the supervisor on duty.

12.5 Athletic Training Room Rules

- The athletic training room is a medical facility, NOT A LOUNGE! If a student-athlete is not receiving treatment or being taped, he or she will be asked to leave.
- Student-athletes must be in the proper practice or game uniform before receiving pre-practice/pre-game treatment or other medical services.
- Student-athletes must shower before receiving post-practice/post-game treatment or other medical services unless specified by the supervising athletic trainer.
- Each student-athlete is responsible for all medical equipment issued to them. Loss or damage to such equipment will be the financial responsibility of the athlete.
- The athletic training room is a coeducational facility. Minimum dress of shirts and shorts is required at all times unless removal is necessary for medical treatment.
- No cleats, turf shoes, or other outdoor shoes are permitted in the training room unless needed for lower extremity rehabilitation.
- No profanity or other derogatory/abusive language will not be tolerated.
- No food, beverages or tobacco products (of any kind) will be permitted in the athletic training room.
- Student-athletes must sign in the daily treatment log before receiving treatment.

- No use of the athletic training room telephones, television or stereo is allowed without approval of the supervising athletic trainer.
- The modalities in the athletic training room are for supervised use by the Sports Medicine staff only.
- Certified athletic trainers are responsible for use of all athletic training room equipment (television, stereo, etc.) and the maintenance of proper conduct in the facility by all student-athletes and guests.
- Loud talking or noise should be kept to a minimum as it creates confusion. Appropriate behavior and conduct will be enforced by all members of the Sports Medicine staff.
- All cell phones and other electrical devices should be turned off upon your arrival to the athletic training room.
- It is the sole responsibility of the student athlete to report all injuries to a member of the Sports Medicine Staff to insure proper and expedient care.
- No one is to be in the WAC Athletic Training Room unless supervised by a Sports Medicine staff representative, unless otherwise directed.
- Self-treatment is not allowed in the Athletic Training Room. See a Sports Medicine staff member for proper care and application of all treatments.
- In season student-athletes have priority for treatments and taping during the afternoon. Therefore, out of season student-athletes should receive all of their treatments in the morning.

12.6 Equipment

Each student-athlete must receive full medical clearance to be issued any equipment or uniforms provided by the Athletic Department or a coach.

12.6.1 Equipment Personnel and Duties

All members of the athletics staff, including coaches, who have duties regarding the maintenance and storage of departmental equipment are responsible to the Equipment Supervisor. Head coaches will be responsible for practice set up (i.e. lights, opening/securing locker room, and equipment).

12.6.2 Equipment Room Rules and Regulations

Access to the Edmund's Center Equipment Room is limited to equipment room personnel and Athletic Department staff members only. Student-athletes shall be prohibited from entering the equipment room unless accompanied by a coach or member of the equipment staff. Laundry facilities (washer/dryer) are not to be used by coaches and Athletic Department staff members, with the exception of the equipment staff, unless approved by the equipment supervisor or the Assistant Athletic Director for Facilities and Operations.

12.6.3 Inventories

At the conclusion of each season, the Head Coach will conduct an equipment inventory. The results of these inventories will be used in determining the specific equipment needs for the next season, to determine the equipment to recondition, and to dispose of equipment that is not usable.

12.6.4 Loaning of Equipment

- The loaning of equipment within Stetson University and the Department of Athletics is permissible. Properties and equipment that are purchased by the Department of Athletics are the property of the Department and not of any particular sport.
- In the event that the Department of Athletics does not purchase apparel and/or equipment that is necessary for practice and competition, Stetson University may purchase the equipment at a reduced or negotiated rate and require the student-athlete to assume in part or in whole the cost of such items. If an arrangement of this type does occur, the student-athlete(s) must be informed in writing that these items are not their personal property, but are the property of Stetson Athletics. At the completion of their athletics eligibility at Stetson, the student-athlete may purchase the equipment at the depreciated value, less the amount they assumed at original reception of equipment. Approval must be approved by the Associate AD for Internal Operations/SWA, athletic compliance office and sport supervisor prior to promising the selling of equipment and/or sale of equipment.
- Apparel and equipment obtained in this manner must be purchased, received, distributed and inventoried in accordance with the institution's normal apparel and equipment policies and procedure and must be provided on an issuance and retrieval basis.

12.6.5 Receiving and Returning Equipment

When equipment is received by an athletics staff member from a supplier, it is to be channeled through the Equipment Supervisor where it is to be surveyed onto the inventory list. It will then be marked and made ready for issue to the particular sports or office. Coaches are held responsible for their team members returning athletic gear including, but not limited to, locks, pin, mesh bags, and towels. A list of players still possessing Athletic Department equipment will be provided to each coach three weeks prior to the end of the spring semester.

12.6.6 Game Day Equipment

Head coaches must provide the Equipment Supervisor a complete participant roster with uniform color and other equipment needs 24 hours prior to any home contest. Head coaches must schedule uniform/equipment issue time with the Equipment Supervisor.

V. STUDENT-ATHLETE CONCERNS

Section 13: Athletic Scholarships/Financial Aid

13.1 Scholarship Number and Written Restrictions

A specified number of athletic scholarships shall be budgeted each year as determined by the Enrollment Management Committee and awarded by the Office of Financial Planning. All athletic scholarships shall be administered in accordance with NCAA guidelines. ***NCAA Bylaw 13.9.2.2 Written Offer of Aid Before Signing Date must be followed with respect to written offers of aid.***

13.2 Financial Aid Process: Initial GIA and NLI (Procedure)

- The process is initiated by the Head Coach who supplies the information for the Grant-in-Aid (GIA) and National Letter of Intent (NLI) forms (with pertinent information regarding the signee and amount of aid) to the Associate AD for Student-Athlete Services. The Compliance Officer reviews the forms for accuracy. The Head Coach then signs the forms upon completion.
- The forms are then sent to the Director of Financial Aid for signatures.
- The forms are returned to the Associate AD for Student-Athlete Services for final verification and then scanned and emailed to the prospective student-athletes, unless otherwise indicated by the head coach.
- The forms are sent to the PSA (via mail or email) with a cover letter with instructions on signing and what to return to Stetson. The PSA keeps the original of both forms and scans/emails a copy back to the Associate AD for Student-Athlete Services.
- When the NLI and GIA are signed and returned by the PSA and parent(s), the forms are scanned/emailed to the Conference Office. The original NLI and GIA are kept on file in the Compliance/Academics office.
- No in person contact with the Office of Financial Aid and Admissions is permitted by coaches for PSAs. Contact may be by email only (copy both Associate AD for Student-Athlete Services and Compliance Officer) or by the designated liaisons in the athletics department

13.3 Financial Aid Process: GIA Renewals (Procedure)

Renewals are entered into a database and ultimately prepared by the Data Entry Specialist.

- It is suggested that each Head Coaches meets with each scholarship student-athlete in his or her sport prior to May 1st.
- Head Coaches are to submit a list of GIA amounts to be renewed and, if applicable, those not being renewed or reduced to the Compliance Officer three business days after the official posting of grades for the spring semester. **Non-renewals/reductions must be discussed with the student-athlete and the A.D prior to submission.**
- Upon receipt of the list from the coach, the Director of Financial Aid and the Compliance Officer (with the assistance of the Associate AD for Student-Athlete Services) will evaluate the student-athlete's academic performance for the year and determine applicable academic financial aid awards
- The Director of Financial Aid or Compliance Officer will enter all GIA amounts into the Compliance Assistant Software and generate a Squad List and a Detailed Financial Aid Report. The head coach can then review the financial limits of his or her sport.

- Upon approval of the financial aid amounts, the Head Coach submits the scholarship award amounts to the Associate AD for Student-Athlete Services to generate the GIA forms.
- By July 1st, the Director of Financial Aid informs, in writing, the student-athlete of the renewal of his/her athletic scholarship for the next academic year, as well as the amount of the scholarship and any conditions associated with the scholarship.

13.4 Non-Renewal of GIA Policy and Procedure

The A.D makes recommendations for non-renewals or reductions of athletics aid to the Office of Financial Aid. If the Director of Financial Aid concurs with the recommendation, a letter of notification is sent to the student-athlete. Pursuant to NCAA *Bylaw 15.3.2.4 Hearing Opportunity and 15.3.5., Renewals and Non-renewals*, by July 1st, Stetson University shall notify in writing any student-athlete whose athletic scholarship will not be renewed or will be reduced for the succeeding academic year. Such notification is to be made by the Office of Financial Aid and shall include: notice of a right to appeal the decision and a copy of the institution's established policies and procedures for conducting the required hearing which are summarized below.

13.4.1 Athletic GIA Appeals Committee Procedure

- Any student wishing to appeal the decision of non-renewal or reduction in aid must do so in writing to the Director of Financial Aid. The appeal must be received within 72 hours after notification of non-renewal or reduction.
- Upon receipt of an appeal, the Director of Financial Aid shall notify the Vice President for Enrollment, or designee, who shall appoint an Athletic Grant-in-Aid Appeals Committee. **The Committee shall be composed of five persons: The Director of Financial Aid, the Faculty Athletics Representative, two other faculty members, and one staff member. The Director of Financial Aid shall chair the Committee.**
- The Committee Chair shall schedule a hearing of the issue within ten business days of the receipt of the appeal. Failure of the student-athlete to cooperate with the scheduling of the hearing will result in the denial of the student-athlete's appeal.
- Parties to the appeal including the student-athlete, the athletic department, and the head coach can submit written statements to the chair of the Committee at least 48 hours prior to the hearing, but not thereafter.
- Parties to the appeal shall have the opportunity to present witnesses at the hearing subject to questioning by the Committee. An intended witness list for the hearing must be presented to the Chair at least 48 hours prior to the hearing. Witnesses shall be present only during their own submission of information to the committee.
- The student-athlete may have an advisor present who does not have to appear as a witness during the hearing. The advisor is not permitted to address the Committee and is not permitted to participate directly in the proceedings. However, he or she may advise the student during the appeal hearing.
- The hearing before the Committee shall be private. Admission of any additional person to the hearing shall be at the discretion of the Chair.
- The Chair will introduce the Committee members to those involved in the hearing. The appeal proceeding will be a collegial meeting with all parties involved and recorded electronically.

- After the hearing, the Committee shall determine, by majority vote, its recommendation on the matter of non-renewal or reduction based on the totality of the written evidence and oral testimony.
- The Committee shall forward its recommendation to the Vice-President for Enrollment, or designee, who shall make a final decision in the matter and notify the parties involved of the final resolution of the issue.

13.5 GIA and Scholarship Renewals: On Campus Housing Expectations and Meal Plans

Full Athletic Scholarships will cover “institutionally owned on campus housing (double occupancy rooming).” Double occupancy room prices are based on the most expensive, on campus, University owned dorm room and any expenditure above that must be borne by the student. **University Village apartments is not fully covered by a GIA (it is on-campus, but not “institutionally owned”) and additional expenses associated with living there must be borne by the student. Additionally, Green Cove apartments are not fully covered by a GIA.**

Please review the Stetson Bulletin and/or Residential Life webpage for additional information pertaining to students living on or off campus.

Additionally, full athletic scholarships will cover the maximum cost of the 19 meals-per-week plan. If a student-athlete chooses a meal plan exceeding that limit, the student-athlete must bear any additional expenses.

13.6 Study Abroad

Any Student-Athlete traveling abroad during their championship season will not be eligible to receive an Athletic GIA for that period of time.

Section 14: Certification of Eligibility, Amateurism and Financial Aid

14.1 Initial Eligibility

All prospective student-athletes (psa's) data must be entered in ACS software. From this database, psa's will be added to the NCAA Eligibility Center Institutional Request List (IRL). The NCAA Eligibility Center's Web Status Report will be generated on a monthly basis and distributed to the head coaches so that they can track and advise PSA's on initial eligibility and amateurism. Beginning June 1st and until final decisions are made, weekly reports will be provided to head coaches on their on PSA's academic eligibility and amateur status.

Upon certification by the NCAA Eligibility Center the head coaches will be notified that the prospective student-athlete, once on campus, will be eligible for practice, financial aid, and competition, and a 48-C form is printed and kept on file certifying the initial eligibility of the student-athlete. From this form, the test scores, core grade point average, date of graduation, high school GPA and amateurism status is placed on the squad list.

14.1.1 Initial Eligibility Waiver

During this period coaches should determine, together with the PSA and Compliance Officer, whether or not there may be a need for an *Initial Eligibility Waiver*. If so, this process must be undertaken as soon as possible by the Compliance Officer.

14.1.2 A-Sun Initial Eligibility Policy

All first-year student-athletes **MUST** be certified through the Eligibility Center for both academic eligibility and amateurism. The conference does not allow partial qualifiers or non-qualifiers to receive athletically related financial aid.

14.2 Continuing Eligibility-Procedure

Upon receipt of spring grades, the Associate Athletic Director for Student-Athlete Services, Compliance Officer and the FAR evaluate the transcript of each continuing student-athlete. A grade report, progress report and eligibility report is generated for each athletic team. The grade report includes the semester and cumulative GPA of each student-athlete and their academic status (Dean's List, Honor Roll, Academic Warning, etc). The progress report identifies whether students meet all of the following academic requirements: 75 percent-25 percent (18 of 24 hours earned during fall and spring); minimum cumulative GPA based on year of enrollment; 40/60/80 percent of total earned hours for progress towards degree; and declaration of major after completion of second academic year. These reports serve as a preliminary certification for the student-athletes and alerts to those students that may be required to attend summer school or may no longer be eligible for financial aid and/or competition. These reports are distributed to each head coach, the A.D, the FAR, and the Registrar. The Registrar uses the information in determining the continuing eligibility of each student-athlete for fall and spring semester certification.

In early August, all of the continuing student-athletes are checked for final certification and OFFICIAL transcripts for first year college students (Office of Admissions) and first year transfer students (Registrars Office) are evaluated. A squad and eligibility list for each sport is then prepared and verified through signature by the: **Registrar, Dean of Admissions and Financial Aid, FAR, A.D, Compliance Officer and Head Coach.**

Copies of the squad and eligibility lists are filed in the offices of the A.D, Compliance Officer and Associate Athletic Director for Student-Athlete Services. Each head coach will be provided a copy of their squad list, and a copy of the squad list is faxed to the conference office prior to the first date of competition. *The *Athletic Department Compliance Manual* also contains additional information.

14.3 Policy

Coaches are not to have any in-person contact with the Registrar regarding eligibility. Correspondence must be channeled through the Associate Athletic Director for Student-Athlete Services.

Section 15: Department of Athletics Grievance or Appeals Procedure for Student-Athletes

15.1 General

The Department of Athletics is committed to developing and maintaining a supportive, respectful learning environment. It is recognized that grievances directed towards the Athletic Department or staff may occur. Procedures have been established to provide a fair resolution to these problems.

15.2 Procedure

In the event that a student-athlete is dissatisfied with a policy or decision specifically implemented within the Athletic Department, a student-athlete should take the following steps toward resolution:

- The student-athlete should first bring the matter to the coach or staff member involved and attempt an informal resolution of the issue.
- If satisfactory resolution does not occur in an informal manner, the student-athlete should bring the matter to the appropriate sport supervisor.
- If the student-athlete is dissatisfied with the outcomes of discussion with the supervisor, the student-athlete should bring the matter to the A.D for assistance in resolving the issue.
- If the student-athlete is dissatisfied with the outcomes of discussion with the A.D, the student-athlete should bring the matter to the FAR for assistance in resolving the issue.
- Finally, if still dissatisfied with the proposed solution(s), the student-athlete may choose to access the University's "*Grievance Procedures Against Faculty and Staff*," or the Student Judicial Procedure as outlined in "*Connections: University Policies and Procedures/Campus Life and Student Service*."

15.3 Anonymous Reporting

Stetson University expects faculty, staff and students to exhibit the highest standards of personal integrity and professional responsibility and we are committed to an environment of open and honest communication.

We want the Stetson community to feel comfortable in approaching a supervisor, manager or leadership team for most instances when you have concerns. Our university policies help guide us in these matters.

However, if you believe that serious violations of policies or standards have occurred and you do not feel comfortable speaking directly with a member of your management or leadership team, you can use this service, hosted by a third-party provider, EthicsPoint.

This reporting tool is not intended for use when normal work-related disagreements arise, such as disagreements with work schedules, leave approvals, work assignments, performance evaluations, co-worked disagreements, general working conditions and so forth. Rather, this hotline is intended to report matters of serious departure from business norms or legal requirements, both of which would have serious consequences to Stetson University as a whole.

For such serious violations, such as fraud, embezzlement or violations of administrative, academic and/or research integrity, you can submit a report to the ethics hotline (**888-447-8649**). EthicsPoint will send information submitted by you to Stetson University on a confidential basis.

VI. SPORTS MEDICINE AND STUDENT-ATHLETE WELFARE

Section 16: Sports Medicine

16.1 General

The purpose of the Sports Medicine Department is to provide the best possible medical care for student-athletes to allow them the opportunity to perform to their highest potential. Constant evaluation must be made of conditioning, treatment, and rehabilitative techniques. The success of attaining these objectives depends on the medical staff, athletics administration, coaches, and the Sports Medicine staff working in constant consultation and cooperation.

16.1.1 Practice or Game Participation

Decisions as to the availability of a student-athlete for practice or game competition shall be the responsibility of the Team Physician(s) and/or supervising athletic trainer.

16.2 Personnel (Accountability)

The Sports Medicine staff consists of the following: Director of Sports Medicine (ATC, LAT), assistant athletic trainers (ATC, LAT), Team Physicians, and all consulting specialists. The Director of Sports Medicine is responsible for the organization, administration and supervision of the health care for student-athletes. The Director of Sports Medicine answers directly to the A.D concerning any aspects of the organization and administration of Sports Medicine coverage, and answers directly to Team Physicians concerning any medical decisions involving the Sports Medicine Program. Team Physicians shall have final authority on all medical decisions.

16.3 Function

Team Physicians and the Director of Sports Medicine have the responsibility of evaluation and care for athletes who are participating in a declared season in an intercollegiate sport. The Sports Medicine staff evaluates and treats possible injuries with supervision and guidance from the Director of Sports Medicine and Team Physicians working in cooperation with the Student Health Service.

16.3.1 Athletic Trainer Care

The Department of Sports Medicine shall provide injured athletes with immediate and temporary care until the services of the Team Physician or other medical persons can be obtained, if necessary. In the case of any severe or prolonged injury and in the absence of the Team Physician or his/her designated substitute, the athlete will be referred to the Student Health Center or to an appropriate specialist as is deemed most applicable by the senior athletic trainer present.

16.3.2 Coach Care

Each coach must receive training and maintain certification in basic First Aid and CPR. If an athlete is injured at an event where there is no Stetson athletic trainer present, the coach must evaluate the severity of the injury and, if necessary, seek immediate medical assistance. The coach should immediately report the injury to the team athletic trainer and/or a certified athletic trainer. The coach must also ensure that the injured athlete reports to the athletic trainer responsible for that sport as soon as possible.

16.4 Sports Medicine Facilities (Permitted Use)

The Sports Medicine facilities are intended primarily for the use by University student-athletes and members of the visiting teams in evaluating and treating injuries. Use of the facilities by Stetson faculty and staff is permitted, subject to the needs of the athletics program and approval of the Director of Sports Medicine. Use by persons not directly connected with the University is to be discouraged and is to be authorized only by the Director of Sports Medicine or his/her representative.

16.4.1 Eligibility for Service

Student-athletes are permitted all available services provided by the Sports Medicine staff as long as the student-athlete adheres to all athletic injury and medical policy and remains a member in good standing of a Stetson University varsity intercollegiate athletic team. Sports medicine services cease upon the completion of intercollegiate eligibility by each student-athlete. Tryouts and/or practices for national teams or all-star teams will not be covered by the Department of Sports Medicine.

16.4.2 Security Policy

The facilities are to be locked at all times, except when in use under the direct supervision of the Director of Sports Medicine or one of the staff members acting under his/her direction. No student-athlete or patient being treated with any of the modalities, should ever be left in the Sports Medicine facilities unattended, and any patient receiving treatment shall be kept under observation by a Sports Medicine staff member.

16.5 Medical Eligibility for Athletic Participation (Medical Clearance)

All intercollegiate athletics participants must have medical clearance through the Department of Sports Medicine. Evidence of such clearance shall be presented by the signature of the examining physician on the physical examination sheet. Such memo or physical examination sheet, and/or, medical history, shall become a part of the athlete's current chart. The health clearance of each candidate must be finished by the completion of all scheduled physical examinations for each respective semester as indicated by the dates established for each team (hopefully one week before the start of practice).

Failure to comply or to complete the necessary medical clearance for participation in intercollegiate athletics may immediately disqualify an athlete from further competition. Health clearance must also be completed before medical expenses can be charged to the Athletic Department.

Once medical clearance has been obtained, it shall be understood that the student-athlete shall be medically eligible to participate in any sports that academic year. Any sports candidate, however, who demonstrates a history or evidence of some significant illness or injury in one sport should be re-examined by a physician prior to his or her clearance for further participation in that academic year.

16.5.1 Process

It shall be the specific responsibility of each individual head coach to submit to the Director of Sports Medicine a complete list of all potential athletics squad members prior to the completion of the spring semester. Given that recruiting is an on-going process addendums can and should be submitted as necessary. This list will have each member's full name, email, student identification number, and class (Fr. Soph., Jr., Sr.). The Director of Sports Medicine will use this list to proceed with the medical documents collection and medical clearance processes. Student-athletes will be

made aware of the regulations governing medical coverage and billing procedures for student-athletes.

16.5.1.1 Incoming Student-Athletes

A schedule for physical examinations for incoming student-athletes will be provided to the Head Coach of each sport with adequate notice by the Director of Sports Medicine. If a student-athlete fails to attend a scheduled physical examination, a make-up examination must be arranged by the student-athlete through the Director of Sports Medicine. The student-athlete assumes the financial responsibility for payment of this make-up physical examination. Acceptable cancellation or original scheduled physical examinations will be considered if the Director of Sports Medicine is contacted a minimum of 48 hours prior to the scheduled exam.

16.5.1.2 Returning Student-Athletes

The Director of Sports Medicine will provide a schedule to the Head Coach for all returning student-athletes to complete a questionnaire and be interviewed by a certified athletic trainer. During the interview, past injuries and problems will be discussed, as well as any conditions that have developed. If, in the opinion of the athletic trainer, the student-athlete should be further examined by the team physician(s), the referral will be made at that time. Physical examination of returning student-athletes will be completed if deemed necessary by the Director of Sports Medicine.

16.5.1.3 Walk-Ons

Subsequent late starters or walk-ons after the scheduled exam dates will be responsible for scheduling their physical with the sports medicine staff on a priority basis as determined by the Director of Sports Medicine. Walk-ons who are invited to short-term scheduled group tryouts (cheerleading only!) must complete a medical history questionnaire, an authorization for treatment of a minor (if under 18 years of age), a parental insurance authorization form, submit a copy of an active insurance card and a release of liability tryout waiver. This information must be received a minimum of 48 hours prior to the schedule tryout. *Note: The walk-on candidate must be 18 years of age to complete this waiver, if not, it must be completed by his or her parent or guardian prior to a scheduled tryout session. Each walk-on candidate must provide adequate proof of insurance coverage and final approval for a tryout must be obtained from the supervising athletic trainer based on the student-athlete's medical history.*

16.5.2 Required Documents

All students enrolled at Stetson University are expected to have adequate health/medical insurance coverage while attending the university. International Students and students who are Full-Time Undergraduate taking 9 credit hours or more, who will not have any health/medical insurance coverage in place for the 2014-2015 academic year, will be required to enroll in the Campus Student Insurance Plan.

16.5.2.1 Personal Insurance/Authorization of Medical Service Requirements

All student-athletes are required to submit parental/self insurance information and provide proof of such (i.e. insurance card) prior to a physical examination.

A parental insurance authorization form will be forwarded to each student-athlete for completions by his or her parents or guardians. **This form must be completed and returned to the Director of Sports Medicine before a student-athlete will be cleared for his/her pre-participation physical examination.** All the information requested must be completed; partially completed forms do not suffice. Return of this information in 10 days or fewer will be greatly appreciated. *Note: This information must be returned regardless of the insurance status of the student-athlete.*

16.5.2.2 Examinations (Medical History) Requirements

All students participating in intercollegiate athletics must be examined and approved by the team physician(s) before being permitted to practice with any team. The exam is effective for one year; however, the team physician(s) may re-examine and change the student-athletes status at any time.

All student-athletes are required to complete a medical history questionnaire prior to their physical exam. Student athletes who have sustained any injuries five years prior to being on a team are required to report these injuries to the Director of Sports Medicine, the team's certified athletic trainer, or team physician(s).

Student-athletes, who have had any infectious disease or other serious illnesses, including surgeries, during the previous calendar year must report these problems to the supervising certified athletic trainer and team physician(s) prior to the pre-participation examination.

Failure to report such injuries or illnesses relieves Stetson University of all liability in the event that the student-athlete sustains a subsequent injury or re-injury to the affected part, provided the original injury was a contributing factor to the subsequent injury in the opinion of the team physician(s).

16.5.3 Final Clearance

Upon the completion of team physical examinations, the Director of Sports Medicine will provide a status report of those student-athletes who are cleared for full participation to the Head Coach. Additional information will be included on this report regarding all student-athletes who have not completed the entire physical examination process as well. This report will also be provided to the Equipment Supervisor and the Assistant Athletic Director of Compliance. *Note: Each student-athlete must receive full medical clearance before being allowed to use any athletic department facility or be issued any equipment or uniforms as provided by the Department of Athletics.*

16.6 Special Medical Circumstances

16.6.1 Pregnancy Policy

A pregnancy policy has been established for the protection of female student-athletes.

- Any woman who is pregnant will not be allowed to participate in contact sports (basketball, lacrosse, softball, volleyball and cheerleading) after her third month of

pregnancy, and she will only be allowed to participate during the first three months of pregnancy with written approval from her attending physician.

- Any woman who is pregnant will be allowed to participate in non-contact sports (crew, cross country, golf and tennis) through her sixth month of pregnancy as long as she presents a written statement of approval from her attending physician.
- Any woman who aborts must have a release from her attending physician stating approval to return to competition and must be cleared by the Team Physician(s).

16.6.2 Loss of an Organ

Loss of one of any paired organs (e.g. eye, kidney, testicle, etc.) shall disqualify one from participating in any intercollegiate team sponsored by the Athletic Department unless written approval for participation is given by the Team Physician(s).

16.6.3 Dental Care

The Athletics Department provides selected contact sports participants with a fitted, contour mouthpiece at no expense to the athlete. In return, **the athlete must be wearing the mouthpiece when any dental injury occurs; if not, the Athletic Department shall not be responsible for expenses incurred with the repair or replacement of sound natural teeth.** The athlete should immediately notify the athletic trainer on duty of any dental injury and provide the mouth guard that was worn when he/she was injured. If a mouthpiece becomes badly worn or is lost, it is the responsibility of the athlete to inform a member of the Sports Medicine staff to fabricate a new mouth guard. Exceptions to the “mouthpiece rule” for certain positions, (i.e., catcher, etc.) are allowed with prior approval of the Director of Sports Medicine.

Whenever possible, the emergency and routine dental care associated with athletic dental injuries shall be cared for by the Team Physician, Dental Team, and/or the Director of Sports Medicine. Any deviation from this procedure shall be interpreted as the student-athlete’s willingness to meet the financial obligation for such dental care on their own.

The Athletic Department shall not be responsible for payment of normal dental care, not directly related to an athletic injury to sound natural teeth (i.e. cleaning, fillings, gum infections, etc).

16.6.4 Glasses and Contact Lens

Eyeglasses worn by an athlete while participating in a formal practice or contest must have shatter-proof, fire-polished type lens. The Department of Sports Medicine shall not be responsible for the purchase of eye glasses or contact lens. It will, however, assume financial responsibility for the replacement or repair of eye glasses broken or lost while participating in a formal practice session or intercollegiate contest as long as such breakage is reported to the Sports Medicine staff immediately.

16.6.5 Medical Hardships (“Redshirt”)

Medical hardships are processed by the Director of Sports Medicine. It is the responsibility of the Head Coach of each sport to discuss each specific student-athlete’s injury status to determine the feasibility of such an appeal. Hardship petitions should be processed immediately following the conclusion of the playing season.

16.6.6 Women's Basketball "Practice Players" - For the 2014-2015 academic year there will be a trial program with individuals to serve as practice players for the women's basketball team. They will be required to meet all of the medical requirements listed in this document and must obtain medical clearance for participation. They will be eligible for sports medicine services for injuries that are the result of athletic related practice or scrimmage participation.

16.7 Departmental Liability

16.7.1 General

The Athletic Department will assume (to the limit of the athletics insurance policy), the financial responsibility for the payment of expenses incurred for the examination, treatment, or hospitalization of a student-athlete injured while participating in a formal practice session, an authorized intercollegiate contest or traveling to and from such a contest by authorized transportation. Such charges shall include the pharmacy utilized to obtain medication prescribed by the Team Physician or other retained medical consultants. The financial responsibility covers only those costs in excess of any insurance benefits available from parental group insurance, the student insurance program, or any personal insurance applicable.

16.7.2 Adherence to Procedure

The University's liability for medical expenses resulting from injuries and illnesses for student athletes is contingent on adherence to the following guidelines:

- **Immediate Reporting:** The student-athlete is responsible for reporting to the Sports Medicine staff all athletic injuries or illnesses associated with the athletic practice or competition as soon as possible. The athletic trainer will bring these problems to the attention of other medical care providers as necessary.
- **Emergency Procedure:** In the event of emergency, on campus, due to an athletic injury, the athlete may be transported to the University Student Health Services or local medical care facilities and necessary medical attention dispensed. **The athlete is not permitted to seek medical attention without prior authorization from the Sports Medicine Staff, except in emergencies.**
- **Rehabilitation Expectation:** The athletic training room has standard hours of operation and appointments are available when arranged in advance. Treatments will be available to all student-athletes; however, in-season student-athletes will have priority for treatment. Failure of an injured student-athlete to keep treatment and/or rehabilitation appointments will be interpreted as his or her unwillingness to cooperate, with little desire to return to early athletic competition. The coach will be informed of a student-athlete who fails to keep scheduled appointments.
- **Referrals:** If, in the opinion of the supervising athletic trainer, a student-athlete should be referred to the team physician(s) or another medical specialist for consultation due to an athletic injury, the following procedures must be followed to ensure University financial responsibility:
 - The supervising athletic trainer will make an appointment with the consultant.

- The supervising athletic trainer will fill out a referral form.
- This referral form must be completed by the consultant and returned to the athletic training room by the student-athlete.
- The supervising athletic trainer will make arrangements for transportation.
(Note: The Athletic Department will not be responsible for any expense incurred by examination of a consultant if this procedure is not followed):
- Referrals (Surgery): If, in the opinion of the Team Physician, a student-athlete should be referred for possible surgery due to an athletic injury the following will occur:
 - The Team Physician or attending physician will contact the student-athlete's parents, guardian, and/or spouse and discuss the medical problem and make recommendations.
 - If the team physician or attending physician is not available, the parent, guardian, and/or spouse will be contacted by the supervising athletic trainer, who will discuss the case. He or she will inform parent, guardian, or spouse that the team physician or attending physician will contact them as soon as possible.
 - All follow-up medical care will be carried out under the direction of the team physician(s) or the physician of his or her choice.
- Contact Lens: The Athletic Department will not be responsible for the payment of replacement of a contact lens unless:
 - The student-athlete reports the loss to a representative of the Sports Medicine staff **immediately**.
 - The student-athlete provides a copy of the contact lens prescription when requested by the Director of Sports Medicine at the time of pre-participation physical examination and orientation meetings. Proof of replacement insurance for contact lenses will be requested if the student-athlete possesses such coverage.
 - Sports Medicine will not provide eye glasses or contact lenses for any student-athlete unless a change in vision occurs due to the direct result of an official athletic related injury.

16.7.2.1 Authorization for Medical Service

The Athletic Department will not be financially responsible for any medical service that was not properly authorized by the Department of Sports Medicine. The following guidelines must be adhered to in the following circumstances:

- Post eligibility: Arrangements for the care of injuries requiring medical attention following the student-athlete's discontinuation of competition, completion of eligibility, or graduation must be made prior to the occurrence of the above-mentioned events. Authorization is obtained by procuring a referral slip authorizing the necessary medical care from the Director of Sports Medicine.
- Delay in Care: Arrangements for medical care that have been postponed for whatever reason (academic conflict, surgery schedules, etc.) must be made within two weeks of the completion of the student-athlete's competitive season. These arrangements must be made with the Director of Sports Medicine to ensure proper medical care and financial responsibility. Failure

to arrange this follow-up care will release Stetson University of any further responsibility.

- Emergencies: In instances of emergency where the Director of Sports Medicine or supervising athletic trainer cannot be contacted, the student-athlete should make an attempt to contact his/her Head Coach or the A.D. If the injury is not life-threatening and the student-athlete is ambulatory, he or she should report to the closest athletic training room or University Student Health Services for evaluation and treatment. Further referral via the University Student Health Services staff may be indicated.
- Life-threatening emergency: If the injury is increasing in severity or becomes life threatening, the student-athlete should contact one of the staff members mentioned above as soon as possible and report to the Emergency Room at Florida Hospital – DeLand. If the student-athlete does not have transportation, he or she may contact Stetson University Public Safety for transportation during and injury or illness.

16.7.2.2 Referral to Medical Specialist

If, in the opinion of the Team Physician, an athlete should be referred to a medical specialist for consultation, the following procedures must be followed:

- The Team Physician will endeavor to make the referral.
- Referral information will be processed by the under the direction of the Director of Sports Medicine.
- The Sports Medicine staff shall make an appointment with the physician designated by the Team Physician. Arrangements for transportation to the consultant's office will be made by the Sports Medicine staff.

**Any deviation of the above procedure without prior approval of the Director of Sports Medicine shall be at the expense of the student-athlete. Student-athletes are not permitted to seek medical attention without consulting the Team Physician and/or Director of Sports Medicine and assume the Athletics Department will pay for such medical attention. Coaches are not allowed to make direct referrals.*

16.7.2.3 Outside Medical Services (Off Season)

If the student-athlete and/or family or guardians prefer to seek other medical care of their choice, the Athletics Department will NOT assume any financial responsibility or render any follow-up care. Student-athletes will not be allowed to participate in their sport until the following conditions have been met:

- The Sports Medicine Department has received a detailed written report and other required medical records from the attending physician. This report must include a written release for practice and/or competition within the student-athlete's specific sport.
- The student-athlete has demonstrated full skills and abilities necessary to compete in his or her selected sport.

- The student-athlete passes a pre-participation physical examination by the team physician, if deemed necessary, but the Team Physician and/or Director of Sports Medicine.

**These guidelines above are also in effect for any student-athlete who seeks medical care for an off-season non-athletic injury.*

16.7.3 Exceptions to Departmental Financial Responsibility for Injury

- 1) The Athletics Department will not be financially responsible for any injuries or illness sustained prior to a student-athlete's release for participation on an intercollegiate team.
- 2) The Athletics Department will not be financially responsible for injuries or illness when the student-athlete is not actively engaged in a formal, official practice or game during a competitive season. Official dates of in-season practice are controlled by the NCAA and are available in the Compliance Office. *Absolutely no charges will be honored against the Athletics Department.*
- 3) The athletic department will not be financially responsible for any expense incurred when a student-athlete or his family or guardians prefer to seek other medical care of their choice, including physician consultations for "second opinions" unless referred by the Team Physician or attending physician. Second opinions requested by student-athletes or their families will NOT be covered. For guidelines on "Outside Medical Services", see above.
- 4) The athletic department will not be financially responsible for injury to sound, natural teeth or permanent bridges incurred while participating in a formal game or practice IF the student-athlete was not wearing a provided protective mouthpiece.
- 5) The NCAA prohibits the wearing of a medal during athletic practice and competition. The only exception is the wearing of a medal that possesses religious significance. Such medals must be fixed to the body in a manner that is safe to the student-athlete, his or her teammates and his or her opponents. The Athletics Department will not be responsible for injuries that occur to any student-athlete who fails to adhere to the above-mentioned policy.

16.8 Medical Expenses (Policy and Billing Procedure)

The Athletics Department shall have the student-athlete use personal insurance available through the parents' insurance program or through the student health insurance program for all types of medical services. **Student-athlete's and their parents are required to utilize such insurance to make primary payment of all hospital and medical expenses.** Any remaining balances after an applicable insurance policy has been applied will be covered by the secondary insurance provided by the Athletic Department. This policy applies to all athletically related injuries. The Athletics Department shall NOT pay for rehabilitation or reconditioning therapy services since the department has qualified personnel and equipment to administer such therapy techniques.

To bill the Athletics Department for approved medical services and medication, a student-athlete must have official preseason medical clearance, and the billing must be during the official NCAA sport season which is on record with the Compliance Officer.

Section 17: Emergency Management Plan

17.1 General Sports Medicine Protocols

Stetson Athletics' general emergency management plan is capable of being implemented immediately to provide appropriate standards of care to all sports participants. An emergency management plan is a set of protocols, which are to be followed in the event of a life threatening injury or situation. The three components are **emergency personnel, emergency communication and emergency equipment.**

17.2 Emergency Personnel (First Responder)

A certified athletic trainer (ATC), if available, should be the first responder. If one is not present, all coaches must be well versed in the Emergency Plan and certified in CPR/First Aid.

17.2.1 Duties

- Immediate care of the injured student athlete.
- Emergency equipment retrieval
- Activation of EMS (Call 911). (Provide EMS with: injured persons name, facility address, telephone number, number of individuals injured, first aid treatment, specific directions.)
- Direction of EMS to scene (designate individual to direct EMS and control the scene).
- Notify Director of Sports Medicine and/or A.D.

17.3 Emergency communication (EMS 911) (Glenn Brickey 386-747-2822)

EMS/Sports medicine staff must work together – communication prior to the event is important – builds rapport; coaches should always have cellular phones present; coaches should have knowledge of landlines and call boxes around practice sites including campus.

17.4 Emergency equipment

Must be in good working order and able to be utilized by coaches and/or athletic trainers. Sports Medicine has ten (10) AED's which all athletic department staff should be familiar with and know how to use.

17.5 Specific Sites

Each athletic site has its own nuances in the Emergency Management Plan including different addresses to direct EMS.

17.5.1 Edmunds Center (MBB, WBB, VB)

Personnel: ATC on site for all M/W basketball, and volleyball traditional season practices and competitions. Physician is available at select basketball games. Cheerleading coaches are the designated first responders at their respective practices.

Communication: Cellular phone. Fixed phones are located in the first aid room (822-4506), and ticket office (822-8100). During basketball season there is also a phone courtside. There are Emergency call boxes on the east and west sides of the Edmunds Center.

Equipment: AED, Blood kit/biohazard supplies, splint kit, crutches, spine board and sports chair located on court.

Directions (EMS): The Edmunds center is located at **143 East Pennsylvania Ave** on the North end of campus, east of the Wilson athletic center. It can be entered through the South doors (main

entrance - facing Pennsylvania avenue) OR North doors (back doors) can be accessed from Pennsylvania Avenue by turning left onto Bert Fish drive. EMS will be met by athletic staff personnel to direct them to the appropriate door. North entrance is more appropriate during competitions.

17.5.2 Athletic Training Center (FB)

Personnel: ATC is on site for all football official practices and scrimmages. Coaching staffs of teams conditioning on the fields will be designated as first responders.

Communication: Cellular phone. Additionally fixed phone in athletic training room (822-8877). Emergency call box is located south of the Athletic Training Center in the parking lot.

Equipment: AED, Blood/biohazard kit, splint kit, crutches, spine board and golf cart available on site.

Directions (EMS): The Athletic Training Center is located at **401 East Minnesota Avenue**. The football practice fields are located on the North side of East Minnesota Avenue, on the West side of the Athletics Field House. Field access can be gained through the gate at the north side of the football practice fields, from the Mandy Stoll Tennis Complex parking lot via East University Ave.

17.5.3 Athletic Training Center (MSOC, WSOC, WLAX)

Personnel: ATC is on site for all m/w soccer and women's lacrosse official practices and competitions. Coaching staffs of teams conditioning on the fields will be designated as first responders.

Communication: Cellular phone. Additionally fixed phone in athletic training room (822-8877). Emergency call box is located south of the Athletic Training Center in the parking lot.

Equipment: AED, Blood/biohazard kit, splint kit, crutches, spine board and golf cart available on site.

Directions (EMS): The Athletic Training Center is located at **401 East Minnesota Avenue**. The soccer and lacrosse fields are located on the North side of East Minnesota Avenue, on the East side of the Athletics Field House. Field access can be gained through the gate in the parking lot to the south side of the Athletic Training Center, from East Minnesota Avenue.

17.5.4 Melching Field at Conrad Park (BSB)

Personnel: ATC on site for all traditional season practices and competitions.

Communication: Cellular phone. Additionally, a fixed phone is located in the Conrad Park athletic training room (822-8735).

Equipment: AED, Blood/biohazard kit, splint kit, kept in athletic training facility on site.

Directions (EMS): Melching field at Conrad Park is located at **555 North Woodland Blvd**. Field access can be gained through the third base gate. Instruct EMS to approach the third base gate via the Euclid Avenue parking lot entrance on the north side of the stadium.

17.5.5 Mandy Stoll Tennis Complex (MTN, WTN)

Personnel: ATC on site for all traditional competitions as master schedule permits. Coaches are designated first responders for their respective practices.

Communication: Cellular phone. Additionally fixed phones are located in the Tennis offices next to the courts. Coach Pilote (822 –8146). A fixed phone is located in the Mandy Stoll office lobby (822-8188). An Emergency call box is located at the north entrance to the courts.

Equipment: AED, Biohazard, and splint kits on site for competitions.

Directions (EMS): Mandy Stoll Tennis Complex is located at **330 East University Ave.** Direct access onto the courts can be gained through the Northeast gate.

17.5.6 Hollis Center (MBB, WBB, VB)

Personnel: ATC on site for in season M/W basketball and volleyball practices. Coaching staffs would be designated, as first responder(s) if a member of the sports medicine staff were not on site.

Communication: Cellular phone. Additionally, there is a phone at the Hollis Center front desk.

Equipment: AED, Biohazard and splint kits available if Sports Medicine Staff is on site.

Directions: The Hollis Center is located on Bert Fish Avenue. EMS access would be easiest from the northeast doors of the Fieldhouse.

17.5.7 Rinker Field

Personnel: The coaching staff present would be designated as the first responder(s). Additionally, ATC could be reached in the Wilson Athletic Center.

Communication: Cellular phone. There are also three emergency call boxes located in proximity to Rinker Field: two are located in the parking lot east of Rinker Field (one at the north end, one at the south end of the parking lot). The third emergency call box is located in front of the Wilson Athletic Center, facing Pennsylvania Ave in the Northwest corner of Rinker Field.

Equipment: available in the Wilson Athletic Center, if workout is during Sports Medicine Staff hours.

Directions (EMS): Rinker Field emergency entrance is located at **143 East Pennsylvania Avenue**, specifically between the Hollis Center and the Edmunds Center, it is bordered from the north by Pennsylvania Avenue.

17.5.8 General Campus (MCC, WCC)

Personnel: Coaching staff would be designated as a first responder(s) for general campus workouts. ATC could be reached in the Wilson Athletic Center.

Communication: Cellular phone. Additionally, there are 21 emergency call boxes located throughout campus. Please make yourself and your student athletes aware of the emergency call boxes in the vicinity of your workout area.

Equipment: available in the Wilson Athletic Center

17.5.9 Lake Beresford (Crew)

Personnel: Coaching staff will serve as first responder(s).

Communication: Cellular phone. There are current fixed phones at this site. Marine radios are also present at all launches, which are monitored by the marinas and the Lake Beresford Yacht Club.

Equipment: Each coach is equipped with a first aid kit, and all launches have life jackets and throw cushions.

Directions (EMS): Lake Beresford International Rowing Center is located at **2636 Alhambra Ave., DeLand, FL**. Take 44 West past Spring Garden. Turn left on Old New York. Turn left on Hontoon road. Turn left on Alhambra road, this road dead ends into the crew facility.

17.5.10 Stetson University Softball Field-Wilson Field (SB)

Personnel: ATC on site for all practices and competitions. Coaching staff is designated as first responder(s) for any practices and competitions not covered by sports medicine.

Communication: Cellular phone. Additionally there is an emergency call box on the E. Arizona Street side of Smith Hall.

Equipment: AED, Biohazard, crutches, spine board and splint kits on site for all practices and competitions with ATC present.

Directions (EMS): The Stetson University Softball Field is located at **430 E. Arizona Ave** between Amelia and Garfield Ave. There is field access via a single gate just west of the first base dugout on E. Arizona Ave. There is field access via a single gate just east of left field via E. Michigan Ave. Field access for an emergency vehicle via a double gate may be found south of the third base dugout via Garfield Ave.

17.5.11 Sperling Sports Complex (MCC,WCC)

Personnel: ATC on site for all practices and competitions. Coaching staff is designated as first responder(s) for any practices and competitions not covered by sports medicine.

Communication: Cellular phone. Additionally, a fixed phone located in the press box (740-6861). Dial 9 to get an outside line on press box phone. There is also a pay phone located across from the concession stand (740-8791).

Equipment: AED, Biohazard and splint kits on site for all practices and competitions with ATC present.

Directions (EMS): The Sperling complex is located at **1500 Matt Fair Blvd** off of Marsh Road.

Communication: Cellular phone. Additionally, a fixed phone located in the press box (740-6861). Dial 9 to get an outside line on press box phone. There is also a pay phone located across from the concession stand (740-8791).

Equipment: AED, Biohazard and splint kits on site for all practices and competitions with ATC present.

Directions (EMS): The Sperling complex is located at **1500 Matt Fair Blvd** off of Marsh Road.

17.5.12 Stetson University Golf Sites (M/W Golf)

Personnel: Coaching staff is designated as first responder(s) for any practices and competitions not covered by sports medicine. Sports medicine staff is on-call via the Wilson Athletic Center as the master schedule permits.

Communication: Cellular phone. Additional phones located in Club House.

Equipment: AED, First aid and biohazard kits on site for all practices and competitions with ATC present.

Directions (EMS): The official course of the Stetson University golf teams is **Victoria Hills Golf Club**, located at 300 Spalding Way, DeLand, FL 32724 (738-6000). Other courses include **Venetian Bay Golf Club** located at 63 North Airport Road, New Smyrna Beach, FL 32168 (424-5775).

Sandhill Golf Course located at 800 E. Euclid Ave (736-0733) and the **DeLand Country Club Golf Course** located at 2289A Country Club Dr, DeLand, FL 32724 (734-9675). All emergency medicine vehicles are requested to report to the main clubhouse and they will be escorted to any additional sites on the course from this location.

17.5.13 Stetson University Sand Volleyball Courts (SVB)

Personnel: ATC on site for all practices and competitions. Coaching staff is designated as first responder(s) for any practices and competitions not covered by sports medicine.

Communication: Cellular phone. Additionally there is an emergency call box on the E. Arizona Street side of Smith Hall.

Equipment: AED, biohazard, and splint kits on site for all practices and competitions with Sports medicine present.

Directions (EMS): The Stetson University Sand Court is located at the east end of Arizona Avenue between Amelia and Garfield Avenues. There is court access via the parking lot of Smith Hall at the south end of the sand courts on E. Arizona Avenue.

17.5.4 Spec Martin Stadium (FB, CH)

Personnel: ATC on site for all traditional season practices and competitions.

Communication: Cellular phone.

Equipment: AED, Blood/biohazard kit, splint kit and physician's emergency supplies are kept in athletic training facility on site. Golf carts for transport are available. EMS and team physicians are on-site for all home competitions.

Directions (EMS) On-Site Ambulance: Ambulance entrance is located at the southwest entrance of the stadium off of South Amelia Avenue.

Fan Care: First aid and care for fans is provided by EMS services on bike patrol as coordinated with the DeLand Fire Department.

Air Transport: Air One transport will be coordinated with EMS if necessary. The outfield grass at Conrad Park has been designated as the landing site for Air One. Ambulance transport from Spec Martin Stadium to Conrad Park will be as follows: North on Amelia Avenue, West on E. Euclid Avenue to the west or third base side gate of Conrad Park at Melching Field.

Directions to Air Transport (EMS): Spec Martin Stadium is located at **260 E. Euclid Avenue**, access can be gained through the west or third base gate. Instruct EMS to approach the third base gate via the Euclid Avenue parking lot entrance on the north side of the stadium.

Section 18: Outdoor Safety Procedures for Sporting Events

18.1 General

THE SAFETY OF HUMAN LIFE SUPERCEDES ALL OTHER CONCERNS. The guidelines to be used to determine game suspension are those identified by the NCAA and the Stetson Athletic Department.

18.2 Lightning

Guidelines to be used for the determination of game suspension are those identified by the NCAA and the Stetson Athletic Department:

- **Thor Guard lightning detection system** (Thor Guard), an electronic system that indicates lightning is within a striking distance, will be used as the **primary** system for suspending and/or terminating athletic practices. (Exceptions: Melching Field at Conrad Park, Spec Martin Stadium or any event that is farther than 2.0 miles from the Athletic Training Center.)
 1. ***Thor Guard will sound one long alarm when lightning is within striking distance. Activity must be suspended and/or terminated and the playing field must be evacuated.***
 2. Participants, staff, and spectators must seek appropriate shelter as designated by the Director of Operations or Game Administrator.
 3. When lightning is no longer within striking distance, Thor Guard will sound a series of 3 alarms, indicating that it is safe to return to activity.
- **MxVision WeatherSentry Online®** (Telvent), which provides information on weather-related risks, real-time/location based lightning information, will be used as the **secondary** system for suspending and/or terminating athletic practice. The **MxVision Weather Sentry Online** (Telvent) will be used as the **primary** system for suspending and/or terminating games.
 1. ATC's/Administrators will receive text messages from "DTN Meteorologix" when lightning has been detected within 20 miles (Advisory), 15 miles (Caution), and 8 miles (Warning).
 2. When lightning is detected within 15-20 miles of the site, Coaches and Administrators will be informed of the approaching storm with potential for lightning.
 3. ***When lightning is detected within 8 miles of the site, participation must be suspended and the playing field must be evacuated to the designated safe location.***
 4. Return to the field will be allowed 30 minutes following the last strike within 8 miles. If lightning occurs any time within 8 miles after the 30 minute countdown has begun, the time automatically starts over.
- **SkyScan P5 Portable Lightning Detector**, a hand-held instrument with an electronic system to detect the presence of lightning/thunderstorm activity, will be used as the **third** system for suspending and/or terminating athletic practices or games.
 1. SkyScan is capable of detecting the presence of lightning/thunderstorms in multiple ranges:
 - 20-40 Miles (Advisory)
 - 8-20 Miles (Caution)
 - 3-8 and 0-3 Miles (Warning)
 2. When lightning is detected within the 20-40 miles range, Coaches and Administrators will be informed of the approaching storm with potential for lightning.

3. ***When lightning is detected within 0-8 mile range, participation must be suspended and the playing field must be evacuated to the designated safe location.***
 4. Return to the field will be allowed 30 minutes following the last strike within the 3-8 mile range. If lightning occurs any time within 8 miles after the 30 minute countdown has begun, the time automatically starts over.
- If for any reason, all other methods of lightning detection are not functional or not available, the **“Flash/Bang”** method will be utilized. Use the method as follows:
 1. As soon as the “flash” of lightning is seen, count the seconds until the “bang” of thunder is heard.
 2. Divide the “flash/bang” by five (5) to obtain (in miles) the distance the lightning has occurred.
 - If there is an interval of 60 seconds or less between the flash of lightning and the thunder (storm within 12 mile range), Coaches and Administrators will be informed of the potential for suspension due to lightning and thunderstorms.
 - ***If there is an interval of 30-40 seconds or less between the flash of lightning and the thunder (storm within 6-8 mile range) the game will be suspended and the playing field must be evacuated to the designated safe location.*** It does not have to be raining.
 3. Return to the field will be allowed 30 minutes following the last lightning strike with a “flash/bang” count less than 30-40 seconds. If lightning with a “flash/bang” count less than 30-40 seconds occurs after the 30 minute countdown has begun, the time automatically starts over.

Section 18.3 State of Emergency (Hurricane, Fire, etc.)

- In the event of a declared state of emergency, the Director of Athletics, via e-mail and department phone tree (direct reports) will communicate to the athletic department staff, the declared state of emergency and its impact upon intercollegiate athletic activity. Further, the Director will meet with the Director of Sports Medicine, Associate Athletic Director or Internal Operations/SWA, Associate Athletics Director for Student Services, Assistant Athletic Director for Communication in person, or by phone to review the application of the declared State of Emergency upon the athletic department. Further, the above group will meet or phone conference any time the status of the state of emergency changes, this communication will be initiated by the Director of Athletics.
- In anticipation of a declared state of emergency or as a result of the declaration, Head Coaches will act as the primary conduit for communication with their student-athletes and as appropriate communicate the specific application of the declared state of emergency upon their scheduled team activities. Additionally, head coaches will initiate contact with any visiting team, or team scheduled to visit campus, the declared State of Emergency and implications for their on-campus activity.

- The Associate Athletics Director of Internal Operations/SWA will serve as communication liaison to all event staff (full & part-time, students).
- The Assistant Athletic Director for Communication, in consultation with the Director of Athletics, will develop a press release to be posted on GoHatters.com and if appropriate (i.e. status of upcoming events), a media release.
- The Director of Sport's Medicine, in addition to serving as communication conduit to the sport's medicine staff will make necessary emergency preparations for intercollegiate athletics activity.
- The Associate Athletic Director for Student Services (if not available, Asst. AD for Compliance), will evaluate the application of the state of emergency upon the University's compliance with NCAA and A-Sun rules and provide the Director with a summary of the issues and a plan to address.

18.4 Contact Numbers

Stetson Public Safety 386-822-7300; WESH TV Channel 2 407-645-2222

18.5 Specific Sports/Events (Duties, Procedures and Policies)

18.5.1 Baseball: Game Suspension for Electrical Storms

- The Head Coach of the home team will apprise the visiting team's Head Coach of the electrical storm protocol during the pre-game period when ground rules are discussed.
- The Game Administrator and/or Head Coach of the home team, in consultation with the Umpire Crew Chief, will make the decision to suspend or delay the game.
- When the decision to suspend play has been made, the Game Administrator will inform the public address announcer to inform the fans.
- The home team accompanied by their coaches will go directly to the home team locker room and remain there until notification has been given to resume or cancel further play. The home team head coach will remain in communication with the Umpire Crew Chief and the Game Administrator to assist in the decision to resume or cancel play.
- The visiting team, accompanied by their coaching staff, will immediately report to the visitor's locker room until the decision to resume or cancel play has been made.
- If the decision is made to cancel further play, the head coaches are responsible for the safe departure of their teams and staff.
- The Sports Medicine Staff will seek shelter in the Sports Medicine area.
- The Assistant AD/Communications is responsible for the safety of his/her staff and student workers.
- The Game management staff is responsible for the safety of their staff and encouraging and directing spectators to safe areas within the grandstand.

18.5.2 Crew: Regattas or Practices Suspension for Electric Storms

- Prior to the start of the regatta the Director of Operations and/or Head Coach will introduce him/herself to the match officials to apprise him/her of the Athletic Department protocol for electrical storms.
- The Head Coach of the home team will apprise the visiting teams of the electrical storm protocol during the pre-regatta period where race rules are discussed.
- The Director of Operations and/or Head Coach in consultation with the course officials will make the decision to suspend or delay the race
- When the decision to suspend the race has been made, the Director of Operations will assist the game officials with announcing the race delay. The appropriate course warning system will be utilized.
- The home team, under the direction of the Head Coach, will go to designated building or team van or personal cars. The Head Coach will remain with the team and is responsible for team supervision during the delay. The Coach will be in communication with the officials and Director of Operations via cell phone.
- The visiting teams will go to the designated building, team bus, or van. Either the Director of Operations or Head Coach will stay in communication with officials during this delay.
- Teams will remain in the buildings/vehicles until the Head Official and/or Director of Operations inform them that the race is resuming or has been cancelled.
- The Head Official, Course Supervisor, Head Coach and/or the Director of Operations are responsible for the decision to either cancel the race or resume racing. If the decision is made to suspend or terminate the race, the Head Coaches are responsible for the safe exit of their players from the area. The staff member with the visiting team will assist the visiting team's Head Coach if they need to notify their transportation service to pick them up at the race site or nearby.
- The Sports Medicine Staff will seek safety in their van or in designated building.
- The Assistant AD/Communications is responsible for their students and staff covering the race.
- The Head Coach is responsible for the safety of the race management staff and officials.
- The Head Coach is responsible for all decision making for suspension of practices and conditioning. The Head Coach will utilize the SkyScan and "Flash/Bang" for determining the presence of lightning.

18.5.3 Golf: Match or Practice Suspension for Electrical Storms

- Prior to the start of the round of golf the Director of Operations and/or Head Coach will introduce him/herself to the match officials to apprise him/her of the Athletic Department protocol for electrical storms.
- The Head Coach of the home team will apprise the visiting teams of the electrical storm protocol during the pre-tournament period where rules are discussed.
- The Director of Operations and/or Head Coach in consultation with the course officials will make the decision to suspend play.
- When the decision to suspend play has been made the Director of Operations will assist the game officials with announcing the delay. The appropriate course warning system will be utilized.

- The home team, under the direction of the Head Coach, will go to the club house or team van or personal cars. The Head Coach will remain with the team and is responsible for team supervision during the delay. The Coach will be in communication with the officials and Director of Operations via cell phone.
- The visiting teams will go to the club house, team bus, or van. Either the Director of Operations or Head Coach will stay in communication with officials during this delay.
- Teams will remain in the buildings/vehicles until the Head Official and/or Director of Operations inform them that play is resuming or has been cancelled.
- The Head Official, Course Supervisor, Head Coach and/or the Director of Operations are responsible for the decision to either cancel or resume the round. If the decision is made to suspend or terminate the round, the Head Coaches are responsible for the safe exit of their players from the area.
- The Sports Medicine Staff will seek safety in their van or in the club house.
- The Assistant AD/Communications is responsible for their students and staff covering the round.
- The Head Coach is responsible for the safety of the game management staff and officials.

18.5.4 Cross Country: Race or Practice Suspension for Electrical Storms

- Prior to the start of the race the Director of Operations and/or Head Coach will introduce him/herself to the race officials to apprise him/her of the Athletic Department protocol for electrical storms.
- The Head Coach of the home team will apprise the visiting teams of the electrical storm protocol during the pre-race period where race rules are discussed.
- The Director of Operations and/or Head Coach in consultation with the race officials will make the decision to suspend or delay the race.
- When the decision to suspend the race has been made, the Director of Operations will assist the game officials with announcing the race delay.
- The home team, under the direction of the Head Coach, will go to the Sperling Complex press box or their personal cars. The Head Coach will remain with the team and is responsible for team supervision during the delay. The Head Coach will be in communication with the race officials and Director of Operations via cell phone.
- The visiting teams will go to their team bus, van or the Sperling Complex press box. Either the Director of Operations or Head Coach will stay in communication with officials during this delay.
- Teams will remain in the buildings/vehicles until the Head Official and/or Director of Operations inform them that racing is resuming or has been cancelled.
- The Head Referee, Head Coach and/or the Director of Operations are responsible for the decision to either cancel the race or resume racing. If the decision is made to suspend or terminate the race, the Head Coaches are responsible for the safe exit of their players from the area. The staff member with the visiting team will assist the visiting team's Head Coach if they need to notify their transportation service to pick them up at the race site or nearby.
- The Head Coach is responsible for all decision making for suspension of practices and conditioning. The Head Coach will utilize the SkyScan and "Flash/Bang" for determining the presence of lightning.

- The Sports Medicine Staff will seek safety in their van or in the Sperling Complex press box.
- The Assistant AD/Communications is responsible for their students and staff covering the race.
- The Head Coach is responsible for the safety of the game management staff and officials.

18.5.5 Soccer/Lacrosse: Match Suspension for Electrical Storms

- Prior to the start of the match the Director of Operations will introduce him/herself to the Head Referee to apprise him/her of the Athletic Department protocol for electrical storms.
- The Head Coach of the home team will apprise the visiting team of the electrical storm protocol during the pre-game period where ground rules are discussed.
- The Director of Operations in consultation with the Head Referee will make the decision to suspend play or delay the game.
- When the decision to suspend play has been made, the Director of Operations will call Public Safety and inform the Athletic Communication Office to announce the game delay.
- The home team, under the direction of the Head Coach, will go to the Athletics Fieldhouse. The Head Coach will remain with the team and is responsible for team supervision during the delay. The Head Coach will be in communication with the officials and Director of Operations via cell phone.
- The visiting team will go to their team bus or will be accompanied to the Athletics Field House lobby to stay in communication with officials and the Director of Operations.
- Teams will remain in the buildings until the Head Referee and/or Director of Operations inform them that play is resuming or has been cancelled.
- The Head Referee and the Director of Operations are responsible for the decision to either cancel the match or resume playing. If the decision is made to suspend or terminate the match, the Head Coaches are responsible for the safe exit of their players from the area. The staff member with the visiting team will assist the visiting team's Head Coach if they need to notify their transportation service to pick them up at Smith Hall.
- The Sports Medicine Staff will seek safety in their van or in Smith Hall.
- The Assistant AD/Communications is responsible for their students and staff covering the game.
- The Director for Internal Ops is responsible for the safety of the game management staff.

18.5.6 Softball: Game Suspension for Electrical Storms

- The Head Coach of the home team will apprise the visiting team's Head Coach of the electrical storm protocol during the pre-game period when ground rules are discussed.
- The Director of Operations and/or Head Coach of the home team, in consultation with the Umpire Crew Chief will make the decision to suspend or delay the game.
- When the decision to suspend play has been made, the Director of Operations will inform the public address announcer to inform the fans to seek shelter in their vehicles.
- The home team will go directly to the softball home locker room in the Stetson Softball Team Building; the visiting team, accompanied by their coaching staff will report directly to their bus/vehicle and will remain there until they have received notification that play will be resumed or that the game has been cancelled.

- If the decision to cancel further play is made, it is the responsibility of the Head Coaches to ensure the safe departure of their respective teams. The Head Umpire, the Head Coach of the home team and/or the Director of Operations will make these decisions.
- The Sports Medicine and Game Management Staff members must also seek safe shelter either in the Stetson Softball Team Building or Press box.

18.5.7 Tennis: Match Suspension for Electrical Storms

- Prior to the start of the match the Director of Operations will introduce him/herself to the Head Referee to apprise him/her of the Athletic Department protocol for electrical storms.
- The Head Coach of the home team will apprise the visiting team Head Coach of the electrical storm protocol during the pre-match period where ground rules are discussed.
- The Director of Operations in consultation with the Head Referee will make the decision to suspend or delay the match.
- When the decision to suspend play has been reached, the Director of Operations will announce the decision via Sports Information or the Head Coaches.
- The home team, accompanied by the Head Coach will go directly to the Mandy Stoll Tennis Building locker room. The Head Coach is responsible for team supervision during the delay. The coach will be in communication with the Head Referee and the Director of Operations via cellular phone.
- The visiting team will report to the Mandy Stoll Tennis Building reception area accompanied by their Head Coach and a Stetson staff member with a cell phone and will remain in communication with the Director of Operations.
- Teams will remain in the building until the Head Referee or the Director of Operations informs them that play is resuming, has been cancelled or postponed.
- The Head Referee in conjunction with the Director of Operations and Head Coaches are responsible for the final decision to cancel the match, postpone play for a later time, or resume play. If the decision is made to suspend the match, the Head Coaches are responsible for the safe exit of their team from the area. The Stetson staff member will assist the visitors in notifying their transportation that playing time has been altered.
- The Sports Medicine Staff is responsible for their staff seeking safe shelter.
- The Assistant AD/Communications is responsible for the safety of their students and staff covering the match.

18.5.8 Sand Volleyball: Match Suspension for Electrical Storms

- Prior to the start of the match, the Director of Operations will introduce him/herself to the Head Referee to apprise him/her of the Athletic Department protocol for electrical storms.
- The Head Coach of the home team will apprise the visiting team's Head Coach of the electrical storm protocol during the pre-game period when ground rules are discussed.
- The Director of Operations, in consultation with the Head Referee will make the decision to suspend or delay the game.
- When the decision to suspend play has been made, the Director of Operations will call Public Safety and inform the Athletics Communication Office to announce the game delay.

- The home team accompanied by the Head Coach will go directly to the volleyball locker room. The Head Coach is responsible for team supervision during the delay. The coach will be in communication with the Head Referee and the Director of Operations via cell phone.
- The visiting team will report to their bus/van accompanied by their Head Coach and a Stetson staff member with a cell phone and will remain in communication with the Director of Operations.
- Teams will remain in the building until the Head Referee and/or Director of Operations inform them that play is resuming, has been cancelled or postponed.
- The Head Referee and the Director of Operations are responsible for the decision to either cancel the match, postpone to play at a later time, or resume play. If the decision is made to suspend the match, the Head Coaches are responsible for the safe exit of their players from the area.
- The Sports Medicine Staff will seek safety in their van.
- The Assistant AD/Communications is responsible for the safety of his/her staff and student workers.
- The Assistant Athletic Director for Events and Tickets is responsible for the safety of the Game Management Staff.

18.5.9 Football: Game Suspension for Electrical Storms

- The lightning policies will be posted in the home, visiting team and officials locker rooms. Any questions of the visiting team can be addressed by the event management staff or the Director of Sports Medicine.
- The Game Administrator and Director of Sports Medicine or his staff representative, in consultation with the Director of Athletics, will make the decision to suspend or delay the game.
- When the decision to suspend play has been made, the Game Administrator will inform the public address announcer to inform the fans.
- The home team accompanied by their coaches will go directly to the home team locker room and remain there until notification has been given to resume or cancel further play. The Director of Athletics will remain in communication with the Umpire Crew Chief and the Game Administrator and the Director of Sports Medicine to assist in the decision to resume or cancel play.
- The visiting team, accompanied by their coaching staff, will immediately report to the visitor's locker room until the decision to resume or cancel play has been made.
- If the decision is made to cancel further play, the head coaches are responsible for the safe departure of their teams and staff.
- The Sports Medicine Staff will seek shelter in the Sports Medicine area.
- Fans will be instructed to report to their cars for safe haven due to the limited indoor space of Spec Martin Stadium. Staff members and booster located in the press box tower should remain in this area.

Section 19: Intercollegiate Athletic Drug Screening Program

19.1 General

The Stetson Intercollegiate Athletic Drug Screening Program (Program) is separate and distinct from the NCAA drug testing program (a copy of which is on file in the Sports Medicine Department and the A.D.'s office). As of August 1, 2014 the Assistant Athletic Director of Compliance will work directly with the Director of Sports Medicine in implementation and administration of the institutional drug screening program.

19.2 Philosophy

The Stetson Athletic Department condemns the use of any illegal chemicals and the abuse of any legal chemicals that endanger the safety of student-athletes. Drug use or abuse is not a desired behavior for any student-athlete. If drug use can be deterred for four years, hopefully, our student-athletes will carry a "drug-free" atmosphere away with them when they graduate. The Program is put in place to benefit everyone connected with intercollegiate athletics at Stetson, and it is designed to make Stetson student-athletes better informed to make intelligent decisions with reference to drug use.

19.3 Program Objectives

- Protect the health and welfare of all Stetson University student- athletes competing in intercollegiate athletics
- Identify any student- athletes that may be using drugs and to identify the drug.
- Educate student-athletes as to the effect(s) such drug use may have on the athlete and his/her team.
- Address and treat any chronic dependency.
- Provide reasonable safeguards that every student-athlete is medically competent to participate in athletic competition.

19.4 Program Implementation

- A pre-enrollment email will be sent out outlining our drug testing policy and screening process.
- A presentation will be made at the beginning of the academic year to all intercollegiate student-athletes to outline and review the Program, its purposes and implementation.
- A copy of the Program will be given to each first year athlete via the student athlete handbook, and a copy of the Program will also be mailed to the parent(s) or legal guardian(s) of any athlete that is under 18 years of age. The Program is also available on line for viewing on the Athletic Department website.
- All student-athletes will then be asked to sign a form acknowledging that they have received a copy of the Program and understand what is expected of them.
- The student-athletes will then be asked to voluntarily consent to the administration of urinalysis testing and a release of testing information to the following select group of athletic personnel: the A.D, the Team Physician(s), the Assistant A.D. of Compliance, the Head Coach of the athlete's sport, the Director of Sports Medicine, and/or the supervising team athletic trainer.

19.4.1 Failure to Cooperate

The Program is being initiated expressly to identify, assist, and educate athletes with drug related problems and is not intended to be punitive. The Program relies on voluntary cooperation from all parties involved. However, an athlete's refusal to sign the drug testing consent form or to submit a urine sample will be dealt with immediately by the A.D. and/or the Assistant A.D. of Compliance. **A lack of cooperation on the part of the student-athlete will jeopardize his/her medical status and privilege of participating in intercollegiate athletics at Stetson University.**

19.4.2 Drug Screening

On an on-going basis, student-athletes will be subject to random drug screening. Precautions will be made to assure the randomness of the testing. Stetson University, through its Athletic Department, reserves the right to test any athlete at any time. Student-athletes will be notified prior to the drug screening as specified in the "Standard Test Protocol." The drug screening shall consist of the collection of a urine sample from the athlete under the supervision of the Team Physician(s), clinical laboratory technicians, or a full-time athletic trainer. **Any scheduled drug screening that is missed by a student-athlete will be considered a positive test and will carry the same ramifications.** Student-athletes unable to void at the time of the test will be required to remain at the testing area until a sample can be obtained. Each urine sample shall be analyzed for the presence of the following drugs: *Amphetamines, Barbiturates, Cocaine, Opiates, Morphine, Codeine, Tetrahydrocannabinol (THC or Marijuana) and any other drugs that may be added to the list at any time as deemed necessary by the sports medicine staff.* Other common screenings include, but are not limited to performance enhancing drugs, diuretics, stimulants for learning disabilities, etc.

19.4.2.1 Drug Screening Protocol

- All test selections will be random. The Athletics Department will determine whether random selections are made by sport, sex, or general selection. *Note: Exception is that two (2) student athletes should always be repeat tested from the most recent prior test. The two student-athletes being repeat tested will be randomly selected from the previously selected testing population.*
- The Assistant Athletic Director of Compliance or the Director of Sports Medicine will alert those student-athletes randomly selected, along with the Athletic Director, of the time and place the sample collection will take place. This notification will take place anywhere from immediately prior to the test to a maximum of 24 hours before the test. Unique circumstances may result in modifications of this notification timeline.
- The student-athlete will report to the specified testing site at the specified time.
- The student-athlete will be asked to sign and date a drug-testing consent form to confirm the student-athletes participation in the institutional drug testing program.

- The signing of the institutional consent form will be witnessed by a full-time, athletic trainer and signed accordingly.
- The student-athlete will be given a specimen sample sheet with their random number on it and asked to note any medications they may be currently taking. This information will remain confidential among the Team Physicians and Sports Medicine staff.
- The student-athlete will be directed to the sample collection area.
- The certified laboratory technician or full-time athletic trainer will take the specimen sample sheet and have the student-athlete select a random specimen cup.
- The student-athlete will be asked to wear a minimal amount of clothing and demonstrate that no items are being taken into the drug screening area. The student-athlete will then prepare to provide the urine sample.
- In the event a blood sample is required, clothing removal will not be necessary.
- The certified laboratory technician or full-time athletic trainer will witness all sample collections (blood or urine) and take immediate possession while maintaining security of all samples.
- The chain of custody will remain with the clinical laboratory and their staff.
- All urine specimens will then be screened and all positive tests will be immediately re-tested and confirmed by GC/MS or LC/MS from the same sample at the lab.
- All confirmed positive test samples will be stored for a minimum of one year at the lab.
- The lab will provide the Director of Sports Medicine with all test results as soon as possible upon the completion of the test.

19.4.3 Outside Agency

An outside agency contracted by the University will analyze the samples. The outside agency shall report all test results to the Director of Sports Medicine, who, in turn, will review such results to determine which, if any, of the test results are positive. This process will be completed under the supervision of the Team Physicians. Every possible step will be taken to assure and maintain the accuracy and confidentiality of the test results including the maintenance of a documented chain of specimen custody to insure the identity and integrity of the sample throughout the collection and testing process. All results reported by the laboratory will be screened by immunoassay, GC/MS, or LC/MS and confirmed by GC/MS or LC/MS. Results shall be confirmed and certified by the laboratory.

19.4.4 Positive Result (Thresholds, Procedure and Re-testing)

For purposes of the Program, a positive result shall mean a test result which indicates, in the opinion of the outside agency performing such testing, the presence of one or more of the above listed drugs (*see: 19.4.2 "Drug Screening"*) in the athlete's urine. The student-athlete will be immediately notified of a positive test result. Those who, at any time, experience a positive test can expect further screenings to be done on a consistent basis, as recommended by the substance abuse counselor and/or Team Physician(s). **After any positive test result,**

the student-athlete must submit a negative test and be medically cleared by the Team Physician(s) prior to return to participation in intercollegiate athletics. This requirement is in addition to the all other penalties listed below.

19.4.4.1 Effect of Positive Test Results

First Positive

After the positive result is verified and confirmed, the Director of Sports Medicine will notify the A.D, the Assistant Athletic Director of Compliance, the Head Coach and the Team Physician(s) concurrently. The team athletic trainer will also be informed. The athlete will be required to attend a mandatory drug counseling assessment, which shall be arranged by the Sports Medicine staff. The drug counselor shall determine the length and manner of said counseling to best suit the student-athlete. **The student-athlete will be suspended from practice or play for a period of seven (7) consecutive days, to include a minimum of one traditional season, intercollegiate competition.** The Assistant Athletic Director of Compliance, or in their absence the Director of Sports Medicine will initiate immediate contact with the student-athlete's parent(s) or legal guardian(s) and/or spouse to advise them of the positive result. Refusal to participate in the counseling program as set forth in this paragraph will be treated and handled as a SECOND positive test result.

Second Positive

After the second positive result is verified and confirmed, the Director of Sports Medicine will notify the A.D, the Assistant A.D. of Compliance, the Head Coach, and the Team Physician(s) concurrently. The team athletic trainer will also be informed. The student-athlete will be required to, as promptly as possible, participate in a conference telephone call between the athlete, his/her parent(s) or legal guardian(s), or spouse, and the Assistant Athletic Director of Compliance, or in their absence the Director of Sports Medicine, wherein the athlete advises his/her parent(s) or legal guardian(s) or spouse of the second positive test results. **The student athlete will be suspended from 25% of the total traditional season, regularly scheduled contests which will carry over to the next season if necessary.** The student-athlete will be required to participate in continued and further counseling as directed by the Team Physician(s) /Director of Sports Medicine. Refusal to participate as set forth in this paragraph will be treated and handled as a THIRD positive test result.

Third Positive

After the third positive result is verified and confirmed, the Director of Sports Medicine will again notify the A.D, the Assistant A.D. of Compliance, the Head Coach, and the Team Physician(s) concurrently. The team athletic trainer will also be informed. The parent(s), guardians or spouse will also be notified. At this time, it must be assumed that the student-athlete has a very serious problem and/or has made some conscious value judgments as to his/her own behavior and this must be treated very seriously. **In addition to the requirements resulting from a second positive test as set forth above, the student-athlete will be suspended from athletic participation for a minimum of one (1) calendar year. (Additionally, the student-athlete could possibly face loss of his/her financial aid for the current academic year and/or non-renewal of financial**

aid for the following year). Prior to the implementation of the suspension period, the student-athlete will have an opportunity to fully discuss the matter with the A.D and present evidence of any mitigating circumstances which he/she feels important. Reinstatement of the student-athlete to athletic participation would be made only after the provision of proof of the successful completion of a certified Drug Rehabilitation Program.

19.5 Safe Harbor Program

Student-athletes are encouraged to voluntarily come forward to seek assistance with an alcohol or drug related problem without punitive sanctions. Requests should be made to the Director of Sports Medicine. Student-athletes who come forward will be given a request form to sign that will be kept in his/her file in the athletic training room. This program requires you to ask for “Safe Harbor” upon arrival for your first semester and prior to the first test of the academic year. This testing will begin thirty days after your team arrival (pre-season for fall sports) or thirty days from the completion of the mandatory student-athlete meeting. This will be a student-athlete’s **one and only** opportunity for “safe harbor” while participating in Stetson University athletics. Counseling is always available to assist with problems or circumstances that could lead to a positive alcohol or drug test result.

19.5.1 Effects of Safe Harbor Submission

Once you declare “Safe Harbor” a student-athlete submits to the following:

- A baseline test for drugs and/or alcohol as soon as possible if deemed necessary.
- Evaluation by the Stetson Counseling Center, a substance abuse counselor, team physician or Director of Sports Medicine.
- Completion of a recommended counseling/treatment plan.
- Drug/alcohol testing at a frequency recommended by your counselor or Team Physician.
- Remaining in “Safe Harbor” until released by the counselor and/or Team Physician for a period not to exceed 30 days.

Note: Student-athletes in the Safe Harbor program will not be subject to random institutional testing, but will remain eligible for drug testing by the NCAA.

19.5.2 Additional Safe Harbor Regulations (Notification)

The A.D, Director of Sports Medicine, Team Physician(s) and team athletic trainer will be informed of your request for Safe Harbor. Other university officials may be informed only the extent necessary for the implementation of this policy. The Team Physician may suspend the student-athlete from all athletic participation if medically indicated. Failure to comply with any aspect of the counseling program or any subsequent positive drug test indicating new or increased use of a banned substance will result in removal from the Safe Harbor program. The student-athlete will then be re-enrolled in the regular institutional Drug Testing Program and disciplinary action can be enforced according to Program policy.

19.6 Grievance or Appeals

19.6.2 General

The Department of Athletics and its Sports Medicine staff are committed to developing and maintaining a supportive, respectful learning environment. It is recognized that grievances directed towards the Program may occur, and procedures have been established to provide a fair resolution to problems.

19.6.3 Procedure

In the event that a student-athlete is dissatisfied with a policy or decision within the Department of Athletics regarding the Program, a student-athlete must take the following steps toward resolution:

- Present his or her grievance, in writing, to the Director of Sports Medicine. The Director of Sports Medicine may consult with other sports medicine staff, including the Team Physician(s) before rendering a decision in writing to the grievant.
- If the student-athlete is dissatisfied with the decision of the Director of Sports Medicine, the student-athlete must then present the grievance, in writing, along with supporting documentation to the A.D. The A.D. will review the materials presented, and, at his sole discretion, may request interviews with the student-athlete and the Director of Sports Medicine. A decision regarding the grievance will be issued to the student-athlete by the A.D. within seven (7) business days of receipt of the grievance and all supporting documentation.
- If the grievance involves the A.D., or if the student-athlete is not satisfied with the decision of the A.D., the student-athlete may appeal the decision to the FAR, who upon investigation of the matter, shall make recommendation for an administrative resolution to the President or Senior Vice President for Administration.
- If the student-athlete is dissatisfied with the solution(s) proposed in step 3 above, the student-athlete may choose to access the *Faculty/Staff Grievance Procedure* as outlined in “*Connections: The Campus Life Handbook*.”

Section 20: Drug Testing – NCAA

20.1 Universal Testing

As of June 2004 the NCAA Division Championships and Competition Cabinet approved and recommended funding to expand the out-of-competition (year-round) drug-testing program to all Division I institutions for all sports. A complete copy of the NCAA's drug testing policy, including procedures, banned substances, etc is on file in the Sports Medicine Department and the A.D.'s office.

20.1.1 Policy

- Every Division I institution may be drug tested at least once each academic year beginning this fall. Please know, however, that any institution may be selected for testing more than once each academic year.
- Every Division I sport at Stetson University is now subject to out-of-competition (year round) drug testing.
- All Stetson University student-athletes are subject to drug testing before, during or after their competitive season.
- Any student-athlete who tests positive for a banned substance, as set forth in NCAA *Bylaw 31.2.3.4 Banned Drugs*, shall be declared ineligible for further participation in championship season and non-championship season competition in accordance with ineligibility provision in NCAA *Bylaw 18.4.1.5.1 Duration of Ineligibility*.

20.1.2 Summer Drug Testing

As of April 2006 the NCAA Division of Championships and Competition Cabinet approved and recommended the expansion of the NCAA Drug Testing Program to include the summer months. All Division I and II student-athletes are subject to summer drug testing, whether they are on-campus or away from campus. **It is imperative that each student-athlete provide their updated summer residence, telephone and cellular phone numbers to Assistant Athletic Director of Compliance and the Sports Medicine staff prior to your departure at the end of the spring semester.**

Appendix A

Statement of the Role of the Faculty Athletic Representative STETSON UNIVERSITY

All NCAA member institutions are required to have a Faculty Athletics Representative (FAR). A FAR serves the general purposes of ensuring academic integrity and institutional control of the athletics program, and promoting student-athlete welfare. At Stetson University, the FAR is appointed by and reports directly to the President to serve in an advisory and oversight role. The specific duties of the FAR are as follows:

Administrative

- The FAR serves as a principal advisor to the President on athletics matters.
- The FAR assumes a shared responsibility with the Athletics Director and the University Athletics Committee for overseeing adherence of the athletics department to the Mission of the University and adherence to NCAA operating principles, including those on academic integrity, governance, commitment to rules compliance, student-athlete welfare, gender equity, and diversity.
- The FAR participates in the NCAA athletics certification process, as required by NCAA rules, in a role determined by the President.
- The FAR attends appropriate NCAA and Conference meetings, including the Conference Fall and Spring meetings, and, as appropriate, the Faculty Athletics Representatives Association (FARA) conference.
- The FAR serves on NCAA, FARA, and/or Conference committees, councils and cabinets, as appointed.
- The FAR serves as an ex-officio, voting member of the University Athletics Committee and is available to campus governance bodies and support services (e.g., registrar, student financial planning, admissions office) for consultation on athletics matters.
- The FAR reviews proposed NCAA legislation and Conference legislation/issues and collaborates with the President and Athletics Director on voting decisions.
- The FAR maintains a cooperative and working relationship with the Athletics Director, the Assistant Athletics Director for Compliance, the Senior Woman Administrator, the rest of the athletics department staff, and key constituencies on campus (admissions, financial aid, registrar).
- The FAR assists in institutional searches for key athletics department personnel, including senior athletics department administrators and head coaches.
- The FAR administers NCAA surveys to student-athletes at the NCAA's request.

Rules Education and Compliance

- The FAR assumes joint responsibility with the Athletics Director for overseeing both NCAA and Conference rules education and compliance. As such, the FAR monitors the activities of and consults with the Compliance Officer regularly.
- The FAR participates in rules education of student-athletes, non-athletic staff and administrators, and faculty.
- The FAR reviews and approves required compliance forms and reports, including those relating to initial and continuing eligibility, financial aid, and the NCAA academic performance program.
- The FAR reviews and approves requests for waiver of NCAA or Conference regulation and is involved in any reinstatement requests or appeals related to student-athlete eligibility.
- The FAR oversees administration of the coach's certification exam.
- In the event of any alleged infractions, the FAR participates in the preparation and/or review of any infractions report submitted to the NCAA and Conference. In the event of an alleged major infraction, the FAR also participates in the investigation.
- The FAR, in conjunction with the Athletics Director, participates in the evaluation of the Compliance Officer.
- The FAR maintains current knowledge of NCAA and Conference rules related to academic eligibility and transfers and attends the NCAA regional rules compliance seminar annually.
- The FAR serves as a member of the athletics certification committee.
- The FAR periodically conducts a review of the mechanisms used to monitor and document compliance with NCAA rules, including the Compliance Manual.

Student-Athlete Welfare

- The FAR is responsible for assisting the Athletics Director in overseeing the commitment to student-athlete welfare, including to gender equity and diversity.
- The FAR participates in athletic orientation activities for student-athletes.
- The FAR participates in the student-athlete exit interview process and reviews results of annual student-athlete program evaluations and student-athlete exit interviews.
- The FAR supports the activities of the Student-Athlete Advisory Committee.

- The FAR reviews the equity and sports sponsorship reports, the Student-Athlete Handbook, and the athletics equity and diversity plans.
- The FAR reviews and approves travel schedules for all sports.
- The FAR coordinates the nomination process for NCAA and Atlantic Sun postgraduate scholarships and other NCAA academic scholarships.
- The FAR is available to consult with and/or assist student-athletes upon their request.
- The FAR plays a role in the formal student-athlete grievance process.
- The FAR conducts student-athlete transfer release appeal hearings and, when available, serves on athletics financial aid non-renewal appeal bodies.

Academic Integrity

- The FAR periodically reviews the academic credentials of incoming (freshman and transfer) and continuing student-athletes, NCAA academic progress reports (APR), and NCAA graduation rates (GSR) on a gender and sport-by-sport basis for consistency with the University mission and the athletics department's published recruiting philosophy. The review focuses on academic integrity and the academic preparation and performance of student-athletes.
- The FAR, in consultation with the Associate Athletics Director for Academics, reviews transcripts of all prospective transfer student-athletes to evaluate the likelihood of the prospect meeting NCAA continuing eligibility standards.
- The FAR will work with the Director of the Student Success Center and the Associate Athletics Director for Academics to enhance support of the academic success of student-athletes.

The FAR, at the discretion of the President, receives a stipend or release time for serving the University in this capacity. All FAR expenses are funded through a designated budget within the athletics department's budget.

This position entails duties related to the oversight of admission, certification of academic eligibility, and administration of financial aid for student-athletes. Stetson University is a member of NCAA Division I and of the Atlantic Sun (A-Sun) Conference and is, therefore, obligated to comply with NCAA and A-Sun rules and regulations. As such, compliance with Atlantic Sun Conference and NCAA rules in performance of these duties is paramount. Violation of these rules may result in disciplinary and/or corrective actions.

Last Revised: June 2011

Appendix B

Stetson Radio Policy

Hatter Radio Network

The official radio outlet for Stetson University shall be the “Hatter Radio Network”, operated in its entirety by the Stetson University Department of Athletics. It shall be the responsibility of the Assistant AD/Communications to coordinate telephone lines at all event locations as necessary for Hatter Radio Network broadcasts.

It shall be the exclusive decision of the Department of Athletics to name talent for the Hatter Radio Network and to determine those athletics events that are to be broadcast. The basic policy regarding radio broadcasts is as follows:

Radio Broadcast Policy

Stetson University maintains rights for all radio broadcasts of Hatter athletic events, via the Hatter Radio Network, official voice of Hatter athletics. Should the Hatter Radio Network not broadcast an event, and a radio station(s) desires to broadcast the event, prior written approval must be granted by the A.D, and at the same time, a proper rights fee will be established.

Visiting Team Radio

Any opponent of Stetson University shall have one free radio outlet, either a one-station arrangement or one official network, as designated by the visiting team’s Department of Athletics, as stipulated within the contract for the game.

Radio Commercials/Advertising

It shall be the responsibility of the Assistant A.D for External Operations to solicit and garner advertising monies for the financial operation and growth of the Hatter Radio Network. No coach or staff member, unless approved by the Assistant A.D. for External Operations, may approach community and area merchants for the sole purpose of soliciting radio sponsorship and/or advertising.

Appendix C

Camp Forms

A. Camp/Clinic manifest forms for documentation

1. Athletics Department Staff Members owning or Operating an Institutional Sports Camp or Clinic (Must Include)

- Purpose of the camp or clinic.
- Type of camp or clinic (i.e., specialized, diversified or developmental) as defined by NCAA legislation, including the sport(s) to be covered.
- Educational session for all participants on NCAA initial-eligibility standards (required for Division I men's and women's basketball camps/clinics).
- Any partnership agreements with individuals not associated with the institution.
- Facilities and equipment to be utilized.
- Inclusive dates of the camp or clinic.
- Characteristics of campers (i.e., prospects, athletics award winners).
- Any restrictions on participants (i.e., age, sex, number).
- Methods of soliciting participants (i.e., advertisements, distribution of brochures, invitations), including actual copies.
- Transportation or travel expenses of participants.
- Number, names and characteristics of employees.
- Prospective and enrolled student-athletes (i.e., age, institution attending, sport participation, athletics award winner).
- Coaches (i.e., restricted-earnings, volunteer, high school, junior college, employing institution, sports, and divisional classification).
- Method, source and amount of payment for employees, (i.e., stipend, honoraria, travel expenses, housing, meals, cash advances, institutional payroll).
- Responsibilities of employees (i.e., instructing, supervising, officiating, lecturing).
- Registration fees (including deposits, refund policies and any consideration for free and/or reduced admissions, scholarships, group rates and discounts).
- Schedule of camp or clinic activities (including amount of instruction, physical tests and competition).
- Room and board arrangements (including a listing of campers in each room) for participants and employees.
- Any awards and/or merchandise provided for camp or clinic attendees.
- Concession arrangements (i.e., types of merchandise, expected revenues, concession employees, inventory control).
- Equipment inventory arrangements.

2. Institutional Sports Camp/Clinic Report

- Requiring that institutional sports camp and clinic funds be deposited and expended through authorized institutional accounts and in accordance with normal institutional accounting practices and procedures.

- Requiring that all institutional camp and clinic registration forms (with accompanying fees) be mailed directly to the athletics business office or coordinating institutional office to be recorded and processed.
- Accepting only checks, money orders and cash as payment for registration fees.
- Requiring the approval and signature of a designated official (i.e., athletics business manager) on all institutional camp and clinic expenditures.
- Requiring that all refunds to institutional camp and clinic participants be pre-approved by a designated institutional official (i.e., institutional camp coordinator).
- Developing a financial packet for institutional camps and clinics that includes required financial reporting forms (i.e., proposed budget, financial report/summary) to be completed by the camp director and submitted to the institution's camp and clinic coordinator and/or financial auditor.
- Requiring that all camp or clinic operators submit a financial report/summary within a specified time line following the conclusion of the camp or clinic. This summary/report should detail all camp or clinic revenue and expenditures, including some or all of the following:
 - Staff compensation
 - Receipts for registration fees
 - A final list of registrants, no shows, free or reduced admissions recipients and refunds (including amount and reason for refund)
 - A listing of expenditures related to facility usage, use/purchase of equipment, facility/field preparation, and maintenance and clean up
 - Concession sales
 - Housing/meal expenses
 - Promotion/advertising expenses
 - Inventory of items used by participants (i.e., equipment, T-shirts)
- Requiring that all institutional camps and clinics be subject to an annual financial audit.

3. Non-Institutional Sports Camp/Clinic Employment Information

Athletics department staff members who are employed in a sports camp or clinic not owned or operated by the institution (i.e., private or other institution's camp or clinic) are required to document information concerning some or all of the following:

- Individual, organization or institution sponsoring, establishing or conducting the camp or clinic.
- Location and inclusive dates.
- The type of camp or clinic (i.e., open, invitational, specialized, diversified, developmental).
- Verification that camp or clinic is not being conducted by an individual or organization that provides recruiting or scouting services concerning prospects.
- Camp or clinic brochures and/or advertisements.
- Specific responsibilities (i.e., director, lecturer, instructor).
- Characteristics of camp or clinic participants (i.e., age, prospects, athletics award winners).
- Registration fees (particularly any free or reduced admissions).
- Characteristics of other employees (i.e., senior prospects).

- Levels of compensation and method of payment (including arrangements for travel expenses or cash advances).

Appendix D
Athletically Related Income Form

11.2.3 Athletically Related Income Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and an institution shall include the stipulation that the staff member is required to provide a written detailed account annually to the president or chancellor for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees. Sources of such income shall include, but are not limited to, the following:

- (a) Income from annuities;
- (b) Sports camps;
- (c) Housing benefits (including preferential housing arrangements);
- (d) Country club memberships;
- (e) Complimentary ticket sales;
- (f) Television and radio programs; and
- (g) Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.

Please complete the form below for the 2012- 2013 academic year, sign and return to the office of the Director of Athletics.

Name: _____ **Sport/Program:** _____

Signature: _____

☐ **No, I did not earn any athletically related income.**

☐ **Yes, I have athletically related income to report as follows:**

Income Sources	Amount Earned

Approved: **Yes** ☐ **No** ☐

Name: Dr. Wendy Libby **Title:** President

Signature: _____ **Date:** _____

Appendix E
Stetson University Sports Medicine
Policy Statement On Air Quality
{updated as of 5/04/2007}

Chain of Command-

The decision to terminate a Stetson University intercollegiate athletic activity in the event of poor air quality will be made by Stetson University Sports Medicine personnel present at a practice or the Stetson University Game Administrator present at a game in consultation with Stetson University Intercollegiate Athletics Facilities & Operations staff, Stetson University Sports Medicine personnel, the head coach and/or his/her designee, game official(s) / umpire(s), Stetson University security personnel, and/or select NOAA, FAA and local weather personnel.

Criteria for Cancellation / Postponement of Activities Due to Poor Air Quality-

The policy of the Stetson University Department of Intercollegiate Athletics will be as follows:

- a) Stetson University Sports Medicine personnel will inform the visiting team's athletic trainer and/or coach and game official(s) / umpire(s) of the Stetson University policy with regards to poor air quality during pre-game warm-ups.
- b) Stetson University Sports Medicine personnel and/or Stetson University Operations and Facilities personnel will monitor one or more of the following for up to date Air Quality Index (AQI) readings and statistics.
 - www.AIRnow.gov
 - National Weather Service and/or National Oceanic & Atmospheric Administration (NOAA) local weather radar (www.noaa.gov or www.weather.com); and/or
 - WESH TV2 News for Select Warnings;
- c) The Stetson University of Intercollegiate Athletics will utilize the following table with regards to the Air Quality Index and recommendations for activity restrictions.

Air Quality Index (AQI)	Color	Description	Practice Restriction Recommendations
0 - 50	Green	Good	Air quality is satisfactory and air pollution poses little or no risk.
51 - 100	Yellow	Moderate	Air quality is acceptable; however, student-athletes with respiratory illnesses should be closely monitored.
101 – 150	Orange	Unhealthy for sensitive groups	Those student-athletes with respiratory illnesses should be removed from outside activity.
150 – 200	Red	Unhealthy	Those student-athletes with respiratory illnesses should be removed from outside activity. All other student-athletes should be closely monitored.
201 – 300	Purple	Very Unhealthy	ALL student-athletes should be removed from outside activity.

> 300	Maroon	Hazardous	ALL student-athletes should be removed from outside activity.
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- d) Stetson University Sports Medicine personnel and/or Stetson University Operations and Facilities personnel will continually update the following people with regards to the air quality and recommendations for outside activity.
- Stetson University Department of Intercollegiate Athletics administration;
 - Stetson University head coaches and/or their designee(s);
 - Stetson University Strength and conditioning personnel;
 - Stetson University Operations and Facilities personnel;
 - Game officials / umpires (if applicable); and
 - Visiting Team Head Coach and Athletic Trainer (if applicable)
- e) If the Stetson University administration has cancelled classes at the university due to poor air quality, the Stetson University Department of Intercollegiate Athletics strongly recommends the cancellation of all games, practices, and other activities.
- f) *All individuals should have the right to leave a site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel that they are in danger from a poor air quality and/or severe weather.*

If a coach and/or game official(s) / umpire(s) make the decision to continue to practice and/or continue with a game or other activity despite a National Weather Service Poor Air Quality Warning, the cancellation of classes, and/or the verbal instruction by a Stetson University Game Administrator, Stetson University Sports Medicine personnel, and/or Stetson University Operations and Facilities personnel, they will be doing so against the recommendations of the Stetson University Department of Intercollegiate Athletics, and may be personally liable for any and all injuries.

The Air Quality Index (AQI)-

The Air Quality Index (AQI) is an index for reporting daily air quality. It tells you how clean or polluted your outdoor air is, and what associated health effects might be a concern for you. The AQI focuses on health effects you may experience within a few hours or days after breathing polluted air. The Environmental Protection Agency (EPA) calculates the AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution (also known as particulate matter), carbon monoxide, sulfur dioxide, and nitrogen dioxide. For each of these pollutants, EPA has established national air quality standards to protect public health. For Information regarding indoor air quality please visit EPA's Indoor Air Quality Web site (<http://www.epa.gov/iaq/>).

How the Air Quality Index (AQI) Works-

Think of the AQI as a yardstick that runs from 0 to 500. The higher the AQI value, the greater the level of air pollution and the greater the health concern. For example, an AQI value of 50 represents good air quality with little potential to affect public health, while an AQI value over 200 represents very unhealthy air quality. An AQI value of 100 generally corresponds to the national air quality standard for the pollutant, which is the level EPA has set to protect public health. AQI values below 100 are generally thought of as satisfactory. When AQI values are above 100, air quality is considered to be unhealthy, at first for certain sensitive groups of people, then for everyone as AQI values get higher.

Appendix F

2013-2014

STETSON UNIVERSITY SPORTS MEDICINE CONCUSSION MANAGEMENT PROTOCOL

BASELINE TESTING

ImPACT testing data and a Sport Concussion Assessment Tool (SCAT) will be obtained for ALL student-athletes their first year at Stetson. Stetson Football will be re-tested once a year for ImPACT. For all contact and high-risk sports including baseball, basketball, cheerleading, lacrosse, soccer, softball, indoor volleyball, and sand volleyball, student- athletes will be re-tested on ImPACT every other year (i.e. freshman and junior year). Anyone who has suffered a concussion during the previous school year will also be re-tested. Baseline tests (ImPACT and SCAT) and future ImPACT test results are used as a tool in Stetson Sports Medicine's Concussion Management Protocol; they are not solely used to diagnose a concussion nor as a clearance test for final return to play.

CONCUSSION ASSESSMENT

When a student-athlete exhibits signs, symptoms, or behaviors consistent with a possible concussion, he or she will be removed from practice or competition and evaluated by a Certified Athletic Trainer and/or Team Physician. A Sports Concussion Assessment Tool (SCAT) should be filled out on the sideline during assessment. After full completion of the evaluation if the student-athlete is still presenting with signs and symptoms typical of a concussion they will be held out of all physical activity for at least twenty-four hours. If at completion of the evaluation a concussion is not diagnosed the student-athlete may be released back into participation by the Certified Athletic Trainer and/or Team Physician.

SIGNS AND SYMPTOMS OF A POSSIBLE CONCUSSION:

Headache	Sensitivity to noise
Nausea/vomiting	Sensitivity to light
Nervousness	Visual problems/ blurred vision
Drowsiness	Sleeping more than usual/ Sleeping less than usual
Fatigue/low energy	Feeling mentally foggy
Feeling more emotional	Sadness
Difficulty concentrating	Numbness or tingling
Difficulty remembering	Dizziness
Irritability	Trouble Falling Asleep
Balance Problems	Feeling Slowed Down

CONCUSSION MANAGEMENT

- A student athlete should be referred to the emergency department and/or Team Physician based on any of the following: the severity of the signs and symptoms, loss of consciousness, the previous concussion history of the student-athlete, if symptoms worsen over time, and the number of signs and symptoms present as deemed necessary by the Certified Athletic Trainer.
- If signs and symptoms remain stable or decrease then the following protocol will be taken:
 - o Student-athlete will be held from all physical activity for a minimum of 24 hours.
 - o Student-athlete will be given a concussion home instruction sheet.
 - o An ImPACT test should be performed within the first 24 hours post injury when possible.
 - o The supervising Certified Athletic Trainer will notify the Director of Sports Medicine and the Associate Athletic Director of Academics who in turn will notify the appropriate academic advisors about any issues associated with the concussion and classes. Based on the severity of the student-athlete's concussion certain academic restrictions may be recommended. Cognitive as well as physical rest is sometimes necessary.
 - o A Symptoms Checklist will be filled out by the student-athlete every 24 hours for the first two weeks and then decreased to twice weekly after that if still experiencing symptoms.
 - The Symptoms Checklist is to be accompanied by a discussion, reassessment, and medical interview by the Certified Athletic Trainer to further understand what the student-athlete is experiencing and how they are progressing.
 - o Once asymptomatic at rest and during daily living activities for at least 24 hours without the aid of medication, the student-athlete will begin return to play evaluation.
 - o ImPACT testing will be conducted again after the completion of Stage 4 with a valid test required prior to progression to Stage 5.

RETURN TO PLAY GUIDELINES

A physical exertion progression should be started once the student-athlete is asymptomatic. Generally, each step should take twenty-four hours. If the student-athlete begins to exhibit symptoms during any stage of the progression they shall cease activity for the rest of the day. After 24 hours if the student-athlete is asymptomatic they will resume to the previous asymptomatic stage and try to progress again.

The Certified Athletic Trainer will monitor the progression of the student-athlete and will be testing the student-athlete after the stages for memory, concentration, and balance techniques. Return to play progression and guidelines will fall to the Team Physician if student-athlete is under his or her care.

* If at any time during the return to play progression the student-athlete sustains a hit to the head, they should be referred to the emergency department and/or Team Physician.

Graduated Return to Play Progression

Stage 1: No Activity: Student-athlete is asymptomatic for 24 hours at rest, in class, and during daily living activities without the aid of medication.

Stage 2: Light Aerobic Exercise: Walking, swimming, stationary cycling; <70% maximum heart rate (mild-moderate intensity); No resistance training

Stage 3: Sport-Specific Exercise: Running/movement drills without the threat of contact

Stage 4: Non-contact training drills: Progression to more complex training drills; may add progressive resistance training

- Take ImPACT test at least an hour and a half post non-contact practice. ImPACT should not be taken if symptomatic. No more than two ImPACT tests shall be taken within one week with at least 72 hours passing before he or she may re-test if results have not returned to baseline scores.

Stage 5: Full practice participation with no limitations on contact and equipment use

Stage 6: Return to Play: Normal game play

Appendix G
CONCUSSION (BRAIN INJURY) SYMPTOMS CHECKLIST

Name: _____ **Date:** _____

Self-Reported Symptoms: **Day** **1** **2** **3** **4** **5** **6** **7** **___**

Self-Reported Asymptomatic: **Day** **1** **2** **3** **4** **5** **6** **7** **___**

Symptom	Severity						
Circle Appropriate Number	None			Moderate			Severe
Headache	0	1	2	3	4	5	6
Nausea	0	1	2	3	4	5	6
Vomiting	0	1	2	3	4	5	6
Balance Problems	0	1	2	3	4	5	6
Dizziness	0	1	2	3	4	5	6
Fatigue	0	1	2	3	4	5	6
Trouble Falling Asleep	0	1	2	3	4	5	6
Sleeping More Than Usual	0	1	2	3	4	5	6
Sleeping Less Than Usual	0	1	2	3	4	5	6
Drowsiness	0	1	2	3	4	5	6
Sensitivity to Light	0	1	2	3	4	5	6
Sensitivity to Noise	0	1	2	3	4	5	6
Irritability	0	1	2	3	4	5	6
Sadness	0	1	2	3	4	5	6
Nervousness	0	1	2	3	4	5	6
Feeling more Emotional	0	1	2	3	4	5	6
Numbness or Tingling	0	1	2	3	4	5	6
Feeling Slowed Down	0	1	2	3	4	5	6
Feeling Mentally Foggy	0	1	2	3	4	5	6
Difficulty Concentrating	0	1	2	3	4	5	6
Difficulty Remembering	0	1	2	3	4	5	6
Visual Problems	0	1	2	3	4	5	6
Total Symptom Score							

The information above is accurate to the best of my knowledge:

Student- Athlete Signature: _____

Received and Reviewed by: _____ **Date:** _____
Certified Athletic Trainer Signature

