



SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS GUIDE

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SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 12.1
Date Approved: 01/06/97
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ARTICLE ONE

ATHLETIC PHILOSOPHY AND OBJECTIVES

Section 1. Mission Statement

Southern Utah University's Athletic Department is dedicated to providing quality programs that assist in complimenting and fulfilling the University's educational objectives and mission.

The Athletic program adheres to the policies and procedures of the NCAA and the rules of any conference, league or association of which it is a member.

The Athletic Department is committed to excellence in academics as well as athletics, and focuses on fielding competitive teams at the Division I level. Participation in intercollegiate athletics is an integral part of the student's overall educational experience.

The University strives to reach the highest possible graduation rate for all of its student-athletes, while focusing on their social, cultural and intellectual development.

The Athletic Department recognizes the importance of equity in all of its programs and promotes diversity in both student-athletes and staff. Student-athletes, coaches and all others associated with intercollegiate athletics are expected to embrace the principles of sportsmanship and ethical conduct.

Section 2. Philosophy

Further, it is recognized that a viable, academically and professionally sound intercollegiate athletic program:

- A. is an important component of a comprehensive residential state institution dedicated to the service of a broad range of student, faculty, and public interests;
- B. can and should develop character, maturity, and a sense of fair play as well as academic and athletic excellence and physical vigor;
- C. is important in engendering community support for the institution at the legislative,



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- D. fosters pride in the University among faculty, students and citizens of Utah;
- E. generates revenues to support, at least in part, intercollegiate teams and athletes in those sports that are not financially self-sufficient;
- F. abides by the letter and the spirit of the law requiring nondiscrimination on the basis of sex, race, creed, or national origin.

Section 3. Objectives

The objectives of the Intercollegiate Athletic Program include but are not limited to the following:

- A. to encourage scholarship, sportsmanship, fair play, and a sense of responsibility among all student-athletes, students, faculty and staff members at Southern Utah University;
- B. to assist University men and women whose athletic abilities and personal conduct reflect credit upon the institution and who, as bona fide students, will be able to make normal progress in their degree programs with appropriate academic counseling, advisement, and support;
- C. SUU will field disciplined and competitive teams and athletes recruited, coached, and supported by a competent staff dedicated to the observation of the spirit as well as the letter of all the applicable rules and regulations;
- D. to schedule appropriate competition for the athletes and teams;
- E. to develop an Athletic Department recognized for its leadership as an ethical, non-discriminatory, and well-managed department devoid of any appearance or fact of impropriety and characterized by the overall excellence of its programs;
- F. to provide superior training and medical support for all intercollegiate athletes;
- G. to maintain an intercollegiate athletic program befitting a major state university while concurrently meeting the athletic needs of a diverse student and faculty community;



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- H. to strive for the improvement of the system of intercollegiate athletics by cooperation with other institutions.

ARTICLE TWO

TITLE IX REGULATIONS AND COMPLIANCE

Southern Utah University is fully committed to compliance with the spirit and intent of the federal regulations* mandating equal opportunity for men and women in intercollegiate athletics. This policy will necessitate the formulation and implementation of a plan for compliance. It also will entail a plan for generating the resources necessary to fulfill the objectives. All policy statements contained in this Athletic Policies and Procedures Manual are nondiscriminatory and apply equally to men and women. Financial support of both revenue- and non-revenue-producing athletic programs is constantly monitored to assure equivalent funding. To allow maximum input into decisions affecting the equitable distribution of resources and revenues to all athletic programs, the allocation of the total budget for each individual program shall be made by the Vice President for Administrative & Financial Services and the President in consultation with the respective program directors.

*The Federal Regulations and the 1988 Guide to Title IX and Intercollegiate Athletics, prepared for the NCAA, are on file in the Office of the Director of Athletics.

ARTICLE THREE

ADMINISTRATIVE CONTROL

Section 1. The President

The President of the University is responsible to the Utah Board of Regents and is the chief administrative officer of all of its programs and services, including intercollegiate athletics. The President is the official responsible for certifying that the University is in compliance with National Collegiate Athletic Association (NCAA), and conference regulations.

Section 2. Vice President for Administrative & Financial Services



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The Vice President for Administrative & Financial Services, in consultation with the Director of Athletics, is responsible for formulating budget guidelines for the total intercollegiate athletic budget (including those components specifically allocated to revenue and non-revenue sports) and for submitting final recommendations to the President. The Vice President also provides administrative oversight to the intercollegiate athletic department.

Section 3. Director of Athletics

- A. Under authority delegated by the President of the University, the Director of Intercollegiate Athletics (referred to herein as the Director of Athletics) has basic administrative responsibility for the direct supervision, approval, conduct and control of the athletic program. The Director of Athletics reports to the Vice President and provides the President and Vice President with such documentation and recommendations as are necessary for making decisions pertaining to policy, administration, budget, personnel programs and related matters.
- B. The Director of Athletics promulgates and approves the budget recommendations for each of the intercollegiate sports activities after consultation with the Associate Director of Athletics and the coaches on the staff, and is responsible for all fiscal matters pertaining to the Athletic Department.
- C. The Director of Athletics and the Associate/Assistant Directors of Athletics have overall responsibility for the professional conduct of the coaches and the operation of each individual program within the Athletic Department, including the adherence to budget and policy procedures.
- D. The Director of Athletics will develop and use on a regular basis, a systematic method of evaluating the professional competence and ethical behavior of coaches and staff including their ability to develop and maintain healthy interpersonal relationships with student-athletes and staff members in their programs.

Section 4. Faculty Representative for Athletics

The President will appoint a Faculty Athletic Representative (FAR), who will serve at the pleasure of the President. The qualifications of the appointee will be in accordance with the requirements of the NCAA, and the appointee shall be a



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member of the SUU faculty. The responsibilities of the Faculty Representative are:

- A. to represent SUU on councils of affiliated conference(s), and at meetings of the NCAA;
- B. to certify, after consultation with the Registrar, the athletic eligibility of SUU student-athletes;
- C. to represent the SUU Athletic Program to the faculty;
- D. to chair the Athletic Council.

Section 5. Athletic Council

- A. The Athletic Council shall consist of up to 23 members:
 - 1. The Faculty Athletic Representative (Chair)
 - 2. The Director of Athletics
 - 3. Six members of the faculty with academic rank
 - 4. Athletics Compliance Officer
 - 5. Athletics Business Manager
 - 6. Administrative Finance
 - 7. Student Services
 - 8. Wellness Center
 - 9. Career Services
 - 10. SAAC President
 - 11. Registrar's Office
 - 12. Scholarship Office
 - 13. Student Success Center
 - 14. Alumni Relations
 - 15. Community Member
 - 16. Campus Public Safety
 - 17. Admissions
 - 18. Head Coach
- B. The Athletic Council is an advisory committee to the Director of Athletics and to the President. Its primary advisory functions are:



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1. Recommend, guide and oversee policy for Southern Utah University's Athletics Department,
2. Protect the academic integrity of the Athletics Department,
3. Review eligibility and compliance policies and financial aid appeals, and
4. Enhance the physical and educational well-being of its student athletes.

Section 6. Executive Athletic Committee

- A. As needed and at the discretion of the FAR, an Executive Athletic Committee may be formed consisting of the FAR, Director of Athletics, two faculty and two staff members of the Athletics Council.
- B. The Executive Athletic Committee may consider sensitive eligibility, compliance and financial aid issues when the full Athletic Council cannot convene or address the issues. Actions of the Executive Committee shall be reported at the next meeting of the Athletic Council.

Section 7. Athletic Financial Aids Appeals

- A. All athletic financial aid contracts must be signed by the Director of Financial Aids in order to be valid.
- B. Prior to June 15 of each year, the Director of Athletics will submit to the Director of Financial Aids a list of student-athletes whose grants-in-aid will not be renewed for the following academic year.
- C. If the institution decides not to renew or decides to reduce financial aid for the ensuing academic year, the institution shall inform the student-athlete, in writing, that he or she, upon request, shall be provided a hearing before the institutional agency making the award....The decision to renew or not renew the financial aid is left to the discretion of the institution, to be determined in accordance with its normal practices for students generally."



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DUTIES AND RESPONSIBILITIES OF ATHLETIC ADMINISTRATORS

In addition to those duties and responsibilities enumerated in the foregoing Articles One, Two, and Three, athletic administrators are held accountable for the following in their respective offices.

Section 1. Director of Athletics

The Director of Athletics is responsible for the overall administration and management of the Athletic Department and reports to the Vice President for Administrative & Financial Services. In carrying out these responsibilities the Director shall:

- A. administer all fiscal operations in accordance with applicable law and University policy and establish procedures to assure adherence to University policy by all departmental coaches and staff members;
- B. establish administrative policies and procedures for the purpose of achieving athletic goals and maintaining sound academic standards;
- C. be informed regarding conference and NCAA activities and attend required meetings to aid in formulating policies and procedures;
- D. provide leadership and supervision for compliance with rules and regulations by coaches, friends, and supporters of the University;
- E. provide leadership for the promotion of all intercollegiate sports;
- F. provide supervision, leadership, and assistance in athletic fund raising in coordination with the SUU Development Office;
- G. engage in an appropriate level of involvement with media, contributors, alumni, and friends of the University;
- H. supervise game scheduling, and the football and men's basketball programs;
- I. coordinate athletic activities with the University and the Faculty Athletic Representative.

Section 2. Associate Director of Athletics



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The Associate Director of Athletics is responsible to the Director and shall:

- A. Assist the Director of Athletics in providing leadership and management to the athletic program.
- B. Oversee the functional operation of the Department of Intercollegiate Athletics which includes liaison with various departments of the University such as Physical Plant, Human Resources, Campus Dining, Bookstore, Public Safety and others.
- C. Serve as business manager for the department to include coordinating all team travel, reviewing purchases and bid process, requesting department payments, keeping accurate records of all budgets within the department, liaison with motor pool, liaison with Controllers office and Budget office.
- D. Schedule the Centrum Arena, Harris Center, Tennis Courts, all athletic fields west of Centrum, Eccles Coliseum & Track, Multipurpose Gym and represent the Department of Intercollegiate Athletics on the University Scheduling Committee.
- E. Responsible for all game management activities for all athletic events.
- F. Coordinate all facility upgrades and maintenance of athletic facilities with University Physical Plant or outside contractors.
- G. Coordinate/upgrade Summer Camp Program for the athletic department.
- H. Coordinate/upgrade Concession operations by Campus Dining and Merchandise efforts by the bookstore at athletic events.
- I. Coordinate High School athletic events with University High School Coordinator.
- J. Other duties as assigned by the Director of Athletics.

Section 3. Assistant Director of Athletics

- A. Assist the Director of Athletics in providing leadership and management to the athletic program.



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- B. Manage athlete eligibility in coordination with the Faculty Athletics Representative and the Registrar's Office.
- C. Administer the NCAA Compliance program.
- D. Oversee the functional operation of the Department of Intercollegiate Athletics which includes liaison with departments of the University, including the Financial Aid Department, requesting purchases and payments, and keeping accurate records of all receipts and expenditures.
- E. Supervise the Academic Coordinator and Center.
- F. Monitor Title IX efforts and EADA reports.
- G. Meet with coaches on a regular basis in order to ensure that scheduling and course loads are consistent with progress toward completion of academic degree programs.
- H. Perform other duties as assigned by the Director of Athletics.

Section 4. Academic Advisor

Under the supervision of the Assistant Athletic Director, secure and maintain accurate files on all athletes concerning satisfactory academic progress and eligibility. General duties and responsibilities include, but are not limited to:

- A. Assist athletes in selection of class schedules and registration.
- B. Monitor athletes' academic progress and inform coaches and athletes of potential problems.
- C. Establish an athletic aid network (study tables, tutors, etc.) and notify athletes and coaches of availability.
- D. Chart athletes' Satisfactory Progress to maintain their eligibility as determined by NCAA, SUU, and Conference guidelines.
- E. Assist athletes in declaring a major suitable to their career goals.
- F. Assist athletes in filing for graduation.



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- G. Incorporate individual coaches' requirements into athletes' schedules.
- H. Assist athletes in applying for academic scholarships.
- I. Conduct Exit Interviews according to NCAA regulations.
- J. Nominate athletes for academic awards.
- K. Other duties as assigned by the Athletic Director or Assistant Athletic Director.

Section 5. Sports Information Director (SID)

- A. Reporting to the Director of Athletics, the primary duty of the SID is to serve as liaison between the Athletic Department and the news media. The Department provides correct and relevant information to the media regarding the athletic program at Southern Utah University.
- B. Sports Information duties include, but are not limited to, the following: providing pre-and post-event information to the various media, providing information to athletic opponents, managing press facilities, hosting visiting members of the press, recruiting and training statistics crews, preparing game programs and media guides, promoting student-athletes for honors, preparing copy for alumni publications, preparing statistical reports of athletic contests, maintaining accurate files, producing promotional materials and promotions, training graduate students as assistants to aid in the sports information function, aiding in the promotion of the SUU Sports Hall of Fame, managing the Sports Information Office, recruiting student-athletes, and assisting the Director or Associate/Assistant Directors of Athletics with additional duties as assigned.
- C. Coaches have a responsibility to assist in the publicizing and promotion of the sport programs through cooperation with the media.
- D. Photographs: All photographs are the property of the Sports Information Department and will not be released without authorization of the Department.



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- E. Media Relations: Coaches are to be available for media interviews or press conferences as requested by the Sports Information Department. Whenever possible, advance notice of 48 hours will be provided.
- F. Coaches have the responsibility to make players aware of the Sports Information Office as a vehicle for the promotion of their sport and to solicit their cooperation in being available to the media. Recommended NCAA media guidelines are a standard as to method of operation.
- G. Statistics: Statistics are provided by the Sports Information Office regarding all programs.

Section 6. Marketing and Promotions Director

- A. Reporting to the Director of Athletics, the primary duty of the Marketing and Promotions Director is to plan, develop, and implement programs to generate revenue for the athletic department through advertising, game promotions, ticket sales, and sponsorships.
- B. Marketing and Promotions duties include, but are not limited to, the following: The Executive Secretary of the Thunderbird Athletic Club (TAC), assisting in administration of the Corporate Partners Program, producing promotions materials including; schedule posters, newspaper, radio, and television ads, etc., organizing coaches luncheons, scheduling half-time performances, operating matrix scoreboard display system and computerized sound system, writing public address scripts, administering the Thunderkids youth club, training student interns to assist in the functions of the office, administering the T.E.A.M. Thunderbird program and assisting the Director or Associate/Assistant Directors with additional duties as assigned.

ARTICLE FIVE

GENERAL OPERATIONS

Section 1. Scheduling



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- A. Preparation of Schedules: It is the responsibility of the head coach of each sport working with the athletic administration to prepare a tentative schedule.
1. In constructing schedules, the objective is to provide the best competition possible within the framework of the respective budget and consistent with the objectives of each sport program and applicable NCAA and Conference regulations.
 2. The factors to be considered in constructing schedules are:
 - a. Balance between the number of home and away contests;
 - b. Proper spacing of home and away contests;
 - c. Scheduling during academic semesters or other times when students are on campus. No competitions may be scheduled during the final examination period. Campus policy precludes this.
 - d. Academic demands upon the student-athlete;
 - e. Income and expense involved in each contest, i.e., travel expenses and guarantees;
 - f. Possibility of arranging for trips involving more than one contest, resulting in a savings of time and money;
 - g. Time and space demands upon home facilities;
 - h. Dates for Conference and NCAA championship tournaments and meets.
 3. Practice times are coordinated through the athletic administration.
 4. Upon approval of tentative intercollegiate home contests, competition dates are to be posted on the Athletics web site.
- B. Deadlines for Completion of Schedules: Completed schedules must be submitted to the Athletic Director as early as possible but no later than June 1st for the subsequent academic year.



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Request for scheduling of intercollegiate competition must be submitted to the Athletic Director for approval for the succeeding year.

- C. **Schedule Changes:** All requests for schedule changes must be submitted in writing to the Athletic Director and coordinated with the Associate Director for approval. This includes changes in date, time or any terms of the schedule. The Athletic Director will notify the head coach, scheduling office, Controllers Office, Associate/Assistant Directors, Athletic Sports Information Department and others as necessary of the approved changes. If schedules are changed after budgets are approved, the budget remains unchanged.
- D. **Guarantees:** Guarantees offered to a visiting school for a single home appearance should be held to a minimum amount and must receive approval from the Athletic Director prior to a final commitment.
1. The amount of the guarantee, date and time of the contest, and reciprocal arrangements must be included when the schedule is submitted to the Athletic Director.
 2. Copies of signed contracts will be provided to the Controller's Office.
- E. **Approval of Schedules:** After proposed schedules have been found to fit within budget, by the Athletic Director, they will be considered for final institutional approval, and contracts will be signed by the Athletic Director.
1. Correspondence will be initiated between the appropriate primary athletic administrator's office and the opponent's office confirming schedule and guarantees, if any.
 2. Each coach will be notified when the schedule has received final approval.
 3. Schedules should not be announced in any manner until final approval has been received from the Athletic Director.



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4. When signed contracts are returned from opponents, they will be recorded on the master schedule and then filed with the Athletic Director.

F. Scheduling of Clinics/Sports Camps

1. The conducting of a clinic/sports camp by a coach or staff member must have prior approval by the Athletic Director.

2. A written request should be submitted by the sponsoring coach or staff member to the Associate Athletic Director. Requests should be submitted at least ninety (90) days prior to the scheduled clinic/sports camp date.

3. The following items must be defined and justified to receive Department approval for the clinic/sports camp:

- a. value the clinic/sports camp will have to the sports program;
- b. proposal for financing the clinic/sports camp and setting rates, budgets and departmental fees;
- c. anticipated income and income sources;
- d. itemization of all expenses to be incurred;
- e. facilities and equipment to be used;
- f. date clinic/sports camp is to be held;
- g. additional personnel.

Section 2. Policy for Reserving the Centrum and Multipurpose Gym

A. Any requests to reserve the Centrum or Multipurpose Gym must go through the Athletics Department.

B. The Athletics' secretary will gain approval/denial of the request. Notification of approved requests will follow.



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- C. The Centrum and Multipurpose Gym will be used for scheduled meetings, fund raising, and related functions, and are not lounges.

Section 3. Concessions

All food served on campus may only be dispensed by or under the auspices of the University Food Service. Concessions for all athletic events shall be handled exclusively by Food Services. If they cannot oblige, they will allow you to make arrangements with another caterer.

Section 4. Ticket Office

- A. Ticket Processing: The Ticket Office is responsible for ordering, receiving and issuing tickets for all events connected with the Athletic Department. The Office is also responsible for all other admission credentials for home events.
1. After consultation with the Athletic Director, the Ticket Manager submits ticket specifications to the Controllers Office for a purchase order.
 2. Season tickets and individual tickets are assigned by various priorities and are mailed out approximately two weeks before the start of the season or the individual event.
 3. At the end of the ticketing season final reports are prepared and distributed to the Controller's Office along with unused tickets. Unused tickets are disposed of.
- B. Complimentary Tickets: Complimentary tickets are authorized by the Athletic Director and assigned by the Ticket Office. These tickets must be accounted for in financial settlement statements.
1. All full-time faculty and staff members of the University may choose one of the following ticket options and upon presentation of a valid ID:
 - a. Receive two (2) free season tickets, the value of which will be added to your "taxable earnings" and which will be subject to income tax; or



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- b. Purchase up to two (2) individual event/game passes for each event at a 20% discount from the full ticket price.
2. The discretion of the President to award complimentary tickets to groups that work directly with SUU students, such as the L.D.S. Institute faculty and complimentary tickets to school district personnel, government personnel, board members and any group connected to the University that he/she deems necessary.
3. Staff employees, team members, and team managers are restricted from selling complimentary tickets or giving complimentary tickets to any individual for the purpose of selling the tickets.
4. The use of promotional tickets to help insure adequate attendance and individuals who help in the production of athletic events, such as plant crew, chain crew, as well as anyone the athletic administration deems necessary to the public relations of the University athletic department.
5. Opponent's complimentary ticket allocations are determined by contract or conference bylaw and distributed according to Conference and NCAA rules and regulations. Purchasing additional tickets beyond the opponent's allocation is not permitted on a departmental or group basis.

C. Player Tickets - Home Events:

1. In the respective sport in which the student-athlete is participating, he/she shall be eligible to receive no more than four (4) complimentary admissions per contest. These are to be administered via a pass list.
2. Each head coach is responsible for submitting to the Ticket Office a list of players eligible to receive comps at least one day in advance of the event. Last minute changes may be accepted at the discretion of the Ticket Office manager.
3. It shall be the authority of the Ticket Manager to enforce all NCAA ticketing policies as they pertain to student-athletes.



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- D. An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.
1. Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued. The institution shall be responsible for this administrative procedure, and the student-athlete's eligibility shall be affected by involvement in action to the contrary (i.e., receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for any item of value)."
 2. Issuance Procedures: The individual utilizing the complimentary admission must present identification to the person supervising the use of the pass list at the admission gate. The individual then shall be provided a ticket stub or other identification of a specified reserved seat, directed to a specific reserved-seating section or seating area, or treated as a general-admission ticket holder. Student-athletes should be sure their guests know where the pass gate is located and that they bring a valid I.D. Your guests will be asked to sign when receiving admission.
- E. Pass Lists: Pass lists must be submitted to the Ticket Office at least one day prior to each event and should include the following: varsity players; "red shirts"; coaches, other than full-time; others (i.e. head coaches, local high school teams, student groups, etc.), as authorized by the Athletic Director and within NCAA rules. All lists must be identified by category and must be typed in alphabetical order.
- F. Will Call: Will Call envelopes must be left at the Ticket Windows to assure their being at the event in time.
- G. Ticket Office Security: Security of the Ticket Office is governed by University regulations. No unauthorized person is allowed in the Ticket Office.
1. No checks will be cashed for employees by the Ticket Office nor do they have a petty cash fund for use in other than ticket business.



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2. No two-party checks will be accepted for the payment of tickets.

H. Group Ticket Sales: The Ticket Manager is responsible for the group ticket sales program. The program includes creation of a ticket application, advertising copy, and the promotional plan. The plan, layout, and copy are to be approved by the Athletic Director. All requests for group tickets are to be referred to the Ticket Office.

Section 5. Policy on Keys

All keys issued to the Stadium, Centrum, and Harris Center will be ordered through Plant Operations according to current policy. People who can authorize issuance of keys:

1. Athletic Director - All keys
2. Associate/Assistant Athletic Directors - All keys
 - A. Keys issued only with written approval of a Dean and/or department head.
 - B. Students must have written approval to be in any building after 10 p.m. on weekends, and holidays.
 - C. Students are not issued keys to athletics buildings except by the written authorization of the Athletic Director.
 - D. Public Safety and the Custodial Staff are charged with locking buildings; however, faculty and staff are encouraged to lock up whenever possible.
 - E. Misuse of any key by faculty, staff, or students will result in immediate action within University disciplinary procedures.
 - F. All areas of a building must be keyed to the university master system, however, on the written request of the Athletic Director, special consideration can be made. Security and safety regulations will prevail over individual wants.
 - G. Departing faculty and staff must return all keys or the last check will be held until compliance.



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- H. It is a violation of Utah State law to have lock work done or to have University keys duplicated except by University personnel.

Section 6. Fire Prevention Policies

- A. Smoking: Smoke only in designated areas. Extinguish cigarettes and matches before discarding. Do not smoke around flammables.
- B. Electrical: Do not overload circuits. Keep wiring in good condition. Avoid the use of extension cords.
- C. Rubbish: Clear it out of all areas daily.
- D. Corridors, Stairways, and Exits: Keep clear. Do not store anything in corridors or stairways. See that exit signs are maintained.

Section 7. Building Security Policy

The following listing of buildings will be secured and locked by Campus Public Safety at the listed times, and all Faculty, Staff, and Students will be removed at the listed times. (Exceptions are: Scheduled functions, signed authorizations from the Athletic Director and requests for specific exemptions and academic schedules.)

- 10:00 p.m. Centrum
- Stadium and Restroom Facility
- Harris Center
- Stadium Gates
- 11:00 p.m. Multipurpose Center

If no scheduled events are listed, some buildings will be locked at 6:00 p.m. and then secured at the listed time.

All buildings will remain secured on Saturdays, Sundays and holidays unless proper scheduling is completed. Anyone entering a building is totally responsible for re-securing the building when leaving. Faculty or staff remaining in a building after it has been locked and secured is totally responsible for the security



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of the building. Program security is the responsibility of the individual having the function once the building has been unlocked.

ARTICLE SIX

COACHES

Section 1. Responsibilities and Expectations

- A. The selection and employment of coaches are functions of the University and Athletic Administration.
- B. To optimize University resources, some coaches may be hired with teaching as a secondary responsibility. However, unless previously exempted or "grandfathered" in writing, staff personnel policies of the University govern the hiring and management of personnel in the athletic department.
- C. Coaches are expected to uphold the objectives and policies of the Athletic Department and to comply with the procedures outlined in this manual. Recognizing changes and modification to policy and procedure are appropriate from time to time, the Athletic Director is responsible for effecting changes in this manual, as needed, and for communicating the changes to the staff of the department.
- D. Coaches are further expected to comply with the provisions of contracts which have been properly executed.
- E. In coordination with and the approval of the Athletic Director, head coaches may select assistant coaches, as authorized.

Section 2. Team Rules and Regulations

- A. Pursuant to approval by the Director of Athletics, each head coach will establish and publish rules and regulations regarding the general conduct of student-athletes under his or her own direction. These rules and regulations include appearance, practice, classroom attendance, academic responsibility, punctuality, dress code, personal appearance of student-athletes on team trips, and general standards of behavior. It is a policy of



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the Athletic Department that each coach make clear to the student-athletes, under his or her direction, the acceptable standards of behavior and conduct that are expected of student-athletes. Appropriate disciplinary action will be enforced by the coaches when these standards are not observed.

- B. It is incumbent upon the coach that student-athletes understand their responsibilities as amateur athletes in that financial aid has strict limitations as prescribed by the institution and the NCAA. The student also must realize that as an athlete representing an intercollegiate sport, he or she will be subjected to closer scrutiny than the non-athlete. The student-athlete is representative of his or her sport in the classroom and on the campus and thus must conduct himself or herself in a manner that will reflect credit on athletes in general, and on his or her teammates and the University in particular.
- C. The head coach must inform the student-athletes under his/her tutelage concerning SUU, conference, and association rules and regulations prior to or on the first day of practice. Summaries of these rules must be furnished in writing to student-athletes in order to obviate any misunderstandings.
- D. Coaches must advise their teams that the University prohibits any association with gambling and/or gambling interests by student-athletes or by any personnel of the Athletic Department or Officials of the University. Students (athletes or non-athletes) are directed to report to the head coaches of their respective sports any solicitation to become a party to sport bribery. Failure to report such incidents will be regarded as a serious offense and will be cause for appropriate disciplinary action.

Section 3. Outside Employment

- A. Speaking Engagements to Outside Groups such as High Schools, Banquets and Clinics: Recognizing that many university coaches have opportunities to accept speaking engagements, a coach may receive an honorarium for such speaking engagements. The honorarium or fee he or she receives is considered personal income and is accountable by the coach for tax purposes. If travel expenses are paid by the sponsoring organization, per diem or travel expenses may not be claimed from the University.



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- B. Radio and Television Shows: Coaches may be invited to make personal appearances on radio or television. Care should be taken that the sponsors of these shows represent products which are in good taste. Coaches shall not make appearances on shows sponsored by products that might result in unfavorable connections or publicity for intercollegiate athletics in general or for the particular team sport that the coach represents. All personal contracts or fee arrangements for television and radio appearances must be reported to and have prior approval by the Director and Assistant Director of Athletics.
- C. Endorsements: It is recognized that a coach may be paid to endorse certain products. Good taste must be of paramount concern in the type of products endorsed by the coach. Product endorsements require prior approval by the Director and Assistant Director of Athletics. The institution's name or logo shall not be used, directly or by implication, in the endorsement of commercial products or services without prior written approval from the institution's chief executive officer. Products received through endorsements accrue to the Athletic Department unless exempted in writing by the Athletic Director.
- D. Supplemental Employment: Coaches may obtain approval to accept additional University responsibility from time to time, provided such employment does not interfere with contractual responsibilities. The amount of compensation for the academic year is limited on a formula basis, according to University policy. Sports camps also provide opportunities for supplemental income. Appendix H details the approved sports camps policy of the University.

ARTICLE SEVEN

STUDENT-ATHLETES

Section 1. General Requirements for Student-athletes

- A. University standards and policy for admission to, and retention in, student status shall apply equally to all persons, whether athletes or non-athletes.



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- B. Student-athletes should be knowledgeable of the academic regulations of the University, of their respective colleges, and of the departments from which they take courses.
- C. As for all students, student-athletes are expected to attend the classes in which they are enrolled, turn in all class assignments, and take all course examinations. Institutional excuses for participation in athletic events are to be reported by the student to the instructor prior to the event. It is the responsibility of the student to take the initiative in arranging with the instructor to make up work missed. Rules and procedures regarding making up exams will apply to student-athletes in the same manner as they apply to all students.
- D. The academic standings of all student-athletes at SUU are reviewed by the Registrar and the appropriate Faculty Representative at the end of each semester and each summer session. All student-athletes who are academically deficient as defined by the standards of their respective colleges will be placed on probation or suspended in accordance with the applicable regulations as stated in the Southern Utah University catalog. Prior to probation or suspension, the student-athlete will be given an opportunity for a hearing with the University Academic Standards Committee. (The opportunity for a hearing is prescribed by NCAA Bylaws.)
- E. If a student-athlete is academically deficient and needs interim and summer sessions to maintain athletic eligibility, except under unusual circumstances, he or she will be required to do the work on the SUU campus. Exceptions must be approved by the appropriate Faculty Athletic Representative, whose decision shall be subject to grievance under the Student Grievance Policy.
- F. To be eligible for intercollegiate athletic competition, student-athletes must comply with the credit hour and cumulative grade point requirements of SUU, the Conference, and the NCAA. Also, student-athletes who are beginning their third year of school, must be enrolled in a minimum of two courses (6 credits) which fill requirements in their major and/or minor. In addition, after their second year of university work or at the start of the junior year, student-athletes must be enrolled in a four-year program of study and must be making satisfactory progress leading to a degree. Academic advisement will be predicated upon completion of a



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baccalaureate degree within a five-year period. Satisfactory progress means that student-athletes, both men and women, are satisfactorily completing such courses as would be required of a student pursuing a BS or BA degree program to be completed in a total of fifteen semesters.

Section 2. Practice/Playing Season Limitations (NCAA bylaw 17.02)

- A. In order to assure that student-athletes are not required to devote an unreasonable amount of time to their sports, NCAA regulations limit the amount of time an athlete can be required to participate in athletically related activities during the playing season and during the off-season. Further, each sport has a designated number of days or weeks which may comprise a playing season.
- B. In general, during a playing season, a student-athlete may not be required to participate in "countable athletically related activities" more than 20 hours a week, 4 hours a day and must have at least one day off each week. During the off-season, a student-athlete may not be required to participate more than 8 hours a week. Some examples of countable athletically related activities:
1. Practice;
 2. Competition;
 3. Required weight training and conditioning activities held at the direction of or supervised by an institutional staff member;
 4. Participation in a physical-fitness class conducted by a member of the athletics staff;
 5. Film or videotape reviews of athletics practices or contests required, supervised or monitored by institutional staff members;
 6. Required participation in a camps, clinics or workshops;
 7. Meetings initiated by coaches or other institutional staff members on athletically related matters;

Some examples of noncountable athletically related activities:

1. Training-table or competition related meals;



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2. Physical rehabilitation
3. Dressing, showering, or taping;
4. Athletics department academic study hall or tutoring sessions;
5. Meetings with coaches on nonathletic matters;
6. Travel to and from practice and competition;
7. Fund-raising activities.

For a more complete explanation of practice/playing limitations, see your coach or the Associate Athletic Director.

Section 3. Enforcement of Academic Policy for Student-athletes

- A. The Faculty Athletic Representative must certify that each student participating in an intercollegiate athletic event is eligible to participate under the rules of this manual and other regulations of SUU, the Conference, and the NCAA. The Faculty Athletic Representative will provide the Director of Athletics with a report on the academic eligibility of all student-athletes.
- B. Information concerning the eligibility of any student to participate in athletics shall be communicated immediately by the person having the information to the head coaches and the Director and Assistant Director of Athletics and other officials needing the specific data. It is the responsibility of the Academic Advisor to ensure that efficient reporting procedures regarding absences, academic standing in courses during the semester, changes in course load, or in courses being taken and similar academic progress concerns, be initiated and maintained for all student-athletes and further that appropriate corrective measures be taken as applicable. Faculty members may be contacted by the Academic Advisor in order to obtain information as to the academic performance and class attendance of athletes.
- C. Dates of travel, destination, and purpose, together with names of traveling squads, must be provided by the coaches to either the Director or Associate Director of Athletics. It is the responsibility of the individual



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student-athlete to make arrangements with the instructors to make up any work missed during the absence.

Section 4. Recruitment of Prospective Student-athletes

- A. **Adherence to Rules and Regulations:** Each coach at Southern Utah University is expected to recruit student-athletes within the limitations of budget and financial support. It is required that coaches have a thorough knowledge of NCAA rules and regulations and that they conform to the rules that apply to each sport. The Director of Athletics with the assistance of the Assistant Director will be responsible for all funds and expenditures incurred in the recruitment of prospective student-athletes.
- B. **Visitation and Personal Conduct:** Documented records of campus visitations by recruits will be kept and will be filed with the Assistant Director of Athletics, as is appropriate to the sport.
- C. **Review of NCAA Rules & Regulations with Prospective Student-athletes:** An NCAA publication, *A Guide for the University-Bound Student-athlete* is an excellent source of information for coaches in briefing a prospective student-athlete. The coach is directed to review the rules with the prospective student-athlete.
- D. **Review of Academic Records:** Each coach will review carefully the academic record of any prospective student-athlete before making a recommendation for financial aid. Transcripts must be submitted directly by the high school and/or collegiate institution to the Registrar for all athletes recommended for financial aid.
- E. **Recruitment Priorities:** Each coach should give first priority to prospective student-athletes from the State of Utah. The recruiting emphasis shall always be directed to student-athletes from within the state.
- F. **Junior or Community College Transfers:** Coaches may be required to demonstrate that there is a proper balance between student-athletes who are high school graduates and those who are junior or community college transfers. Extra care shall be taken in examining the academic backgrounds of junior or community college transfers to determine their eligibility at SUU.



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Section 5. Financial Aid to Student-athletes

- A. All financial assistance related to athletics will be made available from institutional funds by standard methods and procedures. Grants-in-aid are awarded to student-athletes by the Director of Financial Aids upon recommendations by individual coaches and/or their designee from the Athletics Department. The chart in Appendix H describes the procedure for awarding financial aid.
- B. To be eligible to receive, and to retain, an athletic grant-in-aid, each student-athlete must meet, and thereafter comply with, all applicable regulations of SUU and NCAA.
- C. Written notification of awards will be made to student-athletes by the Director of Financial Aids. The communication must be explicit as to the amount of aid, the specifications of payments or remuneration, the duration of awards, and the specific requirements under which awards are made. Financial obligations of the student-athlete to the University must be satisfied before subsequent awards will be made.
- D. Athletic grants-in-aid may not be awarded for a period in excess of one academic year. Grants-in-aid may be renewed for subsequent years. If not renewed, notices of intent not to renew support, or to reduce support, will be sent by the Financial Aid Office to affected student-athletes by Certified Mail not later than June 30th of each year. Cancellation or reduction of financial assistance may be appealed by the student to the Athletic Council.
- E. All athletes will be asked each year to complete the application for Federal, Title IV Financial Aid. Students who are eligible for federal grants may receive side grants in addition to, or in place of, institutional funds within eligibility limits established by the U. S. Department of Education, the NCAA, and the University. Any excess institutional funds will be deposited to the Athletic Department Scholarship Fund.
- F. Athletic financial aid beyond years of athletic eligibility and the traditional academic year is prohibited.

Section 6. Admission for Student-athletes



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- A. Letter of Intent Deadlines: Refer to appropriate National Letter of Intent form.
- B. Regulations and procedures for student-athletes:
1. By signing a Letter of Intent, the student-athlete understands that if he/she enrolls in another institution, he/she may not represent that institution in intercollegiate athletic competition until in residence at that institution for two calendar years, and in no case will he/she be eligible for more than two seasons of intercollegiate competition in any sport. However, these restrictions will not apply if he/she:
 - a. has not, by the opening day of its classes for the term, met the institution's requirements for admission, its academic requirements for financial aid to athletes, and the NCAA 2,000 requirement for financial aid, or the NCAA junior college transfer rule (The student must meet both of the first two requirements and one of the last two.); or
 - b. attends the specified institution for at least one academic year; or
 - c. graduates from junior college after having signed a National Letter of Intent while in high school or during his/her first year in junior college; or
 - d. has not attended any institution (or attended an institution, including a junior college, which does not participate in the National Letter of Intent Program) for at least one academic year after signing a Letter of Intent, provided his/her request for athletic financial aid for a subsequent fall term is not approved by the institution with which he/she signed. In order to receive this waiver, he/she must file with the appropriate conference commissioner a statement from the Director of Athletics at the institution with which he/she signed certifying that such financial aid will not be available to him/her for the requested fall term; or



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- e. serves on active duty with the armed forces of the United States or on an official church mission for at least eighteen (18) months;
 - f. is a participant in a sport which is discontinued by the institution with which he/she signed a Letter of Intent; or
 - g. Rules Violation: if the institution (or a representative of its athletic interests) violated NCAA or Conference rules while recruiting him/her.
2. The student-athlete must receive in writing an award or commendation for athletic financial aid from the institution at the time of signing his/her Letter of Intent. The offer or recommendation shall list the terms and conditions of the award, including the amount and duration of the financial aid. If such recommended financial aid is not approved in 21 days, the Letter shall be invalid.
 3. Only one valid National Letter of Intent may be signed. However, if this Letter is rendered null and void under item 1-a, the student-athlete remains free to enroll in any institution of his/her choice where he/she is admissible and will be permitted to sign another Letter in a subsequent signing year.
 4. The student-athlete understands that he/she has signed the Letter of Intent with the institution and not for a particular sport.
 5. The student-athlete understands that all participating conferences and institutions are obligated to respect his/her signing and shall cease to recruit him/her. He/She will notify any recruiter who contacts him/her of his/her signing.
 6. If his/her parent or legal guardian and he/she fail to sign the Letter of Intent within fourteen (14) days after it has been issued to him/her, it will be invalid. In that event, the Letter may be reissued. (Note: Exception is the designated signing period for basketball.)
 7. The signature of the student-athlete on the Letter of Intent nullifies any agreements, oral or otherwise, which would release him/her from the conditions stated on the Letter.



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8. The Letter of Intent must be signed and dated by the Director of Athletics or his/her authorized representative before submission to the student-athlete and his/her parent or legal guardian for their signatures. The Letter may be mailed prior to the initial signing date.
 9. The Letter of Intent must be filed with the appropriate conference by the institution with which the student-athlete signs within 21 days after the date of final signature or it will be invalid. In that event, the Letter of Intent may be reissued.
 10. If the student-athlete has knowledge that he/she or his/her parent/legal guardian has falsified any part of the Letter of Intent, he/she understands that he/she will forfeit the first two years of his/her eligibility at the participating institution in which he/she enrolls as outlined in item 1.
 11. A release procedure shall be provided in the event the student-athlete and the institution mutually agree to release each other from any obligations of the Letter of Intent. A student-athlete receiving a formal release shall not be eligible for competition at the second institution during the first academic year of residence and shall be charged with one season of competition. The form must be signed by the student-athlete, his/her parent or legal guardian and the Director of Athletics at the institution with which he/she signed. A copy of the release must be filed with the conference which processes the Letter of the signing institution.
 12. The Letter of Intent applies only to students who will be entering a four year institution for the first time as a full time student.
- C. Regulations and procedures for coaches and related personnel: Contact in person with the prospect's relatives or legal guardian off campus for the purpose of recruitment by institutional staff members and/or representatives of athletic interests is subject to the following limitations:
1. Three such contacts (at sites other than the prospect's educational institution) per prospective student-athlete prior to and on the occasion on which the prospect signs the National Letter of Intent, which shall include contacts with the prospect's relatives or legal guardian, shall be permitted by each member institution.



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- a. Three additional in-person, off-campus contacts per prospect shall be permitted by each member institution on the grounds of the prospects' educational institution and with written approval of that institution's executive officer or the executive's representative.
- b. Subsequent to the occasion of the National Letter of Intent signing, there shall be no limit on such contacts with the prospect, the prospect's relatives or legal guardian by the institution with which the prospect has signed; further, subsequent to the National Letter of Intent signing date, there shall be no limit by such contacts by a national service academy to which the prospect has applied for admission.
- c. No member institution may participate in an institutional or a conference athletic Letter of Intent program which involves a signing date in the sport of football or basketball that precedes the initial signing date for that sport in the National Letter of Intent program.

D. General Admissions Process

1. Coaches must contact the School Relations Office for admissions applications and other related materials for each prospective student-athlete. Completed admissions packets including transcripts are to be sent to the Admissions Office.
2. Coaches are responsible for forwarding applications to the prospective student-athlete. Completed admissions packets including transcripts are to be sent to the Admissions Office.
3. Clearing House: Incoming freshmen must be certified through the NCAA Initial Eligibility Clearing House. Also those students transferring from a two-year institution would have to have their initial-eligibility status certified as a qualifier if they were not certified by the clearing house following high-school graduation.
4. Transcripts of the student-athlete's academic record will be forwarded by the Registrar to the Admissions Office after the coach has made a decision to recommend an athlete for financial aid.



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5. The coach or institution cannot, under NCAA rules, pay admission processing fee or other deposits.

Section 7. Processing Grants-in-Aid

- A. Initial recommendations: All coaches will provide the Director and the Assistant Director of Athletics with the names of the prospective students they wish to recommend for grants-in-aid. The preparation and processing of each grant-in-aid will be completed by the office of the Director of Athletics. Each coach is responsible for determining the number of initial grants-in-aid available to him or her each year and/or semester and for staying within these allocations. The office of the Director of Athletics will monitor the processing of initial recommendations to ensure that coaches not exceed their grant-in-aid allocations. All processing of grants and subsequent national letters of intent will follow the established NCAA regulations.
- B. Grants-in-Aid Renewals: Unless notified in writing by the appropriate coach that a grant-in-aid should not be renewed or that a change in aid should be made, grants-in-aid will normally be renewed each year for all eligible students in accordance with SUU and NCAA criteria. The Assistant Director of Athletics will notify each coach in writing of renewal dates so that proper notification of aid changes by the coaches can be submitted to the appropriate person above.
- C. All NCAA and official interpretations governing financial aid to athletes may be found in the NCAA Manual.

Section 8. Housing of Student-athletes

If a student-athlete receives financial aid for housing and desires on-campus housing, the student must follow the established University procedures and policies for application and room assignment, and remit the appropriate deposits. Questions and concerns by coaches regarding housing may be directed to the Director of Resident Living through the Assistant Director of Athletics, depending upon the sport.

Section 9. Policy for "Walk-on" Student-athletes



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- A. In any sport there are generally students who have not been awarded financial aid, who wish to join athletic teams. These student-athletes are nonrecruited students or "walk-ons."
- B. The head coach of each team sport must establish a written policy, approved by the Director and Assistant Director of Athletics, concerning walk-on student-athletes. These policies will be published and will cover physical examinations, completion of historical forms, and general standards of athletic performance expected in order for the walk-on student-athlete to become a regular member of the squad. In addition, the walk-on student-athlete must be informed about NCAA requirements as far as outside employment is concerned. A walk-on student-athlete is limited to earning what is classed as "commonly accepted educational expenses," which are the costs of tuition, fees, and room and board.

ARTICLE EIGHT

ANNUAL REVIEW OF NCAA RULES BY COACHES, ATHLETIC STAFF, AND
STUDENT-ATHLETES

Section 1. NCAA Regulation on Certification

- A. As is required by NCAA rules and regulations, the President of the University, as its chief executive officer, must annually submit a certification to the NCAA, signed by each athletic department staff member (except for clerical personnel), attesting that any known violations of NCAA legislation involving the institution have been reported.
- B. The President must further certify that:
 - 1. the President or his/her designee has reviewed with all athletic department staff members the rules and regulations of the NCAA as they apply to the administration and conduct of intercollegiate athletics;



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2. at the time of such certification, no current member of the coaching staff has been temporarily or permanently suspended from his/her duties;
3. the policies, procedures, and practices of the institution, its staff members, and representatives of athletic interests (which at SUU includes members of the Thunderbird Athletic Club) are presently in compliance with the NCAA legislation insofar as can be determined;
4. it is the intention of the institution to maintain such compliance.

Section 2. Review of Rules

Pursuant to these regulations, the President has directed that at least once a year the Director of Athletics and/or Assistant Director of Athletics will conduct a review of the applicable NCAA and conference rules and regulations with every coach and athletic staff member at the University. The coaches in turn will review these rules and regulations with student-athletes. A schedule, including assignments for review, will be published in advance and each coach and staff member will attend the meeting.

Section 3. Enrolled Student-athletes

The NCAA also requires that each student-athlete review the applicable NCAA rules and regulations that apply to student-athletes and sign a form certifying that he or she has not violated any of these rules and regulations. This review will be conducted by the head coach or Director of Athletics prior to participation by student-athletes in intercollegiate athletics during the current academic year. Failure of the student-athlete to complete and sign the statement annually will result in the ineligibility of a student-athlete to participate in intercollegiate competition.

Section 4. Exit Interviews

Southern Utah University's Department of Athletics is constantly striving to be the best that it can be and to provide a quality experience for student-athletes. In an effort to improve our programs, the athletic administration conducts exit interviews with many athletes when they leave the athletic program. The administration is sincerely interested in the experience of the SUU athlete and



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encourages an open and honest participation in this program. These interviews are one method by which the Department strives to continuously improve our programs. In addition, student-athletes are always welcome and encouraged to meet personally with any member of the Athletic Administration.

Section 5. Sanctions for Violations of Rules

Any coach, athletic staff member, or University official who willfully and knowingly violates University, conference, or NCAA rules will be subject to immediate disciplinary action, including possible suspension or termination in accordance with University policies governing such action.

ARTICLE NINE
COMPLIANCE PROGRAM

Southern Utah University maintains an active compliance and enforcement program, with its primary goal as the continued conduct of a successful intercollegiate athletics program in observance of Conference and NCAA rules and regulations.

Section 1. Facets and Participants of Compliance Program

The Institution shall establish and conduct an educational program designed to improve the level of understanding of NCAA and Conference rules and regulations by Athletic Department personnel and student-athletes. This shall be accomplished by:

- A. Director of Athletics;
- B. Assistant Director of Athletics;
- C. Faculty Athletics Representative;
- D. Academic Advisor for Intercollegiate Athletics;

Section 2. Responsibilities

- A. Director of Athletics:



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1. Be responsible for the compliance program of the institution.
2. Under the direction of the Director of Athletics, the Assistant Director of Athletics shall serve as the Compliance Coordinator for the institution.
3. Serve as liaison to NCAA Legislative Services, Compliance, and Enforcement.
4. Assists with implementation of NCAA Athletics Certification program.
5. Shall request interpretations of NCAA rules.

B. Assistant Director of Athletics shall:

1. Provide annual revision and distribution of the *Manual of Policies and Procedures for Intercollegiate Athletics* to athletic Department personnel.
2. Distribute compliance rules interpretations, national legislative interpretations, announcements, information, etc.
3. Administration of National Letter of Intent program.
4. Administration of hardship waiver requests as submitted by the FAR.
5. Review of legislation passed by the NCAA membership.
6. Administers all eligibility forms.
7. Serve as primary contact with NCAA Initial Eligibility Clearinghouse.
8. Administers NCAA Coaches Certification program.
9. Maintains and develops a compliance education program.
10. Assists with implementation of NCAA Athletics Certification program.



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11. Serves as liaison to NCAA Legislative Services, Compliance and Enforcement.
 12. Serves as liaison to FAR on athletics matters.
 13. Shall request interpretations of NCAA rules and shall serve as interpreter of rules and regulations prescribed in the Manual of Policies and Procedures for Intercollegiate Athletics, thus creating a common clearinghouse for such information.
 14. Distribute the Legislative Assistance column from the NCAA News to Athletic Department personnel on a regular basis.
- C. Faculty Athletics Representative;
1. Certify eligibility of all student-athletes.
 2. Administration of annual coaches certification examinations.
 3. Administration of satisfactory-progress certification.
 4. Submission of hardship waiver requests.
 5. Administration of medical absence waiver requests.
 6. Administers all eligibility forms.
 7. Administers NCAA Coaches Certification program.
 8. Serves as liaison to NCAA Legislative Services, Compliance and Enforcement.
 9. Shall request interpretations of NCAA rules.
- D. Academic Advisor for Intercollegiate Athletics;
1. Assists in providing an annual revision and distribution of the Manual of Policies and Procedures for Intercollegiate Athletics to Athletic Department personnel.



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2. Assists FAR and Assistant Director of Athletics in administration of satisfactory-progress certification.

Section 3. Violations Procedures

- A. If the Director of Athletics determines that a violation has been committed, he/she shall notify Assistant Director of Athletics and the Faculty Athletics Representative to request their cooperation in an investigation.
- B. Athletics administration shall notify any Athletics Department personnel and/or student-athlete at the institution who may be affected by any penalties which may be imposed if a violation is found to have occurred.
 1. Notification and resolution of violations will be handled expeditiously at the discretion of the Director of Athletics.
 2. Athletics Department personnel or student-athlete will be notified of the following:
 - a. Specific institutional, departmental, team, conference, or NCAA regulations alleged to have been violated.
 - b. Summary of the evidence and information concerning the violation.
 - c. Institutional hearing procedures.
 - d. Time and place of meeting with Director of Athletics, Assistant Director of Athletics, and Faculty Athletics Representative.

Section 4. Disciplinary Procedures

- A. With regard to the coach/athlete relationship in general, it is our judgment that this is a relationship that is, and should be, vested with decisive authority and with the latitude to properly discipline athletes.
 1. Our intention is for differences between coaches and athletes be resolved at the coach/athlete level through a conference.



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2. If the difference cannot be resolved in this manner, a third party will be called in to mediate. The third party may be the athlete's and/or coach's choice.
 3. In the event the issue cannot be resolved through mediation, it will be brought to the attention of the Athletic Administration.
 4. If the difference still exists at this level, it will be taken to the appropriate agency in the Office of Student Services for University action.
- B. Students who violate expected standards of conduct will be subject to disciplinary action.
1. Incidents occurring on the campus, or of primary concern to the University, will usually be handled by appropriate University agencies.
 2. Incidents occurring away from the campus will usually be under the jurisdiction of local authorities. Students should be aware, however, that the campus is not a sanctuary and that all local law enforcement officials have authority to intervene when circumstances warrant. Moreover, University officials can call on outside peace officers for assistance when, in their judgment, such assistance is needed.
- C. Disciplinary regulations for intercollegiate athletes are set forth in writing to give student-athletes general notice of prohibited conduct. Misconduct includes, but is not limited to those specific actions listed in this Code. The regulations should be read broadly and are not designed to define conduct in exhaustive terms.
- D. Student Rights in Disciplinary Actions:
1. In all hearings before University Disciplinary agencies, the principles of fair play and due process are followed. All persons present at the hearings shall treat the matters discussed therein with confidence. Each student accused of misbehavior is guaranteed certain rights and must be informed of those rights. Among those rights are the following:



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- a. The right to be informed in writing of the nature of any complaint brought against him/her.
- b. The right to a hearing before the appropriate judicial body, to be held no earlier than three days nor later than two weeks after the student is notified of the charges against him/her. (The same procedure must be followed on appeals.)
- c. The right to present witnesses and evidence in his/her behalf.
- d. The right to hear and examine all evidence presented against him/her and ask questions of witnesses either directly or through the chairperson of the hearing committee.
- e. The right to be accompanied at the hearing by any person of his/her choosing, whether a fellow student, a counselor, or member of his/her family. An accused student also has, at his/her expense, the right to the assistance of an attorney. This assistance may include preparation for the hearing and attendance at the hearing. However, an attorney attending a hearing should only advise the student. The nature of the proceedings is such that the student should plan to speak for him/herself and not by or through an attorney.
- f. The right to appeal any decision to the appropriate campus judicial body. Appeals must be filed within seven days following notification of decision.
2. In all hearings, it is assumed that a student charged with violation of University regulations is innocent of charges until proven guilty.¹
- E. Disciplinary Penalties and Sanctions: In order to carry out its essential mission, the University has the authority to penalize or to impose sanctions against students guilty of violating University regulations. Possible punishments that can be levied by the various disciplinary agencies include the following:



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1. Admonition or warning or reprimand.
 2. Loss of privileges, for example:
 - a. Removal from University housing
 - b. Discontinuation of scholarship, loan, or other financial aid
 - c. Denial of participation in University activities such as athletics, drama, forensics, etc.
 3. Disciplinary probation, with or without loss of designated privileges for a stated period of time.
 4. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite or indefinite period of time.
 5. Expulsion: Termination of student status for an indefinite period of time.
 6. Other sanctions as determined by the appropriate disciplinary agency, including the requirement that the student complete a special project, which may be, but is not limited to, writing an essay, attending a special class or lecture, or visiting with a counselor.
 7. Restitution for stolen or damaged property may be required in addition to any of the sanctions listed above. The University may withhold awarding of degrees or awards, and/or issuing transcripts of credit unless satisfactory arrangements are made regarding payment of fines or assessments or the clearing of other financial obligations to the University.
- F. Should members of the department of athletics feel that a penalty imposed by the University Disciplinary Agency was not strong enough, the Director of Athletics may impose additional sanctions.



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All release of information will be handled through the Sports Information Department based on Institutional, Conference, and NCAA guidelines.

ARTICLE TEN

BUDGET AND FINANCIAL PROCEDURES AND POLICY

Section 1. Responsibility and Control

Final budget and fiscal control and responsibility are vested in the President as approved by the Institutional Council. The Director of Athletics, with the assistance of the Associate Director of Athletics, is responsible for formulating overall budget requests for submission to the Vice President for Administrative & Financial Services. Such requests will specifically designate those funds allocated to revenue and non-revenue producing sports. Upon final approval of the budget each coach or program will be given a copy of their finalized budget.

Section 2. Budget

- A. The budget of the Athletic Department not only is designed to determine the expenditure level for each area of operation, but is also the basis for management control of operations and performance.
- B. All expenditures must be made in accordance with the policies of the Athletic Department and the University. It is the responsibility of all personnel in the Athletic Department spending University funds to be informed regarding all applicable rules and regulations to assure that expenditures conform with State laws as well as University and Athletic Department policies.
- C. As requested by the Director of Athletics and/or the Associate Director of Athletics, the coaches and staff members who are delegated budget responsibility will prepare a preliminary annual budget request for funds necessary to conduct their respective programs. It is University fiscal policy that all coaches and staff members must operate their respective programs within the allocated funds budgeted for the program.
- D. Adherence to predetermined budgetary limits is mandatory, and it is the responsibility of the Director of Athletics and the Associate Director of



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Athletics to ensure efficient fiscal management of the Athletic Department.

- E. Coaches and staff members who are delegated budget responsibility will receive a monthly budget statement from the University Controllers office. Although there are certain budget items over which coaches have limited control (such as scholarship and games expenses), in those areas which coaches do exercise control, it is necessary that they plan ahead, determining priorities of their most urgent needs.
- F. When budgets are near depletion in a particular sport or in the total intercollegiate athletic program, funds may be restricted in an effort to prevent total depletion prior to the end of the fiscal year (June 30).
- G. The Athletic Department uses an encumbrance system of accounting which considers commitments to purchase, entertainment, and travel advances as reductions in the budget balance available.
- H. When budgets are exhausted, purchase orders will not be written; advances for travel and recruiting will be stopped; and expenses incurred without authorization are the responsibility of the individual incurring the expense. A function of the Associate Athletic Director is to assist with budget planning and control. Any areas of concern should be discussed with the Associate Athletic Director.

Section 3. Internal Audit

The Athletic Department will be subject to an annual compliance audit to be performed by the Controller's Office. Compliance with all rules and regulations governing finances and the actions of the Athletic Department will be reviewed and a report submitted to the President and NCAA.

Section 4. Purchasing

All purchase orders must be placed by Purchasing. No coach or staff member is to place an order verbally or by letter with any supplier. The Athletic Department, in such cases, is not financially responsible for payment. Persons placing unauthorized purchase orders are personally held accountable for the associated expense. All athletic equipment orders must be submitted to the Associate Athletic Director.



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Section 5. Mail

Mail is picked up and delivered daily. A mail drop for the department is in the Harris Center athletics office. Off-campus mail must be labeled by account number. There are three rates of mailing: First Class (mail that is not designated goes out First Class); Third Class (mail that weighs over four ounces - there is a saving for each additional ounce); Bulk Rate (mail must be over 200 pieces and the same weight for each envelope). In order to utilize the Bulk Rate method, one must follow specific procedures. For attendant procedures, check with Mail Services, ext. 7998.

Section 6. Office Supplies

Office supplies are kept in the athletic office in the Harris Center. Allotments are made for each sport. If one needs supplies or needs to place an order, the athletic secretary will be responsible.

Section 7. Policies and Procedures for Team and Individual Travel, Courtesy Cars

Policies for certain fiscally related activities will be subject to annual recommendations by the Director of Athletics and must be reviewed and approved by the President. These Policies are included in the Appendices as follows:

- A. Team and Individual travel -- Appendix B
- B. Courtesy Cars -- Appendix C
- C. Equipment -- Appendix D

ARTICLE ELEVEN

MEDICAL POLICY

Section 1. General Policy

- A. Each year the medical insurance program will be reviewed by the Athletic Director, and, in consultation with the trainer, renewal or modifications



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will be made. At least every three years, insurance will be bid through University purchasing procedures.

- B. All medical and prescribed medicine charges will be approved for payment by the Team Physician and Head Trainer in accordance with NCAA regulations and the terms of the Department's insurance policy. This allows for medical care for athletic-related injuries athletes received during the competitive season only. (Competitive season is defined as the period of time declared by the head coach of official pre-/off-season conditioning and intercollegiate competition.)

Section 2. Insurance

- A. Athletes are covered under the Athletic Department's sponsored secondary accidental medical program which provides benefits in the event of an accidental injury during an intercollegiate, organized sports activity. It does not cover injuries occurring during unsupervised activities.
1. The intercollegiate insurance coverage is considered SECONDARY. A claim cannot be submitted to our insurance carrier until all other valid and collectible group medical policies, such as parental coverage through a parent's place of employment under which the athlete is covered as an eligible dependent, has been utilized.
 2. The "Insurance Information Form" must be completed, signed and returned to the Athletic Department. Athletes will not be eligible to participate in the Southern Utah University intercollegiate sports and insurance programs until this form has been completed, signed and returned to the Athletic Trainers.
 3. The following information is what a student-athlete will take to the provider of any medical service should the need arise and must also be placed on file with the Athletic Trainers:
 - a. information regarding father/guardian and mother/guardian including telephone numbers;



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- b. information regarding name of insurance company, address, telephone number, group policy number, group certificate number, employer and address of employer.
 - c. policy restrictions;
 - d. whether you are covered under a Health Maintenance Organization (HMO) or a Preferred Provider Organization (PPO).
- B. If a student-athlete has medical insurance, the student-athlete will be required to put it into effect then, if necessary, apply against our insurance coverage.
- C. All insurance claims are coordinated through the Department's Head Athletic Trainer and the Associate Athletic Director.
- D. Insurance coverage provided by Southern Utah University for twelve (12) months from the date of injury only.

Section 3. Medical

- A. The Director of Athletics, in coordination with the Head Athletic Trainer, will select the team physician and/or the orthopedic medicine specialist to monitor and treat injuries sustained by SUU student-athletes, and will approve all physicians included in a referral list.
- B. The team physician is in charge of the medical program of the Athletic Department. The team physician is assisted by the University trainer.
- C. When an athlete is injured he/she shall immediately notify a trainer (see Appendix I: Guidelines for Athletic Training Program). In the event he or she is unable to leave the field, a trainer or the team physician will come to his or her aid. If the team physician is not available immediately and the trainer feels that the athlete should be evaluated by the team physician, he or she shall call the physician immediately. If the team physician is not available, the trainer shall call the appropriate consultant. If the team physician or appropriate consultant is unavailable, the trainer will contact the appropriate agency and transport the athlete to the Emergency Room of the Valley View Medical Center.



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- D. The team physician may delegate another doctor or doctors to assist or act in his or her place. However, the team physician must be informed on any serious injuries and has final authority in regard to treatment.
- E. If the University is to assume financial responsibility for student-athletes in need of other medical consultation regarding athletic injury, the student-athlete may use other medical consultation ONLY upon the referral of the team physician, or trainer.
- F. Any student-athlete who takes it upon himself or herself to be treated by other medical sources without specific authorization from the team physician or trainer does so at his or her own expense.
- G. Medical examinations are given to all student-athletes by the team physician (or other consulting physicians) in each sport prior to the first day of practice. It is the responsibility of the head trainer to carry out this assignment. According to NCAA policy, no student may participate in athletics without examination and approval of the team physician. All head coaches should furnish the trainer with the name of their participants and Social Security numbers to certify that the individual has permission from the coach to participate in the sport.
- H. The physical capability of an injured or ill student-athlete to participate in any University athletic competition is determined by the team physician with the assistance of the trainer and/or with medical consultation by another physician when circumstances warrant it.
- I. Student-athletes receiving bills for visits to a physician or hospital for treatments unrelated to athletics are responsible for payment.
- J. Payments for authorized prescriptions approved by the team physician due to athletic related injuries will be processed under provisions of the insurance policy.
- K. In emergencies, medical attention will be arranged immediately for the student-athlete, normally by the trainer.
- L. In the absence of the team physician, the trainer (not coaches) will determine whether an injured student-athlete is able to compete.



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- M. All arrangements for the care of injuries are to be completed before the student-athlete withdraws from the University or graduates. The University will not accept any responsibility after a student-athlete has terminated his or her student affiliation with the University. Health status shall be determined by a physical examination at the end of his or her last competitive season prior to leaving the University. It is the responsibility of the head trainer to fulfill this responsibility.

Section 4. Dental

The Athletic Department will assume responsibility for payment of bills for dental injuries incurred while in practice or in competition.

Section 5. Contact Lenses and Glasses

Replacement of corrective lenses will be provided in the event a lens is lost during a practice or game as verified by the trainer or team physician. All other losses are the responsibility of the individual. Losses must be reported to the head trainer or to the appropriate head coach during the game or practice, if the Athletic Department is to replace lost or damaged lenses.

Section 6. Other Components

The Athletic Department will not be responsible for the payment of medical treatment unrelated to athletics, including but not limited to:

- A. common illnesses;
- B. injuries incurred during the off-season;
- C. injuries incurred in some activity other than one supervised by the University coaches, during regular scheduled practice sessions or games;

Section 7. Student Health Services

The University provides a Student Health Service to all enrolled students. Consulting physicians and health care specialists are available in the event of illness or injury that is not related to athletic competition or practice. Supplemental health and accident insurance coverage is also available.

Section 8. Drug Education, Counseling, and Testing Program



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A. Alcohol Use

State law sets a minimum age for the purchase and consumption of alcohol at 21 years of age. Even after reaching the age of 21, student-athletes are prohibited from drinking alcoholic beverages when traveling with, or representing, their teams. In addition, alcoholic beverages are not to be consumed while attending athletically sponsored events. Reported violations will be investigated by the Department of Athletics.

Note: Coaches may have stricter alcohol use policies within their team rules.

If you feel you have an alcohol or chemical abuse problem, consult with your team's athletic trainer or your sport supervisor.

B. The Purpose of Drug Testing

Southern Utah University's Department of Athletics is committed to making every effort to prevent the use of illegal and performance-enhancing drugs by its student-athletes. It should be understood that there are no specific drug problems which are specific to student-athletes. However, student-athletes occupy a special position in the University community: they must maintain a high degree of physical fitness and alertness to perform to the best of their capacity in their athletic endeavors; they must adhere rigorously to the highest standards of ethical behavior in their chosen sports; and they must be prepared to be viewed as role models by their peers. These and other demands placed upon the student-athlete by the University community make it essential that student-athletes exist in a drug-free environment and learn to use alcohol in a legal and responsible manner. Drug testing is also done to give you an additional reason to say "no," and to identify any student-athlete who is using a prohibited substance.



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Drug testing is done to ensure that you are medically competent to participate in intercollegiate athletics and to minimize your risk of being injured.

C. Drug Testing by the NCAA

As an NCAA student-athlete, you are required to sign the Drug Testing Consent form, which subjects you to drug testing by the Department of Athletics and by the NCAA. Under NCAA regulations, any student-athlete involved in any round of an NCAA championship (individual or team) or in a certified postseason football bowl game may be tested prior to, during or after the event. In addition, all student-athletes may be tested by the NCAA at any time of the year, either on campus or where the student-athlete is residing during summer months.

1. 1st positive test or a banned substance:
 - a. Out of Season - Loss of a season of competition as well as a 365 day suspension from competition. Must have a negative retest and the end of the 365 day period to regain competition eligibility.
 - b. You become immediately ineligible for the rest of all competition and remain ineligible the next year until you have missed the equivalent of one season. You remain ineligible until you retest negative and the NCAA Reinstatement Committee restores your eligibility.

2. 2nd positive test for a banned substance:
 - a. Out of Season - Loss of all remaining eligibility in all sports.



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- b. In Season - You become immediately ineligible and lose all remaining eligibility in all sports.
 - 3. Transfer to another NCAA Institution after a positive test:
 - a. Out of Season - The NCAA requires that the new institution be informed of the positive test and that all sanctions will apply at the new school.
 - b. In Season - The NCAA requires that the new institution be informed of the positive test and that all sanctions will apply at the new school.
 - 4. Transfer to a Non-NCAA institution after a positive test:
 - a. Out of Season - You lose all remaining eligibility at the NCAA Division I, II, and III level and potentially jeopardize reinstatement into the NCAA system.
 - b. In Season - You lose all remaining eligibility at the NCAA Division I, II, and III level and potentially jeopardize reinstatement into the NCAA system.
- D. 2016-17 NCAA Banned Drugs

<http://www.ncaa.org/2016-17-ncaa-banned-drugs-list>



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E. NCAA Nutritional/Dietary Supplements Warning

Nutritional supplements are not strictly regulated and may contain substances banned by the NCAA. Many over the counter supplements may contain substances that WILL test positive on an NCAA drug test. Before consuming any nutritional/dietary supplement product, review the product and its label with the Sports Medicine staff!

REMEMBER:

1. Dietary supplements are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. Any product containing a dietary supplement ingredient is taken at your own risk.

It is helpful to check with the Athletic Training staff before using any substance, but it is important to remember that you are ultimately responsible for any substance you intake.



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F. University Drug Testing Program

Southern Utah University's program of drug testing for student-athletes is designed to enhance the overall health and well-being of student-athletes. If a student-athlete is identified, through the procedures described in the following section entitled "University Drug Testing Procedures", as a user of a banned substance, he or she will be referred to the appropriate medical personnel for evaluation, counseling, and treatment.

The drugs for which testing may be conducted include, but are not limited to:

1. Street Drugs, including amphetamines, ecstasy (MDMA), barbiturates, benzodiazepines, cannabinoids (marijuana), cocaine, methaqualone, opiates, and phencyclidine (PCP);
2. Anabolic Steroids, including oxymetholone, methandrostenolone, oxandrolone, ethylstrenol, stanozolol, and nandrolone (among others);
3. Nutritional Supplements, including androstenedione, androstenediol, norandrostenedione, norandrostenediol, DHEA, and ephedrine. Although these supplements can be purchased legally, they are banned by the NCAA and other athletic governing Bodies.

G. University Drug Testing Procedures



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The University's drug-testing program is composed of three different testing regimens. The first of these is a random testing program. Under the random testing program, a random list of student-athletes' names will be generated on a regular basis. These student-athletes will be contacted by members of the Athletic Training Staff and will be required to be present at the drug testing site at the prescribed time. A student-athlete is considered to be subject to random drug testing at any time of the calendar year if any of the following conditions are met:

1. They are currently on an official roster of one of the intercollegiate athletic teams, or
2. They are either enrolled in classes at the University or they are participating in workout programs that are either supervised by University Athletics staff members or involve the use of Athletic Department Facilities, or
3. They are receiving financial aid from the Department of Athletics.

The second testing regimen is the University's reasonable suspicion drug testing program. Drug testing in this situation may occur when there is reasonable suspicion that a student-athlete is using or has used either street drugs or performance-enhancing drugs. "Reasonable suspicion", as defined by the Athletic Department Administration, means the identification of specific and identifiable facts which, taken together with rational inferences from those facts, provides a particularized and objective basis for suspecting that a student-athlete is using or has used either street drugs or performance-enhancing drugs.



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Examples of circumstances giving rise to reasonable suspicion could include but are not limited to: 1) observed possession or use of substances appearing to be street drugs or performance-enhancing drugs; 2) arrest or conviction for a criminal offense in connection with the possession or use of street drugs or performance-enhancing drugs; 3) perceived abnormal appearance, behavior or performance reasonably construed as being caused by the use of street drugs or performance-enhancing drugs; or 4) other indications of use or possession of street drugs or performance-enhancing drugs. A list of abnormal appearance or behavior is listed later in this section.

The determination of reasonable suspicion will be made by the Athletic Department Administration, or the Team Physician. Information regarding reasonable suspicion can come, directly or indirectly, from any credible source, including but not limited to coaches, athletic trainers, the Athletic Director, campus law enforcement officials, Division of Student Affairs employees, or other University officials or employees and may be conveyed directly to the Head Athletic Trainer or designee. If the Head Athletic Trainer determines reasonable suspicion exists, the student-athlete will be tested for drugs. Any testing for drug use will be done as soon as practicable following the determination of reasonable suspicion.

The third testing regimen involves the possible testing of student-athletes prior to their participation in an NCAA Championship event or bowl contest where drug testing will likely be performed by the NCAA. Positive test results from this testing will be handled in the same fashion as with all other tests. The testing procedure for all three regimens will involve the collection of specimens of urine from the student-athlete. This collection procedure will be observed by Health Care personnel. When collected specimens are referred to an outside laboratory, a proper and effective chain of custody of collection specimens will be observed. The specimens collected from a student-athlete will be split into two samples, labeled “A” and “B”, at the time of collection. Both samples will be sealed in the student-athlete’s presence. The samples will then be forwarded to the outside laboratory for analysis. (The specific laboratory will be determined by the Head Athletic Trainer). The testing laboratory will test specimen



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“A” from the student-athlete, using an immunoassay technique. If by immunoassay a student-athlete’s urine specimen is found to contain any of the drugs mentioned above or other street drugs or performance-enhancing substances, the student-athlete has the option to request a secondary confirmation test performed by gas chromatography/mass spectroscopy. If this second test is positive, specimen “B” will be retained for possible later evaluation.

The Head Athletic Trainer (or the alternate Team Physician as noted above) shall notify the Athletic Director of the results any student athletes’ confirmed positive drug test. The Athletic Director in turn shall notify the Head Coach and Sport Supervisor of the student-athlete’s team. The Athletic Director, at his discretion, may make a determination to notify others, as he deems appropriate.

H. Sanctions for Substance Abuse

In order to serve as a deterrent to the continued use of either street drugs or performance-enhancing drugs, a system of sanctions must be developed for those student-athletes who test positive for the prescribed drugs and/or persist in the use of banned substances. These sanctions should not be viewed simply as retribution against the drug user but as means of aiding the user to free himself or herself from the harmful effects of drugs. In addition, any student-athlete who misses a random or selected drug testing appointment, will be sanctioned as if the test were positive and move to the next highest sanctioning status.

1. 1st positive test for a banned substance: Head Athletic Trainer will notify the Athletic Director and the student-athlete of a positive test result. Unless there is an appeal, the student-athlete will be referred to the appropriate personnel in Student Counseling and Psychological Services (CAPS), or another approved counseling professional, for



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evaluation and for recommendation of specific treatment. The confidentiality of this initial evaluation and treatment process is critical and will be strictly maintained with the patient-physician confidential relationship preserved between the student-athlete and counseling personnel. Student-athletes informed of a first positive test must report to CAPS, or another approved counseling professional, for evaluation and treatment within an amount of time deemed to be reasonable by the Head Athletic Trainer. Refusal or failure to report will result in sanctions being placed upon the student-athlete equivalent to those levied for a second positive test result, as defined below. If, at any time the student-athlete refuses evaluation or treatment sanctions equivalent to those for a second positive test will be levied.

2. 2nd positive test for a banned substance: Disqualification of participation in practice or competition for a period that includes $\frac{1}{3}$ of their sports' competitions, even if this means the sanctions will be applied the following season. The Head Athletic Trainer will notify the same personnel as for a first positive test. Additionally, in the event of a second positive test, the student-athlete will be required to undergo more intensive treatment with the appropriate counseling professional. Refusal of the student-athlete to participate in this more intensive treatment program will result in the levying of sanctions equivalent to those of a third positive test.
3. 3rd positive test for a banned substance: Loss of grant-in-aid and permanently barred from practice and competition with any sport sponsored by the University. The student-athlete will be referred for conduct to the Dean of Students office. Continued counseling for the drug-abuse problem will be offered to the former student-athlete during the time he or she remains as a student at Southern Utah University. Prior to the application of these final sanctions following a third positive test for street drugs, the student-athlete shall have five (5) days within which to request a meeting with the Athletic Director for the purpose of establishing reasons why this sanction should not be



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applied. At any such meeting, the student-athlete shall have the right to bring a representative.

I. Important Points

1. At the discretion of the Director of Athletics, any egregious violation of the drug testing policy can result in the immediate removal from intercollegiate activities.
2. Any type of positive drug test can result in the loss or non-renewal of your athletic grant-in-aid.
3. Failure to appear at a scheduled NCAA or SUU drug test will be considered a positive result.

J. Appeal Procedures

Upon receiving a positive test, the student-athlete will have a period of five (5) days in which to appeal the test result. This appeal consists of a request that specimen "B", collected at the time of testing and forwarded to the testing laboratory, be tested by the laboratory at the expense of the student-athlete. If this test is confirmed positive, the student-athlete must follow the procedures outlined below. If the second test is negative, no action will be taken by the University. It must be noted, however, that the occurrence of a negative test following an appeal does not eliminate the student-athlete from any further testing based upon either the random or



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the probable cause procedure described above.

K. Conclusion

All student-athletes should remember that the intent and purpose of this substance abuse program is designed to insure that all student-athletes will remain drug-free and will continue to enjoy the benefits of being student-athletes at Southern Utah University. It is also intended to provide the assurance that student-athletes at the University will continue to enjoy the mental and physical health and well-being which is such an important aspect of participation in intercollegiate athletics.

L. Changes which are observable in drug abuse and/or addicted athletes:

Any one or more symptoms does not mean an athlete is a drug user; however, as an athlete exhibits more of the named symptoms, the probability of abuse/addiction increases.

M. Physiologic Symptoms

Impaired coordination

Weight loss

Impaired judgment

Excessive activity

Drowsiness



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Slurred speech

Needle marks

Constricted pupils

Dilated pupils

Blurred vision

Headaches (frequent)

Frequent sore throats, runny nose

Increased blood pressure

Decreased heart rate

Increased heart rate

Jaundice

Acne (changes)

General puffiness of tissues

Balding

Voice Changes

Facial Hair (in women)

Frequent signs of Aggression (fights)

N. Psychological Symptoms

Loss of interest, motivation



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Impaired judgment

Nervousness/mood swings

Restlessness

Anxiety

Intense short term highs followed by depression

Confusion

Abusive, violent behavior

Paranoia

Negative attitude

O. Social Symptoms

Neglect of appearance

Change in friends

Frequently missed appointments

Change of entertainment

Withdrawing

Section 9. Pregnancy

Section 10. Prior Injuries or Illness



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- A. If the athlete has had a prior injury before reporting to Southern Utah University and in the opinion of the team physician and trainer this injury will prevent the athlete from participating without doing further harm, the athlete will not be allowed to participate. If the athlete desires to have corrective surgery, he may do so with the understanding the University will not be responsible for the payment of such surgery or hospitalization.

- B. Injuries or illness not occurring during active practice or competition are not the responsibility of the University, and cost of medical care is a personal expense of the student-athlete.

ARTICLE TWELVE

THUNDERBIRD ATHLETIC CLUB

The Thunderbird Athletic Club (TAC) is a support organization made up of individuals and organizations who raise and contribute funds or products to the Athletic Department. Under the Southern Utah Development Office, the TAC receives contributions for the purpose of supporting the activities of the Athletic Department and its student-athletes.

ARTICLE THIRTEEN

PERSONNEL POLICIES

Section 1. Affirmative Action

The University's Affirmative Action policy applies to operations of the Athletic Department. The policy is administered by the Affirmative Action Officer with the assistance of all University administrators.



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 12.1
Date Approved: 01/06/97
Date Amended: 01/17/17
Reviewed w/ No Changes:
Office of Responsibility:
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Section 2. Personnel Policies and Practices

- A. The employment of coaches holding faculty status is governed by the provisions of University policies for faculty.
- B. The employment of all other staff employees in the Athletic Department is governed by the policies and procedures stated in staff policy documents.
- C. The Director of Athletics and all head coaches serve at the pleasure of the President and may be terminated without cause at any time. Assistant coaches serve at the pleasure of the Head Coach and may be terminated without cause at any time with the concurrence of the President.

FORMER POLICY
DO NOT USE



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APPENDIX A

ELIGIBILITY REQUIREMENTS AND TRANSFER RULES

Section 1. Eligibility Requirements

To maintain their eligibility and scholarship/financial aid/grant-in-aid the student-athlete must meet the requirements of the NCAA as well as the requirements of Southern Utah University as listed below.

- A. The student-athlete shall be enrolled for a minimum full-time program of studies which shall not be less than 12 semester hours. If the competition takes place between terms, the student-athlete shall have been so registered in the term immediately preceding the date of competition or, for an entering or returning student, shall be accepted for enrollment as a regular, full-time student for the immediate succeeding regular term. If the competition and/or practice takes place before the start of fall semester all freshmen and transfer students must be formally accepted at the university and meet all NCAA requirements for entering freshmen or transfer students before they can practice or compete. (NCAA manual Bylaw 14.1)
- B. In order for a student to become eligible or to remain eligible for intercollegiate competition, he/she shall be enrolled in an academic program leading to a recognized degree and shall be making normal progress towards graduation, both quantitatively and qualitatively. To be eligible for intercollegiate athletic competition, a student shall comply with SUU credit hour and cumulative grade point average (GPA) requirements (counting all acceptable college credits attempted) based on 4.00 grading system with 0=F, 1=D, 2=C, 3=B, 4=A.
- C. Entering freshmen must meet the NCAA Initial-Eligibility Clearinghouse requirements. To maintain eligibility they are expected to be in good



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academic standing (as determined by item D). First semester probation students may be given a hearing at the discretion of the Faculty Athletics Representative (FAR) to review eligibility and scholarship/financial aid/grant-in-aid. All student-athletes with consecutive second semester probations will lose eligibility and will be given opportunities for hearings to review continued eligibility and scholarship/financial aid/grant-in-aid.

- D. "Eligibility for competition for a midyear transfer student-athlete, for a student-athlete subsequent to the student-athlete's first academic year in residence, or after the student-athlete has utilized one season of eligibility in any sport at the certifying institution shall be determined by the student-athlete's academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, based upon:
1. Satisfactory completion, prior to each fall term, of a cumulative total of academic semester or quarter hours equivalent to an average of at least 12 semester or quarter hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms, OR
 2. Satisfactory completion of 24 semester or 36 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters."
- E. The student-athlete can lose their eligibility and scholarship/financial aid/grant-in-aid if: (NCAA manual Bylaw 15.3.4.1)
1. The student-athlete renders himself or herself ineligible for intercollegiate competition by not following the above academic criteria;



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2. The student-athlete fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
3. The student-athlete engages in serious misconduct warranting substantial disciplinary penalty;
4. The student-athlete voluntarily withdraws from a sport for personal reasons.

Section 2. Transfer

- A. Junior College transfers must meet the requirement as stated in the current NCAA Manual. The grade point averages and units of credit earned are defined therein. In cases where the student-athlete is transferring with less than 30 units of work, SUU requires a high school transcript.
- B. Rules governing transfers from four year degree granting institutions are defined in the NCAA Manual.



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APPENDIX B

TRAVEL POLICY AND REGULATIONS -- INDIVIDUAL AND TEAM

Section 1. Application of Regulation

Each member of the Athletic Department is responsible for compliance with SUU travel regulations. This policy summary applies to all funds disbursed by SUU for Athletic Department travel, regardless of the source of such funds. In the case of assistant coaches or other athletic department personnel, the immediate supervisor or coach also must approve the travel authorization and reimbursement. All travel authorizations and reimbursement requests must be approved by the Director of Athletics. Willful falsification of a travel authorization or reimbursement form will be cause for termination.

The University has a corporate credit card program with American Express. Members of the Athletic Department with good credit ratings are issued the cards as a convenience for University-related travel. The card holder is responsible and liable for the charges on the credit card. Reimbursement fraud will be cause for termination.

Section 2. Definitions

- A. "Travel" means a trip away from the SUU campus.
- B. "Travel time" means the amount of time away from SUU's campus.
- C. "Out-of-state" travel means a trip beyond the borders of the State of Utah.



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- D. "End of trip" means when the person returns to SUU.
- E. "Travel authorization" means authority to travel on University business upon completion and approval of the authorization form.
- F. "Travel reimbursement" means application for payment of approved travel expenses at the end of trip.
- G. "Credit Card" means the corporate credit card issued to the full-time coach.

Section 3. Procedure for Trip Requests

- A. As a general rule, submit travel authorization form 12 days prior to the trip.

NOTE: Once the competition schedule is finalized, all team travel authorizations can be prepared and submitted.

- B. The request for a state vehicle (if desired) must be made at the time the travel authorization is submitted.
- C. A tentative trip itinerary must be made at the time that the travel order is submitted. If actual travel for the submitted travel authorization is not within the confines of the trip itinerary then only receipts for the itinerary will be accepted.



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- D. Travel must be within the limits as stated on the travel authorization. Reimbursements will only be made for travel expenses authorized on the travel advance and incurred during the requested time span.

Section 4. Charges and Reimbursements

- A. Per diem will be paid according to the current allowable rate by the University.
- B. The only expenses that should be charged on the credit card and that are reimbursable are meals, lodging, parking, entry fees, game tickets, taxi, bus telegrams, and telephone calls. Receipts must be presented for everything claimed. If someone is treated to a meal (coaches, players) on a trip then a receipt is needed to claim reimbursement for that expense.
- C. Transportation: State-owned vehicles should be used whenever available. The state-owned vehicle will be charged to the budget of the requesting party at the current charge rate. Mileage on personal automobiles will be reimbursed at the current rate that is allowed. Courtesy vehicles will be reimbursed at the actual expenses incurred, receipts must be turned in for gasoline, oil and the necessary expenditures of transportation. Rental vehicles must be requested on the travel authorization and approved prior to the trip.
- D. Frequent flyer credits and other reimbursements accrue to the athletic department not to individual sports or coaches.

Section 5. Procedure Following Trips



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All receipts must be submitted within 48 hours after the trip or on Monday after the trip if on a weekend or the day following a holiday trip.

Section 6. Out-of-State Travel

- A. State-owned automobiles and personal-owned vehicles used for out-of-state travel while on official business must be approved on the travel authorization form.
- B. Rented or out-of-state courtesy vehicles are allowed for transportation.

Section 7. Procedure for the Use of University Vehicles

- A. Objective: The objective of the University is to provide maximum use of vehicles for authorized, official University business based upon the availability of vehicles.
- B. Regulations: Motor Pool has established criteria and procedures for using state vehicles. Athletics staff are encouraged to learn the regulations and comply with them.
- C. Personal Use of SUU Vehicles: Vehicles may not be used for personal activity.

Section 8. Team Travel

- A. Only team members, coaches, trainer, student managers, the team physician, publicity staff, and appropriate athletic department personnel (hereafter referred to as the team traveling unit) may be charged to a team



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travel authorization. Only the team traveling unit may be included in any hotel and restaurant receipts submitted for reimbursement.

- B. A list of the names of persons in the team traveling unit and their titles must be attached to each authorization requesting reimbursement for team travel.

Section 9. Official Paid Visit of Recruits

- A. NCAA rules govern how recruits are entertained and housed while on campus.
- B. The Athletic department arranges meals, lodging and air transportation (as needed and allotted by sport) for visiting recruits.
- C. In the event that university facilities for prospective student-athletes are not available, then facilities must be used according to the list of allowable alternative facilities approved by the Director of Athletics.
- D. All meals must be authorized by the Associate Athletic Director, with receipts turned in to the Associate Athletic Director that includes the number of people served and the amount. Two coaches may accompany the recruit(s).
- E. Receipts from all other expenditures of recruiting visits must be turned into the Associate Director of Athletics following the official visit.



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- F. Appropriate forms pertaining to travel and expenses for student visits must be obtained from the Office of the Director of Athletics. The completed forms are to be filed with the Director of Athletics.

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DO NOT USE



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APPENDIX C

SOUTHERN UTAH UNIVERSITY ATHLETIC DEPARTMENT

COURTESY CAR POLICY

Section 1. Approval of Courtesy Cars

The use of courtesy cars (complimentary vehicles) by Athletic Department personnel for business purposes is viewed as a gift-in-kind to the Thunderbird Athletic Club. When travel expenses are reimbursed on the basis of actual use of gas, oil, and so forth, courtesy cars can provide substantial savings to the University. The University does not guarantee a courtesy car to any employee of the Athletic Department. It will, however, approve equal opportunity for any member of the Athletic Department staff to negotiate with regional or local automobile dealers to provide such courtesy cars in exchange for benefits to the dealers stipulated in Section 4. All such individual arrangements are subject to approval by the Director of Athletics. Responsibilities of the assignee for such cars and limitations for their use are also set forth in Section 2. A list of Athletic Department personnel using courtesy cars will be submitted quarterly to the Development Office.

Section 2. Responsibility of Coach or Staff Member

The coach or staff member using a courtesy car must abide by the following:

- A. The coach or staff member must keep the car clean and in good appearance.
- B. The coach or staff member is responsible for repair and payment of any damage done to the car by accident or negligence. This will include paying the deductible amount on collision insurance in the event that repair costs are more than the deductible amount.



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- C. When the car is returned to the dealer for exchange, it will be clean inside and out.
- D. The automobile will be returned to the dealer at the agreed-upon mileage for exchange.
- E. If the dealer desires, the car will be returned to the dealership for periodic checks.
- F. The car is provided for the use of the coach or staff member and should not be driven by a family member except in emergency.
- G. Dealer stipulations on mileage, maintenance and care will be the responsibility of the coach.
- H. A log will be maintained in the vehicle to record University and personal use. Personal mileage is taxable income, according to IRS regulations.
- I. When the vehicle is turned in or each quarter, the log will be turned in to the Controller's Office.

Section 3. Insurance Coverage on Courtesy Cars

The University will provide insurance coverage on courtesy cars provided for members of the Athletic Department if the vehicle is properly licensed according to State risk management regulations. (Dealer plates do not constitute proper licensing.) Individuals who use vehicles with dealer plates must provide the



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dealer written evidence of collision, comprehensive, and liability insurance on the vehicles promptly upon assignment of such vehicles. The liability insurance limits must be a minimum of \$100,000/\$300,000 for bodily injury and property damage, and \$100 deductible for collision.

Section 4. Benefits to Automobile Dealers in Courtesy Car Program

Receive the equivalent of a contribution which includes corporate sponsorship.

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APPENDIX D

ATHLETIC EQUIPMENT: PURCHASES, MAINTENANCE, RESPONSIBILITY

Section 1. Equipment and Equipment Management

The following policies and procedures are applicable to equipment owned by the Athletic Department and to management of the equipment room.

- A. Primary responsibility for storage, maintenance, security, and inventory of athletic equipment for the Athletic Department is vested in the head coach of each sport. Current inventories must be filed annually with the Associate Athletic Director.
- B. Student equipment managers will report directly to the appropriate head coach.
- C. Athletic equipment purchase requests must be initiated through and by the head coach or his designee.
- D. Under no circumstances are coaches to initiate purchases directly with vendors regardless of quantity. Unauthorized purchases become the financial responsibility of the individual placing the order.
- E. All items purchased with SUU funds become property of SUU.



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- F. In determining what orders are to be placed, several items must be considered: last year's inventory, past experience, money available in each sport's equipment budget, and a projection of the number of athletes expected to participate in next year's program.
1. Orders will be typed and will include the following information: quantity, brand name (if one is preferred), style, colors, and sizes. Lettering and numbering instructions will be given if applicable. Where possible, catalog numbers and current prices will also be stated. These orders will be signed by head coach of the sport. All coaches must apply the NCAA Constitution policy as it pertains to the use of commercial logos which may appear on wearing apparel.
 2. Orders will be submitted to the Associate Athletic Director for processing and final approval. The head coach will notify the business office in writing as to which bid to accept.
 3. All unauthorized purchases that bypass the financial process shall be the sole responsibility of the coach.
- G. The Purchasing Office will give the Associate Athletic Director copies of purchase orders issued. These are kept in a current file for reference when goods are received.
1. New equipment is received following normal University procedures and is to be examined to see that it is in proper order. Quantity, style, sizes, colors, numbering and lettering must match specifications on the purchase order. Any deviation from the original order will be reported to the vendor and the Purchasing Office for correction.



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2. Goods received are checked in by circling each item received on the purchase order. The date received and the initials of the person checking in that item are written above that item on the purchase order for later reference.
 3. The equipment room will be responsible for expediting delivery of purchase orders from vendors.
 4. Copies of completed purchase orders are placed in files marked "Orders Closed" for each sport. These files are used for later reference.
- H. All equipment for each sport will be stored in one designated area, where possible.
1. Storage areas (shelves, cabinets, racks, etc.) will be labeled as to their contents.
 2. Only equipment in usable condition will be stored. All other equipment will be disposed of according to University regulations. No staff member will make verbal or written commitments to provide obsolete equipment to groups or individuals.
- I. Equipment will be checked periodically to insure that it is in proper and safe working order.
1. Clothing will be repaired or replaced when torn or worn.
 2. Uniforms and practice gear will be laundered when necessary.



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- J. Within thirty (30) days after the end of a sport's season, an inventory of that sport's equipment and clothing will be taken by the head coach or his designee, listing the name of the item, whether it is new or used, and any other relevant information such as sizes or present condition. Only usable items will be listed.
1. When the inventory is completed, one copy is forwarded to the Associate Athletic Director, one to the head coach of the sport, and one is retained in the equipment room.
- K. Only articles that are SUU property will be accepted for laundering. Athletic laundry facilities are not for personal use.
- L. The Student Equipment Manager will complete a check list for each sport. Before each trip, using his check list, he will consult with the head coach of the sport to ensure that correct and complete equipment is taken on the trip.
1. Coaches are responsible for submitting travel lists one day in advance to allow the equipment room ample time to have travel gear available.

Section 2. Student Manager

The responsibility for appointing student managers rests with the head coach, in consultation with the Associate Athletic Director. Student managers are responsible to the head coach.



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APPENDIX E

GUIDELINES FOR THE ATHLETIC TRAINING PROGRAM

The athletic training program at Southern Utah University is dedicated to the prevention, care, and rehabilitation of athletic injuries. The following guidelines will be adhered to:

Section 1. Injuries and Treatment

- A. All injuries must be reported to the trainer immediately. Student-athletes must arrive on time for all treatments, taping, and appointments.
- B. In case of injury or accident contact the Head Athletic Trainer. If for any reason the trainer cannot be notified of the occurrence of a serious emergency, contact Campus Public Safety for necessary action.
- C. All doctor's appointments are made through the trainer. Any costs incurred without proper authority will be the responsibility of the student-athlete. Medical costs of non-athletic injuries will also be the responsibility of the student-athlete.

Section 2. Policy for Injured Athletes

- A. All athletes are expected to attend all meetings and practices unless specifically excused by the trainer and the coach. Injured athletes must report to the trainer daily. If an injury prohibits an athlete from practicing, he/she must receive treatment during practice time.



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- B. Whenever deemed necessary, all incurred injuries should be examined by the team physician, not the school health services, in order that the team physician may provide advice on the extent of the injury and necessary treatment.

Section 3. Athletic Physicals

Pre-competition physical examinations are required for all athletes participating in any intercollegiate sport.

- A. It is the responsibility of the head coach of each individual sport to, through the Head Trainer, set up sports physical examinations. Each coach must notify the Trainer when athletes of his given sport are available for examination. This should be done as soon as a team roster has been finalized (1 month prior to start of competitive schedule.)
- B. Each coach must give the Trainer a full list of names of all athletes who are to be cleared for participation in their given sport.



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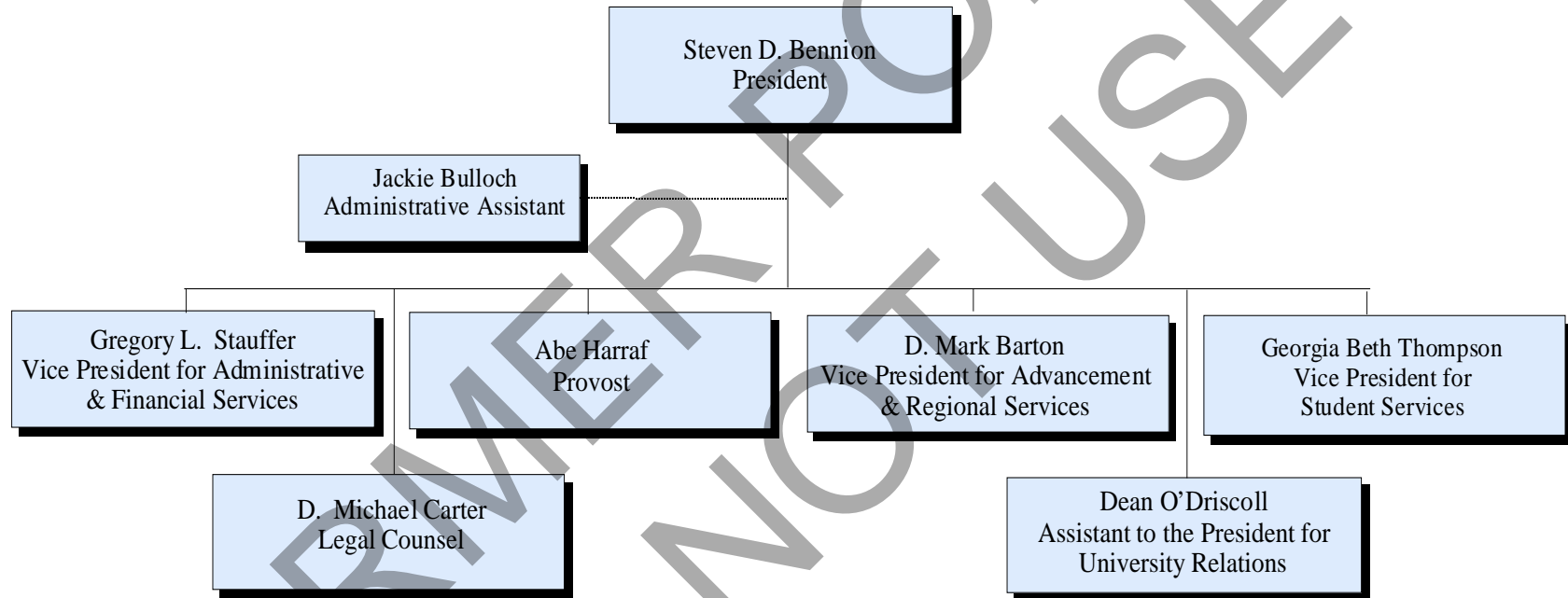
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FLOW CHARTS

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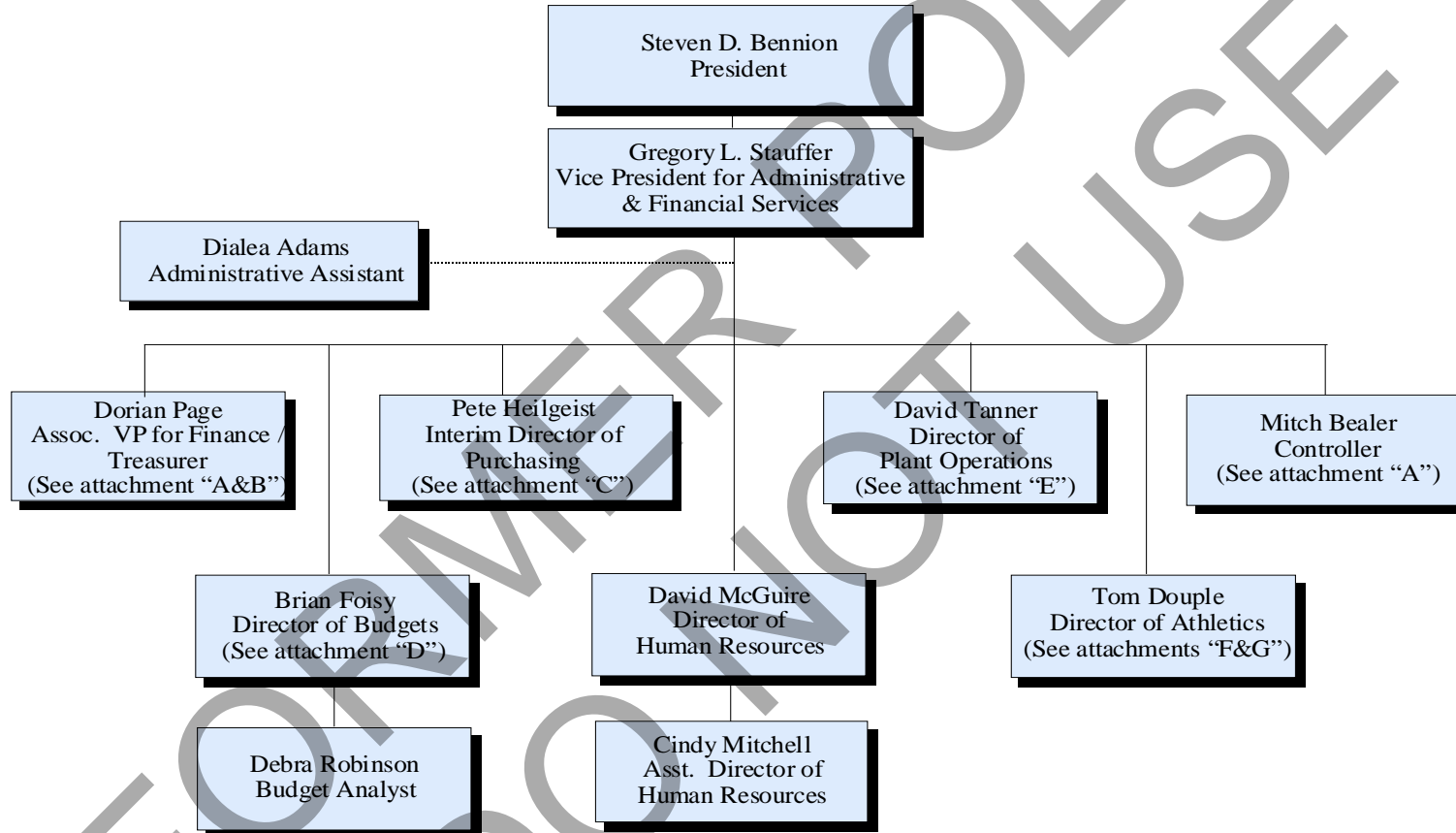
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President's Council Organizational Chart



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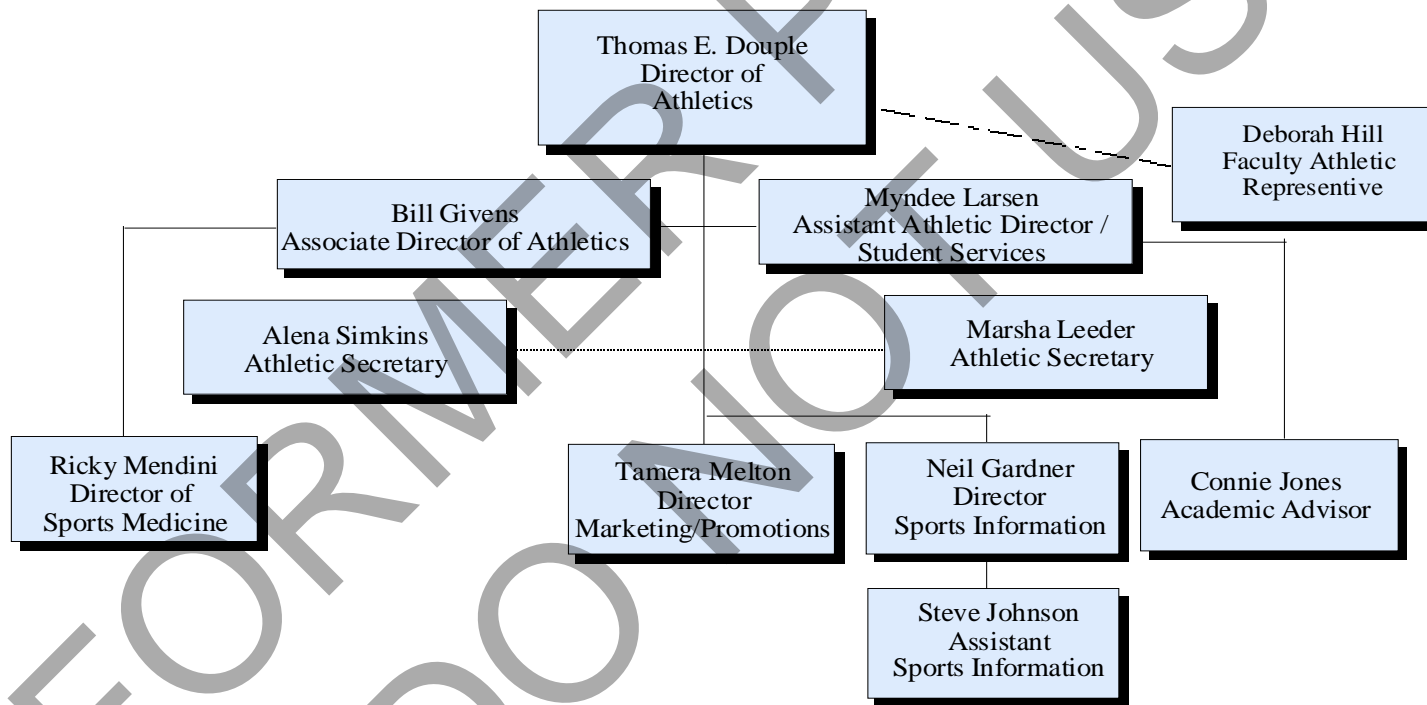
Administrative & Financial Services Organizational Chart



Southern Utah University

Administrative & Financial Services Organizational Chart

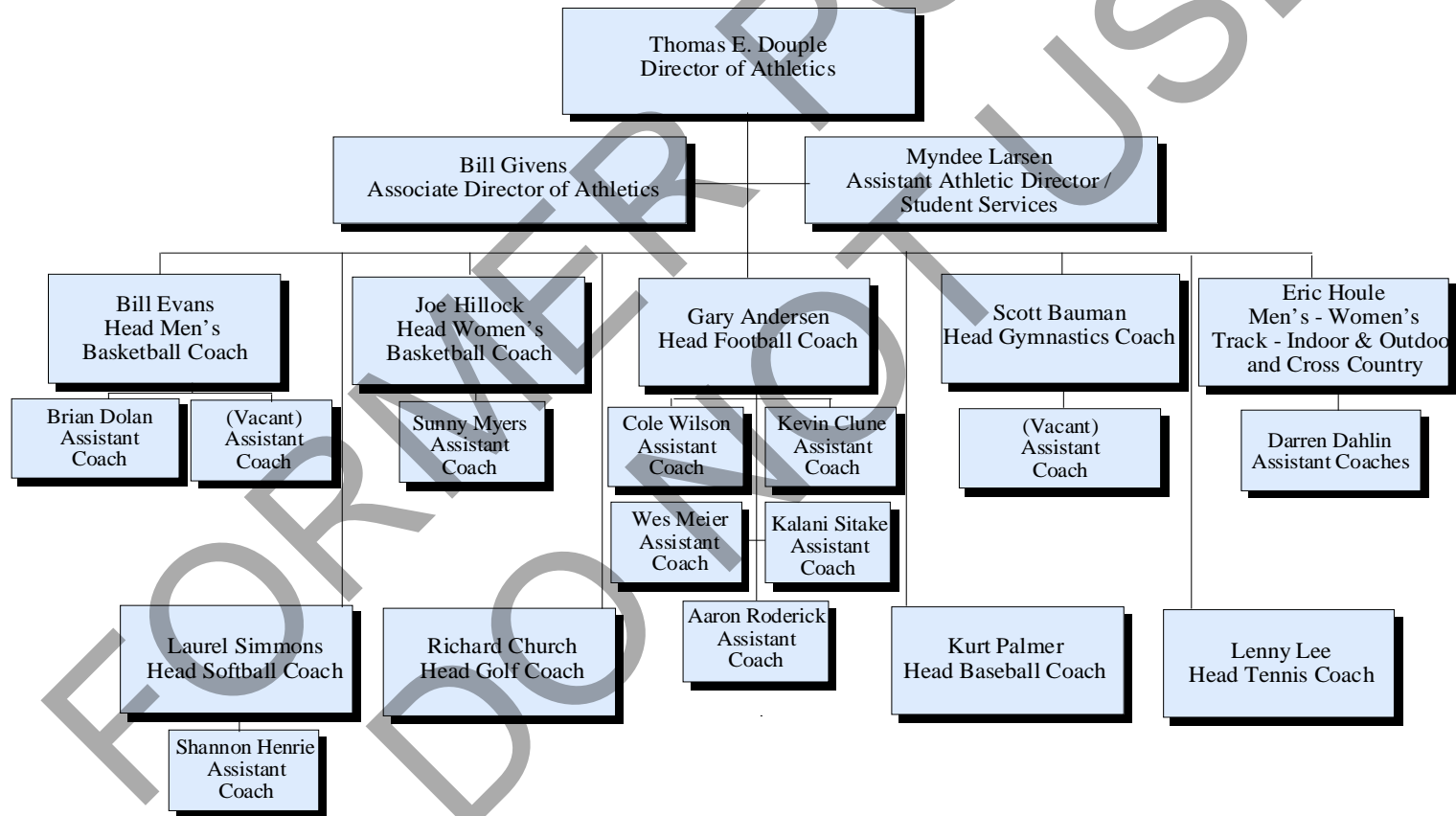
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Administrative & Financial Services Organizational Chart

Attachment "G"





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APPENDIX G

FINANCIAL-AID AWARD PROCEDURE

Section 1. Team Coaches

Coaches shall:

- A. Select athletes,
- B. Set award amounts,
- C. Prepare and issue Award Recommendations,
- D. Originate team rosters and give them to the Assistant Athletic Director.

Section 2. Assistant Athletic Director

The Assistant Athletic Director shall:

- A. Finalize team rosters,
- B. Serve as liaison with the Financial Aid Department,
- C. Supply to Financial Aid:
 1. Team Rosters, including amounts and sources of awards,



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2. Copies of Athletic Aid Recommendations,
3. Discontinued-aid lists,
4. Change-In-Aid Requests.

Section 3. Student-Athletes

Student-athletes shall:

- A. Sign and return award recommendations to the Assistant Athletic Director,
- B. Complete and file Federal Financial Aid Applications,
- C. Furnish Student Aid Reports and supporting documents to the Financial Aid Department,
- D. Sign Athletic Financial Aid Contracts and return them to the Assistant Athletic Director.

Section 4. Financial Aid Department

Financial-aid personnel shall:

- A. Prepare and issue Athletic Financial Aid Contracts,
- B. Prepare and issue Notices of Intent Not to Renew or to Reduce Support,



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- C. Evaluate financial-aid documents and package financial-aid awards,
- D. Allocate athletic-aid amounts between budget categories,
- E. Input awards into university computer record system,
- F. Monitor awards to assure eligibility and regulatory compliance,
- G. Supply to Assistant Athletic Director:
 - 1. Copies of Athletic-award work sheets,
 - 2. Athletic-aid reports

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APPENDIX H

SPORTS CAMPS POLICY

Section 1. Purpose of the Policy

To set policy for sports camps operated as a contract-based service from separately incorporated coaches who agree to fulfill the purposes of sports camps as set forth below.

Section 2. Scope

This policy applies to all sports camps sponsored by the Department of Intercollegiate Athletics.

Section 3. Purpose of Sports Camps

Sports camps are sponsored by the Department of Intercollegiate Athletics for the following purposes:

- A. Advancing SUU and its intercollegiate athletic program among youth of elementary and secondary school age;
- B. Marketing of the University among prospective SUU students;
- C. Generating additional compensation for coaches and support staff;



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- D. Generating funds for the athletic department through collection of a camp fee and also to generate funds for campus auxiliary services and Cedar City businesses.

Section 4. General

- A. Sports camps will be held on campus, in University facilities, and should use the auxiliary services of SUU whenever possible. Under some circumstances, private housing may be used. The policies and procedures of all auxiliaries will be upheld by all sports camps personnel.
- B. As a general rule, camps should be offered during the months of June, July, and August, and must be authorized and approved by the Athletic Director and supervised by the coach sponsoring the camp.
- C. The basic operating philosophy will be to have camps that enhance the image, student recruiting, and public relations of SUU and of the athletic program.
- D. Sports camps must be conducted as a completely self-support enterprise, and the level of quality and professionalism should reflect positively on the institution.
- E. Literature produced for sports camps shall indicate both the name of the coach sponsoring the camp and the name of Southern Utah University, and shall be reviewed and approved in accordance with the publications guidelines of the University.

Section 5. Format



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- A. Each coach may choose to sponsor a sports camp as a separately incorporated individual. Sponsoring a sports camp implies agreement with the purposes and procedures set forth in this policy.
- B. Coaches who wish to sponsor a sports camp will declare to the Athletic Director by January 1, each year:
1. the number of camps desired;
 2. the preferred dates of each camp; and
 3. the number of participants expected at each camp
- (Scheduling must be done one year in advance in most cases.)
- C. Responsibilities:
1. The Athletic Director will:
 - a. Coordinate with the Associate Athletic Director to compile a schedule of camps and notify each coach regarding the approved camp.
 2. The Associate Athletic Director will:
 - a. Schedule the camp through the Campus Scheduling Office and coordinate with the Division of Continuing Education regarding housing, dates, and campus facilities.
 3. The coach shall:
 - a. Establish rates or cost of service, equipment, or products.



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- b. Advertise the camp.
- c. Collect fees, account for, and report number of participants, fees charged, and total gross receipts for the camp to the Athletic Director for approval and submit to the University cashier a copy of such approved report along with the deposit of the appropriate net fee according to the fee payment schedule, in Athletic accounts.
- d. coordinate arrangements with Resident Living, Food Service, and other campus agencies, as necessary.
- e. Assume responsibility for corporate, financial, and tax liabilities on income received. Net revenues and expenditures belong to the corporation.

Section 6. Fee Payment Schedule Charged by the University

- A. For any athletic department camp, the institution's liability insurance will be provided and all facility and athletic department equipment utilized, will be included as rental in the fee provided by each coach.
- B. A program fee of 2% of gross receipts or \$250, whichever is greater, will be paid to the appropriate sports camp account within thirty days of the conclusion of the camp.