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CHAPTER 100
PHILOSOPHY AND ORGANIZATION
101 – MISSION STATEMENT

The mission of the Department of Intercollegiate Athletics at The Florida State University shall be to produce National Collegiate Athletic Association (NCAA) Division I programs for men and women that are characterized by excellence. In addition, the Department strives to be recognized as a campus leader in terms of its ethics, non-discrimination, and unquestioned fiscal integrity.

Excellence in intercollegiate athletics programs is determined by academic achievement and the development of character, maturity, and a sense of fair play in athletic programs. It, moreover, engenders support for the University among its many constituent groups, including students, faculty, alumni, and friends at the local, state, and national levels. In striving to become a leader among our peers, the Department subscribes fully to the philosophy and regulations set forth by the National Collegiate Athletic Association and operates within the fiscal regulations and non-discriminatory procedures established by the Florida State University Board of Trustees and the Florida Legislature.

It is the explicit philosophy of the Department that our student-athletes will be strongly encouraged and supported in their endeavors to progress toward a degree while simultaneously participating in an intercollegiate athletic program whose environment is consistent with the highest standards of academic scholarship, sportsmanship, ethics, and institutional loyalty.

Finally, the decisions and priorities of the Department should always focus on our student-athlete — first as individuals; second, as students; and third, as athletes.
102 – GUIDING PRINCIPLES

The guiding principles for Florida State University Athletics are as follows:

A. The responsibility and final authority for the administration of the athletics program is delegated to and vested in the President.

B. Financial decisions relating to expenditures of athletically related revenues, including those of the Seminole Boosters, shall be under the control of the President.

C. The Athletics Director reports directly to the President and is responsible for the administration of the athletics program, including the hiring of coaches.

D. The Athletics Committee is vested with making policy recommendations to the President and Athletics Director including matters relating to academics, equity and financial matters including ticket pricing and policy.

E. Student-athletes will be provided excellent opportunities to participate in intercollegiate athletics of the highest quality, resulting in their athletics experience becoming an integral and valued component of their total educational experience at the University.

F. Student-athletes recruited to Florida State University should be capable of success in the University’s academic programs and provided academic support and student development opportunities to assist in reaching their potential.

G. Ethnic and gender diversity among coaches, staff and student-athletes should be ensured, consistent with the University’s educational mission.

H. Coaches, staff, and student-athletes will exhibit high standards of conduct and ethical behavior, including good sportsmanship. They will carefully comply with the regulations of the University, the ACC and the NCAA.

I. Core values such as integrity, ethical business practices, sportsmanship and fair play, commitment to equity, leadership, and academic focus toward graduation will not be compromised.

Administrators, coaches and student-athletes, as the university’s most visible ambassadors, will represent Florida State with class, honor and respect.
Preamble: These Bylaws are subject to the provisions of the laws of Florida, the regulations of the Florida Board of Governors and the Florida State University Board of Trustees and the policies and procedures of the Florida State University, the National Collegiate Athletic Association, and the Atlantic Coast Conference.

ARTICLE 1: NAME OF ORGANIZATION

The name of this organization is the Florida State University Athletics Board.

ARTICLE 2: PURPOSE

While primary responsibility and control of the intercollegiate athletics program rests with the President of the University, the Florida State University Athletics Board is responsible for providing periodic evaluation and oversight of the Department of Intercollegiate Athletics, including

- Establishing policy goals and standards for intercollegiate athletics;
- Monitoring the execution of intercollegiate athletics policies;
- Promoting fiscal integrity in intercollegiate athletics;
- Reviewing and recommending the Department of Intercollegiate Athletics annual operating budget to the President of the University; and
- Insuring that the athletics program is operated in a manner consistent with the overall policies and operating procedures of the Atlantic Coast Conference, the National Collegiate Athletic Association, the Florida State University, and the State of Florida.

ARTICLE 3: MEMBERSHIP

The Florida State University Athletics Board consists of a maximum of twenty-five members appointed by, and serving at the pleasure of, the President of the University. Membership is drawn from faculty and academic administrators, current students, student athletes, alumni, Seminole Boosters, citizens at-large, and members of the Varsity Club.

Ex officio members of the Board include the President of the Faculty Senate, the President of the Student Government Association, the Vice-President for Finance and Administration or her/his designate, the Vice-President for University Relations or her/his designate, the Vice-President for Student Affairs or her/his designate, the Dean of Undergraduate Studies, the University Police Chief, and the Athletics Director.
The majority of the appointed members of the Board must be composed of faculty and academic administrators of the University.

With the exception of the Athletics Director, no member of the Board may be full-time staff of the Department of Intercollegiate Athletics.

ARTICLE 4: OFFICERS

The officers of the Athletics Board include the chair, vice-chair and standing committee chairs. The Faculty Athletics Representative is appointed by the University President and serves as chair of the Board. The vice-chair is appointed by the President and serves as chair of the executive committee. In the absence of the chair, the vice-chair shall serve as chair of the Board. When neither the chair nor the vice-chair is available, a standing committee chair designated by the chair of the Board shall fill the role of chair.

ARTICLE 5: EXECUTIVE COMMITTEE

The President of the University shall appoint the members of the Executive Committee. The Executive Committee of the Athletics Board shall be composed of the chair, vice-chair, chairs of the standing committees of the Board, the Director of Athletics, and such other appointees with special knowledge or skills as are likely to be needed by the Executive Committee. The Executive Committee approves the agenda for meetings of the Board, establishes ad hoc and standing committees necessary to address special or continuing concerns of the Board, reviews reports of all ad hoc and standing committees, calls special meetings of the Athletics Board, and may act on any item of business that cannot wait until the next regularly scheduled or special called meeting of the Board.

ARTICLE 6: COMMITTEES

The President of the University shall appoint the standing committees of the Board, which shall include, but not be limited to, the Academics, Budget, and Equity and Student Welfare committees.

A. The Academics Committee annually evaluates Athletic Academic Support Services; reviews admissions, graduation rates, and team academic progress rates; recommends changes in policies for Athletic Academic Support Services and intercollegiate Athletics; and serves as an appeal panel for student-athletes who lose competitive eligibility for violations of academic standards. The Dean of Undergraduate Studies or her/his designee is a member of the Academics Committee.

B. The Budget Committee annually reviews the Department of Intercollegiate Athletics budget; insures fiscal responsibility and transparency; reviews the annual external audit of the Department of Intercollegiate Athletics and periodically undertakes an extensive examination of a particular unit, sport, or budget category in order to assess cost effective practices. The Vice President for Finance and Administration or her/his designee is a member of the Budget Committee.

C. The Equity and Student-Athlete Welfare Committee monitors student-athlete welfare and the equity concerns of student-athletes, coaches and the Department of Intercollegiate Athletics staff; insures compliance with Title IX; recommends the addition or elimination of sports teams; and conducts annual hearings and surveys to assess issues and concerns of the Department of Intercollegiate Athletics staff, coaches, and student-athletes. The
Vice President for Student Affairs or her/his designee is a member of the Equity and Student Welfare Committee.

ARTICLE 7: MEETINGS

The Athletics Board will meet quarterly. The chair of the Board will distribute a schedule of regular meetings to be held in September, December, March and June. Special meetings will be called with the approval of the Executive Committee.

ARTICLE 8: ORDER OF BUSINESS

The Executive Committee will establish the order of business for all special or regular meetings of the Athletics Board.

ARTICLE 9: VOTING PRIVILEGES AND PROCEDURES

All duly appointed members and ex officio members of the Board are authorized to vote on matters coming before the Board.

The Athletics Board may approve any motion proposed at a regularly scheduled or special called meeting of the Board by a simple majority of the members present and voting. There is no quorum required to transact business provided the members of the Board have been given seven days notice of a regular or special called meeting.

ARTICLE 10: PARLIAMENTARY AUTHORITY

While the chair shall have discretionary authority to resolve parliamentary questions during a meeting, the latest edition of Robert’s Rules of Order is the recommended parliamentary authority for regular and special meetings of the Athletics Board.

ARTICLE 11: AMENDMENT OF THE BYLAWS

These Bylaws may be amended, altered or rescinded by simple majority vote at any regular meeting of the Athletics Board provided previous notice of the proposed change is given ten days prior to the meeting at which the change will be voted upon.

FACULTY ATHLETICS REPRESENTATIVE RESPONSIBILITIES

The Faculty Athletics Representative (FAR) is recognized as the representative of The Florida State University and its faculty in the relationship between the National Collegiate Athletic Association (NCAA), the Atlantic Coast Conference (ACC), and the local campus. The FAR represents FSU as the voting delegate to the annual NCAA convention and any other NCAA or ACC meetings. In addition, the FAR serves on NCAA councils, cabinets, and committees as appointed. The FAR helps to interpret NCAA and ACC legislation and policies, and is also empowered to assist in the preparation, on behalf of FSU, any requests for waivers or appeals from such legislation or policy.
The Faculty Athletics Representative reports to the faculty and administration on the academic well-being of student-athletes. The FAR has responsibility to ensure, either directly or indirectly, that student-athletes meet all NCAA, conference and FSU requirements for eligibility to practice, financial aid, and intercollegiate competition. As FAR, the representative has the responsibility to monitor the student-athlete experience and be involved in the personal and academic welfare of the student-athletes. The FAR participates in the mandated exit interviews of graduating FSU student-athletes or reviews the results of such interviews with students. Such interaction provides insight into the student perceptions of the athletics program, including interactions with coaches and the operating policies at FSU. On the athletics side, the FAR works with the Athletics Director and other athletics staff to educate student-athletes about NCAA rules and devises and implements compliance programs within the athletics department. The FAR’s typical activities include the coordination of the nominations process for NCAA and ACC honors and postgraduate scholarships; administration of the coaches’ rules examination and NCAA student surveys; and attendance at departmental senior staff and coaches’ meetings with Compliance.

The Faculty Athletics Representative meets regularly with the Director of Athletics and serves as the Senior Faculty Advisor on athletics to the President of The Florida State University. The FAR serves as a channel of information between the faculty and administration and the athletics program; the FAR provides periodic reports to the Athletics Board relating to matters of academic integrity, performance of student-athletes, rules compliance or violations, and other matters related to the athletics program. The FAR meets with Student-Athlete Advisory Committee (SAAC) and serves as a member of the FSU Athletics Board.
104 – DEPARTMENTAL ORGANIZATION

The organizational charts for the Florida State University Department of Intercollegiate Athletics are shown on the following pages:
FLORIDA STATE UNIVERSITY
President
Intercollegiate Athletics
Football

*see Director 1 chart

Intercollegiate Athletics, Football
CHAPTER 200
STUDENT AFFAIRS
201 – CODE OF CONDUCT/DISCIPLINE

The intent of this Code of Conduct and Discipline Policy is not to supersede any other NCAA or university policy; nor is it to judge who is guilty or not guilty. It is meant to set high standards relating to the department’s expectations of how student-athletes represent Florida State University and to state the potential consequences for those student-athletes who make poor choices which reflect negatively on themselves and the university.

As the university’s most visible ambassadors, student-athletes at Florida State are expected to uphold, at all times, high standards of integrity and behavior which will reflect well upon themselves, their families, coaches, teammates, the Department of Athletics and Florida State University. Student-athletes are expected to act with propriety, to respect the rights of others, and abide by all state and federal laws and all rules and regulations of Florida State University, the ACC, and the NCAA. Failure to do so may result in suspension from the team or even the university. Scholarship athletes risk having all or part of their financial aid revoked for infraction of this code. The Head Coach of each sport has his/her own set of team training/conduct rules. The Florida State Athletics Administration will fully support appropriate disciplinary action taken by a coach. Should a student-athlete wish to appeal any disciplinary action, he/she should contact the Associate Athletics Director for Compliance.

In the case of behavioral problems, which involve formal criminal charges by a law enforcement agency, the involved student-athlete will be placed on suspension by the Department of Athletics until the facts of the incident are reviewed.

A. In the event the student-athlete is charged with a felony, absent extraordinary circumstances as determined by the administration, he/she will not be permitted to represent FSU Athletics in game competition until such time as the charge is resolved and all court, university and athletics department conditions for reinstatement have been met;

B. Absent extraordinary circumstances as determined by the administration, misdemeanor charges and subsequent discipline, therefore will be handled by the Head Coach, after review by the Director of Athletics, relative to circumstances, background, as well as current and past deportment of the student-athlete involved. If misdemeanor charges result in a sentence, which involves serving time in jail, the student-athlete involved will not be permitted to represent FSU athletics in game competition until that time was served.

Indefinite suspensions can be instituted in any case where an individual’s actions represent the Florida State University and its Athletics program in a manner inconsistent with this code of conduct. Each case will be reviewed by the Director of Athletics and Head Coach independent from any other, taking into account that no two cases are identical in nature and that each must be assessed based on the facts presented.
202 – ATHLETIC ACADEMIC SUPPORT SERVICES

MISSION STATEMENT

The primary mission of the Athletic Academic Support Services program is to provide an environment that facilitates the academic success of each student-athlete. Our focus is to provide a comprehensive support program integrated with the total University that will assist all student-athletes with the transition into college and provide continued support in all phases of academic and professional development, culminating with graduation, job placement, or graduate school.

SERVICES AND PROGRAMS

Academic Advising

The advisors in Athletic Academic Support Services serve as the lower-division advising unit for all student-athletes. The staff advises students through the Liberal Studies curriculum and degree pre-requisites. The advisors work with the students in a number of areas related to the academic experience at Florida State University, but with a primary emphasis in advising and monitoring the progress toward the selected degree program, taking into consideration, all variables, which would enhance or impede each student’s progress toward the goal of graduation.

Study Hall

The main focus of the study hall program is to help students develop consistent and appropriate study habits; by providing a structured setting our student-athletes are able to make study time and tutoring a priority within their busy schedules.

In order to meet the academic demands of the student-athletes we provide two academic facilities. Both facilities foster an academic environment where student-athletes have the resources available to meet their academic goals.

The Athletic Academic Support Center is housed on the 2nd floor of the Moore Athletic Center and consists of a computer lab, individual tutor rooms, small group area, two classrooms, wireless internet access and academic support offices.

Our Learning Center is located on the 9th floor of the University Center C and allows for an independent study and objective based academic environment. The facility includes additional computer stations, individual study carrels, group study areas, wireless internet access and academic support offices.

Both facilities are open:
Sunday  5:00pm-9:00pm
Monday-Thursday  8:00am-10:00pm
Friday   8:00am-5:00pm


Tutoring Services

The Athletic Department at Florida State University has made a commitment to providing our student athletes with one of the finest and most comprehensive tutorial programs in the nation. The tutorial program is just one of several key support services that are available to all student-athletes as they progress towards their ultimate goal of obtaining a college degree.

We hire approximately 85 tutors a year, from a variety of academic departments, who are committed to providing proactive individualized assistance with course comprehension and study skills. The Academic Mentoring program provides each student-athlete with the opportunity to have individualized assistance in the areas of study skills, test preparation, organization and time management. Mentors tailor their efforts to meet the needs of each student, their learning style and their academic strengths.

Most tutors are seniors or graduate level students who have outstanding academic backgrounds. Tutorial assistance is a free service available to all student-athletes in any of their academic coursework and may be obtained by filling out a tutorial request form at the beginning of the semester including summers, or as needed.

Computer Lab

The Athletic Academic Support Services Computer Lab is located in room 2103 of University Center Building D (Moore Athletic Center). It is outfitted with 34 computers and a high volume printer. The hours of the computer lab are as follows:

- Sunday: 5:00 p.m. - 9:00 p.m.
- Monday: 8:00 a.m. - 10:00 p.m.
- Tuesday: 8:00 a.m. - 10:00 p.m.
- Wednesday: 8:00 a.m. - 10:00 p.m.
- Thursday: 8:00 a.m. - 10:00 p.m.
- Friday: 8:00 a.m. - 5:00 p.m.

There are extended computer lab hours during finals week.

Learning Center

The Learning Center is located on the 9th floor of University Center Building C. It is outfitted with 10 computers, laser printer, copier, study carrels and the offices for the two staff learning specialists. This area is available during the same hours of operation as above and will house tutor sessions, group study hall and appointments with either of the learning specialists.

New Student Orientation Program

All new incoming student-athletes at Florida State University must go through two separate orientation sessions. The first session is the University orientation, which is for all new students at FSU. This is a two-day session, which provides new FSU students with a comprehensive overview of the campus and the services it provides. The second orientation program is designed for new student-athletes at FSU. The Student-athlete Advisory Council runs this program out of
the Student Development Office. It is held the Sunday prior to the beginning of fall classes. This orientation highlights many different topics that are important for student-athlete success. Some of these topics are nutrition, academics, student life, community service, technology on campus, and compliance.

Summer Bridge

In conjunction with Compliance and Student Services, Athletic Academic Support at Florida State University offers an extensive Summer Bridge program to qualifying incoming freshmen student athletes. The Summer Bridge program welcomes freshmen student athletes by addressing the academic needs of students transitioning from high school to university. Program events include campus orientation, skills workshops, and special guest speakers.

Academic Honors and Awards Program

The Athletic Academic Support Services Program is committed to recognizing the academic success of all student-athletes. The Academic Department in conjunction with Seminole Boosters, Inc., puts on the annual “Golden Torch” awards banquet each fall. At this event, the individuals with the highest GPA on their respective teams, and the Men’s & Women’s Teams with the highest GPA are recognized, as well as ACC Honor Roll student-athletes and members of the All-ACC Academic Team in each sport.

Team meetings are held each year, during which time student-athletes are notified of potential honors and awards and are encouraged to apply. Combining a strong grade point average with athletic accomplishments, community service activities, and leadership experiences make for a student-athlete capable of obtaining unlimited academic honors, awards, and postgraduate opportunities.

POLICIES

Attendance Policy

Class attendance is one of the single most important aspects of student academic success. In order to better address the experience of the student-athlete and his or her efforts in the classroom, Florida State University has adopted a Student-athlete Unexcused Class Absence Policy. Attendance will be determined by the academic counselor from a variety of sources, including written and or verbal Faculty reports, class checking, self-reports etc. A systematic reporting program called SAMS is used for attendance and class standing. By using this system, a professor can enter into a database a student’s attendance record. The academic counselors, who also have access to SAMS can immediately view all information entered by the faculty member and proceed with proper disciplinary action if necessary. Disciplinary action is taken when a student-athlete fails to meet his or her academic obligations by not attending class.

If a student-athlete has three cumulative class absences, a meeting is convened between the student-athlete and the academic staff and position coach, or academic liaison are held to review academic progress and responsibilities. Appropriate disciplinary action is taken.
If a student-athlete has five or more cumulative unexcused class absences, a meeting is convened between the student-athlete, the Director of Athletic Academic Support Services, the Academic Counselor, and Head Coach (or designee) to address specific class absences and determine necessary disciplinary action. The imposed sanctions will be conveyed to the Director of Athletics or his designee for implementation.

A student-athlete who fails to attend class on time for any reason other than:

- a University-sponsored athletic event,
- a documented medical illness and/or treatment,
- observance of a religious holiday,
- the death of a relative (or close personal friend)
- or any mandated appointments

will be considered to have an “unexcused” absence from class and subject to the above policy.

Repeat offenders are subject to severe disciplinary action (which may include loss of summer aid, game suspensions, and loss of Athletic Scholarship).

**Summer School Aid Policy**

The Florida State University Athletics Department will pay for Summer School on the basis of a priority system and the availability of funds. Any scholarship student-athlete seeking financial support for summer school must complete a summer school application and attach a copy of their SASS report (freshmen & sophomores) or a copy of their departmental graduation check (juniors & seniors). This application must then be turned back into the Athletic Academic Support Services Office. Priority is given to:

1) Student requiring hours to maintain eligibility
2) Students requiring additional hours to fulfill degree requirements or to get back on track for graduation
3) Students requiring pre-requisites at the end of their 4th semester for acceptance into a specific degree program
4) Petitions from students who have other sound reasons for taking hours in Summer School will be evaluated by the Athletic Academic Support Services Staff. Priority of these petitions is based on:

- Rationale of the petition
- Students who have not been previously funded for Summer School
- Chronological order in which petitions are received

After priorities have been addressed, the staff will consider petitions from all other students. If a student-athlete wishes to appeal the decision, they must contact the Athletic Executive Committee.

**5th Year Aid Policy**

Student-athletes who have exhausted their four years of eligibility, but still have additional credits to meet in order to graduate, can apply for 5th year aid. These students will receive the same percentage of scholarship money that they did their last full-time semester. These students are also required to work in an area of the Athletics Department that is assigned by the Associate Athletics Director.

**Academic Honor Code Policy**

The academic honor system of The Florida State University is based on the premise that each student has the responsibility: to uphold the highest standards of academic integrity to the
student’s own work; to refuse to tolerate violations of academic integrity in the University community; and to foster a high sense of integrity and social responsibility on the part of the University community.

Violations of the Academic Honor Code include:

1. Receiving information from a fellow student or another unauthorized source during an exam; or referring to information during an exam that was not condoned by the instructor.
2. Representing another’s work as one’s own.
3. Obtaining, distributing, or referring to a copy of an examination, which the instructor/department has not authorized to be made available for such a purpose.
4. Impeding the ability of other students to have fair access to materials assigned or suggested by the instructor. For example, removal or destruction of library or other source materials.
5. Tampering with another student’s work.
6. Altering grades or any other records related to the academic performance of students.
7. Assisting another student in committing the offenses outlined above.
8. Attempting to commit any offense as outlined above.

Academic penalties shall include but not be limited to one or a combination of the following:

1. A lower or failing grade in the course
2. A lower or failing grade or score on the assignment or examination
3. Additional work to provide evidence of the student’s academic performance and or evidence that the student knows and understands the course material.

(Academic Retention)

All students must demonstrate satisfactory academic progress for retention and continued enrollment at Florida State University. Satisfactory academic progress includes, but is not limited to, successful completion of credit hours and progression toward completing a degree. The University reserves the right not to retain students who do not demonstrate satisfactory academic progress.

Students should refer to the table below indicating the necessary grade point average (GPA) on all course work taken at Florida State University required for retention at the University. The Retention Table takes into consideration the number of semester hours the student has attempted and indicates the GPA range that will place the student on academic warning or academic
probation. Students who fail to resolve probationary status will be dismissed at the end of the next semester for which they are enrolled.

A minimum Florida State University GPA of 2.0 ("C") or better and an overall 2.0 GPA on all college-level work attempted is required for graduation. "College-level work" is interpreted to mean course work attempted for credit at the college level, but does not include vocational, technical, or other courses not applicable toward a degree. Students should maintain at least this minimum at all times to be in good standing. Statuses of "academic warning," "probation," or "reinstated from dismissal" do not specifically prohibit a student from participating in extracurricular activities unless otherwise specified by University policy, rules, or by-laws governing the activity or organization. To be retained in the University, a student must achieve an overall Florida State University average at the end of each term which, in the judgment of the University, is sufficiently near 2.0 to permit reaching the 2.0 average by the beginning of the junior year.

<table>
<thead>
<tr>
<th>Attempted Hours</th>
<th>Warning GPA Range</th>
<th>Probation GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>1—15</td>
<td>1.5—1.999</td>
<td>Less than 1.5</td>
</tr>
<tr>
<td>16—30</td>
<td>1.75—1.999</td>
<td>Less than 1.750</td>
</tr>
<tr>
<td>31 or more</td>
<td>—</td>
<td>Less than 2.0</td>
</tr>
</tbody>
</table>

**Dismissal**: Failure to remove probation by the end of next term.

Academic Warning

As an aid to students in the Division of Undergraduate Studies and lower-division music, dance, and Bachelor of Fine Arts (BFA) in theatre students (freshmen and sophomores), an "academic warning" will be included with grade reports at the end of the term if the cumulative average has fallen below 2.0 but not low enough to place the student on academic probation.

Academic Probation

When any student's grade point average (GPA) falls within the probationary range, the student will be placed on academic probation for one term. A student on probation must enroll for not less than twelve and not more than fifteen semester hours during the probationary term. If the student fails to remove the probationary status by the end of the term, the student will be dismissed.

Students on academic probation who elect to enroll in a Florida public postsecondary institution (or in an accredited institution within or outside the state) and who receive an Associate in Arts degree with an overall 2.0 average will have the probationary status and their previous Florida
State University average removed upon application for readmission, and will be guaranteed a maximum of sixty (60) semester hours.

**Academic Dismissal**

The dismissed student must consult the student's academic dean about criteria governing possible readmission to the University. Students dismissed because of low grade point averages (GPA) may be readmitted by: (1) achieving the required minimum average through correspondence courses offered by the State of Florida, Division of Colleges and Universities; (2) attending and graduating with an Associate in Arts degree from a Florida public postsecondary institution (or an accredited institution within or outside the state) with an overall college average of 2.0 or higher; or (3) extraordinary approval of the academic dean. In the latter case, if the student fails to achieve the required GPA for unconditional retention during the first term of reenrollment, the student will again be dismissed. Students are not eligible for readmission after two dismissals.

Under option 2, students are guaranteed a maximum of sixty semester hours and their Florida State University grade point average will start over upon readmission.

Grades earned at another institution cannot be used to improve Florida State University GPA. A student cannot raise the GPA by taking courses at another institution after receiving the Associate in Arts (AA) degree.

Credit hours earned during any period of dismissal cannot be applied to the minimum one hundred twenty semester hours required for graduation. The only exception made to this provision is for credits earned under option 2 above.

All students who enter Florida State University are assured retention for their second term. Students may, however, be placed on academic probation at the end of the first enrolled term.

Graduate students should refer to 'Suspension and Dismissal' in the "Academic Regulations and Procedures" chapter of the *Graduate Bulletin*.

*Grade Change Policy*

The Faculty Athletic Representative (FAR) will review all grade changes that could result in restoring a student-athlete’s eligibility for athletic competition. The Registrar will inform the FAR of the grade change and the FAR or a designee who is a member of the FSU faculty will conduct an inquiry to determine if the new grade was properly earned and to insure that no undue pressure on the part of the student-athlete or any representative of the FSU Department of Athletics was involved.

In most cases, the FAR will conduct the inquiry by email and telephone, contacting the instructor of record. In some cases, additional inquiries may extend to the student-athlete, academic advisor and the dean of the college or school. Once the inquiry is complete, the FAR will document the process and, where appropriate, affirm that the grade was properly earned.
typically through an email to the Registrar. At that point, the Registrar will take any remaining steps to certify the student-athlete’s eligibility and notify the Athletic Department of the student-athlete’s status. If the FAR finds evidence that there was undue pressure on the part of the student-athlete or any representative of the FSU Department of Athletics in obtaining the grade, the compliance office will be notified.

(Approved by Academics Committee 4/22/10)

Missed Tutoring Sessions

For all missed tutoring sessions, a $10 fee will be charged to the Student-Athlete for each unexcused absence. This fee will cover the cost associated with the tutor. All fees will be deducted from the student-athlete’s FSU account.

Academic Readmission

Returning undergraduate degree-seeking students who 1) have been absent from the University for two or more consecutive terms (including summer); 2) have been dismissed from the University and have been absent for two or more consecutive terms (including summer); 3) have withdrawn from the University and have been absent for two or more consecutive terms (including summer); 4) have earned a bachelor’s degree from the University and wish to pursue a second bachelor’s degree; or 5) have had their last term of enrollment at the University administratively cancelled and have been absent for two or more consecutive terms (including summer), must submit an application for readmission to the readmissions section of the Office of Admissions. Readmitted students are subject to retention requirements in effect at the time of reentrance. In addition, students claiming Florida residency must reestablish their eligibility for this classification when applying for readmission.

Students who have attempted college work (including correspondence work) at any college or university since their last enrollment at Florida State University must have official transcripts sent to the readmissions section of the Office of Admissions. Transcripts are considered official when they are sent directly from a college or university to the Office of Admissions and contain an official seal and/or signature. Transcripts bearing the statement “Issued to Student” or transcripts submitted by the applicant are not considered official.

The University reserves the right to refuse readmission to any student who has an unsatisfactory academic, conduct, or health record. Students who are denied readmission to the University may appeal that decision by filing a written petition with the appropriate academic dean’s office. Students who are denied readmission for judicial reasons may appeal by filing a written petition to the Admissions Committee through the Director of Admissions.

The readmission application and all supporting documents should be submitted at least two months prior to the beginning of the term for which readmission is desired. (Consult the “University Calendar” chapter of this General Bulletin for specific deadlines.)
PROCEDURES

Recruiting Procedures

The Athletic Academic Support Services staff assists coaches in hosting and meeting recruits and their parents. There are several recruiting weekends per year when large numbers of students visit the campus. There are also times when smaller numbers or even one student may come in to look at FSU. The counselors will work with coaches to ensure that the facilities and services of the program are made available to these students and parents when they come to campus. While meeting with prospective students, the counselor will outline services that the Athletic Academic Support Services Office offers to each student-athlete at FSU, such as access to a learning specialist, tutoring, monitored study hall, and a mentoring program. The student is also told what is expected of him/her as a student at Florida State and how the Athletic Academic Support Services Office can assist them in meeting their academic goals. Each recruit is also given a folder of information that includes an application to FSU, a pamphlet on safety and security, an informational packet on FSU, and a handout on financial aid resources. Counselors reassure the recruits that they can be successful both academically and athletically at Florida State University.

Admissions Procedures

The Academic Support Office reviews every prospective student athlete’s application materials and evaluates them for admission. The complete application is then forwarded to a representative in the admissions office for review.

A completed application includes the following:

All freshman applicants must:
- Submit the FSU application and thirty dollars ($30.00) application fee.
- Submit all official high school and post-secondary transcripts (dual enrollment).
- Submit official ACT (#0734) and/or SAT (5219) results for each test taken.

All international freshman applicants must:
- Submit the online application and the application fee of thirty dollars ($30.00) in U.S. currency.
- Submit official or certified copies of all academic records from secondary school (in the native language, accompanied by certified English translations).
- Submit official ACT and/or SAT results.
- Submit an official TOEFL score (required of all applicants whose native language is not English).

All transfer applicants must:
- Submit the FSU application and thirty dollars ($30.00) application fee.
- Submit official high school and all college/university transcripts (sent directly from each institution). Applications for transfers will not progress until official college transcripts have been submitted to Admissions.
- Submit official ACT (#0734) and/or SAT (#5219) results, if entering FSU as a freshman or sophomore transfer student. It is recommended that junior and senior transfer applicants also submit test scores.
• Meet the State of Florida’s foreign language admission requirement by having two sequential units of the same foreign language in high school or eight semester hours of the same foreign language in college (or documented equivalent proficiency).
• Satisfy the Florida CLAS or an approved alternative.
• Meet requirements for admission to the University and to the major/program of interest.

All international transfer applicants must:
• Submit the online application and the application fee of thirty dollars ($30.00) in U.S. currency.
• Submit official or certified copies of all academic records from secondary school (in native language, accompanied by certified English translations).
• Have official transcripts send directly from each college/university attended/attending (in native language, accompanied by certified English translations).
• Provide an official course-by-course evaluation of all academic records from each non-U.S. college and/or university attended/attending (no transfer credit will be awarded unless an evaluation has been submitted).
• Submit official ACT and/or SAT results, if entering FSU as a freshman or sophomore transfer student. It is recommended that junior and senior transfer applicants also submit official test scores.
• Meet the foreign language admission requirement by having two sequential years of one foreign language completed in secondary school or eight semester hours of one foreign language completed in college (or documented equivalent proficiency), if native language is English.
• Satisfy the Florida CLAS or an approved alternative.
• Submit an official TOEFL score (required of all applicants whose native language is not English).
• Meet the requirements for admission to the major/program of choice. In addition, limited access programs, teacher education programs, and programs requiring auditions generally require additional application materials.

Eligibility Procedures

Confirming student-athlete eligibility is an ongoing process that takes place every semester. The following is a timeline of events that occur in order in order to continuously verify each student-athletes’ eligibility status.

July
- Confirm initial eligibility status
August
- Confirm transfer information such as eligibility status, AA degree, and CLAST
- Transfer rules must be met for 2-4, 4-4, and 4-4 transfers
- Declaration of majors
- Verification that students meet all applicable NCAA eligibility rules
Mid-August
- Confirm returning students eligibility based upon summer grades
- Confirm all eligibility numbers, electives, and issues
- List of all December graduates with graduation checks
Aug/Oct.
- Certification of sports
September
- Audits done of schedules for the fall semester
- Audits done on major codes
- Review all mid-year certifications
- Identify new recruits

Oct./Nov. - Review all mid-year certifications
- Project eligibility hours for the Spring term
- Confirm eligibility status after fall semester
- Confirm all mid-year certifications
- Determine any concerns with NCAA eligibility
- Confirm all eligibility numbers, electives, issues
- Declaration of majors

January
- Audits done of schedules for the spring semester
- Audits done on major codes
- List compiled of all May graduates with graduation checks

Feb/March - Project eligibility hours for the summer
- Confirm eligibility status at the end of the Spring term
- Determine summer school needs based on 24 credit hours, 40/60/80 and 90/95 rules
- Confirm all eligibility numbers, electives, issues

April/May - Audits done of schedules for the summer semester
- Audits done on major codes
- Compile a list of August graduates with graduation checks

May - Audit student schedules to make sure that they will have enough hours/GPA
- Confirm 1st 6 week grades

Throughout the year, the admissions coordinator projects the NCAA Eligibility Center status and does an eligibility review of all possible transfer students (including liberal studies checks).

**Assessment Procedures**

Every student-athlete brings a different level of academic potential to the university. Athletic Academic Support Services assesses each student’s potential and how to best support it. By reviewing high school transcripts as well as SAT/ACT scores each student’s learning ability is evaluated. Observing the student-athletes throughout their first semester at Florida State University also helps to assess learning. If a counselor thinks that a student might have a learning disability, they will refer the student to the departmental Learning Specialist. The Learning Specialist will review the situation, and if necessary, make an appointment for the student at The Adult Learning Center. The Adult Learning center will assess the student with a number of tests and send the information back to Athletic Academic Support Services who creates an Individual Student Accommodation Plan. This is a specific program set up to assist the student in the areas that they need it most. If a student-athlete comes to Florida State University and has been diagnosed with a learning disability, they are referred to the Student Disability Resource Center. Athletic Academic Support Services will also make an Individual Student Accommodation Plan for these students in order to best meet their needs.

**Academic Release Procedures**

The written consent of the student is required for the disclosure of publication of any information that is 1) personally identifiable of the student; and 2) a part of the educational record. Athletic Academic Support Services offers two waivers to the student-athletes to sign in order for the
office to release student information. The general release form allows the Athletic Academic Support Services Office to release any or all of their academic information to the parents or guardians as well as media. The second type of release is release of confidential information for educational purposes. This release grants the Athletic Academic Support Services staff permission to review confidential educational data. It also permits the staff to discuss the student’s educational disability as it relates to educational accommodations and modifications. (See appendix for Release Forms)

Scholarship Book List Procedures

The Office of Financial Aid will supply the Athletic Academic Support Services Office and University Bookstore with the list of all student-athletes, graduate assistants and managers that will be eligible for a book scholarship for the new academic semester. This list will be used for the student-athletes to purchase books at the University Bookstore. If the University Bookstore does not have the book, the student-athlete should visit the Athletic Academic Support Services Office to request to purchase the book. If a course requires a packet from Target Copy, the students should again report to Athletic Academic Support Services for a requisition.

Scholarship Book List Procedures

Athletic Academic Support Services will send the list of students over to the University Bookstore which they will use to verify that the student-athlete is eligible for the books. The book scholarship pertains to textbooks and all required materials (including calculators, prs transmitters and certain supplies). All recommended textbooks and materials are not covered.

Billing Procedures

The Financial Aid Office creates a list of full & partial tuition fees and payments. The Financial Aid Office has the responsibility of pulling up each student-athlete and graduate assistant account individually and writing down the value of their tuition. This information is then used for the departmental billings to be placed into the FSU cashiering system, which can be accessed through Student Financial Services. The Financial Aid Office then posts the billings for each student-athlete. Once the billings are entered for tuition and fees, a final spreadsheet is generated with all the amounts that were posted for each student, in-state, out-of-state and the values of the matriculations. The Financial Aid Office will prepare documentation for the Business Office to transfer funds to Student Financial Services.

Course Performance Evaluation Procedures

The entire student-athlete population’s class performance attendance will be checked throughout the semester. This check is done through a database called SAMS. The professors are emailed and asked to log on to the secure web-based system and asked to complete a short questionnaire about their current satisfaction with each student-athlete in the course. They are also asked if the student missed any assignment and what the student’s current grade is in the class. The faculty member enters this information into SAMS and it is immediately available to the counselors.

Revised: May 5, 2010
The Office of Student Services and Personal Development administers a number of programs that are a part of the NCAA Life Skills program and the Division IA CHAMPS (Challenging Athletes’ Minds for Personal Success) program. This program of personal development is the cornerstone of the athletics department division of student services.

MISSION STATEMENT AND GOALS

Character, intellect, and athletic ability are the combined qualities that make a student a candidate for athletic participation at Florida State University. Once those qualities have been demonstrated, the Department of Athletics is committed to a program that will develop student-athletes’ athletic skills and prepare them for rewarding careers.

Academics

To promote academic excellence and support the efforts of every student-athlete to earn a degree,

Athletics

To support the development of athletic potential with a commitment to sportsmanship and teamwork,

Personal Development

To enhance personal development by emphasizing the qualities of leadership,

Community Service

To establish a commitment of service to others as a foundation for a balanced lifestyle, and

Career Development

To foster the development of meaningful careers.

PERSONAL DEVELOPMENT PROGRAM

All student-athletes have access to Personal Development Programs provided by the Department of Athletics and the University. All freshmen are encouraged to enroll in the University’s Freshman Year Experience Course. This course includes valuable information regarding transitional issues that affect success in the university and in life after college. Additionally, each team can select from a menu of Seminole Success Seminars and short workshops on the following topics: Academic Skills, Goal Setting, Time Management, Media Relations, Sports
Psychology and Performance Enhancement, Internships, Cooperative Education and Summer Jobs, Resume Writing, Interviewing, Dining Etiquette, Understanding Diversity, Dealing with Authority, Service to the Community, and various topics on Sports Nutrition. Arrangements for these opportunities may be made by the Head Coach contacting the Office of Student Services to schedule a program for their team.

LEADERSHIP DEVELOPMENT

Student-athletes are encouraged to develop their leadership skills by participating in opportunities provided within the University and the Department of Athletics. Opportunities to develop leadership skills exist with the Student-Athlete Advisory Council, Athletic Ambassadors, Football Leadership Council, and through seminars offered by the Athletics Department and the University.

STUDENT-ATHLETE ADVISORY COUNCIL (SAAC)

The Student-Athlete Advisory Council (SAAC) is comprised of representatives of each of the 19 varsity athletic teams. The SAAC serves as an advisory organization to the Office of Student Services and to the Department of Athletics. SAAC members are selected by the current SAAC representative and the Head Coach. The SAAC meets twice a month on Sunday evenings. All representatives are expected to attend unless there are conflicts with participation.

SAAC Objectives

a) Serve as a liaison between the athletic teams and the Office of Student Services in the development of support services and enrichment programs for student-athletes

b) Emphasize academic opportunities and responsibilities of student-athletes in their college experience

c) Encourage student-athletes to apply what is learned in athletics to their course of study and ultimately, to their career development

d) Assist in the implementation of orientation programs for student-athletes

e) Promote positive relationships between student-athletes, the staff, the faculty of the University, and the residents of the community

f) Assist in the implementation of programs that will promote a positive image of intercollegiate athletics and student-athletes

ATHLETIC AMBASSADORS

The Athletic Ambassadors are student-athletes who will serve as liaisons to various organizations on campus and in the community. Their primary responsibility will be to serve as
hosts and hostesses for Seminole Booster events and events as needed by University Relations. They will serve as tour guides, hosts, etc. for Department of Athletics events. These students will exhibit excellent communications skills and a desire to serve the university.

**CAREER PLANNING AND PLACEMENT**

The Office of Student Services and the University’s Career Center are committed to providing student-athletes with services that will enable them to find employment during and after their enrollment at Florida State. Through a partnership with FSU’s Career Center, the Office of Student Services provides a wide variety of career services to student-athletes.

**Individual Career Counseling**

The University Career Center offers individual career counseling free of charge to FSU student-athletes. Help on resumes, career strategies, networking, graduate school information, and other topics are available.

**The Career Center**

Florida State University’s Career Center is one of the best university career centers in the nation. The Office of Student Services works in cooperation with the Career Center to provide student-athletes with the wide variety of services offered. Some of these services include career workshops, career/internship placement, career fairs, on-campus interviewing, and a comprehensive resource library.

**Seminole Job Services**

Seminole Job Services strives to provide student-athletes with a series of employment options during vacation periods and, with proper approval, the academic year. The Department of Athletics maintains a list of employers interested in hiring for regular or part-time employment. The University’s website also contains a list of the jobs that are available on campus.

**Internships**

The University’s Career Center offers a number of internships in the summer and during the school year. Internships in your chosen field of work are highly recommended for all student-athletes.

**SEMINOLE SPIRIT COMMUNITY SERVICE**

The University’s Center for Civic Education partners with athletics to enable all student-athletes to develop a lifelong commitment to service. Students and their coaches select their projects and turn in participation cards to the Office of Student Services and Personal Development. All calls from people or agencies from the community are routed to the Office of Student Services and Personal Development. A staff member evaluates the request as to compliance with NCAA
regulations. These requests are signed by the Director for Student Services as the designee for the Athletics Director.

The Athletics Director’s Cup for Service was initiated by the Department of Athletics during the 1996-1997 academic year to promote community service participation among all teams. In addition, this annual award helps to recognize the thousands of hours of community service FSU student-athletes have completed.

ACC Top Six for Service identifies the top six individuals who made outstanding contributions to the community. These awards are provided by the ACC and are given at the Golden Nole Awards Banquet.

FINANCIAL AID

Financial aid at Florida State University can take many forms including loans, grants, scholarships, and work study programs. In order to apply for any financial aid, student-athletes must fill out a Free Application for Federal Student Aid (FAFSA). This application is available on-line. Once the student-athlete has completed the form and it has been processed, the federal government determines a student’s financial need. Most grants and work-study programs are based on need. Even if a student does not have financial needs, as determined by the federal government, he or she may still be eligible for student and/or parent loans. Grants and loans may be separate from the student-athlete’s athletics grants-in-aid. (Athletics grants-in-aid are administered by the Compliance Office.) All financial aid must be approved by the Financial Aid Office in consultation with the Athletic Compliance Office prior to distribution.

Pell Grant

A federal need-based grant that is available to undergraduate students. Does not have to be paid back. Approximate maximum award: $4,731.

Federal Stafford Loan (Subsidized)

A federal need-based loan that pays varied amounts depending on the enrollment level of the student (i.e., freshman, sophomore, junior, senior). The federal government pays all interest accrued while the student is enrolled full time. Approximate maximum awards: Freshman $3,500 up to Senior $5,500.

Federal Stafford Loan (Unsubsidized)

A federal loan that is not based on need and pays varied amounts depending on the enrollment level of the student (i.e., freshman, sophomore, junior, senior). All students admitted to degree seeking programs are eligible. The borrower is responsible for paying all interest cost associated with this loan. Interest payments may be deferred and accrued as part of the principle until the student graduates. Maximum award: Freshman $4,000 up to Seniors $5,500.
Federal Loan for Parents (FPLUS)

A parent may borrow for a dependent degree-seeking student. Both the parent and the student are required to sign the FAFSA. Payments begin on FPLUS loans immediately upon disbursement. A parent can borrow up to the total cost of education minus any other financial aid the student may receive.

NCAA POSTELIGIBILITY GRANT-IN-AID

Post-eligibility aid is granted to deserving student-athletes for purposes of graduation only. Factors such as academic performance, summer school attendance, eligibility, and individual circumstances will contribute to the amount of 5th year aid one receives. Recommendation from the Head Coach, academic counselor, and administrative approval will dictate any 5th year aid.

SPECIAL ASSISTANCE FUND

The NCAA set up the Special Assistance Fund to assist student-athletes who have financial needs. It can provide money for clothes/essential items and special course supplies. It can also be used to help pay for medical, dental, or vision emergencies. In addition, the Special Assistance Fund can help student-athletes in the case of a family emergency.

In order to receive aid from the Special Assistance Fund, student-athletes must qualify for a Pell Grant. Redshirt, medical hardship, and 5th year aid student-athletes who receive Pell Grants also qualify. Student-athletes do not have to be on scholarship, but please note: first year non recruited walk-ons do not qualify.

Course Supplies

Student-athletes who are on Pell and taking a class that requires special supplies (art or drawing products, etc.) may be able use the Special Assistance Fund to pay for them. Here is how to find out:

a) Take the appropriate syllabus to the Office of Student Services.

b) If the item needed is OK for the Special Assistance Fund, go to any store and purchase the item.

c) Turn in the receipt(s) to the Office of Student Services and fill out some forms.

d) A check will be available in the Student Services’ office in about two weeks for pick up.

Medical/Dental/Vision

If a student-athlete has a medical, dental, or vision problem:
a) See the appropriate trainer

b) The trainer will have the student-athlete complete a Special Assistance Form and schedule a doctor or dentist’s appointment. (Note: There is a $300 limit on the purchase of glasses.)

Student-Athletes Must See Their Trainer To Have The Special Assistance Fund Cover These Expenses-If They Do Not, They Will Have To Pay.

**Family Emergency**

Any student-athletes who have a family emergency should go to the Office of Student Service. The Special Assistance Fund may provide them with a way to get home for a funeral or critical illness of a member of their IMMEDIATE FAMILY (mother/father, brother/sister). If they have an emergency involving other family members, their request may be considered by administrative review.

**STUDENT FINANCIAL SERVICES**

Student Financial Services includes the offices of the cashier and bursar. It has two primary purposes:

a) Collect tuition and other university debts from students

b) Disburse financial aid to students

Students may visit **SFS**

a) Online at [http://www.sfs.fsu.edu](http://www.sfs.fsu.edu/) for specific financial information

or

b) In person at A1500 University Center A, corner of Pensacola Street and Champion’s Way

Also see **Students First**

a) Online at [http://www.studentsfirst.fsu.edu](http://www.studentsfirst.fsu.edu) for general student concerns, including a link to university map, showing the location of UCA

or

b) In person at A1500 University center A, corner of Pensacola Street and Champion’s Way
NCAA SPECIAL ASSISTANCE FUND

Administrative Policies and Procedures

I. Clothing and Essential Items

POLICY

All Pell Grant eligible student-athletes (with the exception of first year, non-recruited walk-ons) can receive this portion of the Special Assistance Fund (SAF). (International student-athletes are not eligible as they cannot qualify for Pell Grants)

Eligible student-athletes are strongly encouraged to apply at the SAF orientation meeting in September, although they may apply at any time at the Office of Student Services.

Checks will be direct deposited after approval. International student-athletes will have to pick up their actual check at the Athletics Department Cashier’s Office.

PROCEDURE

a) Prior to the fall semester, a report of all Pell eligible individuals is generated in order to identify those eligible for the Special Assistance Fund.

b) Each student-athlete completes the ACC Special Assistance Fund application. The student-athlete’s financial aid status must be checked through the OMNI computer system or the master financial aid roster (i.e.- verify Pell grant and Grant-in-aid) by a member of the Student Services Staff.

c) The application is then forwarded to the Compliance Office. Once verified and signed by the Compliance Officer, the application is then forwarded to the Office of Financial Aid for approval.

d) After compliance and financial aid approval, one copy is forwarded to the Business Office.

e) Within 14-21 days, the check will be direct deposited into the individuals checking account

f) At the conclusion of each term, the Office of Student Services will forward a copy of a Special Assistance Fund summary sheet to the Office of Compliance.

II Expendable Course Supplies
**POLICY**

Pell Eligible student-athletes will be reimbursed for expendable course supplies purchased while enrolled in specialty courses (i.e.-art, graphic design, engineering, etc.).

A course syllabus listing the requisite supplies and all applicable receipts must be turned in to the Office of Student Services.

**PROCEDURE**

a) If a student-athlete is enrolled in a class that requires special, expendable supplies he/she should bring their syllabus to the Office of Student Services.

b) If the needed expendable supplies meet the requirements of the Special Assistance Fund and the student-athlete is Pell eligible, then the student-athlete is cleared to purchase the required item(s) at any store of the student-athlete’s choosing.

c) Once the student-athlete has purchased the required item, they will have to take the receipt to the Office of Student Services.

d) Once the receipt is turned in, a staff member in Student Services will complete the Special Assistance Fund application and the appropriate reimbursement form. The student-athlete is required to sign both forms.

e) The student-athlete’s financial aid status must be checked (same as clothing/essential item procedure) and then forwarded to both compliance and financial aid.

f) Upon approval from compliance and financial aid, the completed application is logged and the request is submitted to the Business Office.

g) The reimbursement check for the expendable supplies will be available for pickup in the Student Services office within approximately two weeks, where the student-athlete will pick it up.
III. Medical/Dental/Vision

POLICY

The Athletic Training Room staff will make all referrals for emergency medical/dental/vision procedures and will determine that the procedure or item is absolutely necessary.

Only Pell Eligible student-athletes qualify for this portion of the fund.

Student-athletes will be limited to a $300 maximum on glasses.

The SAF will be billed only after the student-athlete’s personal or family insurance has paid, if applicable.

MEDICAL / DENTAL / VISION PROCEDURE

If a student-athlete has a medical/dental/vision concern, they should report that condition to their trainer.

The Training Room consults with the Office of Student Services to determine SAF eligibility. The student-athlete must be Pell eligible in order to receive services paid for by the Special Assistance Fund.

Upon verification that the student-athlete is SAF eligible, the Training Room will make the appointment for the student-athlete (at which time an estimate is requested) and forward a completed SAF application to the Office of Student Services.

When the bill is received for the services and/or items needed, the Office of Student Services will forward the application to compliance and financial aid.

Special circumstances, including student-athletes who do not receive Pell, but are in need of medical/dental/vision assistance, may be considered under administrative review.

IV. Emergency Travel

POLICY

Emergency travel will be limited to the death or imminent death of a parent, sibling, or child. Consideration will be given to those who have “alternative” family situations (i.e.- guardian). Other family emergencies not covered by the Special Assistance Fund may be given consideration using other options, such as a NCAA Incidental Waiver.

Use of the SAF for emergency travel purposes must be for Pell eligible student-athletes or student-athletes demonstrating financial need. (Financially needy Int’l student-athletes may qualify as certified by International Student Center)
The Office of Student Services will contact a representative of the funeral home or hospital to verify the relationship to the deceased or to verify the condition of the critically ill family member.

All applications for emergency travel should originate with the Office of Student Services and the Family Emergency Travel Checklist must be filled out.

**EMERGENCY TRAVEL PROCEDURE**

If a student-athlete encounters a family emergency, they should come to the Office of Student Services. Likewise, if a member of the administration or coaching staff encounters a student-athlete who is facing a family emergency, they should also refer them to the Office of Student Services.

If it is determined that a student-athlete qualifies for assistance under the emergency portion of the Special Assistance Fund, then the Office of Student Services will make the arrangements for the student-athlete to travel home, or to the funeral/hospital site.

The specific information listed in the Family Emergency Travel Checklist will be gathered and a member of the Student Services staff will contact a representative of the hospital/funeral home in order to verify the relationship of the affected family member and the relationship to the student-athlete. Signatures will be obtained from the appropriate Student Services and Compliance personnel.

Once verification has taken place, a member of the Student Services staff will contact the travel agency and schedule the trip.

One of the Student Services staff will complete a Special Assistance Fund Application, which the student-athlete will sign prior to departing.

This application will be forwarded to compliance and financial aid.

If the student-athlete is experiencing a family emergency other than with immediate family (i.e.-grandmother/grandfather, uncle, aunt) then they may be considered for SAF assistance, or perhaps under an NCAA Incidental Waiver, which must be approved by the Office of Compliance and by the appropriate administrator supervising that sport. Approval is required before travel arrangements can be made.

*Note: A NCAA Incidental Waiver is separate from the Special Assistance Fund and the travel cost will be billed to the applicable sport budget. Additionally, it is not guaranteed that the NCAA will approve an Incidental Waiver. If the NCAA refuses a waiver, the student-athlete will be required to reimburse the Athletics Department for the cost of the airline ticket.*
Student-Athlete Opportunity Fund (SAOF)

The NCAA set up the Student-Athlete Opportunity Fund to assist student-athletes who have financial needs. It can provide money for summer school (merit-based), clothes, essential items and course supplies. It can also be used to help pay for medical, dental, or vision emergencies. In addition, the Student-Athlete Opportunity Fund can help student-athletes in the case of a family emergency, or other miscellaneous expenses.

In order to receive aid from the Student-Athlete Opportunity Fund (SAOF), student-athletes must show financial need, and complete and submit a Student-Athlete Opportunity Fund application form, signed by the referring administrator (coach, academic advisor, trainer, etc) with a detailed explanation. The application form will be reviewed in a timely fashion by the SAOF Review Committee. Upon approval and signature by the Associate Athletic Director for Compliance or designee, funds will be requested and/or distributed. All SAOF transactions will be documented with the necessary NCAA/ACC paperwork for submission annually. In addition, monthly reports will be submitted to the Athletic Director and Faculty Athletic Representative. Medically disqualified and fifth-year aid student-athletes may also qualify. Student-athletes are not required to be on scholarship, but please note: first year non-recruited walk-ons do not qualify, barring extraordinary and extenuating circumstances dependent upon committee approval.

SAOF Review Committee

Chairman: Deputy Director of Athletics
Members: Director of Student Services
           Associate Athletic Director of Compliance
           Athletics Insurance Coordinator
           Financial Aid Specialist
           Director of Athletic Academics
           Recording Secretary
I. Educational Expenses and Fees

POLICY

• The FSU Athletic Department will pay for Summer School in accordance with a merit-based priority system and dependent upon the availability of funds. The Athletic Department reserves the right to refuse funding to any student-athlete who has failed to comply with minimal expectations.

• Any student-athlete seeking financial support for summer school must complete the following in order to be considered for Summer School funding.

SUMMER SCHOOL PROCEDURE

1. Obtain a Summer School Application from the Athletic Academic Advising Office and fill out page one.

2. Have your Academic Advisor fill out page two of the Application.

3. Attach a copy of your SASS report (if you are a Freshman or Sophomore).

4. Attach a copy of your Departmental Graduation Check (if you are a Junior or Senior).

5. Turn in the ENTIRE APPLICATION to your Academic Advisor no later than January 31st.

6. In order for a walk-on to obtain financial assistance for summer school through SAOF, they must be placed on athletic aid for the following year and all necessary documentation is on file in the compliance and financial aid offices prior to SAOF approval of summer aid.

II. Personal and Family Expenses

POLICY

• Emergency travel will be limited to the death or imminent death of a parent, sibling, or child. Consideration will be given to those who have “alternative” family situations (i.e.-guardian). Other family emergencies not covered by the Special Assistance Fund may be given consideration by the SAOF Committee.

• Use of the SAOF for emergency travel purposes must be for student-athletes demonstrating financial need. (International student-athletes may qualify as well.)

• The Office of Student Services will contact a representative of the funeral home or hospital to verify the relationship to the deceased or to verify the condition of the critically ill family member.
All applications for emergency travel should originate with the Office of Student Services and the Family Emergency Travel Checklist must be completed.

All non-emergency travel must be requested in writing to the committee. The committee will have the option to pay up to half of the expense to travel home, once during the student-athletes four or year career at the university. The committee will have the right to pay more than half, if there are mitigating circumstances that validate the request.

**EMERGENCY TRAVEL PROCEDURE**

1. If a student-athlete encounters a family emergency, he or she should come to the Office of Student Services. Likewise, if a member of the administration or coaching staff encounters a student-athlete who is facing a family emergency, they should also refer them to the Office of Student Services.

2. If it is determined that a student-athlete qualifies for assistance under the emergency portion of the Student-Athlete Opportunity Fund, the Office of Student Services will make the arrangements for the student-athlete to travel home, or to the funeral/hospital site.

3. The specific information listed in the Family Emergency Travel Checklist will be gathered and a member of the Student Services staff will contact a representative of the hospital/funeral home in order to verify the relationship of the affected family member and the relationship to the student-athlete. Signatures will be obtained from the appropriate Student Services and Compliance personnel.

4. Once verification has taken place, a member of the Student Services staff will contact the travel agency and schedule the trip.

5. One of the Student Services staff will complete a Student-Athlete Opportunity Fund Application, which the student-athlete will sign prior to departing.

6. This application will be forwarded to the Associate Athletic Director for Compliance for approval.

7. If the student-athlete is experiencing a family emergency other than with immediate family (i.e.- grandmother/grandfather, uncle, aunt) then he or she may be considered for SAOF assistance. Approval is required before travel arrangements can be made.

**III. Health and Safety Expenses**

*POLICY*

- The Athletic Training Room staff will make all referrals and sign off for emergency medical/dental/vision procedures that are determined to be absolutely necessary.
• Dental procedures will be limited to a $2,000 maximum and must be approved by the SAOF Committee.

• Student-athletes will be limited to a $300 maximum on glasses.

• The SAOF will be billed only after the student-athlete’s personal or family insurance has paid, if applicable, as well as any athletic department insurance that might be available.

**MEDICAL / DENTAL / VISION PROCEDURE**

1. If a student-athlete has a medical/dental/vision concern, he or she should report that condition to their trainer.

2. The Training Room consults with the SAOF Committee to determine SAOF eligibility.

3. Upon verification that the student-athlete is SAOF eligible, the Training Room will make the appointment for the student-athlete (at which time an estimate is required) and forward a completed SAOF application to the SAOF Committee.

4. When the estimate and application are received for the services and/or items needed, the Office of Student Services will forward the application to the SAOF Committee for approval.

5. Special circumstances may be considered under administrative review by the SAOF Committee.

### IV. Miscellaneous - Expendable Course Supplies

**POLICY**

• Student-athletes can be reimbursed for course supplies purchased or rented.

• A course syllabus listing the requisite supplies and all applicable receipts must be submitted to the SAOF Committee, and the student-athlete must be referred by a member of the Athletic Academics staff.

• In regards to computers, the standard will be to pay at least half of the cost of the computer, up to $500.00. If there is mitigating circumstances, the SAOF Committee has the ability to increase the amount given above $500, if the request is warranted and valid.

• Academic tools and programs for student-athletes with documented learning disabilities can be requested by Athletic Academic Support, in writing, to the SAOF Committee. If granted it will then be the responsibility of Athletic Academic Support to maintain the equipment and keep inventory of the uses. In addition, they ensure that the tools and programs are only being used by those students that need the assistance.
EXPENDABLE COURSE SUPPLIES PROCEDURE

1. The student-athlete should contact his or her Academic Advisor, who will refer him or her to the SAOF Committee.

2. The student-athlete should bring his or her syllabus to the SAOF Committee.

3. Each student-athlete completes the ACC Student-Athlete Opportunity Fund application. The student-athlete’s financial aid status must be checked through the GREETS computer system and Parental Contribution amount noted on the application by a member of the Student Services Staff.

4. If the needed supplies meet the requirements of the Student-Athlete Opportunity Fund and the expenditure is approved by the SAOF Committee, the student-athlete is cleared to purchase the required item(s) at any store of the student-athlete’s choosing.

5. Once the student-athlete has purchased the required item(s), he or she is required to take the receipt to the SAOF Committee.

6. Once the receipt is turned in, a staff member on the SAOF Committee will complete the Student-Athlete Opportunity Fund application (including Academics signature) and the appropriate reimbursement form. The student-athlete is required to sign both forms.

7. The application is then forwarded to the Associate Athletic Director for Compliance for final approval.

8. Upon approval from Compliance the completed application is logged and the request is submitted to the business office.

9. The reimbursement check for the expendable supplies will be available for pickup in the Athletic’s Cashier office within approximately two weeks, where the student-athlete will pick it up.

V. Miscellaneous - Clothing and Essential Items

POLICY

- All needy student-athletes, as determined by the SAOF Committee (with the exception of first year, non-recruited walk-ons) are eligible to receive this portion of the Student-Athlete Opportunity Fund if approved

- Student-athletes may apply at any time with the SAOF Committee.
• Checks will be available for pick up approximately two weeks after receipt of a completed application.

CLOTHING AND ESSENTIAL ITEMS PROCEDURE

1. Each student-athlete completes the ACC Student-Athlete Opportunity Fund application. The student-athlete’s financial aid status must be checked through the GREETS computer system and Parental Contribution amount noted on the application by a member of the Student Services Staff.

2. The application is then forwarded to the SAOF Committee. Once approved by the committee, it is then verified and signed by the Associate Athletic Director for Compliance.

3. After approval, a copy is forwarded to the business office.

4. Within approximately two weeks, the checks will be available for pick from the Athletic Cashier. Each name, check number and date is listed on a check distribution roster.

5. At the conclusion of each term, the SAOF Committee will prepare a report that will detail all transactions of the term.

VI. Other - Miscellaneous

POLICY

• Student-Athletes may be eligible for funds for a variety of circumstances too far-ranging to list. Their eligibility for help through the Student-Athlete Opportunity Fund will be solely determined by the SAOF Committee. The committee will meet on a case by case basis to determine eligibility, and in most cases, these referrals will come from, and need to be signed off on, by their particular sport coaches.

• A department in athletics can submit a request to the SAOF Committee for financial assistance, through the Student-Athlete Opportunity Fund. This proposal must be in writing to the committee. The request must be based upon the fact that the student-athlete (s) will benefit from the request and meet NCAA rules.

MISCELLANEOUS PROCEDURE

1. If a student-athlete has a situation arise that might make them eligible for assistance within the boundaries of the Student-Athlete Opportunity Fund, they should be referred to the SAOF Committee by their coach.
2. An SAOF application form will be filled out and submitted to the SAOF Committee for review.

3. Upon approval, the completed application form (including appropriate referring signature) is forwarded to the Associate Athletic Director of Compliance for final approval.

4. The reimbursement check (if applicable) will be available for pickup in the Student Services office within approximately two weeks.

IDENTIFICATION AND TREATMENT OF EATING DISORDERS

The Department of Athletics is dedicated to ensuring the safety and good health of each and every student-athlete at Florida State University. Because eating disorders are a serious health threat that requires prompt medical attention, a plan was developed to educate staff in recognizing signs and symptoms of eating disorders to enable staff to respond to at risk individuals. A treatment plan is in place for intervention and/or referral for a student-athlete who displays signs or symptoms of disordered eating behavior. Florida State University has established a multidisciplinary team to recommend intervention and treatment of disordered eating. This multidisciplinary team will also consider requests for body or weight modification.

Education

a) Education for Staff

All Athletics Department staff will be required to respond to any at risk individuals. Annual seminars will be available for all staff covering topics including, “Steps Coaches Can Take to Prevent Disordered Eating in Their Athletes,” and “How to Identify Disordered Eating in Athletes.”

Team weigh-ins or body composition measurements performed by coaching or training staff will be performed for reasons of safety, hydration and other medical reasons deemed necessary by the multidisciplinary team. Confidentiality concerning a student-athlete’s body weight, body composition and eating behaviors must be maintained. Comments concerning body weight, body composition or diet of a student-athlete will be avoided.

b) Education for Students

All incoming freshman will receive education, information and referral sources for eating disorders. Topics will include “Reaching out to someone with an eating disorder,” “How friends and family can help,” etc.

Identification

Recognizing Signs and Symptoms of Disordered Eating
Student-athletes should be referred to the Sports Nutritionist for an assessment if one or more of the following symptoms of disordered eating are present:

a) Body weight below 90% IBW, BMI under 18.5 and/or % body fat under 18% (females only)

b) Amennorhea or oligomenorrhea

c) Stress fracture, repeated stress fractures or multiple stress fractures

d) Slow healing time for injuries, repetitive injuries

e) Physical signs and symptoms including: obvious decrease in body weight or body fat, extremely low body weight, thinning of hair, dental problems, swollen glands

f) Admits to bingeing, purging (excessive exercise, laxatives, vomiting) using diet pills or diuretics, strict dieting, restrictive eating, vegetarian, chewing and spitting out food or other unusual dieting practices

g) Participating in additional exercise, in addition to regular workouts or practices, not heeding advice from coach or trainer concerning injury, recovery time, etc.

h) Unwilling to meet with Sports Nutritionist or other health professional for body weight or nutrition concerns

i) Non-compliant during consultation sessions with medical staff or nutritionist (refusing to be weighed, refusing to allow help/assistance, etc.)

j) Appears depressed and unwilling to participate in social events, team dinners, etc.

k) Distorted body image, makes comments concerning body weight, body fat, etc.

l) Weighing frequently, denying hunger, preoccupied with food, calories, nutrition or cooking

**Referral**

**Intervention and Treatment or Referral**

Plan of Action for Student-athlete at Risk for Disordered Eating

The staff member or coach should:

a) Gather specific information regarding the behavior of the student-athlete and then refer him/her to an athletic trainer, sports nutritionist, team physician or administrator. or
b) Contact the athletic trainer, sports nutritionist, team physician or administrator directly with their concerns about the student-athlete who is suspected of disordered eating behavior.

**Diagnosis and Treatment**

A sports medicine multidisciplinary team including the sports nutritionist, a team athletic trainer, a strength and conditioning coach and the team physician and will consider requests for body or weight modification of a student-athlete. An administrator will be an ex-officio member of the multidisciplinary team.

The athletic trainer, sports nutritionist, team physician or administrator will arrange to meet with the student-athlete to discuss the concerns raised regarding his/her disordered eating behavior. The following steps may be taken:

a) Monitor, with no direct intervention

b) Refer for psychological counseling

c) Refer for nutrition counseling

d) Request that the team physician evaluate the student-athlete for full physical including blood work, EKG (if necessary) and DEXA (if necessary)

e) Require student athlete maintain minimal bodyweight as determined by physician (dropping below recommended body weight will result in dismissal from participation for one week)

The team physician may warrant further intervention or medical clearance for the student-athlete to return to full participation in intercollegiate athletics. If medical clearance is recommended for the student-athlete the head athletic trainer will be notified immediately by the team physician.

If further intervention is necessary, the team physician in conjunction with the head athletic trainer, sports nutritionist and a psychotherapist will devise a treatment plan for the student-athlete. Treatment of at least individual therapy consultations, individual nutrition consultations and periodic medical evaluations will be provided to the student-athlete with an eating disorder. Appropriate referrals will be made for individual counseling and in cases where more intense treatment is deemed necessary. The team physician, head athletic trainer and other staff shall act in the best interest of the student-athlete.

Guidelines for payment for further intervention include:

a) Insurance of the student-athlete will be used for payment if available

b) Funds may be available for student-athlete if needed including Special Assistance Fund (Pell Grant Recipients), Sports Medicine, or Sport Budget.
A Sports Medicine Treatment Team (Multidisciplinary Team) will be assembled to develop a final plan and written compliance contract for each student-athlete with an eating disorder. The treatment team shall consist of the following members:

Team Physician  
Athletic Trainer(s) – supervisor and individual sport  
Sports Nutritionist  
Therapist/Counselor  
Other professional/administrator  

Any member of the treatment team may call a meeting of the group.

Monthly meetings will be scheduled by the Sports Nutritionist.

The student-athlete may or may not be cleared for athletic participation following review from the sports medicine team. All decisions related to athletic participation are made by the team physician.

The plan and compliance contract developed by the sports medicine team will include a process for determining the student-athlete’s compliance with the contract and the consequences if the student-athlete should not keep the contract. (See following page)
Contract for Healthy Lifestyle  
Department of Athletics, Florida State University

Student-athlete: ___________________________________ Date: ______________

Concern:

Goals:

Actions toward goal:
204 – COMPLIANCE

MISSION STATEMENT

Florida State University is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of the NCAA, ACC, and University rules and regulations.

The Compliance Office coordinates, monitors, and verifies compliance with all NCAA requirements and educates the various constituencies of the University and the community regarding NCAA/ACC regulations. The Compliance Office is dedicated to providing educational programs and interpretive support to ensure that all individuals involved with the athletics program understand and adhere to the university’s compliance expectations.

The Athletics Department is committed to the principle of institutional control through the education of coaches, staff, student-athletes and other individuals within the athletics program. The Compliance Office has put into place monitoring procedures and educational programs that provide guidance in how to work within the rules. Each individual within the Athletics Department is obligated to maintain competency in knowledge of rules, to act within his or her realm of responsibility in full compliance with the rules and to report any information concerning possible violations of NCAA and ACC legislation or institutional policy to his/her supervisor in a prompt manner.

When a violation occurs, the Associate Athletics Director for Compliance and Legal Affairs conducts an investigation and reports the findings to the Director of Athletics and the Faculty Athletics Representative. Rules violations are reported to the conference office and NCAA with copies going to the President, FAR, Conference Commissioner, Director of Athletics, and any staff members involved. Appropriate self-imposed penalties will be included as well as any corrective action that was taken to rectify the situation that caused the problem.

The Compliance Office is located in University Center D and is staffed by the Associate Athletics Director for Compliance, the Assistant Director for Compliance, the Compliance Coordinator and interns/graduate assistants.

It is the goal of the compliance program to place the university in a pro-active position by educating, overseeing, and monitoring the intercollegiate athletics program and maintaining a positive compliance environment.

GAMBLING

It shall be the responsibility of all student-athletes, coaches, and administrators to conduct themselves with integrity regarding gambling activities. These individuals shall not knowingly provide information to any one affiliated with gambling activities concerning intercollegiate athletics competition. They shall not solicit or accept a bet on any intercollegiate team, and shall not wager anything of tangible value.
Further, these individuals shall not participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. The use of the Internet shall be prohibited for the purpose of any gambling activity involving intercollegiate athletics or professional athletics.

Finally, a prospective or current student-athlete found in violation of this gambling policy, or NCAA Bylaw 10.3, shall be subject to becoming ineligible for further intercollegiate competition. An institutional staff member found in violation of this policy shall be subject to disciplinary or corrective action by the Athletics Director.

(Adopted 07/99)

NCAA OPERATING BY-LAWS

ATHLETICS DEPARTMENT STAFF ATHLETICALLY RELATED INCOME

BYLAW: 11.3.2

PURPOSE: Report athletically related income per NCAA rules.

FORMS: Athletics Department Staff Athletically Related Income Form

PROCEDURE: Forms to be completed by Athletics Department staff member, reviewed and signed by the Chief Executive Officer prior to receiving a benefit from an outside source.

Submitted to the Athletics Director at the beginning of the academic year or when an athletics department staff member enters into a contractual agreement to receive athletically related income and/or benefits (for amounts over $500.00).

COACHES CERTIFICATION TO RECRUIT OFF CAMPUS

BYLAW: 11.5.1

PURPOSE: To certify that coaches have an understanding of the NCAA rules. It is required by the NCAA and is done institutionally.

PROCEDURE: At the end of each academic year, all coaches must take the NCAA Coaches Certification Exam. The NCAA requires a minimum 80% score on the test in order to be certified. The test is administered by the Faculty Athletics Representative or a representative from the ACC.
DECLARATION OF COACHING STAFF

BYLAW: 11.7.1.1

FORMS: Declaration of Coaching Staff Form

PURPOSE: This form identifies the number of coaching staff members.

PROCEDURE: Before each academic year, the Head coach will declare his or her coaching and support staff. This form is required by the NCAA.

ATHLETE/AGENT REGISTRATION

BYLAW: 12.3

FORM: Player-Agent Registration Form

PROCEDURE: The Florida State University Athletics Department requires all prospective athlete agents, who are seeking to represent current FSU student-athletes in their future professional sport careers, to register with the FSU Professional Sports Counseling Panel (PSCP). This panel meets periodically with FSU student-athletes who have professional sport aspirations, throughout the course of the academic year, to discuss policies regarding agents, disability insurance, advice on the current market value of certain draft picks, and to provide information on agents who have registered with the university’s PSCP and to provide a list from the state department of professional regulation of those agents who are registered with the state of Florida as an athlete-agent. Failure to register as an athlete-agent with the state of Florida is a third degree Felony for those agents who provide their services to any of the state’s student-athletes.

Whenever an agent is identified as one seeking to represent FSU student-athletes (either through their own correspondence with FSU, through the student-athletes identifying names of agents corresponding with them or through any other dialogue that would identify such agents as those who are seeking to represent FSU student-athletes), that agent and/or firm is sent an Athlete-Agent Registration Packet. The Athlete-Agent Registration Packet includes an FSU Player-Agent Registration Form, an NCAA information packet that covers NCAA rules regarding student-athletes and agents, along with a form cover letter to that agent in an effort to get the agent to register with the university and the state of Florida as an athlete-agent. The cover letter must be signed by the Assistant Athletics Director for Compliance before the Athlete-Agent Registration Packets are to be mailed.
As each Athlete-Agent Registration Packet is sent, the names of the agents and the date that these Registration Packets were sent are put in a database. When they are updated, a copy of the database is filed at the front of the Agent Registration section of the Agent Notebook, replacing the previous record of listing in that notebook.

Once the completed registration forms are received, they are to be listed in the database and include the date that the registration form was received from each agent firm and, if that firm is currently representing former FSU student-athletes, list those former FSU student-athletes. This document is available to the student-athletes so that they may identify certain agents and compare them, using the information on the agent registration forms and who they currently represent.

The completed registration forms are to be individually placed in file folders titled by the name of the agent on each registration form, and is to be filed alphabetically in the drawer titled Agent Registration. An agent will have a file record started whenever his/her registration form is received in the Compliance Office. Once this file is started, any correspondence of information that is sent out to that agent or received from that firm is to be placed in the file record.

Any correspondence or information received from an agent prior to the receipt of a registration form in the Compliance Office is to be filed in the Agent Information file. As some agent firms (registered and unregistered with the PSCP) send additional information about their firms that would be earmarked as sources of reference for the university’s student-athletes, the information is to be stored in the MISC file drawer’s Agent Info for Player file folder. This information is available to the student-athletes for review whenever they choose.

STUDENT-ATHLETE EMPLOYMENT PROGRAM

BYLAW: 12.4

FORMS: Employer Agreement Form
Student-Athlete Employment Guidelines
Student-Athlete and Employer Agreement
Fee-For-Lesson Form

PURPOSE: Monitor student-athlete employment to ensure that student-athletes are not in violation of NCAA rules.
PROCEDURE: Forms to be completed by student-athlete, Director of Life Skills and Compliance Office and subsequently verified by student-athlete’s employer.

The forms are to be completed before the first day of employment by the student-athlete.

STUDENT-ATHLETE INVOLVEMENT IN INSTITUTIONAL, CHARITABLE, EDUCATIONAL AND NONPROFIT PROMOTIONAL APPEARANCES

BYLAW: 12.5

FORMS: Use of Student-Athlete’s Name, Picture or Appearance to Support an Institutional, Charitable, Educational or Nonprofit Promotional Activity Form

PURPOSE: Educate student-athletes regarding their participation in institutional, charitable, educational or nonprofit promotional appearances.

PROCEDURE: The release form used to cover all promotional activities involving a student-athlete and an institutional, charitable, educational or nonprofit organization is the Use of Student-Athlete’s Name, Picture or Appearance to Support an Institutional, Charitable, Educational or Nonprofit Promotional Activity Form.

There is a space provided for the brief identification of the date, time and location of the promotional activity, as well as the name of the organization sponsoring the activity, the context and purpose of the activity, the student-athletes that will be involved in the activity and any expenses that may be provided to the student-athlete.

Once all the information is filled out on the form, the final approval of the activity will be met by the dated signature of the Athletics Director on the front of the form.

A copy of the completed form will be kept on file in the promotional activities folder in the filing cabinet.

STUDENT-ATHLETE INVOLVEMENT IN THIRD PERSON PROMOTIONAL APPEARANCES

BYLAW: 12.5.1.8

FORMS: Promotional Activity Educational Products Release Form
PURPOSE: Educate student-athletes regarding their participation in third person promotional appearances.

PROCEDURE: In the cases where a third party is involved in selling and distributing institutional materials involving the names and/or pictures of enrolled student-athletes, the authorized representative of such a third party organization should follow the procedures indicated on the form entitled *Use of Student-Athlete’s Name, Picture or Appearance By a Third Party To Support An Institution Promotion or Fund-Raising Activity.*

**STUDENT-ATHLETE INVOLVEMENT IN EDUCATIONAL PRODUCTS RELATED TO SPORT-SKILL INSTRUCTION**

**BYLAW:** 12.5.1.6

**FORMS:** Use of Student-Athlete’s Name, Picture or Appearance by a Third Party to Support an Institution Promotion or Fund-Raising Activity

**PURPOSE:** Educate student-athletes regarding their participation in educational products related to sport-skill instruction.

**PROCEDURE:** The form titled *Promotional Activity Educational Products Release Form* is used for the instances in which a student-athlete’s name or picture appears in any books, articles, films, videotapes, etc. in relation to a sport-skill demonstration, analysis or instruction.

The organization making the educational product and the student-athlete involved with the product must complete the form. When the form is completed, it is filed in the promotional correspondence file.

**MEMORABILIA REQUEST**

**BYLAW:** 12.5

**FORMS:** Institutional Memorabilia Record

**PURPOSE:** To ensure that memorabilia is distributed within NCAA guidelines.

**PROCEDURE:** All memorabilia requests are handled through the Compliance Office. All requests must complete a form and receive a copy of the guidelines for autographed items.
NATIONAL LETTER OF INTENT

BYLAW: 13.02.8

FORMS: Preliminary Checklist for Grant In Aid
National Letter of Intent
Grant In Aid

PURPOSE: When signed by a prospective student-athlete, the National Letter of Intent (NLI) commits the prospect to attend Florida State University for the next academic year.

PROCEDURE: The signing process begins with the Head coach/recruiting liaison of a sport requesting a specific number of signing packets needed from the Compliance Office. The signing packet includes a Preliminary Checklist for Grant In Aid, 2 Grant In Aids, and 1 National Letter of Intent.

The coaches are responsible for completing and signing the Preliminary Checklist for GIA. The academic advisors complete and sign the checklist and turn the checklist over to the Compliance Office. The Compliance staff will complete and sign the preliminary checklist at this point and send it to the Athletics Director to be signed. The Athletics Director approves the signing of a recruit by signing the 2 GIA’s and 1 NLI. The 2 GIA’s are sent to the Director of Financial Aid to be signed before being returned to the coach. The Preliminary Checklist for Grant In Aid is then filed in the GIA/NLI log in the Compliance Office, and a copy of the Checklist is returned to the coach along with the original signing packet (2 GIA’s and 1 NLI). The coach then sends the signing packet to the recruit for his or her signatures.

The Compliance Office keeps a notebook titled GIA/NLI Log for the purposes of filing the completed Preliminary Checklist for Grant In Aid for each recruit and for filing a GIA Checklist and NLI log per sport. The GIA Checklist and NLI log documents the dates of completion of each step involved in the signing process of each recruit. The compliance staff must check to ensure that each NLI is a valid NLI. A valid NLI is one that is completed during an NLI signing period and filed by the conference within three weeks of the date of the signee’s signature. Each signed recruit keeps one copy of the Grant In Aid and the National Letter of Intent, the Compliance Office keeps one copy of the Grand In Aid and the National Letter of Intent in the student-athlete’s file folder, and the ACC gets a copy of the recruit’s signed National Letter of Intent. After the NLI is filed with the ACC, the final step of the signing process is for the Academic Support Office to initiate the certification process with the
NCAA Initial Eligibility Clearinghouse by submitting an Institution Request List for that sport.

CERTIFICATION OF RECRUITED STATUS

**BYLAW:** 13.02.10.1

**FORM:** Certification of Recruited Status Form

**PURPOSE:** To determine if a prospective student-athlete is a recruited prospective student-athlete.

**PROCEDURE:** The student-athlete will complete and sign the form. The Director of Compliance will review the form to determine whether or not the student-athlete was recruited. After making this determination, the Director of Compliance will identify the recruited status on the form and then sign and date the form.

These forms are to be filed in alphabetical order at the back of the Initial Eligibility section of the appropriate sport notebook.

WEEKLY CONTACT AND EVALUATION SUMMARY FORM

**BYLAW:** 13.1

**FORM:** Weekly Contact and Evaluation Summary

**PURPOSE:** To monitor recruiting contacts with a prospect by institutional staff members.

**PROCEDURE:** The Weekly Contact and Evaluation Summary form is turned in (along with a travel reimbursement voucher form from the Business Office) by each coach who has made a recruiting contact or an evaluation of a prospective student-athlete.

The form is to be filled out and signed by the coach who made the recruiting related travel. The form is forwarded to the Compliance Office.

When the Weekly Contact and Evaluation Summary form has been received along with the travel reimbursement voucher, they are entered into a monitoring database and filed in the appropriate travel notebook.

The Weekly Contact and Evaluation Summary forms will be cross-referenced with the Recruiting Logs during the auditing process. All
contact and evaluations in the Weekly Contact and Evaluation Summary forms will be verified by their existence in the appropriate Recruiting Logs and vice versa.

**FLORIDA STATE RECRUITING LOG**

**BYLAWS:** 13.1.3, 13.1.6, 13.1.8, 13.7 & 13.8

**FORM:** Florida State Recruiting Log

**PURPOSE:** To monitor weekly telephone calls and recruiting contacts with a prospect by institutional staff members.

**PROCEDURE:** During the academic year, a copy of the Florida State Recruiting Log is brought by each coaching staff to the Compliance Office’s monthly coaches meeting.

The Compliance staff enters the recruiting logs into a monitoring database and files the recruiting logs into the appropriate sport section of the current academic year’s Recruiting Log Notebook.

The Florida State Recruiting Logs will be cross-referenced with the Weekly Contact and Evaluation Summary forms during the auditing process. All contact and evaluations in the recruiting logs will be verified by their existence in the appropriate Weekly Contact and Evaluation Summary forms and vice versa.

**OBTAINING PERMISSION TO CONTACT A STUDENT-ATHLETE FROM ANOTHER FOUR-YEAR INSTITUTION**

**BYLAW:** 13.1.1.3

**FORM:** Permission to Contact Letter

**PURPOSE:** To obtain permission of an institution’s Athletics Director (or designee) to contact a student at that institution.

**PROCEDURE:** When a transfer situation arises, the Head coach requests that a Permission to Contact Request Letter be sent to the institution at which the athlete is a student. This letter is written to the appropriate college’s Athletics Director requesting information and permission to talk to an incoming transfer student.
It is the responsibility of the Compliance Office to ensure through the proper channels that an incoming transfer student is in good standing and meets all eligibility requirements before that student-athlete can be certified by the registrar’s office.

RELEASING A STUDENT-ATHLETE TO ANOTHER FOUR-YEAR INSTITUTION

BYLAW: 13.1.1.3

FORM: Permission to Transfer Release

PURPOSE: To grant another four-year institution permission to contact a student-athlete enrolled at Florida State.

PROCEDURE: Please note that Florida State University will not grant any “permission to speak” or “releases” to the University of Florida. A student-athlete still has a right to appeal and must follow the steps stated below. When a student-athlete informs a Head coach that he/she would like to transfer to another institution, the Head coach must notify the oversight person of that sport and the Compliance Coordinator. When a student-athlete notifies the oversight person of that sport or the Compliance Coordinator, they must notify the appropriate Head coach. The final notification to transfer should be sent to the Compliance Coordinator.

Once notification has been conveyed to the Compliance Coordinator, it is the Head coach’s responsibility to determine the athlete’s transfer status. The first step in the transfer process is granting a student-athlete permission to speak to schools. This is done through a “permission to speak” memorandum generated by the Compliance Coordinator. If a Head coach restricts or limits which schools can contact the student-athlete, then the Head coach must notify the student-athlete in writing of the restrictions and provide copies of this letter to the oversight person and the Compliance Office. This letter should identify transfer restrictions and indicate the opportunity for the athlete to appeal any decision. This appeal should be done in a timely manner by a committee made up of individuals outside of the athletics department. The Compliance Office will follow up with a letter to outline the procedures. It must be clearly stated that “blanket releases” will not be given. The school’s identity must be known before permission to speak is allowed.

Once permission to speak has been granted, if another institution is interested in having a student-athlete transfer, they will contact the university or student-athlete may request a transfer release to be sent to the university. Once again, there will be no blanket releases given. All transfer releases will be verified with the Head coach, who will then notify
their respective sports oversight person. All information provided will be based on the last completed semester and in accordance with NCAA and ACC rules. If a Head coach does not want to release a student-athlete to a particular school, it is the Head coach’s responsibility to personally contact the student-athlete and follow up this contact with a letter to the student-athlete. The Head coach must state that the university will not release them to a particular institution.

In accordance with bylaw 13.1.1.3.1, the student-athlete must be informed of the right to an appeal. The student-athlete must request an appeal and provide a written statement outlining their reasons for requesting a transfer. The appeal should be convened in a timely manner and chaired by the Faculty Athletics Representative and should consist of faculty members and administrators from outside the athletics department. The Faculty Athletics Representative will determine a date for this hearing. Once a decision is rendered, the Compliance Office will be notified of the committee’s findings and the appropriate paperwork will be completed. Copies of related correspondence, releases and committee decision will be kept on file with the Compliance Office.

OFFICIAL VISITS – POST AFTER VISIT RECORD FORM

BYLAW: 13.7

FORM: Prospect After Visit Record Form

PURPOSE: To record and monitor a prospective student-athlete’s activities and expenses during the official visit.

PROCEDURE: This form is distributed to current student-athletes prior to an arranged official visit in which the student-athlete is serving as a host for a prospective student-athlete. This form identifies the prospect, the student-athlete host, the person(s) accompanying the prospect, the arrival/departure time of the prospect, the activities that the host/prospect were involved in, any complimentary admissions used and the vehicle used by the host and prospect. The form must be signed by the student-athlete host and the sport program’s recruiting liaison and must be turned in to the Compliance Office within the three day period following the official visit. This form is filed in the Official visit notebook.

In auditing the Prospect After Visit Record form, verification of the following is needed: 1) attached reimbursement voucher, 2) RV matches times, dates and places on the Prospect After Visit Record, and 3) Prospect’s visit to the university did not exceed the 48 hour limit.
OFFICIAL VISITS – NOTIFICATION REQUIREMENT

BYLAW: 13.7.1.2.1

FORM: Official Visit Welcome Letter

PURPOSE: To notify a prospect at the time of the invitation of the five-visit limitation.

PROCEDURE: The letter is delivered to the prospect prior to the official visit. A copy of the letter, along with high school transcripts and test scores, must be sent to the Compliance Office prior to the official visit.

OFFICIAL VISITS – INSTITUTIONAL LIMITATION

BYLAW: 13.7.6.1

PURPOSE: To ensure that certain sports do not exceed the institutional official visit limitation set by the NCAA.

PROCEDURE: Official visits by prospects are recorded into a sport specific database.

There are limitations set by the NCAA for the following sports:

Football – 56 visits
Basketball – 12 visits
Baseball – 25 visits

The official visit logs are audited to ensure that the limitations are not exceeded.

OFFICIAL VISITS – STUDENT HOST

BYLAW: 13.7.5.5

FORM: Student-Athlete Host Receipt

PURPOSE: To ensure that the student host understands the guidelines related to the permissible use of the entertainment money set by the NCAA which must be followed during the prospect’s official visit and that the student host has attended a student-athlete host seminar that was conducted by a member of the compliance staff.
PROCEDURE: The Student-Athlete Host Receipt form is used on the occasions where a student-athlete is used as a host to guide a prospective student-athlete on their official visit to the FSU campus. The student-athlete host is given money by the Athletics Department to use as guide money.

The form is generated by the Business Office as a receipt for student-athlete host guide money. When it is completed and signed, it is filed in the cashier’s office.

This is to be audited annually in June with Business Office documentation.

CAMPS & CLINICS

BYLAW: 13.13

FORMS: Letter of Agreement – Student-Athlete
Student-Athlete Camp Employee Request Form
Letter of Agreement – High School, Preparatory School or Two-Year College Coach
List of Prospective Athletes in Attendance
Outside Summer Camp/Clinic Verification Form.

PURPOSE: To monitor the employment of employees at institutional summer camps and to monitor the attendance of prospective student-athletes who attend institutional summer camps.

PROCEDURE: Annual meetings with the Directors of FSU institutional summer camps/clinics are held by the Compliance Office in the fall semester. The meeting is for the purposes of going over the guidelines by which all camp directors must follow to insure that the FSU summer camps/clinics are run in compliance with the NCAA rules and regulations.

NCAA STUDENT-ATHLETE STATEMENT

BYLAW: 14.1.3

FORM: NCAA Student-Athlete Statement

PURPOSE: To monitor and verify eligibility status for student-athletes.

PROCEDURE: The form will be completed at the beginning of the academic year at student-athlete compliance orientation or as student-athletes join the team. The form must be completed prior to competing for the university.
The completed forms will be filed alphabetically in the appropriate sport in the Student-Athlete Statement Notebook.

**NCAA DRUG-TESTING CONSENT**

**BYLAW:** 14.1.4

**FORM:** NCAA Drug-Testing Consent Form

**PURPOSE:** To affirm that the student-athlete is aware of the NCAA drug-testing program and authorize the NCAA to conduct a drug test. A listing of NCAA banned drugs is also provided.

**PROCEDURE:** The form will be completed at the beginning of the academic year at student-athlete compliance orientation or as student-athletes join the team. The form must be completed prior to competing for the university.

The completed forms will be filed alphabetically in the appropriate sport section in the NCAA Drug-Testing Consent Notebook.

**PARTICIPATION AND REDSHIRT RECORD**

**BYLAW:** 14.2

**FORMS:** ACC Participation Form  
ACC Redshirt Record

**PURPOSE:** To identify those student-athletes who actually participated and used one of their four seasons of competition or identify student-athletes who were on the squad list for a particular sport but did not actually participate in any competitions during the sport’s playing season.

**PROCEDURE:** After the playing season of the sport is completed, a blank ACC Participation Form and ACC Redshirt Record are sent to the Head coach, along with a squad list. The coach is asked to place anyone who has not participated in the completed season and has not previously received a redshirt on the ACC Redshirt Record. All student-athletes who participated in the season or who have previously received a redshirt are placed on the ACC Participation Form.

The completed ACC Participation Form is signed by the Athletics Director and the Faculty Athletic Representative. The completed ACC Redshirt Record is signed by the Director of Compliance, the Athletics Director and
the Faculty Athletic Representative. A copy of the completed ACC Participation Form and ACC Redshirt Record are filed in the eligibility section of the appropriate sport notebook as well as the Participation Notebook under the appropriate sport.

HARDSHIP WAIVER

BYLAW: 14.2.4

FORM: ACC Hardship Waiver Form

PURPOSE: To petition to the ACC that a student-athlete who is injured to the point where he or she can no longer participate during that playing season in athletic competition and has not already used a redshirt season may receive a hardship waiver.

PROCEDURE: A student-athlete can only receive a hardship provided they did not participate in more than the maximum number of competitions allowed by the NCAA for their specific sport. The form is to be completed and signed by the Head coach, the team physician, the Director of Athletics, and the Faculty Athletic Representative.

The original completed hardship waiver with attached physician’s statement regarding the injury is to be forwarded to the ACC office. A copy of the completed hardship waiver is to be filed along with the copies of related correspondence in the correspondence section of the appropriate sport notebook.

INITIAL ELIGIBILITY CERTIFICATION

BYLAW: 14.3

FORMS: ACC Eligibility Certification for Competition
        NCAA Clearinghouse Status Report

PURPOSE: To ensure that all freshman student-athletes are certified as eligible to participate in intercollegiate athletics.

PROCEDURE: At the beginning of the year, the Academic Support office receives a list of all prospective student-athletes being recruited by each of the sport program’s Head coach/recruiting liaisons. The Clearinghouse then receives the entire list of FSU prospects from the Academic Support office. The Clearinghouse also receives information from the prospective
high school recruits who may identify the schools that they want to have their names included in their Clearinghouse report forms.

After each National Letter of Intent signing period, the Compliance Office will send out a memo to the Academic Support office with the names of all prospects who have signed a National Letter of Intent with Florida State University. All prospects in this memo are added to the institutional request list to the Clearinghouse submitted by the Academic Support office. The Clearinghouse website provides Florida State University with a list of the prospects by sport identifying missing documents and preliminary eligibility status using eligibility codes. There is a form for identifying these eligibility codes that accompanies these reports. Once the reports are reviewed by the Academic Support office from the Clearinghouse website, copies of them with the attached code identification form are then distributed to the appropriate sport’s coach/recruiting liaison and the Compliance Office for review.

At the beginning of the academic year, all incoming freshmen will be placed on a Florida State eligibility worksheet with all other student-athletes for final certification for competition. This form is completed by the Athletic Certification Officer in the Registrar’s office. After the form is completed, the Registrar will review the information and sign off on before the first competition. This form is issued throughout the academic year, when a new student-athlete is added to a team. A copy of this signed document is kept on file in the Compliance Office in the “Eligibility” section of the sport notebook.

A copy of this form is sent to the ACC and the original form is filed in the Initial Eligibility section of the appropriate sport notebook.

INTERNATIONAL STUDENT-ATHLETE ELIGIBILITY CERTIFICATION

BYLAW: 14.3.5.4

FORM: NCAA General Eligibility Form for International Student-Athletes

PURPOSE: To collect information related to the eligibility and amateur status of the international student-athlete.

PROCEDURE: The NCAA General Eligibility Form for International Student-Athletes is to be completed and signed by all foreign student-athletes prior to their being certified to participate in intercollegiate competition.

This form should be sent with the grant-in-aid during the recruiting process.
Once the form has been returned and the information has been verified, the Associate Athletics Director for Compliance signs the questionnaire.

The completed form is filed in the individual’s personal folder.

CONTINUING ELIGIBILITY CERTIFICATION

BYLAW: 14.4
FORMS: ACC Eligibility Certification for Completion
        ACC Midyear Certification for Competition
PURPOSE: To ensure all student-athletes are certified as eligible to participate in intercollegiate athletics.

PROCEDURE: All continuing student-athletes must be making satisfactory progress towards the achievement of a college degree. These satisfactory progress requirements are determined by NCAA standards and are monitored by the academic support staff. It is the ultimate responsibility of the Registrar’s office to certify that each student-athlete is making satisfactory progress towards a degree and the compliance staff to monitor this progress to ensure that the continuing student-athletes at Florida State University are making satisfactory progress towards their degrees.

At the beginning of the academic year, all student-athletes are placed on the FSU Eligibility Certification for Competition Form. The form is to be completed prior to the athlete’s first competition. The form is signed by the Registrar.

The original is filed in the Eligibility section of the appropriate sport notebook.

TRANSFER ELIGIBILITY CERTIFICATION

BYLAW: 14.5
FORMS: Transfer Release Letter
        ACC Eligibility Certification for Competition
PURPOSE: To ensure all transfer student-athletes are certified as eligible to participate in intercollegiate athletics.
PROCEDURE: It is the responsibility of the Compliance Office to ensure through the proper channels that an incoming transfer student is in good standing and meets all eligibility requirements before that student-athlete can be certified by the registrar’s office. A Transfer Release Letter from the institution the student is transferring from must be received by the Compliance Office prior to certification of student-athletes transferring from a four year institution.

At the beginning of the academic year, any student-athlete who has transferred from a two-year institution and is eligible for competition is placed on the FSU Eligibility Certification for Competition. This form is signed by the Registrar.

The original is filed under the Eligibility section of the appropriate sport notebook.

WALK-ON STUDENT-ATHLETE ELIGIBILITY CERTIFICATION

BYLAW: 14.10

FORM: Participation Authorization and Preliminary Checklist
       ACC Eligibility Certification for Competition

PURPOSE: To gather information and take necessary steps to certify walk-on student-athletes for practice and competition.

PROCEDURE: This form is used by all first time walk-on student-athletes to be completed in order to determine their eligibility status. The form requires a series of steps to be checked, completed and signed by the applicable sport program’s head coach, academic advisor, athletic trainer, Director of Compliance and Registrar official.

The completed form is to be filed in the Walk-On section of the appropriate sport notebook.

ELIGIBILITY PROFILE

BYLAW: FSU Compliance Policy

FORM: Eligibility Profile

PURPOSE: To have available information on each student-athlete that participates on an athletic team.
PROCEDURE: This form is filled out every year by each student-athlete participating for one of FSU’s sports programs. These forms are to be completed in entirety and signed by the student-athletes at the annual compliance orientation prior to their being certified as eligible to compete.

The completed forms are reviewed by the Director of Compliance. The Eligibility Spreadsheet, NCAA Squad Software and the Access Squad Database are updated with the information from the Eligibility Profile.

The completed profiles are filed in the Profile section of the appropriate sport notebook.

SCHOLARSHIP RENEWALS AND NONRENEWALS

BYLAW: 15.3.5

FORMS: Athletic Scholarship Renewal Worksheet
Renewal Letter
Nonrenewal Letter

PURPOSE: To notify the student-athlete in writing of the student-athlete’s athletic scholarship status by July 1 prior to the academic year in which the scholarship will be effective.

PROCEDURE: The Financial Aid Office must draft all renewal and nonrenewal letters that are to be sent to the applicable student-athletes through the database software. The letters are taken to the Director of Financial Aid to sign each letter prior to mailing. The letters are sent certified mail.

If the institution does not renew or decides to reduce financial aid for the ensuing academic year, the institution shall inform the student-athlete that he or she, upon request, shall be provided a hearing before the institutional agency making the award.

AUTOMOBILE REGISTRATION

BYLAW: 16.02.3

FORM: ACC Automobile Information Form

PURPOSE: To identify improper ownership or loan arrangements between boosters and student-athletes.
PROCEDURE: The ACC Automobile Information Form is required for all full scholarship student-athletes to compete. The forms are completed at compliance orientation at the beginning of the year and updated as automobile information changes throughout the academic year.

A copy of the registration and title/lease agreement should be attached to the ACC Automobile Form. If there is any outstanding loan, a copy of that contract outlining the rate, amount and payment is required.

The completed forms are filed in the Automobile and Employment Notebook.

OCCASIONAL MEALS

BYLAW: 16.12.1.5

FORM: Occasional Meal Request Form

PURPOSE: To monitor occasional meals student-athletes receive throughout the year.

PROCEDURE: The coach submits the Occasional Meal Request Form to the Compliance Office before a student-athlete or team is provided an occasional meal by a coach, staff member or a representative of the institution’s athletics interests. The coach provides the date of the meal, the host and location of the meal and the student-athletes that will be attending.

The information is entered into a database by the Compliance Coordinator to monitor the number of occasional meals a student-athlete is receiving each semester.

RETENTION OF ATHLETICS APPAREL AND EQUIPMENT

BYLAW: 16.12.1.6

FORM: Student-Athlete Institutional Apparel Agreement

PURPOSE: To educate student-athletes on the NCAA rules pertaining to equipment use and retention.

PROCEDURE: The Student-Athlete Institutional Apparel Agreement Form is signed annually by each student-athlete at compliance orientation. This agreement outlines the institution’s policy on equipment and apparel provided by the institution. Specifically, these items are not to be sold, bartered, traded, used for any transaction or given away.
DECLARATION OF PLAYING AND PRACTICE SEASON

BYLAW: 17.01.1

FORM: Declaration of Playing and Practice Season Form

PURPOSE: To acknowledge compliance with NCAA rules as it pertains to the length of practice and competition season.

PROCEDURE: Prior to the academic year beginning, the coach will complete and sign the Declaration of Playing and Practice Season Form. The Compliance Coordinator will also sign the form.

The form will be filed in the Playing and Practice section of the appropriate sport notebook.

COUNTABLE ATHLETICALLY RELATED ACTIVITIES

BYLAW: 17.02.1

FORM: Countable Athletically Related Calendar

PURPOSE: To monitor compliance with NCAA regulations governing the student-athlete’s involvement in athletically related activities.

PROCEDURE: This calendar is to be used by all sport programs in order to monitor compliance with the weekly NCAA limitations on the number of hours and days spent in athletically related activities, practices and competitions each sport program spends each week. This form is filled out by a member of each coaching staff and a copy of the form is turned into the Compliance Office at the end of every month.

The completed calendar is filed in the Playing & Practice section of the appropriate sport notebook.

DECLARATION OF COUNTABLE COMPETITIONS

BYLAW: 17.02.7

FORM: Declaration of Countable Competitions Form
PURPOSE: To monitor the countable team competitions and the number of competitions individuals compete in.

PROCEDURE: The Declaration of Countable Competitions Form is completed by the applicable sport program’s coach and is turned into the Compliance Office after each countable team and individual competition for players on that program’s squad list.

The form is filed in the Playing and Practice section of the appropriate sport notebook.

POST SEASON ELIGIBILITY CERTIFICATION

BYLAW: 18.4.1

FORMS: Post Season Agent/Gambling Affidavit

PURPOSE: For the student-athletes to acknowledge their legitimate status as an amateur according to the rules of the NCAA.

To ensure all student-athletes are certified as eligible to compete in post season competition.

PROCEDURE: The Compliance Staff is responsible for ensuring that all student-athletes have signed the Championship/Bowl Affidavits in order for them to be certified to participate in the championships/bowl games and that their responses on these affidavits affirm each student-athlete is an amateur in the eyes of the NCAA.

The completed affidavits will be filed in the Affidavits Notebook for their given sport championship/bowl and years.

SECONDARY/MAJOR VIOLATIONS

BYLAW: 19.02.2

PROCEDURE: All information is given to the Associate Athletics Director for Compliance to start the investigative process.

Information is reviewed to determine the following:
1. if it has merit
2. if it appears to be a major or secondary violation
3. what are the immediate eligibility issues
The Athletics Director is notified on every occasion (Faculty Athletic Representative is notified if the information is a potential major infraction). Head coach of the involved sport is notified even if they are not involved with the violation.

All relevant documents and records are obtained.

All interviews are conducted by the Associate Athletics Director for Compliance unless the Athletics Director decides otherwise.

The athlete and coach should be interviewed last.

The final report is written by the Associate Athletics Director for Compliance and is sent to the NCAA and the ACC office. The content of the final report identifies the following:

1. involved individuals
2. the facts
3. summary
4. mitigation
5. conclusion
6. penalty
7. eligibility issues

The report is reviewed with the Athletics Director (and Faculty Athletic Representative) prior to being sent to the NCAA and Conference office. If the case is a major infraction, the Athletic Board and the University President are notified.

The report is then filed in the “Secondary Violations” or the “Major Infractions” notebook in the Compliance Office.

PRINCIPLES OF INSTITUTIONAL CONTROL AS PREPARED BY THE NCAA COMMITTEE ON INFRACTIONS

BYLAW: 6
“CONTROL” IS DEFINED IN COMMON-SENSE TERMS.

In determining whether there has been a lack of institutional control when a violation of NCAA rules has been found, it is necessary to ascertain what formal institutional policies and procedures were in place at the time of the violation of NCAA rules occurred and whether those policies and procedures, if adequate, were being monitored and enforced. It is important that policies and procedures be established so as to deter violations and not merely to discover their existence after they have taken place. In a case where proper procedures exist and are appropriately enforced, especially when they result in the prompt detection, investigation and
reporting of the violations in question, there may be no lack of institutional control although the individual or individuals directly involved may be held responsible.

In a situation in which adequate institutional procedures exist, at least on paper, a practical, common-sense approach is appropriate in determining whether they are adequately monitored and enforced by a person in “control.” Obviously, general institutional control is exercised by the chief executive officer of a member institution. However, it is rare that the chief executive officer will make decisions specifically affecting the operations of the institution’s athletic program. Instead, the day-to-day duties of operation, including compliance with NCAA rules, will have been delegated to subordinates either by specific action or by the creation of appropriate job descriptions. Moreover, it is usually left to senior subordinates, such as the director of athletics, further to delegate various duties regarding compliance with NCAA rules.

In most institutions, especially those with large and varied athletics program, such delegations are made to a number of individuals who are expected to exercise control over compliance with regard to specific aspects of the program. The specific obligations of such individuals should be in writing, and not merely an understanding among the senior officials of the university and the athletics department. Not only the director of athletics, but other officials in the athletics department, the faculty athletics representative, the head coaches and the other institutional administrators outside the athletics department responsible for such matters as the certification of athletes for financial aid, practice and competition, are expected to assume a primary role in ensuring compliance. Even though specific action has been taken to place responsibility elsewhere, these individuals will be assumed to operating on behalf of the institution with respect to those responsibilities that are logically within the scope of their positions. Their failure to control those matters so as to prevent violations of NCAA rules will be considered the result of a lack of institutional control.

VIOLATIONS THAT DO NOT RESULT FROM A LACK OF INSTITUTIONAL CONTROL

An institution cannot be expected to control the actions of every individual who is in some way connected with its athletics program. The deliberate or inadvertent violation of a rule by an individual who is not in charge of compliance with the rules that are violated will not be considered to be due to a lack of institutional control:

- If adequate compliance exists;
- If they are appropriately conveyed to those who need to be aware of them;
- If they are monitored to ensure that such measures are being followed; and
- If, on learning that a violation has occurred, the institution takes swift action.
The following examples of a lack of institutional control are not exclusive, but they should provide important guidelines to institutions as to the proper control of their NCAA compliance affairs.

1. **A person with compliance responsibilities fails to establish a proper system for compliance or fails to monitor the operations of a compliance system appropriately.**

   When an individual is responsible for ensuring that a particular rule or set of rules is not violated, that person will be considered to be exercising institutional control. That individual must not only ensure that the rules are known by all who need to know them but must also make proper checks to ensure that the rules are being followed.

   It is important for institutions to understand that the mere compilation and distribution of rules and regulations, along with written compliance procedures, is not sufficient if no one regularly checks on the actual operations of the system.

2. **A person with compliance responsibilities does not take steps to alter the system of compliance when there are indications the system is not working.**

   If a system of control is in place, a single deviation by a member of the athletics staff or a representative of the institution’s athletics interests will not be considered a lack of institutional control. However, if there are a number of violations, even if they are all minor, indicating that the compliance system is not operating effectively, the person(s) responsible cannot ignore the situation, but must take steps to correct the compliance system.

3. **A supervisor with overall responsibility for compliance, in assigning duties to subordinates, so divides responsibilities that, as a practical matter, no one is, or appears to be, directly in charge.**

   The failure to designate who is responsible for ensuring compliance with NCAA rules is a serious breach of the obligation of a university athletics administrator. Individuals are unable to operate appropriately if they are uncertain of their duties and obligations. Moreover, those subordinates who are not in charge must know who is. They need to know the person or persons whom they can turn for advice before taking action that may be questionable. They also need to know whom and how to report violations that come to their attention.

4. **Compliance duties are assigned to a subordinate who lacks sufficient authority to have the confidence or respect of others.**

   A supervisor may be acting in good faith when assigning responsibility for compliance to an athletics department secretary, or a student intern, or to someone who does not have
5. The institution fails to make clear, by its words and its actions, that those personnel who willfully violate NCAA rules, or who are grossly negligent in applying those rules, will be disciplined and made subject to discharge.

Any operating compliance system may be thwarted by an individual who acts secretly in violation of the rules or who fails to ascertain whether a questionable action is or is not permissible. If an institution does not make clear that individual violations of NCAA rules will result in disciplinary action against the individual, and if it does not actually discipline those who are found to have violated such rules, it has opened the door to permitting further violations. In such a case, future violations of an individual nature will constitute failures of institutional control.

6. The institution fails to make clear that any individual involved in its intercollegiate athletics program has a duty to report any perceived violations of NCAA rules and can do so without fear of reprisals of any kind.

Compliance is everyone’s obligation. Loyalty to one’s co-workers, student-athletes, or athletics boosters cannot take precedence over loyalty to the institution and its commitment to comply with NCAA rules. There is a lack of institutional control if individuals are afraid to report violations because they have reason to fear if they make such a report, there will be negative consequences.

7. A director of athletics or any other individual with compliance responsibilities fails to investigate or direct an investigation of a possible significant violation of NCAA rules or fails to report a violation properly.

When a director of athletics or any other individual with compliance responsibilities has been informed of, or learns that there exists a possible significant violation of NCAA rules, and then fails to ensure that the matter is properly investigated, there is a lack of institutional control. Similarly, if an actual violation of NCAA rules comes to the attention of the director of athletics or a person with compliance responsibilities and there is a failure to report the violation through the appropriate institutional channels to a conference to which the institution belongs and to the NCAA, such failure constitutes a lack of institutional control.

8. A head coach fails to create and maintain an atmosphere for compliance within the program the coach supervises or fails to monitor the activities of assistant coaches regarding compliance.

A head coach has a special obligation to establish a spirit of compliance among the entire team, including assistant coaches, other staff and student-athletes. The head coach must
generally observe the activities of assistant coaches and staff to determine if they are acting in compliance with NCAA rules. Too often, when assistant coaches are involved in a web of serious violations, head coaches profess ignorance, saying that they were too busy to know what was occurring and that they trusted their assistants. Such a failure by head coaches to control their teams, alone or with the assistance of a staff member with compliance responsibilities, is a lack of institutional control.

- **COMPLIANCE MEASURES IN PLACE AT THE TIME OF VIOLATION AS A FACTOR IN DETERMINING WHETHER OR NOT THERE HAS BEEN A LACK OF INSTITUTIONAL CONTROL.**

Institutions are eager to learn what measures can be taken to reduce the likelihood that in the event a violation does occur, it will result in a finding of lack of institutional control. The following are some of the steps that assist an institution in avoiding such a finding. The way in which the measures are carried out and the attitude toward compliance within the institution are vital factors.

1. **The NCAA rules are applicable to each operation and readily available to those persons involved in that operation.**

   Those individuals involved in recruiting activities should have ready access to the recruiting rules, and those university staff members engaged in determining eligibility for financial aid, practice and competition should have ready access to the NCAA rules governing those matters.

2. **Appropriate forms are provided to persons involved in specific operations to ensure that they will properly follow NCAA rules.**

   With respect to certain operations, specific forms or checklists can be of great help in assuring compliance with NCAA rules. Clerical employees may find the rules themselves daunting. But if they can follow a form, many problems can be obviated. This is certainly true with regard to such matters as ensuring that student-athletes do not receive excessive financial aid individually or by sport, that initial eligibility standards are met, and that continuing eligibility standards are properly enforced.

3. **A procedure is established for timely communication among various university offices regarding determinations that affect compliance with NCAA rules.**

   For example, there should be a method of direct communication between the registrar and the department of athletics so that the latter learns at once if an enrolled student-athlete drops a course that brings the student-athlete below the required number of units for eligibility to participate.

4. **Meaningful compliance education programs are provided for personnel engaged in athletically related operations.**
It is important that new personnel, both coaches and administrative staff members, receive training regarding NCAA rules that are relevant to their positions shortly after beginning employment. The institutions should also continue to educate its staff by conducting compliance sessions on a regular basis for all involved personnel as refresher courses, with an emphasis on changes in NCAA rules. Not infrequently, persons who have been involved in intercollegiate athletics for many years and who violate long-standing rules attempt to excuse their actions on the grounds that they were unaware that their activities constituted a violation. On occasion, such personnel rely on long outdated interpretations of legislation that have been eliminated or dramatically altered for a number of years.

5. **Informational and educational programs are established to inform athletics boosters of the limitations on their activities under NCAA rules and of the penalties that can arise if they are responsible for rule violations.**

   Distribution of rules education materials (e.g., brochures and articles) to season ticket holders is significant as are special programs for booster education.

6. **Informational and educational programs are established for student-athletes regarding the rules they must follow.**

   All institutions conduct information sessions for student-athletes and obtain required signed statements from each. However, the extent to which these are truly informative and are taken seriously varies. The extent to which these sessions are made important by the institution is a significant factor.

7. **An internal monitoring system is in place to ensure compliance with NCAA rules.**

   It is of significance if, on a regular basis, a person (or persons) charged with monitoring compliance frequently checks operations throughout the athletics department and related departments of the university. Such a person should make certain that required forms are being utilized and utilized properly. A compliance person should speak with all coaches frequently and regularly to find out if they have any concerns or questions about what they can or cannot do or what they have already done. A compliance person should be aware of what actions have been taken with regard to a variety of areas, including recruitment, awarding of financial aid, practice requirements and travel arrangements. From time to time, the compliance person should meet with student-athletes in various sports to see if any problems exist. All potential violations must be reported and an investigation must ensue in accordance with appropriate institutional procedures.

   Other internal monitoring measures are also of significance, including one-on-one meetings between coaches and the Athletics Director, and meetings of university committees on athletics in which student-athletes and others are involved.

8. **An external audit of athletics compliance is undertaken at reasonable intervals.**
An important control exists if an independent university or outside unit undertakes audits of the athletics enterprise to determine if there have been violations of NCAA rules and to suggest changes in operating methods and procedures wherever such action could eliminate the danger of future violations.

9. The chief executive officer and other senior administrators make clear that they demand compliance with NCAA rules and that they will not tolerate those who deliberately violate the rules or do so through gross negligence.

It is an important factor when the senior administrators in an institution by word and, when necessary, by action make clear that compliance is vital. The pressure to run a winning program must not overcome the dedication of the institution to ethical conduct in all aspects of its athletics program and to compliance with NCAA regulations.

The institution and its staff members have a long history of self-detecting, self-reporting and self-investigating all potential violations.
205 - MEDICAL SERVICES AND ATHLETIC TRAINING ROOM

ATHLETIC TRAINING DEPARTMENT PERSONNEL

The Athletic Training Staff consists of a Director of Sports Medicine, two associate directors of sports medicine, seven assistant athletic trainers, one athletic insurance coordinator and six graduate assistant athletic trainers. All athletic training staff members are certified by the National Athletic Trainers’ Association and licensed by the State of Florida.

Certified Athletic Training Staff:

Randy Oravetz          Director of Sports Medicine
Robin Gibson           Associate Director of Sports Medicine (Soccer and Olympic sport oversight)
Sam Lunt               Associate Director of Sports Medicine (Men’s Basketball and Olympic sport oversight)
Cheryl Pfeil           Assistant Athletic Trainer (Women’s Basketball)
Eunice Hernandez       Assistant Athletic Trainer (Women’s Softball and Women’s Golf)
Jeronimo Boche         Assistant Athletic Trainer (M/W Track, Field and Cross Country)
Jake Pfeil             Assistant Athletic Trainer (Baseball)
Erin Cash              Assistant Athletic Trainer (Athletic Training Room Coordinator)
Nick Pappas            Assistant Athletic Trainer (Athletic Insurance Coordinator)
Greg Hawthorne         Assistant Athletic Trainer (Football)
Dave Walls             Assistant Athletic Trainer (Football, Men’s Golf)

Certified Graduate Assistant Athletic Trainers:

Mallory Greathouse     Graduate Assistant (Women’s Volleyball)
EmmyLou Philmon        Graduate Assistant (M/W Swimming/Diving)
Adrian Dixon           Graduate Assistant (Football)
Paul Tschida           Graduate Assistant (M/W Tennis)
Greg Byrd              Graduate Assistant (M/W Track)
Zach Adams             Graduate Assistant (Football)

All graduate assistant athletic trainers will be on full academic scholarship while at Florida State University

Athletic Training Students

Athletic Training Students must be accepted into the Athletic Training/Sport Medicine Curriculum and must complete the following steps in order to be eligible for admission into the didactic, clinical, and field components of the program:

1. A minimum GPA of 2.5
2. Successful completion of PET 1638 and admittance into PET 1941

3. Student must meet all technical standards for admission.

Athletic training students will be selected by a committee which consists of the Curriculum Director, the Assistant Curriculum Director, the Director of Sports Medicine, the Associate Director of Sports Medicine, and several staff athletic trainers. Upon admission, each student will be assigned a primary sport responsibility and work under the supervision of a Certified Athletic Trainer.

Athletic Training Student scholarships will be reviewed on a semester basis. First year student scholarships will include a lunch or dinner meal during a probationary period. Second and third year students will receive a lunch or dinner meal plus $500 per semester. These scholarships are available only to athletic training students who are working with intercollegiate teams and have maintained their academic standards.

STAFF RELATIONS

Physicians and Medical Advisors

The Athletic Training Staff will cooperate completely with the team physician and any other medical advisors working with the Athletic Training Department. The medical advisory staff for the Department of Athletics, at this time, includes three highly qualified Orthopedic Surgeons, two Family Practitioners and numerous Medical Consultants.

Visiting Athletic Trainers

Members of the Athletic Training Staff will conduct themselves according to the manner outlined in the NATA Code of Ethics. Athletic Trainers of visiting teams are to be extended every courtesy during their visit to Florida State University.

Coaches

Coaches will be kept fully informed as to the health status of student-athletes throughout the season. This will occur either by personal conversation or by a written report sent directly to the coach. All coaches, graduate assistant coaches, and volunteer coaches, must be CPR/First Aid/AED certified and act as a first responder in the absence of a Certified Athletic Trainer. This certification must be completed within 3 months of hiring and recertification must occur on a yearly basis.

Nutritionists

The athletic nutritionists will work closely with the Athletic Training Staff in assessing the nutritional needs of the athlete as well as planning weight gain/loss diets, pre-event meals and road meals.
MEDICAL SERVICES AND CARE PROVIDED TO STUDENT-ATHLETES

Injuries must be anticipated in any type of athletic activity. Almost without exception, every sport assumes some degree of risk. Therefore, when an injury does occur to a student-athlete participating in the intercollegiate athletics program, the following care, supervision, payment and medical services are available:

1. Medical Expense Payment Policies

   a. All participants are required to provide proof of existing medical insurance in conjunction with having their initial or annual physical examination. This policy should provide benefits for athletic related injury. A front and back copy of the participant’s primary insurance card must be on file with the Florida State University Department of Athletics before the athlete will be allowed to participate in any practice or competition. A fax transmission of insurance information or policyholder’s signature may be accepted if properly authorized.

   b. The Florida State University Department of Athletics will ONLY be financially responsible for injuries occurring while an athlete is representing the College in formal intercollegiate activity, which is supervised by a coach. Illnesses or injuries outside official practices, formal workouts, or scheduled games are not covered by The Florida State University Department of Athletics. Such incidents are the financial responsibility of the athlete and/or respective parents and/or guardians. Care for illnesses such as colds, flu, etc. will only be covered during a sport season in which the athlete is engaged in formal full-team practices supervised by a coach.

   c. In accordance with NCAA regulations, the Department of Athletics is not allowed to support financially any injuries or illnesses sustained by athletes not directly related to participation in Intercollegiate Athletics. As such, all athletes are encouraged to obtain the Health and Accident Insurance Plan for Students from the University Health Service. This plan protects the student 24-hours a day, except when participating in Intercollegiate Athletics. The athlete may choose to obtain coverage through a private carrier.

   d. The Florida State University Department of Athletics requires that bills or claims be submitted first to the primary health insurance company of the athlete and/or of his/her parent(s) and/or guardian(s). The Florida State University Department of Athletics retains a secondary excess policy. This secondary policy will pay ONLY AFTER primary insurance has been engaged and only for athletic-related injuries or illnesses.

   e. Payments or reimbursement checks which are sent to policyholders by insurance carriers and intended for payment of medical expenses are funds which are the responsibility of the policyholder to apply fully to payment of such expenses by the policyholder. The Florida State University Department of Athletics will not be responsible for charges not paid by the policyholder in these circumstances.

   f. Athletes and/or parents or guardians should review the details of their insurance plan to make sure it provides adequate coverage for injuries and illnesses, understand their
insurance company’s claim filing procedures and what must be done if injuries or illnesses occur while away from home. Athletes should carry their insurance ID card (and prescription card, if one exists) on their person.

g. It is the responsibility of the athlete and/or parents or guardians to inform the Sports Medicine Staff of any peculiarities and changes in his/her medical insurance coverage (i.e. HMO, PPO). If services are rendered while there is a lapse in coverage, the athlete and/or parent(s) and/or guardian(s) may be responsible for all charges incurred during this lapse. Please let the Sports Medicine Staff know of any questions that may arise concerning the medical coverage of an athlete.

h. All requests made by insurance carriers for applicable information will be handled in the most expedient and timely manner possible. Athletes and parent(s) and/or guardian(s) have the responsibility to immediately notify the Department of Athletics Coordinator of Insurance and Risk Management with all requests, letters, claims or billing related to insurance for care and treatment received by the athlete from healthcare providers and insurance companies. This policy will ensure timely handling of all matters.

i. Arrangements for follow-up care with a physician for injuries incurred during athletic activity must be completed within a 14 day period after completion of the competitive season, eligibility or termination from the team. After said period, Florida State University Department of Athletics is no longer financially responsible for any expenses incurred as a result of said injury unless other arrangements have been made with the Sports Medicine Staff.

2. Financial Coverage of Medical Care – Insurance

It is extremely important that Department of Athletics policies and procedures related to insurance and financial responsibility be understood by and communicated to all athletes as well as their respective parent(s) and/or guardian(s). There is a mutual responsibility shared by all parties to adhere to these policies and procedures to ensure the proper processing and prompt payment of expenses related to the care and treatment of illness and injury. The following section outlines the rights and responsibilities of athletes regarding athletic health care. It is imperative that the athlete read and understand this information so that they know what to expect and what is expected of them in the event they suffer an injury or illness. This information will be shared with athletes at the beginning of each semester.

3. Medical Referral Policies

   a. Except in emergencies, a staff athletic trainer MUST screen all conditions prior to referral to a team physician or other consultant. This policy assures proper and immediate care, close follow-up treatment and smooth injury management for the athlete and the Florida State University Department of Athletics Sports Medicine Staff.
b. The Sports Medicine Staff will make all referral appointments. Transportation to medical facilities/offices located off-campus will be provided by the Sports Medicine Staff ONLY if the athlete is unable to arrange personal transportation.

c. Medical care and treatment of all athletes will be done through team physicians, consultants and healthcare resources associated with Florida State University Sports Medicine team as approved by the Director of Sports Medicine.

d. If an athlete desires a second opinion, the athlete is required to request such through their respective Sports Medicine Staff member for approval by the Director or Associate Director of Sports Medicine before the physician’s visit or procedure is allowed. Expenses related to care or treatment without following this policy will not be the responsibility of Florida State University Department of Athletics. The athlete and/or parent(s) and/or guardian(s) must provide for a release of information from the healthcare provider to the Florida State Sports Medicine Staff.

e. A consultation between the parent(s) and/or guardian(s) of any athlete and the Florida State University Department of Athletics Sports Medicine Staff will be arranged whenever requested. All decisions regarding medical approval or disqualification in the intercollegiate athletics program will be made solely by the Florida State University Department of Athletics Team Physician and/or associated consultants.

f. The Florida State University Department of Athletics Sports Medicine Staff reserves the right to require referral to an outside medical agency for the evaluation, treatment and/or rehabilitation of any problem not related to athletics.

g. Any athlete incurring an illness at a time outside the dates of traditional or non-traditional seasons, may be required to report to the Florida State University Department of Athletics Thagard Student Health Center for treatment.

4. Special Circumstance

Special circumstances which may arise that are not covered by these policies will be reviewed on a case by case basis and a final decision will be rendered by the Director of Sports Medicine on any action and disposition.

PROCEDURES FOR THE CARE OF ATHLETIC INJURIES

Protocol

Any student-athlete who has suffered an injury or illness should make it known to the Athletic Training Staff.
Any athlete requiring medical diagnosis or treatment for injuries or other related medical problems while participating in the Intercollegiate Athletic Program should report this injury or problem to the athletic trainer assigned to his/her sport. The athletic trainer will then administer first aid and make arrangements for consultation, if needed.

If the Team Physician is on the site or is called for consultation and diagnosis he/she will prescribe treatment. If the prescribed treatment is available in the athletic training room, the athlete is required to be treated in the athletic training room under the supervision of the Athletic Training Staff.

If the Team Physician believes the injury is of the nature or severity that requires the consultation of another medical specialist, referrals will be made as soon as possible by the Team Physician or a member of the Athletic Training Staff.

If the athlete is not satisfied with his/her injury diagnosis or recovery progress, he/she should notify the Director of Sports Medicine or Team Physician. If necessary, arrangements will be made for a second opinion and the Department of Athletics will cover the expenses in the usual manner. However, the Athletic Department will not cover the expenses of other physicians, hospital bills, etc., when the athlete has not been referred by the Athletic Training Staff or the Team Physician.

Medical records are maintained in the Athletic Training Rooms for all student-athletes participating in the Intercollegiate Athletic Program. The Athletic Training Staff and the Team Physician, when needed, are the final authority on when an injured or ill athlete may return to practice or competition. HIPAA guidelines are strictly enforced.

**Athletic Injuries and Illness Procedure**

If a student-athlete is injured or ill and is restricted from athletic participation, he/she must be granted clearance by the certified athletic trainer or team physician to resume physical activity.

All injuries and illnesses should be reported to the Athletic Training Staff. All student-athletes needing medical attention for illnesses at the Student Health Service will be referred by the Athletic Training Staff. Any student-athlete that reports to the Student Health Service or emergency room without prior approval from athletic training staff, except in the case of extreme emergency, will be responsible for the financial obligation for treatment received.

Coaches are not permitted to refer student-athletes to the Student Health Service, any medical facility or physician except in the case of extreme illness or injury when a member of the Athletic Training Staff is not available. All athletic injuries and illnesses will be handled by the Athletic Training Staff without interference from the coaching staff.

If a student-athlete is injured during a practice session, workout session or contest, the Athletic Training Staff will proceed to his/her aid as quickly as possible, evaluate the student-athlete and proceed with the appropriate, immediate care. The coach will be informed as quickly as possible.
regarding the student-athlete's injury and availability for that particular practice, workout or contest.

All therapeutic treatment, if necessary and available, will be administered by the Athletic Training Staff.

In the case of an emergency, the Athletic Training Staff will administer the necessary emergency care until EMS (Emergency Management Services) or a team physician arrives. COACHES SHOULD NOT UNDER ANY CIRCUMSTANCES REQUEST THE REMOVAL OF A STUDENT-ATHLETE OR ATTEMPT TO MOVE HIM/HER IF AN INJURY HAS OCCURRED TO THE STUDENT-ATHLETE’S HEAD, NECK OR BACK. Coaches are not to interfere with the athletic training staff and their management of emergency situations.

Physician Clinic

A general practitioner will be available multiple times each week in the Don Fauls Athletic Training Room to assess any injuries or illnesses experienced by the student-athletes. All student-athletes have access to be seen by the physician. Appointments are established based on severity of injury and student-athletes who are currently in-season receive right of first refusal. The remaining appointment times are distributed on a first-come first-served basis. Student-athletes who have schedules that conflict with clinic times will be referred to Thagard Student Health Center for examination or referred to Tallahassee Orthopedic Clinic.

A minimum of two physician sessions per week have been set aside to specifically deal with female student-athlete medical issues. If time permits, any other general medical issues will be assessed during this clinic session.

Referrals

If a team physician, the Student Health Service or the Athletic Training Department determines that an outside referral or consultation is necessary for a student-athlete, the appointment for such a visit will ONLY be arranged by the team physician, Student Health Service or the Athletic Training Department. If a student-athlete refers himself/herself without obtaining prior approval from the Athletic Training Department, the student-athlete shall assume medical and financial responsibility for such outside visit and medical attention. Coaches do not have the authority to arrange medical referrals to any physician or outside medical service without consulting and receiving prior approval through the Athletic Training Department.

Prescriptions

The Athletic Department may pay for prescription medications at anytime for an enrolled student-athlete during the year, as long as it is filled in Tallahassee or on a scheduled road trip with a team and is necessary for athletic participation.
Dental Care

The Department of Athletics will assume financial responsibility for the payment of dental injuries that are incurred while participating in an official team practice or contest. All dental injuries associated with athletic participation must be reported to a member of the Athletic Training Staff. The Team Dentist will perform all dental repairs whenever possible. The cost of any dental procedure that is not pre-approved by the Director of Sports Medicine will be incurred by the student-athlete.

The Department of Athletics shall not be responsible for the payment of normal dental care such as cavities, cleaning, gum infections, wisdom teeth extraction, or any other dental problems not related to an athletic injury.

Corrective Lenses

Each student-athlete will receive an eye examination during the pre-participation physical examination. Should it be determined that an athlete needs vision correction, the Athletic Training Department will incur the cost of that vision correction. The student-athlete must seek prior approval for such visual aid from a member of the athletic training staff. Contact lenses or glasses which are lost or misplaced, other than in athletic participation, will be replaced by the athlete at his/her own expense.

Massage Therapy

a. **MASSAGE THERAPY SERVICES DURING THE REGULAR SEASON:**
During the regular season, the Florida State University team physician will determine if therapeutic massage is needed for the medical benefit of the student-athlete. Massage therapy services that are provided during the regular season will be paid for from the Sports Medicine budget. Currently, we have medical contracts with several local Licensed Massage Therapists (LMT’s) for massage therapy services for the athletes (cost is approx. $70 to $75/hr. max). Once a team physician has approved the massage therapy for an athlete, the team’s certified athletic trainer will set up the massage therapy appointment for the athlete.

b. **MASSAGE THERAPY SERVICES DURING THE POST-SEASON:**
During the post-season (ACC Tournaments and/or NCAA tournaments), the team ATC, the Director of Sports Medicine and the team physician will determine if therapeutic massage is needed for the team. If so determined, the team may either travel with a local massage therapist or contract the services of a Licensed Massage Therapist in the host city. The cost of massage therapy for a team during the post-season will be incurred by that team’s budget. Administrative approval must be obtained prior to travel.

c. **Athletes/coaches who set up appointments with a licensed massage therapist WITHOUT team physician referral or administrative approval will be personally responsible for incurring the cost of the massage therapy services.**
Pregnancy Policy

Each female athlete must comply with Florida State University rules and regulations regarding the occurrence of a pregnancy.

   a. Once an athlete suspects they are pregnant and they contact their athletic trainer, coach, or their department personnel, diagnostic testing must be done to confirm or rule out a pregnancy. The athlete must sign a release of information from the health center in order that results can be given to the athletic trainer and team physician. If the athlete states that they believe they are pregnant or the athletic trainer believes the athlete is pregnant due to signs and symptoms, the athlete must have a pregnancy test performed at Thagard Student Health Center or the Patient’s First Clinic. Florida State University will pay for diagnostic testing. All further medical costs due to pregnancy will be incurred by the athlete. Once a pregnancy is confirmed, the athlete must have a gynecological exam and a determination must be made as to the stage of the pregnancy. This information must be given to the team physician so that a determination can be made of the athlete’s ability to continue their sport, along with the Director and Associate Director of Sports Medicine.

   b. Athletes with confirmed pregnancy will be persuaded to inform their coach about the situation. If the athlete declines to allow information to be released to their coach, any withholding from practice will be explained as an undisclosed illness. The Director of Sports Medicine, Randy Oravetz, Associate Director of Sports Medicine, Robin Gibson, and team physician Kris Stowers will be given information regarding the pregnancy and the future course of action. Dr. Stowers will then make a decision regarding the athlete’s ability to continue play, weighing the risk for both the athlete’s health and ability to maintain the pregnancy.

   c. Should the athlete have a spontaneous miscarriage, Dr. Stowers will review the case and make a return to activity decision based on his finding.

   d. Athletes participating in athletics during pregnancy can be medically disqualified by their obstetrician and team physician due to the risk of sport participation for the athlete and the integrity of the pregnancy. Athletes with pregnancies that do not reach full-term will be evaluated by Dr. Stowers and he will make the final clearance for the athlete to return to play. Athletes may return to full-activity post-delivery. Decisions on return to play will be made on a case-by-case basis by Dr. Stowers.

MEDICAL RECORDS AND CONFIDENTIALITY

Medical Records

The Athletic Training Department will keep a record of all injuries, illnesses and surgical procedures along with daily injury records and daily treatment records. All medical records will be secured under double-locked conditions as per HIPAA regulations. All computer records will be password protected per HIPAA regulations.
Confidentiality

All of the information gathered and kept private by the Athletic Training Department is highly confidential and is protected by the Federal Right to Privacy Act (HIPPA). A student-athlete must sign a waiver for release of any information to any family member, media source, health care professional or professional scout. All questions from the news media will be referred to the head coach of the sport involved. After a release of information has been granted by the athlete, the head coach may designate a specific person, (assistant coach, athletic trainer, Sports Information director, etc.) to answer questions. Unless other arrangements are made, no information whatsoever regarding the health status of any athlete will be released by the Athletic Training Department.

TRANSPORTATION

The Director of Sports Medicine and the two Associate Directors of Sports Medicine are furnished with courtesy cars. Should a member of the athletic training staff use their personal vehicle to transport a student-athlete for medical purposes, they will be reimbursed by the Athletics Department. (See Local Travel, in the Fiscal Management section).

APPROVAL FOR PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

The NCAA requires that student-athletes have a full pre-participation physical examination prior to the first year of athletic competition. The NCAA requires that all student-athletes receive a medical recheck screening annually thereafter. If an annual physical examination is required for conference participation, then an annual physical examination will be performed. Any physical examination performed outside of the University Health Services will be the financial responsibility of the student-athlete. Any physical examination performed outside the University Health Services must contain all required tests mandated by the Athletics Department and must be administered using Florida State University Sports Medicine paperwork. All outside pre-participation exams must be submitted to and approved by Florida State University Team Physicians.

No student-athlete at Florida State University may participate in Intercollegiate Athletics without a FULL, ANNUAL pre-participation physical examination. This annual physical examination should be concluded, and all areas be cleared by a licensed physician, before the student athlete may participate in practices or competition.

Each head coach is required to submit their roster of scholarship and non-scholarship student-athletes to their assigned certified athletic trainer a minimum of 30 days prior to the start of their pre-season workouts. The Athletic Training Department will make the necessary arrangements for the pre-participation physical examinations for the student-athletes.
The coach will be informed of the date and time that pre-participation physical exams have been scheduled. It is the head coach’s responsibility to see that his/her student-athletes attend their scheduled pre-participation physical exam. If a student-athlete fails to attend his/her pre-participation physical examination, the student-athlete will remain ineligible until the pre-participation physical examination is completed.

It must be clearly understood that all student-athletes must receive medical clearance before participating in Intercollegiate Athletics. Failure to receive medical authorization to participate in Intercollegiate Athletics shall immediately disqualify any athlete from all competition.

In conjunction with the pre-participation physical examination, the student-athlete will also disclose his/her previous injury or illness record, past medical history, and family history. Failure to disclose any injury or illness, past or present, relieves the Athletics Department of all liability in the event the athlete sustains a subsequent injury or re-injury to the affected part. 

NOTE: It will be the coach’s responsibility regarding liability if a student-athlete participates without having had a pre-participation physical examination.

**DRUG TESTING/SUBSTANCE ABUSE PROGRAM**

1. **Drug testing** will be performed a minimum of twice per year. All athletes will be drug tested as part of the preseason physical examination. Random drug tests will be performed throughout the calendar year, including summer months for any athletes who have tested positive in the past.

2. **Random Drug Testing**

   Athletes will be selected randomly for drug testing throughout the academic year. The selected athletes will be notified by noon on the day of the random test. They must report to the athletic training room or student health center as indicated by 5:00 pm on that day to produce a sample. No athlete will be allowed to leave once they have been assigned a bottle. All samples must be given in the presence of a certified athletic trainer. A **“no-show” can be considered to be avoidance; therefore it can be counted as a positive test result, with the same consequences.** Further information on Drug Testing is available in the Policies and Procedures Manual of the Substance Abuse Program.

**PRACTICE COVERAGE**

1. The Florida State University Sports Medicine Department has designed and implemented an Emergency Management Plan in accordance with NCAA guidelines. Each certified athletic trainer is required to follow the Sports Medicine Department Emergency Management Plan. The Director of Sports Medicine reviews the plan annually in order to update changes in procedure, venue, personnel, and emergency contact information.
2. For all contact sports (Football, Men’s Basketball, Women’s Basketball, Softball, Baseball, Women’s Volleyball and Women’s Soccer) a certified athletic trainer is required to be in attendance for in season workouts, out of season workouts and skill sessions.

3. For non-contact sports either a certified athletic trainer, professional rescuer, a team coach or strength and conditioning coach who is certified in CPR, First Aid, and AED usage will be present during in season workouts, out of season workouts, weight lifting sessions, and skill sessions.

4. Lightning Policy for Practices

During practices, the certified staff athletic trainer is responsible for making decisions pertaining to lightning weather hazards. If the certified athletic trainer deems that conditions are unsafe for continued practice or workout session, they will immediately direct the senior coach present to suspend or terminate practice. If the severe weather conditions subside for practice continue, the certified athletic trainer will inform the coach when it is safe to do so.

PURCHASE OF ATHLETIC TRAINING SUPPLIES

The Athletic Training Department is the only department authorized to purchase medical supplies, modalities and athletic training equipment. The Athletic Training Department will maintain a current inventory of all medical supplies and equipment and order medical supplies and equipment in accordance with the procedures of the Athletics Department. The Athletic Training Department will also be responsible for maintaining, using and issuing medical supplies and equipment in a competent manner.

All purchases made using an open (blanket) purchase order for the Athletic Training Department must have prior approval by the Director of Sports Medicine.

Payment for prescriptions given to a student-athlete by a team physician, an approved consultant physician, or the Student Health Service, must be approved by the Athletic Training Office. Student-athletes must obtain a payment slip for prescriptions from a certified athletic trainer prior to having the prescription filled.

USE OF THE ATHLETIC TRAINING ROOM FACILITIES

The Athletic Training Room facilities are primarily for the student-athletes participating in the Florida State University athletics programs and for the evaluation, treatment, and rehabilitation of athletic injuries. These facilities are also available to visiting teams on a reciprocal, courtesy basis. Other athletics department staff and university personnel will be permitted to use the athletic training facilities with the authorization of the Athletic Training Staff, subject to the priorities of the athletic program.
Emergency Management Services (EMS) and the Florida State University Police Department (FSUPD) will be activated for any emergency situation not involving athletics department personnel or visiting athletic teams.

When the athletic training rooms are not in use for Intercollegiate Athletics the facilities will be locked. These facilities are under the direct supervision of the Director of Sports Medicine and his/her staff and are unavailable for use by outside staff members. All therapeutic modalities must be operated by the personnel of the athletic training room staff due to their potential danger. **Athletic training facilities are not available for summer camp use.**

**ATHLETIC TRAINING ROOM POLICIES**

**Don Fauls Athletic Training Room Schedule**

Generally the Don Fauls athletic training room is open Monday through Friday, 7:30am to 6:00 pm. However, during the summer and holiday season, the Don Fauls athletic training room hours will be adjusted and posted. Special scheduling arrangements will be made for athletic teams that hold practice or competition on designated state holidays. Athletic training facilities are open for designated periods of time so that all Florida State University athletic teams have the opportunity to use the facilities both prior to and after practices, workouts, and competition.

**Satellite Athletic Training Room Coverage**

The Satellite Training Rooms will be open Monday through Friday from 1 p.m-6pm, or until all practices are finished and post-practice treatments have concluded. On weekends the satellite athletic training rooms will be open only during practice/competition times. On days of home competition, the athletic training room will be open sufficiently early so that all student-athletes have ample time to prepare for practices or competitions. It is the dual responsibility of the head coach and the certified athletic trainer to determine the amount of time necessary to prepare the student-athletes for practice or competition.

**TRAVEL AND GAME PROCEDURES**

The Director of Sports Medicine, two certified assistant athletic trainers, two certified graduate assistant athletic trainers, athletic training students, and three team physicians will travel with the Florida State University football team for away games. One certified athletic training staff member will travel with Men's Basketball, Women's Basketball, Baseball, Soccer, Softball, Men's and Women's Track and Field, Men’s and Women’s Cross Country, Men’s and Women’s Tennis, Men’s and Women’s Swimming and Diving, and Volleyball. In the event that a non-contact athletics team should travel without a certified athletic trainer prior arrangement will be made to ensure that the student-athletes will have appropriate medical care and supervision. Head coaches will also be given emergency information regarding insurance policies and payment of medical bills, should they be incurred by student-athletes while competing off
campus. It is the responsibility of the head coach to contact a certified staff athletic trainer immediately if medical attention is required for a student-athlete.

Injuries to Visiting Student-Athletes

Any visiting student-athlete who is injured while practicing or competing at Florida State University in Intercollegiate Athletics will be afforded the same care as a Florida State University student-athlete. If the visiting team has a team physician and/or a certified athletic trainer traveling with them, they will be allowed to handle the injury according to their own policies. If the visiting team does not have a team physician and/or a certified athletic trainer traveling with them then a member of the Florida State University Athletic Training Staff will handle the case as if it were one of his/her own athletes. Any medical expenses incurred by visiting student-athletes are the responsibility of their athletic department. Payment arrangements will be made accordingly.

ATHLETIC TRAINING STAFF / COACHING STAFF RELATIONSHIP

(a) Injuries take variable amounts of time to heal properly. Understand that the team physician and the athletic training staff will return a student-athlete to participation when the time is appropriate and safe for the student-athlete.

(b) Purchase or distribution of any nutritional supplements and/or ergogenic aids by coaches is strictly prohibited by the NCAA and the Florida State University Athletic Department. If a student-athlete is taking supplements and/or ergogenic aids, they must disclose this information in the pre-participation physical exam. The athletic training staff will then research these substances to ensure the student-athletes safety and compliance with NCAA standards.

(c) It is the expectation of the athletic training staff that coaches will not attempt to evaluate, treat, or rehabilitate athletic injuries.

(d) In the event of injury or illness the head coach or the coach in charge of a specific group will be given the student-athlete’s status as soon as possible.

(e) If a coach is not satisfied with the care being rendered to his/her student-athletes by a certified athletic trainer, he/she should direct his or her concerns to the Director of Sports Medicine, then the Director of Athletics, in that order.

(f) Athletic training students are under the direct supervision of a certified athletic trainer. If a coach has concerns regarding an athletic training student he/she should notify the supervising certified athletic trainer.

(g) In the event a certified athletic trainer is tending to other student-athletes or momentarily unavailable the athletic training student will act as a first-responder.
Athletes should have ample time between practices/competitions and meeting/meals to receive treatment and care for any injuries or illness they may have.

**ATHLETIC TRAINING ROOM RULES**

The use of all athletic training facilities and the conduct of the athletic training staff, athletic training students, and student-athletes will be governed by the athletic training room rules as set forth by the Director of Sports Medicine and his staff. In general, these rules shall include the following:

(a) No rough-housing or horse-play.

(b) No abusive language or cursing.

(c) No eating or drinking in the Athletic Training Room.

(d) No cleats or muddy shoes into the Athletic Training Room.

(e) Do not bring athletic equipment into the Athletic Training Room.

(f) In order to receive post-practice treatment all student-athletes must first shower and change out of practice clothes.

(g) Student-athletes should be sure that they are completely dry when entering the athletic training room from showers or whirlpools.

(h) Do not treat yourself. An athletic trainer will assist you.

(i) Return loaned items to the Athletic Training Room. If items are not returned, the student-athletes registration may be held until the item is returned. If the item is not returned the athletic training department may be reimbursed directly from the student-athletes scholarship funds.

(j) No student-athletes are permitted to be in the storage area or in the athletic training offices without permission.

(k) Athletic training room telephones, fax machines, and computers are off-limits for all student-athletes.

(l) Treatments are given only upon doctor's or athletic trainer's approval. The medical staff will decide what care each injury will receive.

(m) Treatments are to be continued until the medical staff indicates that treatments may be terminated.
(n) No supplies are to be removed from the athletic training room without the permission of a staff athletic trainer.

(o) Never touch the modality equipment. It is dangerous and can cause harm to student-athletes should they be used improperly.

(p) Ice is for athletic training room use only. Contamination of ice machines by hands or items other than ice scoops is prohibited.

(q) Student-athletes need to allow ample time to receive treatment or rehabilitation prior to practice.

(r) All athletes must dress out for each practice even though injured and unable to participate.

Reviewed by Director of Sports Medicine 8-1-09
The Florida State University strength and conditioning program is dedicated to the pursuit of excellence. We are committed to the development of the finest Strength and Conditioning program in the nation. This includes developing the most professional staff and facilities, and administering the most comprehensive, efficient and effective collegiate program. Our goal is to maximize the athletic potential of each Student Athlete by:

- Providing an expert staff educated in and determined to render the most up-to-date and effective strength and conditioning procedures to FSU athletes.

- Developing individualized programs based on scientifically proven principles tailored to the needs of each athlete.

- Administering comprehensive programs which address: strength, power, acceleration, speed, agility, core development, flexibility, conditioning, and nutrition and are designed to develop the total athlete.

- Monitoring both team and individual progress on a daily basis.

- Reducing the risk of injury by strengthening weaknesses and working closely with team doctors and trainers through the rehabilitation process.

- Enhancing each individual's self-confidence, sense of well-being, and overall physical health.

- Instilling a strong work ethic, discipline and will of heart, which will carry over to the field of competition and life.

Because physical well being is essential to success both as a student and as an athlete, the Athletics Department takes responsibility for helping each athlete to reach and maintain optimum physical condition. To achieve this goal, a comprehensive Strength and Conditioning program has been established to decrease the possibility of injury or re-injury.

However, should an injury occur, the department is committed to the athlete’s complete rehabilitation. In this instance, the Athletic Medicine staff and Strength staff will work together to help the athlete rehabilitate and re-condition.
All intercollegiate athletic teams have access to the varsity strength training facility and a strength training program. Each program addresses flexibility, strength, power, and aerobic/anaerobic conditioning on both a team and individual basis.

**Motivation**

We must develop strong relationships with each athlete. This is a critical building block in motivating each athlete to physically develop to his or her full potential.

- Be personable. Develop professional relationship with athletes and get to know our athletes as people.
- Be enthusiastic.
- Create a positive and fun atmosphere the athletes will enjoy.
- Be a great teacher of the technical lifts.
- Provide a tremendous amount of positive feedback.
- Offer constructive criticism.
- Cater to all the athletes’ needs.
- Use the program’s great results as a motivational tool.

“Success breeds success.”

**GENERAL RESPONSIBILITIES OF STRENGTH AND CONDITIONING STAFF**

- Be an ambassador of FSU and the FSU athletic program.

- Look, act and be professional- No bleached hair, earrings (men), wear shirts tucked in, and no hats in weight room when working with athletes.

- Work hard! We cannot expect the athletes to outwork us.

- Present all memos, emails, testing results, proposals and requests in a professional way- typed.

- Wear FSU assigned gear when coaching. Athletes need to be able to identify you as someone who can assist them.

- Wear appropriate clothes when working out (Power Aid, Power Lift, FSU, Hammer).

- Keep office space (Your office, desk and work space) “recruiting ready” 100% of the time. Everything must have a “place,” when it is not being used, put it in its place.

- All communication regarding administrative issues must go through the Director of Strength and Conditioning.

- At all times, demonstrate courtesy toward others in the weight room.
• Be assertive and demanding of our athletes. It is critical that **athletes DO EVERYTHING RIGHT ALL THE TIME.**

• Do not sign a last set without seeing it. **Make sure our athletes are using the correct weight and good technique and are working hard.**

• Report any weight room related injuries to the Head Strength coach (In writing) as soon as possible.

• If you recommend the use of steroids or an illegal substance to any athlete, you will be terminated.

• If you know of any athlete that may be taking steroids, or any illegal substance, report it confidentially to the Head Strength coach and as soon as possible.

• Strength staff personnel are not allowed to date Student Athletes. Also, remember you are a coach and they are athletes you work with daily. Make your relationships professional. If you fail to follow this policy you will be terminated.

• Learn and teach proper lifting and spotting techniques on all lifts.

• Be alert for bars that are not properly loaded, or any other potential risks of injury. Take measures to eliminate these injuries and risks.

• Do not ever allow any weights to be out of place.

• Profanity and foul language will not be tolerated.

• Assist in the general maintenance and cleaning of the strength facility and equipment.

• Learn emergency procedures.

• Enforce weight room policies and rules at all times.

• Develop a professional relationship with the athletes and coaches with whom you work.

• In the event that an athlete is disrespectful, ask him or her to leave the weight room in order to “cool off.” Consult the Head Strength coach on how to handle the situation.

• Be on time. This is not negotiable.

• Maintain a POSITIVE ATTITUDE.

• Question and be critical behind closed doors- Support and back 100% outside those doors.
• Be responsible.

• You are not allowed to “personal train” or train non-FSU athletes during work hours. FSU facilities cannot be used to train anyone who is not an FSU athlete. The only exception to this is a FSU camp.

• Provide at least 1 week notice for time off and more if you will be gone more than one day.

• You are allowed 1 hour to work out. If you need more time, do it on your personal time.

• Do not over work the copy machine. If you have a large number of copies to make, go upstairs.

• Do not sit or allow anyone else to sit on counter tops.

• Take Initiative.

**Opening and Closing Protocol**

The individual designated as the opener and closer for the day is responsible for the following:

**Openers**

1. Unlock both front doors to main entrance and turf room door.
2. Turn on all lights (including office area).
3. Restock clean towels (for athletes).
4. Clean nutrition bar (wipe down counters and dispensers).
5. Restock cups, smoothie, and PowerAde at the nutrition bar.
6. Turn on video board.

**Closers:**

1. Unload bars loaded with weights and return weights to the proper storage rack.
2. Reset platform barbells to 11 and half rack bars to 6.
3. Reset all tech scoops to lowest level and return safety racks to floor.
4. Put away weight room equipment (belts, straps, attachments, towels, etc.).
5. Clean nutrition counter (wipe down counters and dispensers).
6. Clear workout cabinet counter top.
7. Turn off TV’s, and video board.
8. Turn off all lights (including offices).
9. Lock the cage in the Turf Room.
10. Lock both front doors to main entrance, lock turf room door, and make sure all other doors are closed.

STRENGTH AND CONDITIONING FACILITIES RULES

If you would like your team to workout in the weight room as a group, you must schedule a time with the Head Strength coach. There may be times during regular hours when the weight room is filled to capacity and unscheduled teams or individuals will not be allowed to lift.

If a team needs to have access to the room outside regular hours, appointments must be made with the Strength coach responsible for that team.

When the weight room is open, a Strength coach must be present. **ATHLETES MUST NOT BE IN THE WEIGHT ROOM UNSUPERVISED.**

The strength program provides the best training available while maintaining the highest safety standards. One of the reasons athletes lift weights is to become stronger and more injury resistant. The weight room is not a place where injuries should occur. If an injury should occur, contact the Head Athletic Trainer immediately. Safety in the strength facility depends upon the following weight facility rules:

**Weight Room Access**

Only Florida State University Student Athletes, Athletics Department coaches/staff, former-FSU athletes still on athletic aid or competing at the professional level, and individuals enrolled in the Seminole Strength & Conditioning course will have access to the Athletics Department weight room facilities. Priority will be given to current FSU student-athletes. There will be exceptions made on a case by case basis.

**Weight Room Hours**

The weight room “general” operating hours during the semester will remain the same as previous years: 8:00 AM – 6:00 PM, Monday – Friday. There will be exceptions made for teams whose schedule dictates their need to train earlier or later in the day. Exceptions will not be made for coaches wishing to use the facility for “athlete discipline workouts”.

**REQUESTED LEAVE**

To request leave time, email the day or dates you wish to take vacation time to the Director of Strength and Conditioning. You will receive a reply email notice of your request. If your request is granted, you then must record your leave time in OMNI under Self Service – Time Reporting – Report Time – Time Sheet.

Note – All leave time must be reported in OMNI.
The Director of Strength and Conditioning must then approve Self Reported leave time in OMNI

STRENGTH AND CONDITIONING FACILITIES

NOTICE: (To all persons using the Athletics Department weight room) A list of rules is presented below so that the facility will remain clean, safe, and ready for your use. YOUR COOPERATION IS NEEDED AND APPRECIATED!

- The weights should be on the bar being used or on the rack. DO NOT PUT WEIGHTS ON THE FLOOR.

- The rubber bumper plates are for platform use only.

- No food, drinks, or tobacco allowed in the weight room.

- Athletes are not permitted to use cell phones in the weight room.

- Athletes are not permitted to touch the music or computer. All music (And the volume of the stereo) will be controlled by the strength staff.

- Every athlete must wear shirt and shoes at all times. No one will be allowed to lift in street clothes.

- No equipment is to leave the weight room at any time unless the Head strength coach has checked it out.

- No spitting on the walls or floor.

- Chalk is to stay in the chalk bowl.

- Former-FSU athletes and guests must sign a release form before using the Seminoles Strength training facility.

- Spotters must be used on all lifts.

- Collars must be used to secure the weights.

- Horseplay will not be tolerated in the weight room. You are here to work out, not to play games.

It is an athlete’s privilege to use the varsity weight room. If rules are not followed, this privilege will be taken away.
EMERGENCY / INJURY PLAN

The strength program provides the best training available while maintaining the highest safety standards. One of the reasons athletes lift weights is to become stronger and more injury resistant. The weight room is not a place where injuries should occur. If an injury should occur, it is imperative the following procedures are executed.

EMERGENCY MANAGEMENT PLAN

The following medical emergencies require the activation of the EMS (911):

1. Respiratory arrest or any irregularity in breathing.
2. Severe chest or abdominal pains that may indicate heart attack, cardiac arrest, or internal hemorrhage.
3. Excessive bleeding from a major artery or loss of a significant amount of blood.
4. Suspected spinal injury resulting in back pain, paralysis.
5. Open or multiple fractures and/or fractures involving the femur, pelvis, and several ribs.
6. Joint fracture or dislocation with no distal pulse.
7. Severe signs of shock or possible internal hemorrhage.

AMBULANCE-POLICE-FIRE     911
FSU CAMPUS POLICE: 644-1234

ACTIVATING EMS
(EMERGENCY MEDICAL SERVICES)
1. CALL 911
2. SPEAK CLEARLY AND SLOWLY
3. GIVE YOUR NAME, POSITION, AND PRECISE LOCATION
4. GIVE NATURE OF EMERGENCY
   (UNCONSCIOUS ATHLETE, POSSIBLE NECK INJURY)
5. GIVE VICTIMS CONDITION (ARE THEY CONSCIOUS, BREATHING, NOT BREATHING, ETC...) AND TREATMENT BEING PRESENTLY ADMINISTERED AND BY WHOM.
6. STAY ON THE LINE UNTIL DISPATCHER TELLS YOU TO HANG UP.

HOSPITALS
TALLAHASSEE MEMORIAL REGIONAL MEDICAL CENTER 681-1155 (Info) 681-5422 (ER)
TALLAHASSEE COMMUNITY HOSPITAL 656-5000 (Info) 656-5092 (ER)
The following injuries require immediate referral to an Athletic Trainer and physician:

1. Eye injuries.
2. Dental injuries where a tooth has been knocked out or knocked loose.
3. Minor or simple fractures.
4. Lacerations that may require suturing.
5. Injuries where a functional deficit is noticeable.
6. Loss of normal sensation or diminished or absent reflexes which may indicate a nerve root injury.
7. Noticeable muscular weakness in the extremities that may indicate peripheral nerve damage.
8. Any injury, should you have doubts about its severity or nature.

TEAM PHYSICIANS

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cellular/ Pager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Haney, M.D</td>
<td>877-8174</td>
<td>599-0357 (P)</td>
</tr>
<tr>
<td>Orthopedic Surgeon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kris Stowers, M.D.</td>
<td>877-8174</td>
<td>298-3066 (P)</td>
</tr>
<tr>
<td>Family Practice/Sports Medicine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steve Jordan, M.D.</td>
<td>877-8174</td>
<td>N/A</td>
</tr>
<tr>
<td>Orthopedic Surgeon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Thompson, M.D.</td>
<td>877-8174</td>
<td>395-1059 (P)</td>
</tr>
<tr>
<td>Orthopedic Surgeon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Van Tassell, M.D.</td>
<td>385-5113</td>
<td>N/A</td>
</tr>
<tr>
<td>Chiropractor</td>
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</tbody>
</table>

Any injury that occurs must be reported to the teams Athletic Trainer and the Director of Strength & Conditioning immediately.

Any injury report must be completed and submitted to the Director of Strength & Conditioning the same day the injury occurs.
## ATHLETIC TRAINING STAFF
### SPORT ASSIGNMENTS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>SPORT</th>
<th>OFFICE PHONE</th>
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<tbody>
<tr>
<td><strong>Director of Sports Medicine</strong></td>
<td>Football</td>
<td>644-2556</td>
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<tr>
<td></td>
<td></td>
<td>544-1757</td>
</tr>
<tr>
<td>Assoc. Dir. of Sports Med.</td>
<td>Softball</td>
<td>644-2139</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>W. Basketball</td>
<td>644-1206</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>M/W Track/ XC W Golf</td>
<td>644-5948</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Soccer</td>
<td>644-1849</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>TR Coordinator</td>
<td>644-3305</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Baseball</td>
<td>644-7038</td>
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<td>Assistant Athletic Trainer</td>
<td>Football</td>
<td>644-7435</td>
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<tr>
<td>Assistant Athletic Trainer</td>
<td>Football</td>
<td>644-9943</td>
</tr>
<tr>
<td></td>
<td>M Golf</td>
<td>284-8774</td>
</tr>
<tr>
<td>Grad. Asst. Athletic Trainer</td>
<td>Football</td>
<td>645-1939</td>
</tr>
<tr>
<td>Grad. Asst. Athletic Trainer</td>
<td>Track</td>
<td>644-9376</td>
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<td></td>
<td>XC</td>
<td>644-1195 (Tully TR)</td>
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<td>Volleyball</td>
<td>645-1939</td>
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<td>Grad. Asst. Athletic Trainer</td>
<td>Football</td>
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<td>M/W Swim</td>
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<td>Tennis</td>
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207 – SUBSTANCE ABUSE

INTRODUCTION

The Athletics Department of Florida State University recognizes that substance abuse is a national concern. The lives of many men, women and children are being negatively influenced by our society’s unhealthy relationship with alcohol, tobacco and illicit drugs. College is a time when important decisions are often made regarding career, marital partner, etc. Additionally, the student-athlete has many other stresses associated with being an athlete at a major university. The pressures of training, practice, time management and notoriety, accompanied by the other pressures of adjusting to a large university often far from home, can sometimes make the temporary relaxation promised by drug use very attractive. The Athletics Department is committed to the development and enactment of a substance abuse policy designed to assist student-athletes meet the demands of both academic and athletic pursuits. It is the department’s intent to help provide a safe, healthy and drug-free atmosphere in which student-athletes can experience and grow as students, and most importantly, as human beings. It is with this philosophy in mind that the Athletics Department has developed a Substance Abuse Policy that has the following goals:

1. To provide current, factual information to all student-athletes regarding drug use/abuse;

2. To identify as quickly as possible those student-athletes who are abusing substances, or who are at high risk to abuse substances, and provide them with the professional assistance they require;

3. To develop and maintain an ethical, responsible drug testing program designed to act as both a deterrent to drug/alcohol abuse and as a methods of identifying student-athletes who may already be involved with substance abuse;

4. To enhance the well-being of FSU student-athletes and ensure, as much as possible, their safety;

5. To provide a safe and fair environment for intercollegiate athletics competition.

By accomplishing these goals, the Athletics Department is fulfilling a responsibility it has towards the student-athletes who have been recruited to pursue their academic and athletic careers at Florida State University.

General Information

When an athlete receives an Athletic Scholarship to attend Florida State University, they will be asked to sign a consent form stating that they have read and understand the substance abuse policy and agree to comply with the policy and the consequences of any positive tests. The Athletics’ drug policy will be reviewed at the beginning of the Fall semester, including the frequency of the athlete being drug tested by FSU and/or the NCAA. Drug testing involving championship games/events in their sport will also be explained. Further discussion will also
highlight what happens if a positive drug test does occur. Family involvement, counseling
services, suspensions and dismissals will be covered at this time.

Substance Abuse Education

The basic thrust of the Athletics Department’s Substance Abuse Program is one of prevention. An essential component of any prevention program is education concerning drug testing procedures, the substances themselves and the consequences resulting from problems in this area that do develop. It is the responsibility of the Athletics Department and Head Coaches to ensure that accurate information regarding alcohol and drug abuse is disseminated to the FSU student-athletes. Each Head Coach will be responsible for providing for his/her team relevant substance abuse education each academic year. This can be done by showing films/videos available to them, by providing guest speakers, or by any other method that provides an educational experience for the student-athlete. All Head Coaches are expected to make this a high priority. The department’s offices of Sports Medicine and Student Services will coordinate and assist in these efforts. The goal of the educational component of the Substance Abuse Program is to ensure, as much as possible, that no athlete makes an unhealthy decision due to ignorance regarding their use of alcohol or drugs.

Substance Abuse Advisory Committee

A Committee shall be formed which has its primary function the development and implementation of the Substance Abuse Policy. The committee will be comprised of at least the following persons: Three members of the Athletics Department’s administration, one substance abuse professional, two representatives from the sports medicine program, one representative from academics, at least two representatives from the coaching staff, at least one student-athlete representative and a university legal advisor, when necessary. These individuals will be appointed by the Athletics Director.

The committee shall be empowered to review the Athletics Department’s Substance Abuse policies and testing procedures, as it deems necessary. The committee will NOT be privy to any confidential information regarding individual drug test results.

A chairperson for the committee will be appointed by the Athletics Director. The position of chairperson will be held by the same individual for no more than three (3) years. This individual will convene and chair all substance abuse committee meetings, and will author a summary report to the Athletics Director regarding all drug testing done during the previous academic year. The committee will meet no less than once each academic year in its effort to review current policy and procedures.

Drug Testing

General Information

The two drugs which are most tested for are marijuana (THC) and cocaine. All of the drug testing done in the Athletics Department at Florida state University is supervised by the head trainer responsible for the specific sport. The athlete is observed giving the sample and the
sample is processed using strict chain-of-custody procedures in order to guarantee that there is not tampering or manipulation of the sample. A number is assigned to each sample and athlete. The list of numbers is kept confidential and maintained by the Director of Sports Medicine. The sample is shipped to the testing agency, currently Quest Diagnostics.

For the initial drug screening, Quest Diagnostics uses the EMIT assay, one of the most reliable and widely used screening methods. To be considered a positive result, the sample must measure 50ng/ml for marijuana metabolites and 30ng/ml for cocaine metabolites. If the initial test results are positive using these standards, then a second screen is done to confirm the first. The second screen involves the use of gas chromatography/mass spectrometry (GC/MS), the most specific confirmatory system available. Because of the sensitivity of this method, confirmation standards are different with 25ng/ml testing positive for marijuana, and 150ng/ml for cocaine. These standards are consistent with the standards recommended by the National Institute on Drug Abuse. In the case where a urine sample is Unacceptable/Out of Range for Urine testing, a hair sample may be taken from the student-athlete for further testing and screening.

Any positive test result is then reported back to the Director of Sports Medicine. They then consult the numerical sample list to determine which athlete tested positive. All results will be signed into the drug testing book with the signatures of two (2) certified athletic trainers. While these results are kept confidential, some individuals are notified of the results. The Director of Athletics, Head Coach for the specific sport and consulting drug abuse professional are all notified immediately along with the athlete involved. The Athletics Director will notify the University President. The athlete will then be assessed by a drug abuse professional and the results of the assessment will be discussed with all the appropriate parties (refer to “Consequences” section below) in an effort to determine what actions will be taken. It should be noted that the notification of parents concerning the test results will be handled on an individual basis.

Substance Abuse Education

All athletes will be drug tested when they report back to the university for the Fall semester. This is considered to be part of the returning physical examination. Random drug testing will then occur throughout the year. The number of athletes tested will be higher while their sport is in season and somewhat lower during their off season.

Randomly, samples will be selected for a more comprehensive drug screen. Other specific drugs which will be tested for include amphetamines, barbiturates, benzodiazepines, opiates, steroids, etc. If a positive test result is obtained regarding any of these substances, then the aforementioned procedures will be employed.

Use of urine adulterating substances, false urine samples or urine masking agents when asked to produce a urine sample will be the basis for automatic dismissal from the athletics program at Florida State University.
Alcohol

It is recognized that, because of the rapidity with which it is metabolized, alcohol is not a drug for which urine screening is an effective way to determine use. In lieu of testing, other indicators will be used instead which might indicate a problem related to alcohol use.

Academic, legal, and inter/intrapersonal problems that might indicate a difficulty with alcohol consumption will be interpreted just like a positive drug test and appropriate procedures, as described earlier, will be employed.

Arrest/Conviction for Marijuana/Illegal Substances or Alcohol

An Arrest/Conviction for the use of marijuana/illegal substances or alcohol such as D.U.I., public intoxication, or possession will automatically count as a positive test and the athlete will be penalized both within the guidelines of the substance abuse program, as well as whatever the legal system dictates, and the Athletics Director and Head Coach deems appropriate.

CONSEQUENCES

After an athlete tests positive and has been assessed by the drug abuse professional, their situation is then discussed with the Athletics Director, supervising athletic trainer, coach, and the director of the Substance Abuse & Mental Health Program. They will then develop a plan of action for dealing with this specific athlete.

Things to be considered when developing consequences include: number of prior positive test results, the specific drug for which the athlete tested positive, the athlete’s general deportment here at the university, and the nature and extent of the athlete’s relationship with drugs and/or alcohol. The consequences are not limited by precedent and will be designed to be appropriate for each individual situation:

**Alcohol and Marijuana**

1. **A first positive** test for alcohol or marijuana/illegal substance will result in notification of the Athletics Director, Head Coach, and parents/guardians of the athlete. Mandatory assessment with a substance abuse professional beginning at the date of the positive result reading is required. The athlete will undergo monthly testing for the remainder of their career at Florida State University.

2. **A second positive** test for alcohol or marijuana/illegal substance will result in an automatic suspension from competition. Also, assessment and counseling with a substance abuse professional as well as monthly testing for the remainder of their career is required. The duration of suspension is to be determined by the committee and will be influenced by the length of the season for the specific sport in which the athlete is involved. The athlete’s parents/guardians will be notified.

3. **A third positive** test for alcohol or marijuana/illegal substance will be the basis for automatic dismissal from the athletics program at Florida State University.
Anabolic Steroids & Other Illicit Drugs

1. The **minimum** consequences for a first positive test for anabolic steroids, T/E ratio, or any other illicit drugs, will be automatic suspension from competition, an assessment with a substance abuse professional, and monthly testing for the remainder of their athletic career at Florida State University. The Athletics Director, Head Coach, and the athlete’s parents or guardians will be notified.

2. A second positive test for anabolic steroids, T/E ratio, or any other illicit drugs will be automatic dismissal from the athletics program at Florida State University.

COUNSELING

If a student-athlete is required to receive counseling and/or education because of a positive test, they will be referred by the drug abuse professional. The drug abuse professional will make the determination of where the student-athlete will undergo substance abuse counseling/education. This can be at a facility off-campus as well as at the Student Counseling Center on Campus.

If a student wishes to receive private professional help off-campus, this can also be arranged by the drug abuse professional. However, any expenses incurred with the arrangement will, most likely, be the responsibility of the student athlete and their family. If a referral into a residential treatment program is appropriate, these arrangements will be made by the specialist in substance abuse.

It should be noted that any counseling is considered by the Athletics Department to be a confidential matter between the student-athlete and the counselor. The Athletics Department may however request confirmations that the student-athlete is attending their sessions.

NCAA TESTING PROGRAM

Along with the Athletics Department at Florida State University, the NCAA also has a drug testing program. Starting in August of 1990, their drug testing program includes the following:

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<tr>
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<th>I-A &amp; I-AA Football</th>
<th>Other Sports</th>
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<tbody>
<tr>
<td>Preseason Testing</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>In-Season Testing</td>
<td>Yes</td>
<td>Yes</td>
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<td>Post-Season Testing</td>
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Samples collected as a part of the post-season program will be analyzed for substances from all NCAA banned drug categories. The Athletics Department at FSU will ensure all athletes are informed as to what those categories include.

NCAA sanctions for positive drug test results are also new, starting August 1, 1990. The **first time a student-athlete tests positive for any banned substance during an NCAA drug test**,
they will be ruled ineligible for all competition (regular and post-season) in all sports for no less than one calendar year.

The period of ineligibility begins at 12:01 A.M. the day the specimen was provided or was to be provided. The sanctions are the same regardless of whether or not the positive drug test was obtained at an NCAA Championship or as part of the year-round testing program. An athlete is allowed to continue to practice unless the conference or institution’s rule would preclude this.

All student-athletes who are ruled ineligible as a result of a positive drug test and who will be eligible for eligibility restoration will be subject to NCAA testing at any time during their period of ineligibility. In addition, all student-athletes who are ruled ineligible will be subject to a mandatory exit drug test during the last month of their minimum period of ineligibility.

DIETARY SUPPLEMENTS

Dietary supplement use is prevalent among college athletes. Claims of improved performance and quickened recovery periods and increased energy from products that are marketed as over the counter, safe and effective are confusing and often erroneous. Many compounds are not subject to the strict regulations set by the U.S. Food and Dietary Administration. The ingredients in dietary supplements may not be accurately revealed and may contain impurities or NCAA Banned Substances. Widespread use of dietary supplements without accurate knowledge of effects or misinformation about ingredients may have adverse reactions and/or cause a POSITIVE NCAA DRUG TEST.

SUMMARY

The Athletics Department of The Florida State University is committed to its concern for the welfare of the student-athlete. With its comprehensive policy consisting of education, testing, intervention and counseling, the department is taking a positive step towards maintaining a healthy atmosphere for the pursuit of excellence in both academics and athletics. All efforts will be made to guarantee a healthy and positive experience for student-athletes who choose to attend Florida State University.

ADVISORY COMMITTEE

Chairman: TBD
Drug Education Specialist
Compliance Coordinator
Senior Associate Athletic Director
Director of Sports Medicine
Associate Director of Sports Medicine
Director of Academic Support
Director of Student Services
Women’s Basketball Coach
S.A.A.C. President
Football Player
Basketball Player
Track Athlete
Men’s Basketball Coach
Assistant Head Football Coach

Information Sites:

www.ncaa.org
  go to education/outreach,
  then to drug testing
www.drugfreesport.com

For More Information, please call
(850)644-2556
208 – TRAINING TABLE

OVERVIEW

The training table was established to meet special needs of student-athletes. Only student-athletes that have been approved by the Head Coach, through the Executive Committee, will be permitted to eat on the training table. Approved student-athletes must either be on scholarship for room & board, or be a non-scholarship student-athlete that has purchased a meal-plan. The Senior Athletic Director of Internal Operations will keep a list of individuals approved for the training table.

MEAL SCHEDULE

The training table will generally be available for dinner Mondays through Thursdays, and for lunch on Sundays. The schedule of times and dates will be set in advance of each semester.

GUESTS AND STUDENT-ATHLETE PROSPECTS

Coaches with prospective student-athletes must make advance arrangements through their Associate Athletics Director prior to attending the training table. Coaches and administrative staff members who wish to take a guest to the training table are requested to make the same advance arrangements. The name of the prospective student-athlete or guest must be communicated to the senior Athletic Director of Internal Operations.
**LETTERING AWARDS**

The following awards will be given to student-athletes who have met the established lettering criteria for their particular sports:

- First Award (1) FSU Letter Jacket
- Second Award (2) Blanket with "FSU"
- Third Award (3) Watch
- Senior Award (4) Letter Ring

Upon completion of the sport's season and determination of the lettering, the Head Coach should complete the certification form (shown at the end of this section) and turn it in to the designated accounting associate on the 4th floor in the Business Office. The certification form will be sent to Compliance and Oversight for approval and then to the Athletic Director for final approval. A copy of this form will be sent to the Equipment Manager.

**For all sports the following apply:**

A. Regular attendance at practice sessions, proper use of and return of equipment and demonstration of good sportsmanship and team loyalty.

B. The student-athlete who has been a member of the varsity for a minimum of three years, who is a senior in good standing, and who by loyalty, general deportment and adherence to regulations has proved themselves worthy and who has shown sufficient ability in the judgment of the Head Coach, but who does not qualify on the basis of the sport's criteria may be recommended by the Head Coach.

C. The student-athlete who participates in a majority of the scheduled games during the season or who meets one or more of the following requirements:

**Baseball:**

- (a) Participates in at least 50% of team competition.
- (b) Pitchers who participate in a minimum of 36 innings or who receive the special recommendation of the coach.
- (c) Position player credited with at least one at-bat per team competition.
Men’s and Women’s Basketball

(a) Participates in at least 50% of team competition.

(b) Is a member of a Conference Championship Team and has made an appearance in at least one game.

Football

(a) Participates in at least 50% of team competition.

(b) The student-athlete who participates in at least 100 plays during the scheduled games in one entire season.

Men’s and Women’s Golf

The criteria for awarding a letter in Golf shall encompass both fall and spring competitive seasons. A letter cannot be awarded on fall participation only.

(a) Participates in at least 50% of teams tournament rounds.

(b) Places in the top three matches or tournaments.

(c) Medalist in any tournament of 36 holes or more.

(d) Participates in the Atlantic Coast Conference Tournament.

(e) Qualifies for the NCAA.

Men’s and Women’s Swimming and Diving

(a) Swims in at least 50% of the regular scheduled meets during the season.

(b) Athlete is selected to the conference team and scores team points in the Atlantic Coast Conference Swimming and Diving Championships.

(c) Attains a meet time in one event that is equivalent to the NCAA qualifying time.
Men’s and Women’s Tennis

(a) Participates in at least 50% of the scheduled tennis matches.
(b) Participates in the Atlantic Coast Conference Tournament.
(c) Place in Top 10 at the Conference or NCAA Regional Championship

Men's and Women's Track and Field

(a) Participates in at least 50% of team competition.
(b) Earn All Conference honors in the Atlantic Coast Conference Track and Field Championships.
(c) Score in the Atlantic Coast Conference Track and Field Championships.
(d) Must score Ten Points (10) in outdoor track meets.
(e) Win a major Invitational Championship Event or place in the top five (5) of three major championships.
(f) Meet NCAA National Qualifying Standards for your event.

Men’s and Women’s Cross Country

(a) Participates in at least 50% of team competition.
(b) Earn All-Conference honors at the Atlantic Coast Conference Cross Country Championships.
(c) Qualify for the NCAA Cross Country National Championships.

Earn a place in the team's "top seven" runners and:

(a) Place within the top 30 finishers in at least two major invitational cross country meets.
(b) Place in the top 25 at the Atlantic Coast Conference Cross Country Championships.

(c) Excel in some special way so as to enhance the reputation of the Florida State University Cross Country team and make a substantial contribution to the team.

**Soccer**

(a) Participate in at least 50% of the scheduled games.

(b) Must be a starter or regular substitute.

**Softball**

(a) Participate in at least 50% of team competition.

(b) Pitchers who pitch minimum of 36 innings or receive a special recommendation of the coach.

(c) Position player credited with at least one at-bat per team competition.

**Volleyball**

(a) Must have played in at least 50% of the scheduled games.

(b) Must be a starter or regular substitute.
LETTERING CERTIFICATION

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<th>ATHLETIC YEAR</th>
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The following students have fulfilled the lettering criteria of the Department of Athletics and are recommended to receive their appropriate award:

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SUBMITTED:
SIGNATURE OF HEAD COACH  DATE

COMPLIANCE DIRECTOR  DATE

OVERSIGHT  DATE

APPROVED:
SIGNATURE-DIRECTOR OF ATHLETICS  DATE
TEAM BANQUETS

The Department of Athletics will host two functions annually to celebrate its successes:

- Golden Torch Banquet – Celebrating academic success.
- Golden Nole Banquet – Celebrating athletic success.

Individual team banquets (end of the season) are to be approved in advance by the sport oversight administrator. These banquets are to be for the team, coaches and immediate support staff only. The goal is to celebrate the season and acknowledge individual/team accolades. Additional (if any) complimentary admissions must be approved. Invitations to parents and/or booster club members are appropriate at a cost to pay for the meal.

Should a team compete in NCAA post-season and/or have an extraordinary season, a larger, more public banquet may be approved if tickets can be marketed and sold. Food costs should not exceed $30 per person.
210 - RECRUITING

PHILOSOPHY

The Florida State University (FSU) is committed to the highest standards of academic scholarship, sportsmanship, ethics and institutional obligations. An official recruiting visit should promote an experience of mutual exploration between the prospective student-athlete (Prospect) and FSU in terms of academics, character and athletics. The FSU Athletics Department seeks prospective student-athletes who are dedicated to embracing these tenets and to taking full advantage of the opportunities afforded them by the university.

PURPOSE OF POLICY

The purpose of this policy is to define the guidelines and expectations of all recruiting practices and procedures at FSU. The policy will guide Athletics Department staff, current student-athletes, representatives of athletic interest and any other constituencies involved in the recruiting process.

The policy was developed through input from a cross section of Athletics Department staff, coaches, and student-athletes to ensure a comprehensive set of guidelines, policies and procedures combining the needs of the athletic teams with the mission of FSU.

The policy will set a foundation for personal accountability on the part of Prospects, student-athlete hosts (Hosts), coaches and Athletics Department staff members while prioritizing student-athlete welfare in the recruiting process.

The following guidelines have been established to ensure the hosting of Prospects is conducted in a manner consistent with National Collegiate Athletic Association (NCAA) rules, ACC guidelines, FSU regulations, and local laws.

At any point in time, if there are changes deemed necessary by the Executive Staff, the changes will be noted in the policy. These changes will require the signature of the President and Director of Athletics and the policy resubmitted to the conference office.

RESPONSIBILITIES

Academics

1. Transcripts and test scores must be on file prior to an official visit.

2. An academics staff member will meet with each Prospect making an official visit to FSU to discuss academic goals as well as NCAA and FSU requirements for academic admission and success.
Coaches

1. The coaching staff will communicate the official visit policies and procedures to the Prospect, parents or guardians of the Prospect, Host and other constituencies involved with the visit.

2. Coaches will provide the Prospect with a detailed itinerary and official visit guidelines before or upon arrival.

3. The recruiting or head coach will sign off on the Official Visit Form indicating each official visit was in compliance with NCAA bylaws, ACC guidelines, FSU policies, and local laws.

4. The coaching staff is responsible for the completion of all forms associated with the visit.

Student Hosts

1. All prospective Hosts must attend a meeting with the Compliance Office to review NCAA rules, ACC guidelines, FSU recruiting policies, and Host expectations.

2. Prior to hosting a Prospect each Host will sign a Student-Athlete Host Form which clearly states the FSU recruiting policy regarding the presence or involvement of drugs, sex and alcohol as well as pecuniary limitations.

3. A student host may receive a maximum of $30 per day to cover all actual costs of entertaining a prospect and $15 per day for additional Prospects. At no time may cash be given to a prospective student-athlete.

4. Upon concluding hosting duties each Host will sign the Official Visit Form indicating compliance with NCAA bylaws, ACC guidelines, FSU policies, and local laws.

Compliance Office

1. Conduct Host training.

2. Keep official visit records and related forms (See “Forms” section below).

3. Have a copy of Prospect’s transcript and test scores on file.


5. The Compliance Office will monitor and continually educate student-athletes, coaches and other athletics department staff involved directly or indirectly with recruiting.
6. Review and investigate, as necessary, any violations reported by Athletics Department administrators, coaches, student-athletes, Hosts or Prospects.

**Spirit Groups**

1. Will be selected based on attitude and reputable character and must acknowledge they are representing FSU in all their actions as they serve as tour guide or perform other official duties. Both genders will be represented within the makeup of this group.

2. Per NCAA guidelines, official spirit groups shall be part of the official university tour hosts who give tours to all visitors to the FSU campus.

3. Shall be trained in the recruiting policies and guidelines of the NCAA, ACC and FSU by the Compliance Office staff and the Spirit Group Coordinator.

**GUIDELINES FOR OFFICIAL VISIT**

All activities and events taking place during an official visit must be in accordance with FSU policies, ACC guidelines and NCAA rules and regulations. All FSU coaches bringing prospects to campus for official visits will develop a written itinerary of the visit to limit unstructured time and ensure appropriate supervision of the prospects. An official visit shall not exceed 48 hours. The 48-hour time period begins once the Prospect arrives on campus. At the completion of the 48-hour visit, the prospect must leave campus immediately; otherwise FSU cannot pay expenses incurred by the Prospect upon departure from the institution’s campus, including the cost of return transportation.

**Transportation**

FSU may pay the Prospect’s actual round-trip transportation costs for his or her official visit to its campus. Airline flights must be commercial airlines (no charter flights or private planes), and must be standard coach class airfare.

When a Prospect travels by automobile on an official paid visit, FSU may pay round-trip expenses to the individual incurring the expense (except the prospect’s coach as provided in NCAA Bylaw 13.9.1.1) at the same mileage rate it allows its own personnel.

While on campus a Prospect may be transported using an institutional, or comparable, vehicle normally used to transport prospective students visiting FSU.

Coaches and Hosts are permitted to use their personal vehicles to transport a Prospect (and those accompanying the prospect) around campus during an official visit.

**Meals**

FSU may provide three standard meals per day plus one reasonable snack for the prospect and the prospect’s parents/legal guardians.
Lodging

Lodging may be provided to a Prospect, the Prospect’s parents (or legal guardians) and spouse as long as it is comparable to that of a normal student and it is within a 30-mile radius of the institution’s campus. Additional persons (e.g. prospect’s brother, sister, or friend) may stay in the same room as the parents or Prospect. However, the institution cannot pay for any charges for the additional occupants.

The institution and athletics department deem it unnecessary to implement a single department-wide curfew for prospects during official visits. However, each head coach has the discretion of implementing a curfew for his or her sport based on careful consideration of the respective prospect’s needs.

Prohibited Activities

The following shall be strictly prohibited during the recruiting visit:

1. Consumption of alcohol by Prospects and Hosts.
2. Use of illegal drugs by Prospects and Hosts.
3. Arrangement of sexual favors.
5. Gambling or gaming activities.
6. Hiring of strippers/use of gentlemen’s club or equivalent.
7. Any contact with a sport agent.
8. No entertainment will take place outside of 30 miles of Tallahassee.

PROCEDURES FOR OFFICIAL VISITS

Prior to Visit

Communication will be made with the Prospect prior to or upon any visit to outline important university and NCAA regulations regarding official visits (Invite Letter and Airline Confirmation Letter).

All necessary forms must be submitted and obtained prior to an official visit. Transcripts and test scores must be on file with both the Academic Support and Compliance offices.

Concurrent with Visit

Coaches shall meet with Prospect upon arrival to campus for an orientation meeting. Recruit will sign any necessary reimbursement vouchers, mileage money forms and the Verification of Paid Visit form. Prospect will be given the Welcome Letter (See “Forms” section below) and must initial the Verification of Paid Visit form indicating she/he has read, understands, and will abide by the recruiting policies and procedures.
Coaches will provide Prospect with an itinerary of events and meetings.

**Post Visit**

All necessary forms must be completed in full and turned in to the appropriate office(s) (See “Forms” section below) within three days of official visit.

The institution will not require the submission of receipts for the $30 entertainment money since the various forms signed by the student host and coaches should adequately provide an account of these funds.

**GUIDELINES AND PROCEDURE FOR UNOFFICIAL VISIT**

FSU may not pay any expenses or provide any entertainment within the scope of general student-life, except for a maximum of three complimentary admissions (issued only through a pass list) to a campus athletics event in which an FSU team practices or competes.

Additional tickets may be purchased only in the same manner as any other member of the general public.

Prospects on an unofficial visit may pay the actual cost of meals (or the regular cost of training table meals) and eat with other Prospects who are on their official visits or with enrolled student-athletes.

A Prospect on an unofficial visit may stay in an enrolled student-athlete’s dormitory room only if the Prospect pays the regular institutional rate for the lodging.

An FSU Athletics Department staff member may arrange academic interviews for the Prospect.

**REPORTING AND PENALTIES**

**Reporting**

It is the responsibility of all Athletics Department administrators, academics staff, compliance staff, coaches, and Hosts to report any potential violations of NCAA bylaws, ACC guidelines, university policies and regulations or local laws.

Any violations or potential violations known by administrators or coaches must be reported to the Director of Athletics, Compliance Office or the Faculty Athletics Representative (FAR).

Any violation (regardless of the degree of the violation) known by the student host must be reported to his or her head coach. It is then the responsibility of the head coach to report the violation to the Director of Athletics, Compliance Office, or FAR.
The Compliance Department, along with the FAR, will review and investigate any reported or perceived violations.

**Penalties**

The severity of a particular violation will be determined based on intent of the act and recruiting advantage gained. Penalties may include, but are not limited to, the following:

1. Student-Athletes found in violation of this policy will relinquish their hosting ability for the duration of the academic year. The student-athlete may be suspended from competition until the Director of Athletics (or designee) reviews the incident and reports the findings to the President.

2. Coaches may lose the opportunity to recruit Prospects involved in a violation. The coach could be suspended until review of the incident is concluded, at which time the Director of Athletics could recommend punitive consequences to the President.

3. Prospects may forfeit the possibility of further recruitment by FSU.

**FORMS**

**Invite Letter (copy on file in Compliance Office)**

1. Sent to Prospect via regular first-class mail, email or fax.
2. Must state the dates intended for the official visit.
3. Notifies Prospect of five-visit limitation.
4. Outlines rules for reimbursement and FSU covered expenses.
5. Includes a summary of important guidelines and expectations.

**Airline Confirmation and Policies Letter**

1. Sent to Prospect via regular first-class mail to confirm airline or other travel itinerary.
2. Includes a statement of expectations.

**Student-Athlete Host Form**

1. Outlines official visit guidelines.
2. Outlines rules for Host money.
3. Host must sign off prior to receiving money.

**Welcome Letter**

1. Given to Prospect during first orientation meeting upon arrival to campus.
2. Outlines expectations and important guidelines.
3. Each sport will have an approved welcome letter template on file in the Compliance Office.
Verification of Mileage Reimbursement Form

1. States rules governing auto-mileage reimbursement.
2. Statement of payment for travel.
3. Signed by Prospect.

Itinerary

1. Given to Prospect with Welcome Letter.
2. Detailed schedule of events, meetings, meals and planned activities.

Prospect After Visit Record

1. Filled out by Host and recruiting coach after official visit.
2. Includes guests of Prospect, entertainment activities, complementary admissions and vehicle transportation information.
3. Serves as an attestation of compliance to NCAA bylaws, ACC guidelines, FSU policies, and local laws.

Prospect Verification of Paid Visit Form

1. Verifies visit is one of five allowed official visits by Prospect.
2. Internal verification of paid visit by coach and Director of Athletics.
3. Confirmation that the Prospect has reviewed the Recruiting Policy.

Student-Athlete Host Meeting Verification

1. Completed by Host and recruiting coach.
2. States the rules of appropriate conduct.

<table>
<thead>
<tr>
<th>FORM</th>
<th>Completed By</th>
<th>Forwarded to</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invite Letter</td>
<td>Coaches</td>
<td>Copy to Compliance</td>
<td>Prior to Prospect visit</td>
</tr>
<tr>
<td>Airline Confirmation</td>
<td>Coaches</td>
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<td>Prior to Prospect Visit</td>
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<td>Student-Athlete Host</td>
<td>Cashiers Office and Compliance Office</td>
<td>Within 3 days of Prospect Visit</td>
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<tr>
<td>FSU Travel Reimbursement</td>
<td>Coaches/Prospect</td>
<td>Business Office and Compliance Office</td>
<td>Within 3 days of Prospect Visit</td>
</tr>
<tr>
<td>Mileage Reimbursement</td>
<td>Prospect or parents/guardians of Prospect</td>
<td>Business Office and Compliance Office</td>
<td>Within 3 days of Prospect Visit</td>
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<tr>
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<td>Coaches</td>
<td>Given to Prospect</td>
<td>Upon Arrival</td>
</tr>
<tr>
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<td>Coaches</td>
<td>Compliance and Prospect</td>
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<tr>
<td>Prospect Upon Arrival</td>
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<td>------------------------------------------</td>
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</tr>
<tr>
<td>Official Prospect After-Visit Record</td>
<td>Coaches/Host</td>
<td>Compliance Office</td>
<td>Within 3 days of Prospect Visit</td>
</tr>
<tr>
<td>Prospect Verification</td>
<td>Prospect</td>
<td>Compliance Office</td>
<td>Within 3 Days of Prospect Visit</td>
</tr>
</tbody>
</table>

NOTE: All prospects’ transcripts and test scores (SAT, ACT, PSAT, or PLAN) must be submitted by the coaches to the Compliance and Academic Support offices prior to an official paid visit.

**CONCLUSION**

This policy has been established to ensure that each prospective student-athlete's visit to our campus is a quality one. The FSU Athletics Department strives to achieve visits that are free from any type of activity that would jeopardize the safety of a Prospect and at the same time ensure compliance with NCAA bylaws, ACC guidelines, FSU policies, and local laws.
UNIVERSITY POLICIES

Athletics Department staff are FSU employees and operate under the University’s Human Resources policies and procedures. A copy of the University’s policies as of the date of this printing is provided at the end of this section, but the most up-to-date policies can be found on the University Web site, http://www.vpfa.fsu.edu/policies/personnel/index.html.

HIRING AND COMPENSATION

Starting compensation will be based upon an employee's qualifications, competition in the job market, available salary rate and salary range established by the University. Upon appointment to an A&P position, an employee will be given one of the following: regular status, provisional status, acting status, visiting status, emeritus status, or multi-year status. Upon appointment to a USPS position, an employee will be given one of the following: probationary status, emergency status, trainee status, temporary status, or time-limited status.

Posting and Advertising Processes

- Before a position can be advertised, the job position description should be reviewed and updated if necessary.
- Advertisements must be posted on the Human Resources website (hr.fsu.edu) for a minimum of seven calendar days. Outside advertising agencies or websites may be used based on the required scope of the search for a qualified applicant.
- Lateral transfers within the same pay band do not have to be advertised.
- Promotions must be advertised internally.
- Re-classed positions are not required to be advertised.
- If an “emergency” hire, a Request to Waive Advertisement must be completed and sent to HR.

Application and Interview Processes

- Applicants must submit a completed application to the job posting via the internet website even if they attach a resume.
- Supervisor and/or Interview Committee should review the applications and resumes submitted for the job advertised.
- Only applicants who have been routed and “certified” (approved) by Human Resources can be interviewed.
- Prepare a list of common questions to ask each of the applicants and forward to the HR representative for review.
- Ask all applicants the common questions prepared for the interview process.
- Questions should be open-ended that require more than a “yes” or “no” response.
o Notes taken during the interview process should be copied to Human Resources and retained for four (4) years.

o **Note**: If a USPS position, you must interview all qualified veterans and at least two qualified USPS applicants.

**Background Check**

o Schedule the applicant to be fingerprinted while on campus at the Florida State University Police Department to avoid any delays in the hiring process. If applicant has been a Florida resident for three (3) consecutive years, then fingerprinting is not required (FDLE background check will suffice).

o Background check is required for position changes within the same department.

o OPS personnel do not require background checks unless they handle cash or deal with children.

o At least three (3) employers related to knowledge, skills and ability in the job description must be checked.

o **Note**: A criminal record does not necessarily disqualify an applicant. However, if the applicant is not truthful when filling out the application when answering questions regarding a criminal record, then the applicant cannot be hired.

**Job Offer Prerequisites**

o Any offer to the top candidate is contingent on the completion and result of a background check which includes fingerprinting.

o Position must be closed.

o Applicant must be certified and routed; in other words, approved by HR as a qualified candidate.

o Do not release information regarding personnel hires or moves until the job offer is complete.

**Helpful Hints**

o Do not make an offer if the position has not been advertised.

o Do not make an offer if the background check has not been completed.

o Do not make travel arrangements for a candidate who has not been routed.

o Do not ask any questions pertaining to the following: race, sexual orientation, national origin, religion, color, age, and disability.

o Do not hire anyone based on the following: race, sexual orientation, national origin, religion, color, age, and disability.

After the recruitment and selection period has been completed to include: advertising, interviews, verifications of credentials, and final selection, the department should complete following actions:
USPS Positions

1. Offer letter.
2. Time limited letter (if applicable).
3. Verification of degree (if applicable).
4. Salary/Appointment Explanation form/Justification Memo if hiring above the first quartile of the pay range.
5. Affirmative Action Search, Screening and Selection Summary form (AA186) for pay grades 25 and above.
6. Copy of the police background check if it is required (faxed or sent directly to your recruiter).
7. Proof of any licenses or certifications required for the position (if applicable).
8. New Employee Wizard Forms.

A&P Positions

2. Verification of degree.
3. Salary/Appointment Explanation Form/Justification Memo if hiring above the first quartile of the pay range.
5. Copy of the police background check if it is required (fax or sent directly to your recruiter).
6. Proof of any licenses or certifications required for the position (if applicable).
7. New Employee Wizard Forms.

Dual Compensation

University employees may request employment with two departments within the University, which constitutes dual employment and compensation, provided such employment does not interfere with the regular work of the employee for the primary employer and does not result in any conflict of interest between the two activities.

Approval must be requested and granted prior to appointment and/or the performance of any work with the secondary employer.

Approval must be obtained for each period of appointment during which the employee is to receive dual compensation.

This procedure shall not be used for the purpose of avoiding the payment of overtime as required by the Fair Labor Standards Act, as amended in 1985 (FLSA).

Transferring Sick Leave

An individual who resigns from a governmental entity within Florida and is employed by the University may transfer up to 80 hours of accrued unused sick leave according to a
leave agreement provided no more than thirty-one (31) days has elapsed between employments. Please provide the Personnel Representative with documentation regarding the unused sick leave with the total amount of leave they would like to transfer.

**International Hires (ic.fsu.edu)**

Departments initiate the requests for new petitions, extensions, and amended petitions by completing the forms and submitting the appropriate documents and fees as explained in the links below. The International Center (located on the FSU Campus) will prepare the petition for submission to USCIS. The International Center will provide the Department with an effective hire and end for the applying candidate.

**Time line**

Departments should submit request materials to the Center at least **3 - 4 months** before the anticipated start date of employment if the employee is outside the U.S. or if the employee is currently in the U.S. in a different nonimmigrant status.

The International Center needs approximately **two to three weeks** to prepare the petition. USCIS will usually approve the petition within **2 - 3 months**, although timing can vary. For a $1000 fee, USCIS will process the petition in **15 or fewer days**.

**Procedures**

http://hr.fsu.edu/PDF/Forms/compensation/NRA Submission guidelines.pdf

Depending on the visa (F-1, H-1B, Green Card) there are different procedures. Please contact the Personnel Representative to discuss the different procedures involving visas. Any documents that need to be signed must be original documents.

**Termination of International Employee**

If an international employee is to be terminated, please contact the Personnel Representative as soon as possible. Please understand that FSU is obligated to cease their visa and provide transportation to their home country.

**SEPARATION FROM EMPLOYMENT (NON-RENEWAL)**

An employee who resigns, transfers to another University or State Agency, or retires from employment shall not have any rights of appeal.

NOTE: All required forms should reflect the applicable separation action and distinguish between termination, transfer and retirement.
NOTE: All salaried employees are eligible to continue insurance participation. Employees must contact Insurance and Benefits, Human Resources, for additional information and/or required forms.

An Executive Service employee serves at the pleasure of the President and they may be terminated with sixty (60) days written notice.

An unauthorized absence of three (3) or more consecutive days will result in abandonment of the position and considered a resignation from the position.

The President may dismiss an employee for just cause in accordance with the University rules, policies or procedures.

USPS employees without regular status in any class may be separated from employment at any time without any requirements of notice or reason and without rights of appeal. USPS employees' time-limited appointments are contingent upon funding of position. Employees assigned to this status neither gain retention points nor have layoff rights.

An A&P employee whose appointment expires after receiving notice of non-renewal or non re-appointment or whose appointment expires without the requirement of a written notice or non re-appointment may be separated without further notice.

A department should, generally, allow sufficient time for the employee and the University to complete the steps necessary for issuance of the final paycheck, the processing of accrued leave payments and insurance and benefit arrangements. This can take two (2) to three (3) biweekly pay periods after the ePAF and Separation Checklist has been received by Human Resources. Sick Leave Payout generally takes six (6) to eight (8) biweekly pay periods.

Involuntary separations for reasons such as layoffs or disciplinary actions should be coordinated through Employee/Labor Relations.

UNIVERSITY SUPPORT PERSONNEL SYSTEM (USPS)

Job Security

A USPS employee is on probation for the first six months in a new position. If the employee is rated satisfactory or above for the first six months of employment, the status of the employee becomes regular.

Appeal

An employee with a satisfactory rating cannot be terminated without just cause and the right of appeal through the University Support Personnel System.
Position Abolished

If a position is abolished, the employee must be given a 45-day notice. If the employee has seniority over similarly classified employees at Florida State, the employee has displacement rights and may displace an employee with less “points” in the same classification.

Termination for Cause

Any employee may be terminated for cause, in accordance with Florida State University Guidelines for Disciplinary Actions.

Voluntary Termination

It is customary for USPS employees to give their immediate supervisor a two-week notice prior to terminating their position with the University. It is the supervisor’s responsibility to inform the Director’s Office of the termination. The Director’s Office is then responsible for adhering to proper University policies on advertising and replacement of personnel.

Time Cards/Work Hours

The employee must record leave taken daily to the nearest quarter of an hour in Omni Employee self service or manually on the Pay and Leave Report. Employees and supervisors are required to certify that the Pay and Leave report is correct at the end of each pay period. Reference OMNI TL 2000 Job Aid
http://www.aim.fsu.edu/job_aids/deprep.htm

If an employee does not have an accrued leave balance to cover absences, the employee will not be paid for time not worked. Negative balances are not permitted.

Any leave of absence from the normal workplace must be approved in advance. This includes, but is not limited to, sick, annual or compensatory leave; meetings, conferences or training.

A USPS non-exempt employee is one who occupies a position that is covered by the Fair Labor Standards Act and is restricted to a 40-hour workweek. An employee in this category is eligible to receive a cash payment for overtime or receive overtime-compensatory leave at the rate of time and one-half.

A USPS exempt employee is one who occupies a position where duties and functions are primarily of an executive, professional or administrative nature. An exempt employee shall receive regular-straight compensatory leave credit for time worked beyond 40 hours in a work week on an hour for hour basis, when approved in advance by the employee's immediate supervisor. Such leave shall be cashed out semi-annually if not used. The exempt employee works in a position that has been designated as exempt from Fair Labor Standards Act.
A full-time Administrative and Professional employee is expected to work a minimum of 40 hours in a workweek and is not paid overtime or granted compensatory time for time worked in excess of 40 hours. However, they are eligible to accrue regular-straight compensatory leave when requested by their supervisor to work during regularly scheduled State holidays.

Supervisors are responsible and have the flexibility for determining an A&P employee's work schedule.

Each employee is expected to work the number of hours in the employee's established workweek unless on approved leave.

1. All time worked must be entered in OMNI and compensated for including overtime or special comp time when equal time off is not granted within the same workweek. While overtime must be eliminated except in emergency situations, all time worked by employees other than those exempt as executive, administrative, or professional must be entered on the time records. Overtime must be paid for unless an equal amount of compensatory time is granted.

2. The workweek for Florida State University runs from 12:01 am Friday to midnight the following Thursday. A workweek is a constant seven-consecutive-day period and each workweek must stand alone.

3. An accurate daily and weekly record of hours worked by all non-exempt employees must be kept on the time card. In doing so, all hours worked will be rounded to the nearest quarter hour. Falsification of the time card is grounds for dismissal under State Personnel Rules and Regulations and a $10,000 fine and/or 6 months in jail under federal law. The employee and his supervisor must insure accuracy.

4. The time that a non-exempt employee spends doing anything which benefits Florida State University as an employer must be recorded and paid for as hours worked. All hours in excess of 40 hours must be approved by the supervisor before they can be compensated. Volunteer work (for which an employee will not be paid) is not permitted unless the employee signs a statement to the fact. All time spent on the job must be recorded as hours worked and compensated. This includes set-up time, clean-up time, and shift overlaps.

5. A meal period must be approximately 30 minutes or more, and a special effort must be made to assure that no work is performed during an authorized meal period.

6. Employees may be allowed up to a 15-minute work break period during the first half and another 15 minutes during the second half of their workday. Work breaks are a privilege granted at the discretion of the supervisor or department head. They cannot be
accumulated as substitution for a lunch period or be used to compensate for late arrival or early departure from work.

7. An employee must be paid one and one-half times his/her regular rate of pay for all hours worked over 40 in a workweek. Non-exempt employees may be compensated with special compensatory time on an hour for hour basis. Exempt employees may use regular comp time.

8. Credit as hours worked will be given in computing total hours worked for days absent due to earned annual leave, sick leave, holidays, and compensatory time.

9. If an employee fails to work 40 hours in a given workweek the appropriate leave must be charged. “Negative” leave is not permitted. If no leave is accrued, then the employee must receive less than 40 hours of pay as appropriate.

10. No employee shall be permitted to begin work before the established starting time nor work after the established quitting time unless it is specifically authorized by their supervisor.

11. No work shall be taken from the workstation to be completed after hours at home by a non-exempt employee.

12. The time spent in class by a permanent, full-time, non-exempt employee taking a free course shall be considered as hours worked provided such course is in fact an extension of training for the employee’s current position. The employee in this case will not be required to make up time lost while attending classes. Determination of the applicability of the course shall be made by the Director of Athletics and the Assistant Vice President of University Human Resources.

13. For all courses, which do not meet the criteria of the previous rule and are taken during normal working hours, the non-exempt employee must either make up the lost time through compensatory work in the same work week or credit the time lost to earned annual leave.

**Annual Leave Calculation**

USPS employees earn annual leave as follows:

1. Up to five years 4 hours bi-weekly
2. Five to ten years 5 hours bi-weekly
3. Over ten years 6 hours bi-weekly

**Personal Holiday**

Each full-time USPS employee is entitled to one personal holiday each year. Each part-time USPS employee is entitled to a personal holiday each year, which shall be calculated proportionately to the personal holiday allowed to a full-time employee. Such personal
holiday shall be credited to eligible employees on July 1 of each year to be taken prior to June 30 of the following year. A&P positions are exempted under s. 110.205(2)(d) and are not eligible for this benefit.

ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES (A&P)

A&P Contract

Employment under this contract is subject to satisfactory performance of assigned duties. The University may terminate this contract for cause as provided by its rules and/or policies.

Notice of Cancellation: The University may elect any time to cancel this contract without cause by providing advance written notice of cancellation to the employee. Such advance notice of cancellation period (“ANCP”) will be

i) at least six months for employees who have more than five years of University A&P service,

ii) At least three months for employees who have one to five years of University A&P service,

iii) At least one month for all others.

Buyout Option: At any time during the ANCP, the University may, at its option, immediately cancel this contract without cause by providing written notice to the employee that it will pay, within 14 business days, an amount equal to the lesser of

i) Salary for the remainder of the ANCP as of the date of such notice less applicable taxes/withholding or,

ii) Salary for the remainder of the appointment period less applicable taxes/withholding.

Employment will cease at the time of such notice of payment, notwithstanding any other date(s) of appointment indicated below or elsewhere. No retirement or other benefits will attach to such payment.

Termination for Cause

Any employee may be terminated for cause. Justifiable cause might be insubordination, lack of performance, failure to follow prescribed rules and regulations, or moral turpitude.

Voluntary Termination

A prior notice of 30 days is recommended for A&P personnel. Such notice should be given to the employee’s immediate supervisor, and it is the supervisor’s responsibility to inform the Director’s Office of the termination. The Director’s Office is then responsible for adhering to proper University policies on advertising and replacement of personnel.
Annual Leave Calculation

Time must be accurately entered in OMNI. All A&P personnel accrue annual leave at the rate of 22 working days for each 12 months worked (6 hours 46 minutes bi-weekly). No A&P employee may have more than 44 days annual leave credited.

Annual Leave Calculation

Annual leave for full-time A&P, Executive Service, and USPS employees shall be as follows with proportionate accrual rate for less than full-time employment.

<table>
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<th>Length of Service</th>
<th>A &amp; P</th>
<th>Exec. Service</th>
<th>USPS</th>
<th>USPS</th>
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<tr>
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<tr>
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<tr>
<td>Max Hours to be Paid Out</td>
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<td>480</td>
<td>0</td>
<td>240</td>
<td>240</td>
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</tbody>
</table>

The supervisor should ensure that their employees’ year-end annual leave balance is not above the maximum allowed by the University, otherwise the overage will be transferred to the employee’s sick leave balance.

Sick Leave Calculation & Policies

A&P: 4
Ex. Service: 5
USPS: 4

Time must be accurately entered in OMNI. Employees may be required to furnish a medical certification after three (3) absences for illness within a thirty (30) consecutive day period. This medical certification must be furnished before any further sick leave or leave without pay will be approved. Medical certification is required after ten (10) or more consecutive days of absence. Employees who are on sick leave and know that their use of sick leave has exceeded these policy limits should obtain medical certification prior to returning to work.

Medical certification may be required from an employee at any time by their immediate supervisor or appropriate authority if an employee has been put on notice for excessive absenteeism or if there is sufficient cause to do so. However, it is the policy of FSU not to require medical certification for routine doctor appointments or minor family illnesses.

Administrative Leave
1. Administrative leave shall be provided to employees for jury duty. Leave for this purpose shall not exceed the number of hours in the employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court. If the jury duty does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty and such leave shall be granted on the next scheduled work shift. The employee shall retain any jury pay. (Reference Compensatory Leave Section)

2. Administrative leave shall be provided to an employee summoned as a witness in a matter not involving personal interests. If the summons does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours summoned as witness and such leave shall be granted on the next scheduled work shift. Administrative leave shall not be provided to an employee serving as an expert witness. The employee shall retain witness pay. (Reference Compensatory Leave Section)

3. Administrative leave shall be provided to employees for official emergency closing of University facilities. Only employees scheduled to work during the time of the emergency closing shall be provided leave. For employees required to work during the time of the emergency closing, reference compensatory leave (3E-1.2, A, 2, c, (5). An employee who was on a prior approved leave of absence or scheduled holiday during an emergency closing shall not have the leave of absence changed to administrative leave. See OP-C-7-E1.3(b) for the policy on Administrative Leave for Natural Disasters affecting individual employees when the University is not officially closed due to an emergency.

4. The following administrative leave is provided to employees and shall not cause the full-time employee to exceed 40 hours during the workweek.

5. Administrative leave shall be provided to an employee who is a group leader, coach, official, or athlete and a member of the official delegation of the United States to world, Pan American, or Olympic competition. In no event shall the paid leave under this provision exceed the period of the official training camp and competition combined or thirty (30) calendar days a year, whichever is less.

6. Administrative leave up to two (2) days shall be provided to employees upon the death of an immediate family member.

7. An employee who is a certified disaster service volunteer of the American Red Cross may be provided administrative leave for not more than fifteen (15) working days in the fiscal year upon request of the American Red Cross and the employee's supervisor's approval. Leave granted under this act is authorized by the Florida Statutes, and shall be only for service related to a civil disorder or disaster occurring within the boundaries of the State of Florida, unless authorized by the President.
8. The supervisor may grant an employee administrative leave up to two (2) hours for voting in public elections.

9. An employee under investigation may be placed on administrative leave up to the length of the investigation.

10. An employee may be placed on administrative leave between the notice of suspension, or dismissal and the effective date of such action.

11. An employee may be placed on administrative leave when the employee's presence in the workplace may result in damage to property, injury to the employee, others, or would be detrimental to the best interest of the University.

12. An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability, shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. In no event shall the paid leave exceed six (6) calendar days a year.

13. An employee may be placed on administrative leave with pay for one workday in lieu of a suspension without pay for disciplinary reasons. Such administrative leave would serve as a suspension in the progressive disciplinary process under the University Guidelines for Disciplinary Actions.

NOTE: Reference (OP-C-7-E-1.9) Military Leave with Pay for administrative leave associated with military service.

NOTE: Administrative leave is not accrued.

Time must be accurately entered in OMNI.

**Holidays**

The following holidays, as provided to all employees by Florida Statutes, and any additional Holidays authorized by the Board of Trustees, shall be observed as paid holidays:

- New Year's Day
- Martin Luther King, Jr., Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

Holidays that fall on Sunday are observed the following Monday. Those that fall on Saturday are observed on the preceding Friday. If an employee is required to work on a
holiday, when classes are in session or otherwise, he/she will be credited with compensatory leave (Holiday Earned) equal to the time on duty. Holidays earned and not used at time of separation shall be paid for.

STRAIGHT TIME COMPENSATORY

Effective January 1, 2009, all A&P and USPS employees must be pre-approved by their supervisor to work on a University holiday. Further, any Straight time earned by the employee(s) in this manner will be required to be applied as compensatory time off. That is, the Straight time will no longer be approved to be paid through payroll. As always, the employee will have until the end of the semester to take the compensatory time off or complete Retain Compensatory Excess Leave form.

HONORARIA

An Employee cannot keep an honorarium if the University has paid for travel or per diem expenses. If the employee pays his or her own expenses, he/she can retain the honorarium. This difference is the distinction between the employee acting on his/her own behalf or acting as an agent of the University. In addition, if the honorarium is earned during a period that would interfere with the employee’s regular job, and the department does not pay for the travel expenses, the employee must use annual leave for the period covered.

SALARIES

All department personnel fall within certain university job classifications, and individual salaries are reviewed annually. The department follows the generally established policies.

EMPLOYEE BENEFITS

Health and life insurance for salaried employees is administered by People First/Convergys through the Division of State Group Insurance. Premiums are a combination of pretax employer deductions (unless an official exception is requested) and employee contribution.

Supplemental insurance plans are administered by People First/Convergys through the Division of State Group Insurance however; this is an employee pay-all program. For a list of current plans, contact the Human Resources Insurance and Benefits Office.
State sponsored health, life and supplemental insurance plans may be added at the time of new hire, annual open enrollment or when a qualifying status change event occurs. Changes in plan coverage may only be made during open enrollment or when a qualifying status change occurs.

**State of Florida Pretax Insurance Program**

All salaried employees are eligible to enroll in the plans described below. Most of these programs are group plans that have lower premiums than are available on an individual basis. Premiums are deducted from the bi-weekly paychecks. New employees have 60 days from the date of hire to enroll in these plans. During the plan year, changes are only allowed when a qualifying status change event occurs or during open enrollment. Brochures outlining eligibility requirements, benefits, and costs in more detail are available from the Human Resources Department.

**State of Florida Term Life Insurance Plan**

This plan provides term life insurance coverage with a corresponding amount of Accidental Death and Dismemberment Insurance. The amount of coverage is determined by annual salary. Additional, optional base term life insurance coverage is available.

**Dental Insurance**

There are six dental plans available, which offer indemnity or prepaid options. The prepaid plans require that the insured choose a dentist from a list of participating dentists, and pay a co-payment. The indemnity plan allows the insured to select a dentist of their choice and the insured must pay a deductible.

The companies that offer these plans for university employees are as follows:

- **American Dental Plan**  
  Phone: (866) 879-3630
- **Ameritas**  
  Phone: (877) 721-2224
- **Assurant**  
  Phone: (800) 442-7742
- **Cigna**  
  Phone: (800) 244-6224
- **Comp Benefits**  
  Phone: (800) 943-6880
- **United Dental**  
  Phone: (800) 980-0292

**Flexible Spending Accounts**

Reimbursement accounts allow you to pay for eligible out-of-pocket medical and/or dependant care expenses with tax-free dollars. During each open enrollment period you
must elect an annual amount to contribute into a reimbursement account. The amount selected will be deducted from your salary on a pre-tax basis throughout the year. After you incur eligible expenses, you must submit claims to People First with receipt documentation of the expense.

Supplemental Health/Hospital Insurance

Hospital insurance is additional insurance to cover hospital expenses not covered by basic health insurance. These expenses may include hospital deductibles, room and board charges, co-payments, and any special fees. In addition to hospital expenses, these plans offer home health care, convalescent care facility, hospice care, extended care facility, and ambulatory surgical center.

Capital Insurance Agency (Alta Health and Life Insurance Company)
Phone: (800) 780-3100
Tallahassee: (850) 386-3100
State Securities Corp. (Philadelphia American Life Insurance Company)
Phone: (800) 227-2300
Tallahassee: (850) 386-2300

Cancer and Intensive Care Insurance

Accident and Short Term Disability Insurance

Short Term Disability provides a pre-tax benefit for individuals who are injured on or off the job. You are paid up to 66 2/3 your annual salary, depending on your chosen plan. Furthermore, Colonial will pay your benefit regardless of any other insurance you may be enrolled in. This plan does not cover any pre-existing conditions. NOTE: Maternity leave is covered under this plan as long as pregnancy occurs after enrollment.

Colonial Supplemental Insurance
Phone: (866) 858-0779
Tallahassee: (850) 962-2500

State of Florida Health Insurance Plan

The State provides a comprehensive health insurance program for employees, their spouse and children. Basic hospitalization, physician, major medical and prescription drug coverage are included in the available plans.

People First is the benefits plan administrator for the State. Their responsibilities include, but are not limited to processing enrollments of pre-tax insurance, processing qualifying status changes (QSC), verification of dependent eligibility and COBRA benefits.

Summary
The benefits are similar for all providers but, there are differences. Out of pocket expenses differ between plans, but the premiums are the same. The monthly premiums are $50 for individual coverage and $180 for family coverage. If you elect to participate in the HIHP Plans the premiums will be $15 for individual coverage and $64.30 for family coverage.

**HMO**

The self-administered pre-paid health plan is available to employees who live or work within the HMO's service area. There is no coverage for services outside of their service area except for life or limb threatening emergencies. You must select a primary care physician that will authorize all medical care, including referrals to specialists and hospital admissions. In the HMO plan, you will pay a co-payment for routine services and emergency room visits.

- Capital Health Plan  
  Phone: (850) 383-3311
- AvMed  
  Phone: (800) 882-8633
- United Healthcare  
  Phone: (866) 873-3903
- VISTA HealthPlan  
  Phone: (866) 847-8235

**PPO**

Self-insured health plan administered by Blue Cross and Blue Shield of Florida, Inc. This plan provides you with the freedom to go to any provider. In-network providers have a lower deductible and lower co-payment for services than non-network providers. With the PPO plan, you have the flexibility to receive medical attention wherever you are.

- BlueCross BlueShield of Florida  
  Phone: (800) 825-2583
- Caremark  
  Phone: (800) 966-5772

**Tax Sheltered Annuities**

Florida State University employees are encouraged to establish additional savings for retirement through participation in tax sheltered programs. Enrollment may occur at any time. There are no taxes assessed on annuity contributions or earnings until funds are withdrawn.

Included in the University's tax deferred programs are several 403(b) Tax Sheltered Annuities and 457 Deferred Compensation plans. The vehicles include money markets, stocks, bonds, fixed and variable annuities.
Specifics on each of the available plans may be obtained from the plan representatives: The Gabor Agency, Lincoln National, MetLife, State Deferred Compensation Program, TIAA-CREF and AIG VALIC.

Retirement Plans

The State of Florida provides three retirement programs for A&P employees.

1. Florida Retirement System Pension Plan (FRS) is a defined benefit pension plan sponsored by the State of Florida. Upon completion of six (6) years, effective July 1, 2001 of creditable service, members are vested in the plan and are eligible to receive a lifetime income benefit upon retirement. The amount received is based on the member's age, years of creditable service, the value of each year of service, and the average final compensation. The University pays the full cost of the plan.

The FRS Pension Plan is available to all salaried (A&P, Faculty and USPS) employees at Florida State University. Coverage is not available to OPS employees. Failure to select a retirement plan and submit an enrollment form within the prescribed time frame results in automatic enrollment in the FRS Pension Plan.

2. Florida Retirement System Investment Plan is a defined contribution plan sponsored by the State of Florida. Upon completion of one year of credible service, you are vested in the plan. The amount of your benefit at retirement is determined by the contributions made by the employer and the performance of the investments choices. Contributions are directed into an individual account and the employee decides how to allocate the contributions among various investment funds. This plan does not accept employee contributions.

The FRS Investment Plan is available to all salaried (A&P, Faculty and USPS) employees at Florida State University. Coverage is not available to OPS employees. Enrollment in this plan must occur by the end of the 5th month from the date of hire or the employee will automatically be enrolled in the FRS Pension Plan.

3. Optional Retirement Plan (ORP) is a defined contribution pension plan sponsored by the State of Florida. Each pay period, the University will contribute a percentage of earnings in an annuity. Regardless of the length of service, participants will receive a lifetime monthly annuity income at retirement that is based on the amount of funds contributed, the investment earnings of those funds, and the type of annuity selected. The employee may choose to contribute to their selected annuity in accordance with Internal Revenue Code regulations.

The ORP is available to A&P and Faculty employees at Florida State University. USPS and OPS employees are not eligible to participate in the OEP. Enrollment in this plan must occur within 90 days from the date of hire or the employee will automatically be enrolled in the FRS Pension Plan.
**DROP**

The Deferred Retirement Option Program (DROP) is a retirement program within the FRS Pension Plan that allows you to retire and have your FRS benefits accumulate in the FRS Trust Fund earning interest while you continue to work for up to five years. Your participation in DROP does not change your conditions of employment. When the DROP period ends, you must terminate employment. At that time, you will receive your accumulated DROP benefits and begin receiving your monthly retirement benefit. Florida State University pays the full cost of the plan. For additional information, visit the Division of Retirement's web site.

**Worker’s Compensation**

All University employees, both permanent and temporary, including graduate assistants, student assistants, and OPS employees are covered by Worker’s Compensation Insurance provided by the University. The Department of Safety and Risk Management administers this program, which provides for medical care as well as compensation for disability resulting from on-the-job injuries. Compensation is dependent upon the nature of the injury. On-duty accidents are to be reported to the supervisor immediately. Additional information on this program may be obtained from the Department of Safety and Risk Management.

**Summer Flex Hours**

FSU Human Resources determines the time period for summer flex hours with the approval of the Athletic Director. To provide employees the opportunity to meet family and personal needs, flextime work schedules may be practiced during the summer. Flextime work schedules usually begin in May and must end by August. All work schedules must begin on a Friday and end on a Thursday to coincide with the University’s pay week. Unless requested earlier, all employees on flextime work schedules will revert to their normal work schedules on August.

To request a summer flextime work schedule, please contact the Personnel Representative in the Department of Athletics.

**Employee Tuition Scholarship Fund**

Full-time, salaried employees may enroll for up to six credit hours per semester at no cost to the employee. An employee must receive approval from their supervisor and the Director of Athletics. Eligibility forms and additional information are available from Human Resources.

The grant for Faculty or Administrative and Professional staff members consists of salary for up to two semesters with no work obligations. Awards to faculty are limited to persons seeking degrees in under-represented disciplines. The University Support
Personnel System employee award provides salary for up to two semesters with a $600 stipend per semester. There is no stipend for Faculty or Administrative and Professional participants; however, all will be eligible for continued accrual of annual and sick leave as appropriate.

All Grant-in-Aid recipients must be permanent (continuing), or regular University employees with service to the institution for at least two (2) years, a recipient must agree to continue employment with the University, another SUS institution, or the Board of Trustees for a period of time equal to twice the length of the leave. Applications and letters of nomination for the Employee Grant-in-Aid Program will be accepted each spring by Florida State University. The application process is generally held mid-March through mid-April.

The Grant-in-Aid educational leave awards are granted via a committee process and generally announced in May or early June.

Applications should be submitted to the Employee Grant-in-Aid Selection Committee, c/o Human Resources.

**Out-Of-State Tuition Waiver**

A full-time employee of the University or the employee’s spouse or dependent child will be classified as a Florida resident for tuition purposes. The employee must be full-time (by date of hire) prior to the first day of class as listed in the University catalog. Employees seeking this waiver should apply for certification by contacting the Office of Admissions.

**Credit Union**

The FSU Credit Union is available for employees of the University. Special features include:
1. Moderate interest rates on a wide variety of loans.
2. Automatic life insurance for each shareholder.
3. Investment opportunity through payroll deductions.

For more information, call the Credit Union Office at 224-4960.

**COLLEGE WORK STUDY PROGRAM**

As long as the University continues with the Federal Work Study Program, department personnel are encouraged to use this vehicle to satisfy the need for student assistants, managers, trainers, and statisticians. This avenue must be tested before OPS will even be considered. For further details concerning requests for Work Study assistance, please contact the Work Study Program Office at 644-5441.
OPS EMPLOYMENT

OPS budget, whether seasonal or annual, should be submitted along with the annual budget request for approval by the Athletics Director. All OPS appointment requests should be submitted to the Athletics Department Personnel Coordinator accompanied by detailed justification. Time must be accurately entered in OMNI.

GRADUATE ASSISTANTS/PART-TIME ASSISTANT COACHES

Requests for additional staff, other than full-time, must be submitted along with the annual budget request for approval by the Director of Athletics with proper documentation and justification. Each case will be handled on its own merit and the Director will make the final allocations.

DRESS CODE

Dress Code should be enforced by Department within the Department of Athletics. Employees must apply best judgment in their option of selecting clothing to wear to work. If there is any uncertainty about acceptable, professional business casual attire for work then it is most likely not acceptable. However please ask your supervisor or the Personnel Representative in the Department of Athletics should the employee have any questions.
SEXUAL HARASSMENT AND
SEXUAL BATTERY POLICIES

SEXUAL HARASSMENT

POLICY STATEMENT

Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by the Florida State University, whether by faculty, students, or staff; or by others while on property owned by or under the control of the University.

OFFICE OF AUDIT SERVICES

The Office of Audit Services (OAS) is charged with receiving and investigating sexual harassment complaints as set forth in this policy and shall maintain the records pertaining thereto. Within the OAS, the Coordinator of Sexual Harassment Resolutions has primary responsibility for leading these investigations.

DEFINITION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:

(a) submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic status, receipt of University services, participation in University activities and programs, or affects the measure of a student's academic performance; or,

(b) submission to or rejection of such conduct is used as the basis for a decision affecting employment, academic status, receipt of services, participation in University activities and programs, or the measure of a student's academic performance; or,

(c) such conduct has the purpose or effect of unreasonably interfering with employment opportunities, work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

EXAMPLES OF SEXUAL HARASSMENT

Incidents of sexual harassment may involve persons of different or the same gender. They may involve persons having equal or unequal power, authority or influence. Though romantic and sexual relationships between persons of unequal power do not necessarily
constitute sexual harassment, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, educational, or other institutional authority. Decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other terms or conditions of employment, or a student's grades, academic progress, evaluation, student status, recommendations, references, referrals, and opportunities for further study, employment or career advancement, must be made solely on the basis of merit.

Examples of sexual harassment include, but are not limited to, the following, when they occur within the circumstances described in Section 3 above:

(a) use of gender-based verbal or written language, including electronic communication, offensive or degrading to a person of that gender, whether or not the content is sexual;

(b) inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures;

(c) use of inappropriate gestures or body language of a sexual nature, including leering or staring at another;

(d) unwelcome requests or demands for sexual favors or unwelcome sexual advances;

(e) inappropriate nonconsensual touching of another's body, including but not limited to kissing, pinching, groping, fondling, or blocking normal movement; or

(f) sexual battery. (Note: some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, please refer to the University's Sexual Battery Policy.)

DISCIPLINARY AND OTHER ACTIONS

Sexual harassment is prohibited by the Florida State University. The University will take appropriate action against any person found to be in violation of this policy. (Note: a person who has sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.)

Disciplinary Actions

Any employee who has sexually harassed another employee or a student, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be guilty of misconduct and subject to disciplinary action up to and including dismissal, in accordance with applicable law, rules, policies, and/or collective
bargaining agreements. In addition, any student who has sexually harassed another student or an employee, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy may be subject to disciplinary action up to and including expulsion, pursuant to the Student Code of Conduct. The term "employee" includes all persons employed by the University including faculty and graduate teaching assistants.

Other Actions

The University will take such corrective action against any non-students or non-employees found to have violated this policy, as may be appropriate under the circumstances.

RETAILIATION

Retaliation against one who in good faith brings a complaint of sexual harassment or who in good faith participates in the investigation of a sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action as described in Section 5 above.

FILING OF FALSE SEXUAL HARASSMENT COMPLAINT

Knowingly filing a false sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section 5 above. A complaint that is investigated and deemed unsubstantiated is not necessarily a false complaint.

REPORTING REQUIRED

Any student or employee who has witnessed what is perceived to be a violation of this policy should promptly report that conduct to the OAS, who then will proceed as appropriate. Any supervisor[1] who has witnessed or becomes aware of the alleged occurrence of sexual harassment by, or who receives a complaint of sexual harassment involving a person within that supervisor's purview, is required to take prompt corrective action as appropriate, and to report the matter, if possible, within two work days to the OAS. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section 5 above.

COMPLAINT PROCEDURE

Filing of Complaint

Any student or employee who believes that he or she is a victim of sexual harassment in violation of this policy is encouraged to promptly notify the alleged perpetrator (the "respondent") verbally or in writing that his or her conduct is unwelcome. Such action
may cause the unwelcome conduct to cease as well as help to maintain an environment free from sexual harassment. Assistance and support is available from the Office of the Dean of the Faculties (for faculty), the Office of the Dean of Students (for students), or the Department of Human Resources (for non-faculty employees). Regardless of having given notice to the respondent, the student or employee (the "complainant") may initiate a complaint under this policy by promptly bringing the matter to the attention, preferably in writing by completing the complaint form, of any of the following:

1. The Office of Audit Services;
2. The Office of the Dean of the Faculties;
3. The Office of the Dean of Students;
4. The Department of Human Resources;
5. A student's school or college dean; or,
6. An employee's immediate or next immediate supervisor.

All complaints should be filed in a timely manner. Complaints filed for acts that occurred more than one year from the filing date of the complaint will generally not be investigated unless appropriate in the judgment of the OAS.

Preparing a Complaint

The complainant should provide the following information to facilitate a prompt and thorough investigation:

1. The names, addresses, telephone numbers, administrative unit, and position or status of the complainant and the respondent, if known;
2. Specific acts alleged, including dates, times, and locations;
3. Names, addresses, and phone numbers of potential witnesses;
4. The effect the alleged acts have had on the complainant;
5. Actions the complainant may have taken to attempt to stop the harassment;
6. Complainant's suggestion of proposed action to address or resolve the harassment; and
7. Other information the complainant believes is relevant.

Transmitting a Complaint to the OAS

The complaint shall immediately be forwarded to the OAS. If the complaint is verbal, the person receiving the complaint shall make a written summary thereof on the complaint form and request the complainant to sign it.

Reviewing a Complaint

The OAS will make an initial determination whether the alleged perpetrator is a student or employee. If the alleged perpetrator is identified, as one who is not a student or employee, then the OAS will refer the matter to the Office of the General Counsel for appropriate action. If the OAS determines that the alleged perpetrator is a student or employee, the OAS will review the complaint to determine whether the acts complained
of, as stated by the complainant, constitute a violation of this policy, and if not, the complainant will be so informed. If the OAS determines the alleged acts may constitute a violation of this policy, the investigation will proceed as set forth in Section 10 below, unless the matter is satisfactorily resolved as in the following paragraph (e).

**Notifying the Respondent and Supervisor**

Notifying the Respondent and Supervisor; Informally Resolving a Complaint; Withdrawing a Complaint. The OAS will notify the respondent and his or her appropriate supervisor of the allegations contained in the complaint. In an effort to informally resolve the complaint, the OAS will elicit from the complainant, proposed actions the complainant believes are necessary to address or resolve the alleged harassment. The OAS will discuss these proposed actions with the respondent and with appropriate levels of management. The respective parties will also have the opportunity to propose other means of resolution. Thus, if the matter can be resolved informally, or if the complainant chooses to withdraw the complaint, the complainant will sign a statement outlining the informal resolution and releasing the University from taking any further action. If the matter is not resolved at this stage, the complaint will be investigated as set forth in Section 10 below.

**INVESTIGATION**

The following procedures will govern all investigations of complaints alleging violations of this policy:

1. The OAS will thoroughly investigate complaints alleging violations of this policy with the assistance, as needed, of the following: the Office of the Dean of the Faculties, the Department of Human Resources, and/or the respondent's supervisor(s), except in cases where the respondent is a student. If the respondent is a student, the OAS will forward a copy of the complaint and any associated materials to the Office of the Dean of Students, which will, if appropriate, adjudicate the matter under the Code of Student Conduct. The Dean of Students shall notify the OAS of the outcome.

2. The investigation should include interviewing the complainant and witnesses suggested by the complainant who may have knowledge of the alleged offending behavior. Employees and students shall fully cooperate in the investigation.

3. The respondent will be given an opportunity to respond to the complaint verbally and in writing and may suggest additional witnesses.

4. The investigation should also include interviewing such other witnesses as are deemed appropriate under the circumstances.
5. The investigation should include a review of any files and records of previous sexual harassment complaints against the respondent and any other documents deemed relevant.

6. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the subject circumstances.

7. Confidentiality of the investigation will be maintained to the extent allowed by law.

REPORT OF OAS

The OAS will prepare a report setting forth its findings and a determination concerning violation of this policy. The report should be completed within 120 days following the filing of the complaint, where feasible, and will be submitted to the appropriate vice president of the respondent's unit or department.

SUBSEQUENT ACTION

The vice president will make a determination, upon review of the OAS's report, consultation with the Dean of the Faculties or the Director of Human Resources, and consideration of any other relevant information, including aggravating or mitigating circumstances, whether disciplinary action is warranted under the circumstances. If the vice president determines that disciplinary action should be initiated, then, consistent with due process requirements, the respondent will be notified in accordance with applicable Florida Board of Education and University rules and policies and collective bargaining agreements, and appropriate disciplinary procedures as provided for therein will be followed. Regardless of whether formal disciplinary action is initiated, the University may take such informal corrective action as may be appropriate under the circumstances. The vice president will notify the OAS of the outcome. The OAS will notify the complainant of the results of the investigation and subsequent disciplinary or other corrective action taken, if any, to the extent allowed by law. The OAS will notify the respondent of the results of the investigation when no policy violation is found and no further action planned.

DISTRIBUTION OF POLICY

Copies of this policy are available to all current and future employees and students at the Florida State University in hard copy (policy brochures, student handbooks, The Bulletin, etc.), electronic format (www.auditservices.fsu.edu/sh/policy), and will be made available in alternative format upon request. Any person involved in the process under this policy needing accommodations for a disability should notify the OAS.
APPLICABILITY

This policy supercedes any and all prior University policies regarding complaints of alleged acts of sexual harassment.

EFFECTIVE DATE

The effective date of this policy is July 1, 1998 as amended December 31, 2002 and January 6, 2004.

WHERE TO GO FOR HELP

Any member of the university community may report sexual harassment to:
The Office of Audit Services
407 Westcott Building
(850) 644-6031

Or by calling:
The Florida State University
Sexual Harassment Hotline
(850) 644-9013

Staff is also available in the following offices to assist victims of sexual harassment.

A student victim may report to:
Dean of Students
4322 University Center A
(850) 644-2428

A faculty victim may report to:
Dean of the Faculties
314 Westcott Building
(850) 644-6876

An A&P, USPS or OPS victim may report to:
Human Resources
6219 University Center A
(850) 645-6519

SEXUAL BATTERY

Policy Statement

The goals of the Florida State University are to educate members of this community about sexual battery, to apprehend and sanction perpetrators of sexual battery, and to provide the best possible support to victims of sexual battery.
Sexual battery is a crime defined in Section 794.011, Florida Statutes, as “the oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery shall not include acts done for a bona fide medical purpose.”

The provisions of Chapter 794, FS, apply equally to male and female staff, faculty, and students of the Florida State University, on or off the campus, regardless of whether the perpetrator and the victim are acquaintances or strangers. Sexual battery involves a lack of consent by the victim.

Sexual battery committed by a student is also a violation of the FSU Student Conduct Code (6C2-3.004, Florida Administrative Code).

Educational programs on sexual assault prevention are presented by the FSU Police Department, the Victim Advocate Program, the Orientation Office, University Housing, the Student Government Association, and others.

**Reporting System**

All FSU faculty and staff shall report every incident of sexual battery to the FSU Police (644-1234). It is the responsibility of each faculty and staff member to assist student victims in reporting incidents to the FSU Police. If the victim chooses not to provide evidence to the police, faculty and staff must still notify the FSU Police Department of the happening of the alleged sexual battery without identifying the victim, as soon as practicable. Both the FSU Police Department and the Victim Advocate Program will report statistical data on sexual battery and attempted sexual battery to their respective Vice Presidents, who will then notify the President of the University.

Any individual within the University community who has been sexually battered on campus or off campus should immediately seek assistance from the FSU Victim Advocate Office (644-7161 or 644-2277) or other victim services of their choosing. The Victim Advocate Office will provide confidential crisis intervention and information regarding the victim’s needs or options. All Services of the Victim Advocate Program are confidential and a police report does not have to be filed to receive support.

If the victim chooses to prosecute the alleged perpetrator, the FSU Police Department should be contacted immediately (644-1234). Incidents occurring off campus will be reported to the Law Enforcement Agency with jurisdiction (Tallahassee Police Department or Leon County Sheriff). Victims are encouraged to seek medical attention and an evidence collection exam at Tallahassee Memorial Hospital emergency room. Because physical evidence is extremely important in the prosecution of sexual battery, it is strongly recommended that victims do not change their clothing or clean their body prior to evidence collection.

**Services for Victims**

The following services are available on campus for student victims of sexual battery or attempted sexual battery:

(a) Confidential Victim Advocacy (including crisis intervention, emotional support and practical assistance and referral), Victim Advocate Program; 4th Floor, University
Center, 644-7161 and 644-2277; evening and weekends 644-1234 (FSU Police Dept. ask for victim advocate).

(b) Individual Counseling Student Counseling Center, 2nd Floor, Student Life Building, 644-2003.

(c) Pastoral Counseling contact Victim Advocate Program for comprehensive phone list.

(d) Medical Attention (not evidence collection), Thagard Student Health Center, 644-5255.

The following services are available off campus to all victims of sexual battery or attempted sexual battery:

(a) Confidential Victim Advocacy (crisis intervention, emotional support and practical assistance), Phone Counseling and Referral Hotline, Refuge House/Rape Crisis Center, 681-2111.

(b) Phone Counseling and Referral (hotline), Telephone Counseling and Referral Service (Big Bend 211) dial 211.

(c) Evidence Collection and Exam, Tallahassee Memorial Hospital, 431-5411.

Whenever feasible, the Florida State University will assist student victims in rearranging their class schedules and their room assignments if so requested by the victim. Other services may be available. Please call the Victim Advocate Program for additional information.

Enforcement

The FSU Police Department is accorded full law enforcement authority on the campus and within the City of Tallahassee 500 feet contiguous to the campus. In the event of a sexual battery or attempted sexual battery on campus, the FSU Police Department is responsible for investigating the crime and making any subsequent arrests. In the event of a sexual battery or attempted sexual battery occurring off-campus against a student, the Law Enforcement Agency (Leon County Sheriff or Tallahassee Police Department) with jurisdiction is responsible for investigating the crime and making any subsequent arrests. Legal penalties for sexual battery will differ, depending on the nature of the crime, but sentences will be in accordance with Florida law. University employees found guilty of sexual battery or attempted sexual battery are subject to institutional disciplinary action, including termination. The effective date of this policy is January 6, 2004.
303 – PAYROLL

UNIVERSITY POLICIES

The Department of Athletics operates under the University’s payroll policies and procedures. A copy of the University’s policies as of the date of this printing is provided below, but the most up-to-date policies can be found on the University Web site at http://www.vpfa.fsu.edu/policies/controller/2d-3.html. Additional information regarding the Payroll Services Department, such as department contacts, forms, payroll deadlines, and other related information, can be found online at http://www.vpfa.fsu.edu/control/payroll.html.

OVERVIEW

The University Payroll Services Department is part of the Controller’s Office and is designated as the central office responsible for coordinating the regular bi-weekly payroll processing. Department level responsibilities include entry of time and leave data, and approval of payroll disbursements.

PAYROLL PROCESS

Pay and Leave Reports are completed by the employee, reviewed and approved by their supervisor, and submitted to the Time and Leave Coordinator. Hours worked and leave taken are entered into OMNI by designated departmental employees.

Payroll reports are provided online and are used to verify time entry and paycheck amounts. A person designated by the department reviews the payroll reports for accuracy. Another person then approves the time in OMNI. Approvals in OMNI must be completed in order for the payroll to be released. Approval is due by 5:00 pm on Friday following the end of the pay period unless otherwise required by Payroll Services.

The University requires employees to participate in EFT of their pay to a financial institution as a condition of employment. Employees who do not desire EFT must seek exception through Human Resources. EFT payments, and any manual payroll checks, are issued on the Friday of pay week. A designated departmental employee will pick up payroll checks that are issued by Payroll Services. These should remain in the possession of the pick-up person until they are distributed to the payee, signed over to another employee who has been assigned distribution duties, or returned to Payroll Services.

Employees are responsible for recording their time in the OMNI HR Timesheet or on a time card, as applicable in accordance with the University policy. When errors occur, employees should immediately contact their Department Representative for advice on the appropriate corrective action. Employees should be encouraged to review their paychecks online prior to pay date to assure its accuracy. When changes to Form W-4 are desired, this change may be made online (Self Service > Payroll and Compensation > W-4 Tax.
Information). In accordance with University policy OP-C-7-D1, employees are required to enroll in direct deposit and have their wages deposited to the financial institution of their choice.

PAYROLL PROCEDURES

A. In order for new employees to receive their payments on time the department should ensure that the following has occurred:

1. All required forms have been submitted to and are properly approved by Human Resources. Generally, all forms are required by Human Resources two weeks prior to the pay period ending date. Please refer to Human Resources’ payroll calendar for each pay period’s deadline.

2. Direct deposit information must be entered through the OMNI Employee Self Service module or a completed form received by Payroll Services by the pay period end date. The university’s direct deposit policy is listed below in section OP-D-2-E6.

3. The employee has been properly established in OMNI HR and his/her time recorded timely in accordance with the Payroll Schedule.

4. The employee’s Time Sheet has been approved in accordance with the Payroll Schedule.

<table>
<thead>
<tr>
<th>On-Cycle Payroll Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday</strong> Run Activities</td>
</tr>
<tr>
<td>• In Business Objects, review Activities Report to verify that appointment data submitted prior to deadline is correct.</td>
</tr>
<tr>
<td>• If incorrect, create Parature ticket. Examples of incorrect items: o Compensation rate o FTE o Funding acct codes o Funding dates</td>
</tr>
</tbody>
</table>
look at “Payable Time Detail/Summary” and “Review Paycheck Summary”. These pages may show time that does not appear in the CCR due to changes in Reported Time since the CCR was posted. If employee time is still incorrect, please create a Parature ticket.

- Continue checking throughout the day for last minute approvals.

B. Payroll Check Distribution Process - Exception to Direct Deposit Policy:
Employees who receive approval from Human Resources to be exempt from direct deposit will receive a paper check. Payroll sorts these checks by departments along with a check wrapper sheet. They are available for pick up from Payroll Services on Friday morning a week following the end of the pay period. Departments designate persons (Check Distributors) who are authorized to pick up paychecks by submitting a completed Paycheck Pick Up Authorization form (PR-03) to Payroll Services. Check Distributors will distribute and secure checks as outlined in OP-D-2-E3, item H.

WITHHOLDING TAX/FICA/RETIREMENT AMOUNTS

The amounts required for Income Tax withholding, FICA contributions and Retirement amounts are set by federal and state law and are subject to change annually. The amounts required to be withheld are published annually in IRS Circular E. If individuals do not have access to these publications Payroll Services should be contacted for specific information.

RETROACTIVE DISTRIBUTION OF FUNDING

The Retroactive Distribution of Funding (RDF) policy governs any correction or change to the funding source of an individual employee for a prior pay period. This policy relates only to funding and does not apply to any retroactive changes in compensation, employment period, full-time equivalency, position, or status.

A. RDF Policy: Appropriate Use

The RDF form (PR-01) is required in the following circumstances:

1. A justified change in the funding source of an individual’s salary
2. Correction to department charges in the event of delay in the funding change on an employee or sponsored project set up

3. Correction to erroneous time, leave, and account information entries

4. Correction to significant differences between an employee's effort reported on Personnel Activity Reporting System (PARS) and actual payroll charges

The RDF form should be necessary only in the above circumstances. This process does not replace the need for the following considerations:

1. Personnel appointments reflect accurate funding distribution

2. Personnel and payroll documents are submitted and approved in a timely fashion

3. PARS data reflect accurate employee effort

4. Appropriate and timely attention is given to reconciling actual payroll charges to payroll budgets

B. RDF Policy: Appropriate Timing

The RDF form must be completed and submitted to Payroll Services or Sponsored Research Accounting Services within thirty (30) days from the end of the month in which the error occurred. Should the correction result from the discovery of an effort error during the PARS verification process, then the correction must be submitted within thirty (30) days of the PARS verification discovery.

Corrections submitted beyond the initial 30-day deadline from the end of the month in which the error occurred require a separate, typewritten detailed explanation and authorization from the appropriate Dean or Vice President.

C. RDF Procedure: RDF Form and Supporting Documentation

The RDF Form must be used to make any correction or change to the funding source of an individual employee for a prior pay period. As of March 1, 2007, departments should submit only the RDF Form to make such a change or correction to a prior period.

The RDF Form must be completed in its entirety and include the appropriate authorization. Any incomplete or inaccurate RDF Forms will be returned to the originating department.

The RDF Form must also be accompanied by the following additional documentation:

1. Payroll charges from the pay period(s) affected (OMNI Payroll Charge Report)
2. Any other pertinent information that supports the redistribution

TAXES, ADJUSTMENTS AND RESPONSIBILITIES

Withholding taxes, Social Security, Medicare and retirement expenditures, are dictated by an individual’s tax status (US citizen, resident alien or nonresident alien), student status, position held and retirement code, and desires expressed when completing their W-4 form. This status is determined when the individual is entered into the payroll system and is the responsibility of Human Resources to monitor and ensure individuals are paying the appropriate taxes.

TAXABLE FRINGE BENEFITS

A. Taxable Fringe Benefits are those non-cash items provided an employee which increase taxable gross income and must have social security(6.27%), Medicare(1.45%) and income tax(25%) deducted from them. Some of these items are as follows:

1. Awards (such as savings bonds)

2. Automobiles furnished to employees that are used personally

3. Insurance policies and other fringe benefits provided employees that are not provided in cash

4. Club memberships (The Club Usage Log (PR-04) may prove helpful when dealing with this type of benefit.)

5. Spousal and family travel

6. Tickets to sporting or other events

7. Moving expenses (see below)

B. Items of this nature must be monitored by departments and coordinated with Payroll Services in an expeditious manner to ensure timely inclusion in employee’s W-2 statements annually for automobiles and country club memberships and monthly for all other benefits.

C. The Athletic Payroll Department will notify employees when their paycheck will be effected by the taxation of a fringe benefit.

D. Any specific questions about taxable fringe benefits (such as which benefits qualify, etc.) should be directed to Payroll Services.
A. Overview of University Policy & Procedure:

1. Contracts are in place with moving companies that offer substantial discounts on the cost of a move. The University requires you to get at least two quotes: one from the ITN list of four (4) movers and one from the list of eight (8) E&I movers. (Lists attached) A separate company not on the list can be used if they offer a lower price.

2. A moving expense approval form and purchase order must be completed prior to the move taking place. The Athletics Department Human Resources Representative coordinates this process with the new employee.

3. If a new employee wants to move themselves, they should obtain a quote for the rental truck, boxes, and packing materials. This quote should be provided to the Athletics Department Human Resources Rep prior to the move taking place.

4. There is an 18 month time limit on the relocation to be completed. The time begins with the date of hire.

5. If an employee resigns within one year of the move, then the employee must pay back the Athletics Department the full cost of all direct and indirect moving expenses paid by the University, including but not limited to, temporary housing, storage, trip costs between old and new residence, and moving household goods.

6. FSU does not “gross up” income to cover taxable moving expenses that are paid on behalf of the employee or reimbursed to the employee.

7. Positions eligible for up to $25,000 of moving expenses:
   a. Athletic Director
   b. Associate Athletic Director
   c. All Head Coaches
   d. Assistant Coaches for Football & Men / Women’s Basketball

8. Positions eligible for payment of moving expenses up to $5,000:
   a. Assistant Coaches, other than Football and Men / Women’s Basketball
   b. Assistant Athletic Director
   c. Director

9. Other A&P positions may be eligible for payment of moving expenses up to $2,000, if approved by the Athletic Director.
10. Florida State will pay for the following expenses that are included in the eligible amount of expenses mentioned above:

   a. Up to two cars will be covered in this policy.
   b. Storage is covered for a maximum of sixty (60) days. The basic relocation is for moving household goods from old house to either a storage unit or the new house. (One pickup and one delivery).
   c. Temporary living expenses are covered in a hotel or similar accommodation for up to three (3) months with the approval of the Athletic Director.
   d. Two (2) “house hunting” trips with stays of three (3) days each trip will be paid by the University Athletic Department.

5. FSU Athletics will not pay for the following:

   a. Realtor fees for selling the employee’s old residence or for purchasing a new residence.
   b. Relocation or bridge loans of any kind to employees.
   c. Origination points or discount points on the sale/purchase of residences.

6. Payment of moving expenses is not automatically granted. Requests for the option to extend this benefit to a potential employee should be made when a job is being advertised. Market conditions should be assessed to determine if this benefit is necessary to attract a top candidate. Justification will be required prior to offering a new employee this benefit.

7. The Athletic Director, at his discretion, may approve or deny any additional expenses or reimbursements of moving expenses incurred by the new employee.

8. Moving expense benefits in excess of the University policy will be funded by the Seminole Boosters Sport Restricted Accounts.

9. The IRS allows for certain moving expenses to be exempt from taxation as an employee benefit, as follows:

   - Household goods (includes pets & vehicles).
   - Employee and family transportation cost to new job location. Option to request 20 cents/mile reimbursement if employee drives to new job location.
   - One night hotel stay in old residence location after household goods was moved.
   - Storage for up to 30 days.
   - All other expenses and expenses in excess of what is allowed by the IRS are taxable to the employee. Taxation will occur via the payroll
system as soon as the service is provided and paid. Notification of the amount taxed will be communicated to the employee before the payroll check is issued that contains the deduction for taxes.
A Turner Moving & Storage / North American Van Lines
1001 NW 53 Ave
Gainesville, FL 32609
Contact: Tammy Turner (800-231-0406)
Email: tturner@aturnermoving.com
Local 352-372-0406
Fax: 352-372-1474

Discount: Interstate – 65% (5/15-9/30) 67% (10/1-5/14), Storage – 60%, Intrastate – 70%

Browning Moving & Storage / United Van Lines
3725 N Frontage Rd
Lakeland, FL 33810
Contact: Wendy Klukoswki (800 722-6683 x 226)
Email: Wendyk@browningmoving.com
Local: 863-683-6494
FAX: 863-683-5102

Discount: Interstate – 65%, Storage – 60% at Browning 53% at other United Agents, Intrastate – 65%

Hills Van Service of North Florida / Mayflower
3540 NE Waldo Rd
Gainesville, FL 32609
Contact: Melody Hibbits (800) 749-6067
Email - vans1003@aol.com
Local: 372-4271
FAX: (352) 372-5630

Discount: Interstate – 66%, Storage – 70% – at all Hills locations in Jacksonville, Gainesville and Orlando, 53% at all other Mayflower Intrastate – 66%

J & J Metro Moving & Storage / National Van Lines
1101 W Kennedy Blvd
Orlando, FL 32810
Contact: Tom Storm (888 769-2260)
Email: Tom@jjmetro.net
Local: 407-695-2984
FAX: 407-388-1318

Discount: Interstate – 68%, Storage – 68%, Intrastate – 68%
E&I Contract # CNR01058

Armstrong Relocation
3927 Winchester Road
Memphis, TN 38118
Contact: Todd Peterson (866-265-7040)

Allied Van Lines
39 Kiscosa Rd.
PO Box 570
Mount Kisco, NY 10549
Contact: Helen McNeese (800-759-4253 x238)

Suddath Relocation Systems (United Van Lines)
14421 E. Artesia Blvd.
La Mirada, CA 90638
Telephone No.: 800-846-6683 – 562-404-7794
Fax No.: 562-483-7845
Website: www.suddath.com
Place Orders With: Suddath Relocation Systems @ 800-846-6683

Allied Van Lines - Nor-Cal Moving Services
2001 Marina Blvd.
San Leandro, CA 94577
Telephone No.: 1-800-543-4668
Fax No.: 510-357-6111
Website: www.nor-calmoving.com
Place Orders With: Nor-Cal @1-800-543-4668

Allied Van Lines - Whalen’s Moving & Storage
39 Kiscosa Road
P.O.Box 570
Mount Kisco, New York 10549
Telephone No.: 1-800-759-4253
Fax No.: 1-914-241-3148
Website: www.movewhalens.com
Place Orders With: Whalen’s Allied Van Lines @1-800-759-4253.

Allied Van Lines - Armstrong Relocation
3927 Winchester Road
Memphis, TN 38118
Telephone No.: 800-288-7396 – 901-367-3058
Fax No.: 901-367-3090
Website: www.armstrongrelocation.com
Place Orders With: United Van Lines – Armstrong Relocation & Primacy Relocation
Carol Bell @ 800-759-0229

Corrigan Moving & Storage – United Van Lines
1133 Emerson Street
Rochester, New York 14606
Telephone No.: 800-333-0763 – 585-647-9030
Fax No.: 585-647-3004
Website: www.corriganmoving.com
Place Orders With: Corrigan Moving and Storage @ 800-333-0763

Berger Transfer and Storage, Inc/Allied Van Lines
9770 Inter Ocean Blvd.
Cincinnati, OH 45246
Telephone No.: 1-800-543-1609
Fax No.: 513-874-4807
Website: www.berger-transfer.com
Place Orders With: Berger Transfer and Storage, Inc. @ 1-800-543-1609.
CHAPTER 400
FINANCIAL AND BUSINESS OPERATIONS
UNIVERSITY POLICIES

The Department of Athletics, like other University departments, is responsible for submitting annual budget requests which, once approved, are incorporated into the University's annual operating budget. This budget becomes the basis of authority for the Department’s financial operations during the fiscal year, which begins July 1. The most up-to-date University budget policies can be found online at http://www.budget.fsu.edu/. Additional information on the University Budget Office, including department contacts, forms and training, can also be found on this website.

BUDGET PREPARATION - OVERVIEW

The budget development cycle takes place during the period from February through June. The Athletics Executive Staff and the Athletics Business Office are responsible for the preparation of the departmental budget. The departmental budget is comprised of individual department budgets representing each individual sport and each service or administrative area (i.e.: Compliance, Media Relations, etc.)

BUDGET PREPARATION - REVENUES

Revenue projections are developed annually and used as the basis for overall budget preparation. The Athletics Business Office prepares the revenue budget based on historical trends, actual data (i.e., contracted amounts), conference estimates, etc. Departmental revenues are derived primarily from the following sources: ticket sales and game guarantees; conference distributions; student fees; media rights fees; corporate sponsorships; ACC & NCAA reimbursements, and postseason event distributions.

BUDGET PREPARATION - EXPENSES

The budget development process is dependent upon University guidelines. In January, of each year, the Athletics Business Office communicates these guidelines and those of the Department to the head coaches and unit leaders along with the appropriate forms for submitting proposed budgets. All head coaches and unit leaders are required to discuss their budgetary needs with their supervisors and then to submit their agreed-upon proposals to the Athletics Business Office. The proposed budgets include justifications (zero based budgeting explained below) for individual line items, notes for any special requests, and supplementary information on requested team trips. While the various areas are developing their budget proposals for expenditures, the Business Office prepares projections for salary and benefit expenses based upon any increases as determined by the Legislature.
ZERO BASED BUDGETING PHILOSOPHY

A method of budgeting in which all expenditures must be justified each new period, as opposed to only explaining the amounts requested in excess of the previous period's funding. Each department has to justify its funding every year. That is, funding has to have a base at zero. A department has to show why its funding efficiently helps the organization toward its goals. ZBB is especially encouraged for Government budgets because expenditures can easily run out of control if it is automatically assumed what was spent last year must be spent this year.

For example, each departmental budget starts at zero and justifies each line item requested amount.

When the budget requests have been received by the Business Office and assembled into a department-wide summary of requests, budget meetings are held involving the Director of Athletics and the Executive Staff. Following these meetings, the budget is adjusted and the CFO for the Athletics Department consults with the CFO for the Seminole Boosters to insure there is adequate funding for the Athletics Department proposed budget. Next, the proposed budget will be presented to the president for any comments regarding the budget that may impact the university. Then the Business Office prepares a budget proposal packet to be presented to the Budget Subcommittee of the Athletics Committee.

BUDGET APPROVAL PROCESS

Athletics staff contact the chair of the Budget Subcommittee of the Athletics Committee, who schedules subcommittee meetings to review the budget proposal with the Athletic Director or Executive Staff, as needed. Any adjustments are agreed upon and then the Budget Subcommittee forwards the proposed budget, as adjusted, to the Executive Athletics Committee which will ultimately recommend endorsement by the full Athletics Committee at a scheduled Committee meeting. Committee members have the opportunity to ask questions of Subcommittee members, Athletic Director or Executive Staff at that meeting and throughout the month leading up to the next Committee meeting.

At that following meeting, the Committee votes on endorsement of the budget. If endorsed, the proposal is forwarded to the University President with a recommendation for final approval. The budget does not become official until the President has signed the appropriate budget documents. At that time, Business Office staff input the approved budget into the University Budget Office’s online budget system. The Business Office also distributes copies of the appropriate areas of the approved budget to each head coach and departmental administrator.

BUDGET CONTROL

Budgetary control measures are an integral part of the system for approving the expenditure of departmental funds. Prior to committing the Department to a financial obligation, a staff member must have the request approved. If prior approval is not obtained, the individual staff member may be held personally responsible for the resulting charges. All expenditures of $500 or more must be approved at the Executive Staff level.
BUDGET REPORTS

Budget reports are distributed by the 15th of each month.

BUDGET AMENDMENTS

Requests to transfer amounts between individual department budgets in Athletics must be approved in writing by the Director of Athletics. Transfer amounts between the four categories within the individual Athletic department budgets must be approved in writing by one of the Executive Staff. The approving party will ensure that such amendments are in compliance with University and departmental guidelines. The total Athletics budget amount can be revised only with the approval of the University President.

TIMELINE

December 1st – Budget Meetings date and time sent to each dept/sport for January meeting

December 15th – Executive Staff and Dept Heads provided financial report showing expense history, YTD actuals and projections.

February 1st to February 31st – Departmental Budget Meetings held with Executive Staff, Dept Head, Sport Oversight, Assistant AD of Business Office and Business Office representative for Depts/Sports to submit proposed budgets

March 15th - Budget data from meetings submitted to the Executive Staff with updated actual and projections

April 1st – Budget adjustments due from Executive Staff to Assistant AD, Business Office.

April 15th – Budget Report submitted to the President with updated data for comments regarding any impact on university.

April 30th - Budget Report (w/President’s Adjustments) submitted to the Athletic Budget Sub-Committee with updated actual and projections for the Committee to review and recommend to the Executive Athletics Committee.

May 15th – Budget Report submitted to Athletics Executive Committee for the Committee to recommend to the full Athletics Committee to endorse.

June 1st – Final Budget sent to President for approval.

June 15th – New Year Budget issued to Depts/Sports.
402 – PURCHASING AND DISBURSEMENTS

UNIVERSITY POLICIES

The Department of Athletics operates under the University’s purchasing and payables policies and procedures. A copy of the University’s policies as of the date of this printing is provided below, but the most up-to-date policies can be found on the University Web sites at http://www.vpfa.fsu.edu/policies/bmanual/purchasing.html and http://www.vpfa.fsu.edu/policies/controller/2d-1.html. These policies and procedures state the department’s responsibility when purchasing goods or services, and the methods used to requisition, receive, and pay for these purchases.

Additional information regarding the Purchasing Department, such as department contacts, bid listings, university contracts, training, and other related information, can be found online at http://www.purchasing.fsu.edu/. Additional information regarding the Payables and Disbursements Department, such as forms, training, and other related information, can be found online at http://www.vpfa.fsu.edu/control/payables.html.

ADDITIONAL ATHLETIC DEPARTMENT PURCHASING POLICIES

All purchases of $500 or more must first be approved by the Department Head and or Sport Oversight and, forwarded to the Executive Staff for approval before the purchase is made. This policy includes purchases that will be paid on behalf of Athletics by the Boosters, the Foundation, or any purchases using a P-Card.

Before making purchases of $2,500 or more, price quotes from at least two vendors must be obtained unless part of an ITN. This policy includes purchases to be paid for by the Boosters or the Foundation.

All contracts between Florida State Athletics that are $10,000 or more must be forwarded to the Senior Associate Athletic Director who is over the Business Office. This person will review the contract for accounting and policy issues then send the contract to the University Legal Office for approval. This policy includes contracts with Florida State that are to be paid by the Boosters or the Foundation.

All procurement actions for commodities or contractual services from sources outside the University must be processed through the Purchasing Department using the OMNI system. Any acquisition of a commodity or a service made before the Purchasing Department issues a purchase order may become the personal obligation of the individual obtaining the commodity or service.

All procurement actions for commodities or services from sources within the University must be processed through the Business Office using an Interdepartmental Requisition form. Some items purchased from University sources include books, general office supplies, copying services, and maintenance services.
All purchases will be delivered to the central receiving office for the University, unless otherwise indicated in the purchase order. In cases where it is not practical to utilize the central receiving office, shipments can be delivered directly to a department or some other location.

Payment for all purchases, including those where normal purchasing procedures were not available or where a vendor did not accept a purchase order will be processed through the University’s Payables and Disbursements Department.

All University employees engaged in the procurement and payment process, including requisitioning, purchasing, receiving, payment, and related activities, shall conduct business dealings in a manner above reproach in every respect. Transactions involving the expenditure of departmental funds require the highest degree of public trust to protect the interest of the University.

Training sessions are available throughout the year by calling the Athletics Business Office.

**P-CARD**

The P-Card policies of the University can be found at [http://www.purchasing.fsu.edu/pcard.html](http://www.purchasing.fsu.edu/pcard.html). This includes all appropriate forms and instructions.

In order to request a P-Card, complete the application and obtain all required signatures. Once completed send to the Athletics Business Office which will then send to FSU Purchasing at A1400 University Center, MC 2370. Upon receipt and verification of information, FSU Purchasing will send emails to the applicant providing the P-Card training link and Certification Agreement document. Each applicant must accomplish the on-line training and fill out the certification. Return the entire group of certifications to FSU Purchasing.

Purchasing Cards may only be used for commodities for official, state-related purposes which must follow appropriate state laws and guidelines. If there is a question about the official purpose of a purchase or if the use of the purchasing card to make a purchase is questionable, contact the Purchasing Department or Purchasing Help Desk at 850-644-6850 for clarification prior to making the purchase.

Cardholders must never give their P-Card to anyone else to make purchases or share their card information with anyone else.

Due to University requirements, the P-Card reconciliation must be completed weekly. Receipts must be turned in to the Moore Center Cashier’s Office within three days of purchase. For reconciliation purposes, the receipt must be attached to the P-Card form which must be completed.

All purchases with the P-Card that are $500 or more must first be pre-approved at the executive management level.
The P-Card manual can be found at the above website.

Rev. (8.12.08)
403 – TRAVEL

UNIVERSITY POLICIES

The Department of Athletics operates under the University’s travel policies and procedures. A copy of the University’s policies as of the date of this printing is provided below, but the most up-to-date policies can be found on the University Web site at http://www.vpfa.fsu.edu/policies/controller/2d-2.html.

Additional information regarding the Travel Department, such as department contacts, university contracts, forms, training, and other related information, can be found online at http://www.vpfa.fsu.edu/control/travel.html.

OVERVIEW

A Travel Authorization is to be properly completed in OMNI in advance of official University travel. Official University travel is any travel deemed necessary to the proper performance of University business and may be reimbursed from University funds. The purpose of the Travel Authorization is to obtain approval to make the trip, to encumber necessary funds, to request travel advances, and to provide worker's compensation insurance coverage. Any travel expense made before a Travel Authorization is approved may become the personal obligation of the individual engaged in the travel.

Immediately upon returning from a trip for official University business, staff members must properly complete an Expense Report for reimbursement of travel expenses. Reimbursement will be made for meals, lodging, transportation and certain incidental expenses. The Expense Report will be completed in OMNI, and approved by Executive Staff, Compliance Office (if necessary), Business Office, and University Travel Department. Payments will be processed by EFT of funds to the traveler’s bank account.

All University employees engaged in official department travel shall conduct business dealings in a manner above reproach in every respect. Transactions involving the expenditure of departmental funds require the highest degree of public trust to protect the interest of the University.

All travel that will be expensed against the athletic department budget must be arranged using Short’s Travel. The contact information for Short’s Travel is:

Toll Free 1-866-902-9654
Email: teamtravel@shortstravel.com
Website: www.shortstravel.com
Hours: M-F 8:30a.m. to 10:00p.m
Sat/Sun/Holidays: 1:00p.m to 8:00p.m.
All calls outside of these hours will be directed to the after hours representative

The Short’s Travel web portal provides each sport/dept with detail information regarding their travel.
**TYPES OF TRAVEL**

**Administrative/Individual Travel**

Administrative travel is when an employee travels for some reason other than recruiting or team contests. Types of travel would be conferences, conventions, clinics, etc.

Employee meals are subject to the state meal allowance for all sports.

Alcoholic beverage costs are personal and will not be reimbursed as a business expense by the University. However, the Seminole Boosters and the Foundation Athletic Development Fund (ADF) will reimburse for alcoholic beverages if there is a business purpose for the expense.

All incidental hotel room charges must be paid upon checkout. No incidental charges, including meals, should be direct billed to the university, unless there is a business reason to do so which must be pre-approved. Additional personal rooms must be paid at check-out by the employee.

All cash advances must be settled within ten (10) days of return date.

**Recruiting Travel**

Recruiting travel is when an authorized person travels for the purpose of viewing and meeting with prospective student-athletes.

**Team Travel**

Team travel involves a group of athletes and coaches for the purpose of engaging in an athletic contest or other group event involving an athletic team.

An Executive Staff member must approve the list of the team travel party approved for their hotel stay to be paid by Athletics, Boosters or ADF prior to the season or trip. This list must be submitted to the Business Office before travel occurs. (See Form “FSU Team/Staff/Guest Travel Roster Authorization at the end of this section). The list should note the following:

1. Employees who will be allowed to charge meals to their rooms and direct bill theses charges.
2. Any groups that will be billed separately from the team billing for their rooms.

The approved Compliance Team Travel Manifest can also be used for this purpose.

Team Meals: Student-athletes for all sports will not be subject to the state meal allowance limitation of $6 breakfast, $11 lunch, and $19 dinner. The FSU Travel Office will pay the full cost of the meals and the ADF will reimburse the University for the amount in excess of the meal allowance. The ADF will separately reimburse tips up to a maximum of 20% of the meal cost.

Employee Meals: Employees who travel with a sports team can eat meals with the team, obtain receipts for meals and submit them for reimbursement, or charge meals to their rooms if pre-
approved by the Executive to do so. Employees traveling with the team will not receive the state per diem or meal allowance. Non-University employees will not be included on the hotel bill unless they are working for Athletics in an official capacity such as medical doctors and equipment truck drivers who may be included on the hotel bill. A separate hotel bill must be provided for the following: President’s Party and other university employees that are outside of athletics and Head Football Coach’s guests.

All cash advances must be settled within ten (10) days of the return date.

**Bowl Travel**

Bowl travel is the per diem, meal allowances, and mileage reimbursements that are paid to student-athletes, spirit groups, and administrators when attending a bowl game.

**Per Diem & Meal Allowances:**

1. Student-athletes will receive the GSA meal allowance rate plus the NCAA allowed $20.00 for incidentals.

2. Spirit Group (Cheerleaders & Band Members) will receive a flat $30.00 per day including day of travel to event, plus $20.00 for the day of return.

3. Working Athletic Administration and Coaches will receive the GSA meal allowance rate plus a reasonable amount for incidentals not to be less than what the Student-athletes receive.

**Mileage Reimbursement:**

1. Student-athletes and the Athletic Administration will receive $.445 per mile.

2. Band members and Cheerleaders will receive $.30 per mile.

**Hotel Accommodations:**

1. Athletic Administration and Coaches will be provided one hotel room.

2. Working Administrative staff may receive one additional hotel room if their bowl duties support the need for an additional room.

3. The head football coach will be provided a reasonable number of hotel rooms and will be taxed on these rooms as an employee benefit if they are provided for personal use.

4. All employees who request additional rooms for their children or relatives that are to be billed and paid for by the university must first receive approval from the athletic director.
to receive this taxable benefit. Note: the Guest Travel Form noted in the next section must be filled out for this personal expense.

**Guest Travel – Athletic Department**

“Guest travel” occurs when a University employee invites a non-employee guest or family member to travel with the team to a competition event or meeting.

**University Guest Travel Policy & Procedure:** The University’s policy on guest travel requires the employee to fill out a pre-approval guest travel form if (1) you are an employee and invited a guest to travel to a competition, (2) you are being reimbursed for the additional costs of the guest travel, and (3) the travel costs of the guest are being paid by the University or DSO. All three must apply. The form must be **pre-approved** by the Athletic Director.

The Athletic Director will have the discretion to **pre-approve** for an employee’s guest or family member to travel with the employee or sports team. Examples of guest or family travel are as follows, and are not all-inclusive:

1. Travel by guests to regular or post-season football games on the team charter where there is “no additional cost” incurred for the guest to travel. Result: Not taxable to employee since there is no additional cost for the guest to travel.

2. Travel by guest on commercial flight to ACC or NCAA basketball playoff competitions that results in an “additional cost”. Result: Additional cost is taxable to employee.

3. Travel by other nonemployee guest travel to a sporting event that is non-business related that incurs an “additional cost” that is pre-approved at the discretion of the Athletic Director. Result: Additional travel cost of the guest is taxable to the employee.

4. Travel is not approved and the guest or family member incurs costs that the University or DSO pays. Result: The employee may be required to reimburse the University or DSO.

**Exceptions to employee taxation of guest or family member travel costs:**

1. If an employee’s contract states that the employee’s position creates an “assumed” business purpose for the spouse to travel with the employee on business related trips, then the employee will not be taxed on the additional costs for the spouse’s travel, or

2. If the employee’s contract specifies certain types of events that the spouse is expected to attend and travel with the employee, then the employee will not be taxed on the spouse’s additional travel costs to such events.

3. Whenever an employee’s guest or family member travels on a team charter flight that does not result in “additional cost”, then there is no taxation of the employee.
4. Whenever the employee’s guest or family member stays in the same hotel room with the employee then there is “no additional cost”, so there is no taxation of the employee.

Recruit Travel

Recruit travel are the costs directly attributed to bringing the student-athlete on campus for an official visit.

RECRUIT – PETTY CASH PROCEDURES

I. All petty cash requests for an incoming prospective student athlete’s (prospect’s) official visit must be submitted to the Compliance Office at least one week prior to the official visit. Forms for requesting the student host and prospect mileage reimbursement money can be obtained from the Compliance Office.

II. The current amount allowed for student host money is $30.00 per day for no more than two days for a maximum amount of $60.00 per host per incoming prospect. If a student hosts an additional prospect, he/she can receive an additional $15.00 per day for the second prospect for no more than two days.

III. The current amount for prospect mileage reimbursement is $.455 per mile (based on University’s standards). A printout of Map Quest directions with the exact mileage from the prospect’s residence to the Moore Athletic Center (FSU) must be included with the Prospect Mileage Reimbursement Form upon submission to the Compliance Office.

IV. Once the student Host Money Request Form and the Prospect Mileage Reimbursement form are received in the Compliance Office, each request will be reviewed. Approvals will be forwarded to the Cashier’s Office.

V. The requested student host and prospect mileage reimbursement money will be available in the Cashier’s Office the day prior to a prospect’s official visit. The money will not be available once the official visit has concluded.

VI. When receiving the student host and prospect mileage reimbursement money, one will sign and receive a copy of the petty cash receipt form for each. In addition, the prospect Mileage Reimbursement Form will be provided. This form must be signed by the prospect when he/she receives the mileage reimbursement. Please remember that the student host must sign the Student Host Form when they receive the host money, as well.

VII. Immediately following an official visit, the Prospect Mileage Reimbursement Form and Student Host Form, if applicable, must be turned in to the Compliance Office with all other post-official visit paperwork. Distribution of student host and prospect mileage reimbursement money for future official visits will not be provided until all previous official visit paperwork has been received by the Compliance Office.
VIII. If you have any questions, please call the Compliance Office at 644-4272 or the Cashier’s Office at 644-3769.

CREDIT CARDS

The University has entered into an agreement with a major credit card company to provide Administrative and Professional staff members with a Corporate Card for University related travel expenses. Travel expenses charged on the corporate card are billed to each cardholder monthly and are the personal responsibility of the cardholder. Employee travel expenses are reimbursed after submission of an Expense Report in OMNI and providing proper receipts.

The instructions and restrictions on use of credit cards are:

a) University issued credit cards may not be used for charging personal travel or for purchasing other personal services. These cards are for the exclusive use of the individual employee to whom they are issued, and are not to be loaned or transferred to another employee or to a non-employee.

b) Immediately upon termination of employment, the employee is to return all University credit cards to the Athletics Business Office Personnel Rep.

c) A credit card holder is personally liable for any charges incurred with the use of the credit card which cannot be legally paid from University funds.

d) The University Controller's Office will send out written confirmations annually to credit card holders. The credit card holder will have approximately 20 days in which to respond.

e) If University-issued credit cards are lost or stolen, the cardholder should immediately notify the Assistant AD - Business in writing, who will in turn notify the University Controller's Office.

T-CARD

The University T-Card policies can be found at http://www.vpfa.fsu.edu/control/T-Card/tcard.html

The Florida State University Travel Card may be used only for eligible University personnel, certain travel expenses and official University-related purposes. Purchases must adhere to appropriate state laws and University Travel/Travel Card policies.

The Travel Card Application Form must be completed by the employee along with the Certification Agreement. The T-Card is the sole responsibility of the cardholder and should never be shared by anyone not a part of the travel process.
All travel expenses of $500 or more must first be approved by the Department Head, Oversight and then forwarded to the Deputy Director of Athletics or Senior Associate Athletics Director for approval before using the T-Card to charge the expense.

The T-Card can be used for airfare, lodging and auto rental (see manual for other allowable items). The T-Card can not be used for meals, faxes/copies and memberships. Note: team meals are allowed with prior approval. The team meal can not be charged with the T-card unless prior approval is granted.

A Travel Authorization must be completed in OMNI for each trip on which a credit card was used, even though no other expenses may have been incurred.

An Expense Report must be filed immediately following the completion of travel.

Failure to promptly submit travel authorization and reimbursement documentation, or failure to properly use University-issued credit cards will constitute sufficient grounds for the removal of credit card privileges and may subject the offending party to personal liability for the credit card charges.

In order to process T-Card charges in OMNI, the Travel Representative must check the MY WALLET in OMNI every Tuesday and must submit expense reports within three days.

The T-Card manual can be found at the above website.

**GRATUITY POLICY**

The Athletics Department policy, effective 2/1/07, will increase the maximum allowed gratuity rate for meals from 18% to 20%. The desire of the Department is to have a gratuity policy that mirrors the FSU Foundation’s policy. Therefore, the gratuity rate may change from time to time to reflect this desire for consistency between the two entities.

1. Below are the several specific gratuity events in which a gratuity may be paid and reimbursed:

   a. A hotel concierge may be paid a gratuity per bag that is reasonable under the circumstances and travel hotel location.

   b. Services received, such as taxi cabs, may be paid a gratuity up to 20%.

   c. An employee who pays a gratuity greater than 20% will only be reimbursed at the allowed 20% rate.

   d. The gratuity will be based on the quality of service for business meals and other services provided to employees while on Department business.

2. Hotel contracts are not authorized to contain a gratuity greater than 20%.
3. Gratuities will be funded from the Athletic Development Fund (ADF) which is managed within the FSU Foundation.

BUS/VAN TRANSPORTATION

Introduction

In developing these policies, the primary concern is for the safety of the student-athletes and staff.

These policies and procedures are to be used as a guide to coordinate the scheduling and traveling needs of intercollegiate athletic teams. Anyone using the transportation vehicles of the Department of Athletics is responsible for understanding and abiding by all polices and procedures as stated.

Please note: University vehicles are for official business only.

Organizational Structure

At Florida State University, all scheduling and related travel arrangements requiring the use of athletic department vehicles are coordinated through the Office of the Associate Athletics Director for Football Operations and/or his assistant.

There are fifteen (15) athletic department vans. Six (6) of these vans are used for long distance travel, another six (6) are used locally and the remaining three (3) are used to transport equipment and training needs locally.

Scheduling information will be requested in advance so preliminary work can begin in order to accommodate the needs of the individual coaches/staff. Specific travel needs must be on file with the Football Office Manager thirty (30) days prior to travel to insure the availability of the requested vehicle.

Presently, we have (1) athletic bus. This bus can only accommodate local transportation such as airport runs. We have one (1) certified driver who works for the department as a part-time employee, thus his availability becomes an important part of scheduling.

It is recommended that, if travel is over 350 miles one way or if it returns after 2:00 am, a chartered bus with a professional driver be used. Information regarding reputable companies can be obtained through the Associate Athletic Director’s office.

If teams are traveling by chartered bus, the expense will come from the sports budget and it is the coach’s responsibility to make all arrangements with the outside vendor.

A driver cannot exceed driving eight (8) hours a day.

Upon return from a trip, check to see that all equipment is secured and operational.
Requirements for Operating a University Vehicle

All drivers must be licensed and at least 21 years of age and have a valid driver’s license on file in the Associate Athletic Director’s office. All persons driving vehicles rented from vendors for university use must also be 21 years of age.

Drivers must be coaches, graduate assistants or staff members of Florida State University. Student-athletes should only be allowed to drive in an emergency situation and only after the emergency has been reported to the sport oversight administrator.

All athletic teams are required to provide a list of potential drivers along with their driver’s licenses.

Coaches’ Responsibilities

Coaches must set up exact departure times.

Coaches must address their team as to acceptable modes of behavior and conduct that is essential for a safe and courteous trip.

All traffic incidents and violations must be immediately reported to the Associate Athletic Driver in charge of vans. The Athletics Department will not pay for fines, tickets, etc…that will be the responsibility of the driver.

Athletics Department vans will only be used for athletically related business.

If the vans are not available due to heavy scheduling, it is the responsibility of the coach to pursue his/her needs through an independent vendor.

Seat belts must be worn at all times. Cell phones, and this includes all uses, whether voice, email or texting, may not be used by the driver while the vehicle is moving.

Coaches shall not exceed the number of passengers permitted in the vans. Twelve (12) passenger vans should be loaded with no more than eight (8) passengers and fifteen (15) passenger vans should be loaded with no more than ten (10) passengers with or without equipment.

Highway Emergency

If a mechanical breakdown occurs en-route to or from an event, it is suggested you call *FHP if in Florida or 911 if out of state. Emergency information will be provided above the visor on the driver’s side. As soon as possible, report the breakdown to the sport oversight administrator. In the event of extenuating circumstances, call 850-385-1413 or 850-545-0668 for assistance.

It is required to carry a cellular phone on all trips.
Accidents

If an accident occurs, it is the responsibility of the driver to insure that all pertinent information is recorded. This includes names, addresses, phone numbers, insurance carrier, and a police report. This is to be reported immediately to the office of the Associate Athletics Director for Football Operations and the Sport Oversight Administrator, if applicable.

Van Returns

Upon return to the University, vans must be returned to the Doak Campbell Stadium parking lot, outside of Game M, regardless of the hour. The key should be returned to the Football Office Manager the first working morning after returning to campus. The utility box should be checked for the fire extinguisher, flashlight and first-aid kit. The coach is responsible making sure these items remain with the vehicle.

*Note: If vans are returned on the weekend and rescheduled for use, the involved coaches must coordinate the exchange.

Vehicle Maintenance

Any damage incurred to the vans will be billed to the budget of the team or agency using the vehicle.

Avoid liquid drink spills. Do not leave partially filled containers in seats, on the floor or in the overhead luggage racks.

Use discretion when eating in vans. Keep eating to a minimum and discard all trash and empty containers.

Return a clean van – not trash, food or litter.

Report any malfunctions or damage directly to the office of the Associate Athletic Director.

The use of tobacco products including chewing tobacco and the smoking of cigarettes, pipes and cigars is not permitted.

RENTAL OF ATHLETIC VANS FOR SUMMER CAMP

Statement of Policy

It is the position of Florida State University to minimize the risks of exposure and losses that may occur when outside agencies (i.e. camps) rent Athletics Department vehicles. The following risk management tools therefore must be implemented:
Since Florida Statute 287.025 prohibits insuring state-owned property for collision and/or comprehensive coverage, an officer of the agency should agree, in writing, to assume financial responsibility for loss or damage to University property while in their possession.

Only University employees are allowed to drive state-owned vehicles, therefore a University employed driver must be retained during transportation.

**Van Requirements**

A charge of $75.00 per day per van, payable to Florida State University, in form of cash or money order, is to be paid at the Office of Associate Athletics Director five (5) days prior to picking up the key for use.

Fuel is to be purchased by the licensed group. When the van is returned, the gas tank must be “full”.

In case of emergency, it is the responsibility of the organization to see that the van is moved or towed for the appropriate repair. The camp will pay towing and repair expenses.

Drivers must be twenty-one (21) years old, have a registered license, and be an employee of Florida State University.

Vans cannot exceed the seating capacity of ten (10) in a fifteen passenger van and eight (8) in a twelve passenger van.

Organizations will be responsible for the financial payment of repairs and/or damages incurred during the time the van was assigned to them.

Vans must be clean and free of any trash upon return.

**IN CASE OF ACCIDENT**

Contact the appropriate law enforcement agency (911 or FSU Police at 644-1234)

Obtain driver exchange information.

Report accident to supervisor as soon as possible.

Report accident to Environmental Health & Safety at 644-6895.

Florida Automobile Liability ID Card:

- Florida State University
- Certificate No. AL-S0122
- Named Insured: State of Florida, Tallahassee, Florida
AIRCRAFT POLICY FOR TEAM TRAVEL

This policy shall govern team travel on chartered and commercial aircraft by Florida State University Intercollegiate Athletics Teams, Staff, and Guests.

Equipment

Chartered aircraft for team travel will be requisitioned through the University Purchasing Department in accordance with state and university purchasing policies.

Commercial aircraft for team travel will be coordinated through the University Travel Department in accordance with state and university policies.

Departure and Return

The Travel Coordinator for each sport will communicate with the team, staff, and guests with regard to scheduled departure and return dates, and times for bus transportation to and from airports and hotels. Individuals who miss the scheduled departure times shall be responsible for their own transportation costs to rejoin the group or return home as necessary.

Boarding and Exiting the Aircraft

Boarding and exiting the aircraft is controlled by the airline and airport personnel. All team members, staff, and guests are responsible for compliance with all instructions given by airline and airport authorities.

On board the aircraft the pilot has full legal authority over all passengers. In the event of an equipment problem with the aircraft, all passengers are required to follow the instructions of the pilot. Once the aircraft has left the gate the pilot alone will determine if it is necessary to return to the gate. When the pilot has determined that the aircraft is ready to fly, all passengers are expected to depart with the aircraft. In the event that a passenger elects to leave the aircraft while the aircraft is still at the gate, the passenger shall be responsible for all travel arrangements and costs necessary to return to their destination. If the passenger is a member of the team, a representative of the Athletics Department will accompany the team member(s) and make arrangements for transportation as necessary. The individual team member(s) will be responsible for any and all lodging and/or transportation costs associated with their decision to travel independently.
REGULAR SEASON TRAVEL

Regular season travel party will include:

- Players listed on travel log with Compliance
- Coaching Staff, Managers
- Working staff related to the sport with Head Coach approval
  - Sports Information
  - Trainer
  - Strength Coach
  - Video Support
  - Academic Support (if needed)

Any additional travel request must be approved by Head Coach, Sport Oversight and Executive Staff. Athletic Department will not pay for any room charges for staff, player or guest.

CULTURAL EVENTS

Cultural events will only be allowed when teams are on an extended stay and between games/matches. No additional days will be added to trip for cultural events. No event will be approved if classes will be missed. All trips must be approved by Executive Staff.

STUDENT-PLAYER ENTERTAINMENT

The NCAA allows for “reasonable entertainment” of student-athletes. Florida State University requires that the entertainment must take place within a 30 mile radius of where the contest will be played for either home or away games and during vacation periods.

The following are additional guidelines for student-athlete entertainment:

- The sport’s coach must have the student-athlete entertainment approved by the Sports Oversight person if the entertainment will exceed $25 per student-athlete.
- The Sport Oversight must have the student-athlete entertainment approved by the Athletic Director if the entertainment will exceed $75 per student-athlete.
- Cash cannot be given to student-athletes in lieu of the entertainment.
- The expense for student-athlete entertainment will be paid first from Restricted Funds and then from Athletic Funds.

POST SEASON ADMINISTRATIVE TRAVEL

Administrative staff with a working duty will accompany their sport to the Championship play with approval of Head Coach, Sport Oversight and Executive Staff. Sport Oversight will travel with squad.

- ACC Basketball Tournament
  - Any non-working Administrative Staff attending the ACC Basketball Tournament will only be provided hotel fees and two game tickets. Individuals must pay their
own travel and will not receive per diem. Tickets will be available for pick-up at the event.

- All Other ACC Tournament/Championship Play
  - Non-working Administrative Staff will receive two game tickets. Staff members will be responsible for all their travel and hotel fees and will not receive a per diem. Tickets will be available for pick-up at the event.

**A full time coach must accompany their team during travel to and from an event. If no full time coach is available, the Executive Staff must give approval for a designee.**

**ACC CONFERENCE TRAVEL**

As a member of the Atlantic Coast Conference (ACC), Florida State University employees may be required to travel to conference meetings from time to time. The expenses incurred on these occasions will be reimbursed to the employee by the Athletic Department just like any other business related. However, the employee will be required to fill out the Atlantic Coast Conference Travel Form (see Appendix A at the end of this section) so that the Athletic Department can be reimbursed these expenses by the ACC.

In order to make this an efficient process, please follow the steps below:

1. Enter a Travel Authorization and have the authorization approved before the travel is taken.
2. Upon return, submit the attached form and original receipts to the Athletics Business Office.
3. If you have expenses that you are to be personally reimbursed form, then submit an Expense Report in OMNI from the Travel Authorization.

11/09
Appendix R
GUEST TRAVEL POLICY AND PROCEDURE

Under IRS rules, the value of employer-provided travel benefits to a guest(s) who accompanies an employee on a business trip may be taxable and reportable as income on the employee’s W-2 form. In most instances, the guest will be a spouse or other family member. This policy applies to travel costs paid by direct support organizations. Certain exceptions apply as follows:

- There is a substantial business purpose for the person accompanying the employee. (Written approval by the employee’s immediate supervisor is required.)

- The university incurs no additional costs attributable to the person(s) accompanying the employee. (This exception is generally applicable to chartered transportation arrangements and shared lodging.)

- Guest travel reimbursed or paid from university accounts must comply with the State Comptroller and University Travel Office rules and procedures. Accordingly, these expenses are presumed to meet the business relationship test and will not be taxable.

- It is recognized that the spouse of the university president has unique requirements regarding representation of the university at community, fund raising, social, and athletic events. Unless indicated otherwise, travel expenses paid/reimbursed for the spouse of the university president will be presumed to meet the business relationship test and will not be taxable.

- It is recognized that the spouses of the athletic director and head coaches have unique requirements regarding representation of the university at bowl and tournament level events. Unless indicated otherwise, these expenses will be presumed to meet the business relationship test and will not be taxable.

Reporting the taxable value of family/guest travel benefits to the State Comptroller’s Office will be on an annual basis using the special accounting period rule for administrative purposes. The special accounting period is November 1 through October 31 (encompassing a one-year period). Employees receiving taxable family/guest travel benefits should request an appropriate fixed additional withholding amount on their W-4 form, since regular tax withholding is unavailable for this type of fringe benefit.

The total family/guest travel benefit for the period November 1 through October 31 should be provided to the Payroll Office by Direct Support Organizations immediately after the period end. The Payroll Office will notify employees of the amount reported and provide an itemization. Employees will have until November 18 to provide documentation supporting an exclusion from taxation. Minimum documentation (by trip) must include:

1. Business purpose - Reason or nature of the business activity.
2. Business relationship – Information relating to the other person(s) participating in the activity sufficient to establish the relationship to the business purpose.
3. Excluded amount(s).
4. Written supervisory approval that the primary purpose of the guest(s) travel was to engage in the performance of substantial activities directly related to university business.

Applicable employee FICA taxes will be deducted from a regular payroll check issued in December. If you have any questions regarding this notice, please contact Rick Beyer, University Payroll Manager, at 644-3815.
INSTRUCTIONS AND PURPOSE

Internal Revenue Service regulations indicate that travel and entertainment expenses incurred by an employee’s family member or unrelated person, which lack a substantial business purpose, are taxable income to the employee if paid or reimbursed by the employer.

The purpose of this form is to collect information about these transactions. Transactions incurred for a substantial business purpose will not be taxable. Transactions incurred at no-additional cost will not be taxable (Ex: Shared lodging or car pooling). Transportation on a university owned or chartered aircraft or bus will not be taxable if at least 50% of the other passengers are university employees and students.

You must complete this form if:
1. You are an employee of Florida State University, and
2. You are being reimbursed for or arranging for payment of travel and entertainment expenses of a family member or unrelated person, and
3. The travel and entertainment expenses will be paid for by Florida State University or any of the university’s direct support organizations (Ex: FSU Foundation).

If all three criteria are met, you must complete, sign, and attach this form to the disbursement request or travel reimbursement voucher when it is submitted to the university or foundation fiscal office for payment. Your supervisor must also sign this form.

Upon payment, the university or foundation fiscal office must submit this form and copy of disbursement voucher and supporting information to Payroll Services, UCA 5300, Mail Code 2392.

Employee Name & SSN:___________________________________________________________________

Traveler’s Name:______________________________________________________________________

Employee’s Relationship to the Traveler:________________________________________________________

Is this a business or personal expense?____________________________________________________

If business, description of activity(s):___________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

If business, description of the traveler’s participation in the above activity(s):___________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Employee’s Certification & Date:______________________________________________________________

Supervisor’s Approval & Date:_________________________________________________________________
Atlantic Coast Conference

Effective: 07/01/2008

Purpose: __________________________________________________________________________

Travel From: _________________________________   To:___________________________________

Dates: _________________________________  To:___________________________________

Transportation (Air Fare) ............................................….... _____________

Mileage _______ @ .585  ........................................................  _____________

Auto Rental .............................................................................  _____________

Limo-Taxi ...............................................................................  _____________

Parking....................................................................................  _____________

Hotel ........................................................................................  _____________

Meals.......................................................................................  _____________

Miscellaneous:

..............................................................................................  _____________

..............................................................................................  _____________

Sub-total .................................................  _____________

Less Advance ........................................  (____________)

Total .......................................................  _____________

ATTACH ALL RECEIPTS FOR REIMBURSEMENT

Date Submitted: ____________  Social Security Number: n/a

CHECK PAYABLE TO: FLORIDA STATE UNIVERSITY ATHLETICS

Signature________________________________________________________________

Printed name: ____________________________________________________________

Institution: ________Florida State University___________________________________

Mailing Address: ______P.O. Box 2195___Tallahassee, FL  32316___________________

Phone Number: 850-644-1457

REMIT TO: Lynne M. Herndon, Director of Business Operations
Atlantic Coast Conference, PO Drawer ACC
Greensboro, NC  27417-6724

Approved By: _____________________________________________________________

Account Number: _______________________

Amount:________________________

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Appendix A
FSU TEAM/STAFF/GUEST TRAVEL ROSTER AUTHORIZATION

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Appendix B
404 – BUSINESS SERVICES

UNIVERSITY POLICIES

The Department of Athletics operates under the Florida State University’s business operations policies and procedures. A copy of the University’s policies as of the date of this printing is provided below, but the most up-to-date policies can be found on the University Web site at http://www.vpfa.fsu.edu/policies/polices2.html.

BUSINESS OFFICE

The mission of the Athletics Business Office is to provide departmental staff with accounting, business services, and information systems support and to supply University administrators with the financial information necessary for knowledgeable decision-making. Accounting and business services include: budget control; financial statement preparation; cashiering; purchasing; payroll; data entry; and travel services. The Business Office operates under the direction of the Senior Associate Athletics Director.

POSTAL SERVICES

The Athletics Department maintains a central mailroom to handle the incoming and outgoing distribution of all official departmental mail and parcels.

Incoming mail is picked up in the morning from the department’s postal drawer at the W. Pensacola Street Station and returned to the mailroom for distribution. Employees are encouraged to use this address when quick delivery is required:

Department of Athletics  
P.O. Box 2195  
Tallahassee, FL  32316

Outgoing mail that is official Department of Athletics business should be deposited in the central mailroom. The Department of Athletics has its own metering machine and postage will be affixed in this area for official department mail only. Outgoing mail will be delivered in the afternoon at the main Post Office on Orange Avenue.

In addition to regular postal service, all express mail and parcels should be placed in the mailroom for pickup by the respective carrier. These are picked up in this area daily. The proper addressing, packaging, and classifying of mail and parcels is the responsibility of the person sending the mail.

University Postal Services is responsible for the operation of the intra-campus mail service, which includes all mail that is sent to the University via the U.S. Postal Service. Intra-campus mail is delivered to and picked up from the Athletics Department daily.
CASHIERING SERVICES

Updated policies for cash management can be found on the University Web site at http://www.vpfa.fsu.edu/policies/controller/2c-1.html. All departmental employees with cash handling responsibilities are required to sign a copy stating these policies stating they have read and understand the policies.

The Department of Athletics has arranged through the Controller’s Office to maintain a small petty cash fund in the Business Office. The petty cash fund is used to reimburse Athletics personnel and athletes for small out-of-pocket purchases. Under no circumstances can these funds be used to reimburse Athletics personnel for any type of travel cost. In all instances a receipt must be presented before being reimbursed. Types of items reimbursed through the Petty Cash Fund include supplies and other items as approved by the Assistant Athletics Director for Business Operations. Guide money is processed through the Petty Cash Fund. Preseason, post season and holiday disbursements are transferred via direct deposit.

TELECOMMUNICATIONS SERVICES

Telecommunications services are available through the University’s Office of Telecommunications (OTC). The policies that govern these services can be found online at http://www.vpfa.fsu.edu/policies/otc/14.html - overview. These policies provide information on obtaining services, descriptions of services, technical definitions, informational sources, contacts, organizational structure, and billing procedures.

Overview

The OTC is the coordinator and provider of telecommunications transport services on and off the University's campus. This includes, but is not limited to, all infrastructure of copper, coax and fiber wiring within and between campus buildings, calling features, CATV, consulting and operator services, local dial tone, directed moves, emergency telephones, frequency coordination, outside plant, pay telephones, telephone instrumentation, voice and video conferencing, wireless technologies, voice mail, long distance services, paging, 2-way radio, DSL, and Access control.

Wireless Telephones Issued By The Department Of Athletics

The Athletics Department will provide a cellular phone or personal data assistant (PDA) to certain employees with the Athletics Director’s approval based on the individual business needs of the employees with the operational objective of enhancing efficiency in business communications. The long-term strategic objective is to migrate all voice communications to cellular and to discontinue the additional cost of landline telephone service. Additionally, the following:

1. Cellular phone is being provided as a condition of employment:

   a. The cellular phone is an extension of the landline phone. The employee is required to forward the office landline phone to the cellular phone when the
employee is away from the office for extended periods during the day and on weekends when competition events are planned.

b. The PDA is an extension of the desk top computer. The employee is expected to be available to receive email messages and documents as the business situation demands as noted in (a) above.

c. The university has incorporated the emergency communication system to text message all the university employees on their cellular phones when an emergency situation arises.

d. The cellular phone and PDA are to be kept on the employee’s person during the day and available after hours for business/recruiting calls and scheduled competitive events.

e. The Athletic Department realizes that the cellular phone/PDA increases the efficiency of all employees by significantly increasing the ability to communicate with all support and executive personnel at multiple sporting events and locations via email, text messages, and voice communications in a timely manner.

2. **Excess Minutes**: Summary of Athletic Department Cellular/PDA Rate Plan: The Athletics Department plan accounts for free minutes by “pooling” minutes from each individual plan into a single aggregate free minute pool. If the total pooled minutes are not exceeded, then the individual employee is not charged for personal usage even if the individual employee exceeded his/her individual plan free minutes. If the total pooled minutes are exceeded in any month the employee will be notified to pay for the personal calls at the excess rate.

3. **Personal Use of Cell Phone**:

   a. Employee will review the cellular phone bill each month and notate all personal calls. These calls will be reimbursable if the pooled minutes are exceeded.

   b. Employee will also review the cellular phone bill each month for any “unauthorized use” and immediately report such use to the Business Office for investigation.

   c. The employee and employer agree that the cellular phone and the landline phone are for business use only, but that it is near impossible to avoid some personal use. Employee agrees to make a sincere effort to keep personal calls at a bare minimum on both phones.

   d. Excessive personal use of the cellular phone or PDA may result in the cellular phone no longer being provided to the employee.
e. Downloading games or other unapproved software is not permissible. If this violation of policy occurs the employee must reimburse the university.

4. **Important Tax Notice:** The IRS’s current tax position is that cellular phones are “listed property” which means that the use of a university provided cellular phone is deemed to be 100% personal and will tax the employee on the total cost of the cellular phone service less the cost of each individual call that has been documented as to the business purpose. The university’s tax position on this issue is that the cellular phone is a normal operating business expense therefore the employee will not be taxed by the university on the cost of the cellular phone service. If the employee prefers to be taxed on the cost of the cellular phone service, then notify the Business Office in the Athletics Department.

5. **International Roaming:**

a. Employee must use a Blackberry device for international **email** only. Text messages and phone calls will be the responsibility of the employee no matter the reason for the call.

b. Allow 2 weeks for delivery of international SIM card.

c. Employee must pay for any international text messages or phone calls.

6. **Equipment & Special Features:**

a. Directory assistance is provided free of charge by dialing 800-373-3411. If the employee does not use this free number for directory assistance, then the employee will pay for the 411 service.

b. The employees must receive approval from their supervisors in order to receive or upgrade from a cellular phone to a PDA.

c. Normal wear is acceptable however the employee will be responsible for lost or damaged equipment. The carrier policy on damaged equipment will be followed.

d. Ear microphones will be provided to employees who feel the need for this safety device for making or receiving calls while in their vehicles.

e. Replacement of lost equipment is the responsibility of the employee.

f. Text messaging feature must be approved by the employee’s supervisor and supported by business need.

g. Downloads of songs, games, etc are not allowed and must be reimbursed to the University if a cost in incurred for this activity.
7. **Trouble-shooting:**

   a. Problems with cellular phones or PDAs should be reported to the IT Department.

   12/7/09
405 – TICKET OPERATIONS

RESPONSIBILITIES AND EXPECTATIONS

The Athletics Ticket Office is responsible for the sale and assignment of tickets to all athletic events in which Florida State University is a host or participant. Currently, Florida State requires tickets for home events for the following sports: football, men’s basketball, women’s basketball and baseball. In addition to regular scheduled home events for these sports, the university may host conference and NCAA championship events. The Athletics Ticket Office is responsible for the sale and assignment of tickets for these events as well. The Athletics Ticket Office also handles tickets for away events involving FSU teams or individuals.

The Athletics Ticket Office is expected to work closely with: 1.) the Athletics Marketing and Promotions Office in the promotion and sales of tickets; 2.) the Athletics Business Office in the deposit and accounting of all revenues from the sale of athletic tickets; 3.) the Seminole Boosters in the awarding of ticket benefits to contributors to the Athletic Department; and 4.) the Athletics Compliance Office in the distribution of complimentary tickets to guests of student-athletes and prospective student-athletes.

PERSONNEL

The Athletics Ticket Office is staffed with the following personnel:

Assistant Athletic Director – Ticket Operations. This position is responsible for the overall operation of the Ticket Office, formulation of in-house policies and procedures, enforcement of all related regulations of the NCAA, ACC, State, University and department, and game-day operations.

Director Ticket Operations. This position reports to the Assistant Athletic Director – Ticket operations and is responsible of the day to day operation of the Ticket Office. This position is responsible of the supervision of all full time Ticket Office employees

Assistant Director Ticket Operations (Systems). This position reports to the Director of Ticket Operations and is responsible for ticket stock, printing tickets, mailing tickets, verifications, inventories and accountability of ticket stock, tickets issued from the ticket vault and game reports.

Assistant Director Ticket Operations (Customer Service). This position reports to the Director of Ticket Operations and is responsible for the supervision of Customer Service Representatives and day-to-day operation of data entry, internet, mail, phone, and window orders and coordination of the ticket office computer system.

Customer Service Representatives (3). These positions report to the Director of Ticket Operations and are responsible for delivering customer service including, but not limited to, handling mail, phone, and window orders and ticket deposit reconciliation with the Business Office Cashier and entering data into the computer system.
Customer Service Representatives (Part-Time Assistants). These positions are filled on an as-needed basis, mostly by FSU students. They report to the Assistant Director Ticket Operations (Customer Services) and are responsible for delivering customer service including, but not limited to, handling mail, phone and window orders.

TICKET PRICES

Ticket prices are determined by the Department of Athletics, subject to the approval of the Athletics Committee. No tickets will be released without payment.

SEAT ALLOCATION AND ASSIGNMENT POLICY

The guiding principle for seating allocation and assignment is as follows: the number of tickets a customer is eligible for is determined by his/her contribution to the Seminole Boosters’ annual campaign and a customer’s location is determined by his/her priority point total.

Priority Point System: All seating is handled in priority point order from the highest to the lowest. Priority points will be awarded based on the following criteria:

A. Previous year season ticket holder: 2 points.
B. Continuous years as a season ticket holder (current year not included): 1 point for each year (10 points maximum).
C. Current year gift to the Seminole Boosters annual campaign according to the following scale:

<table>
<thead>
<tr>
<th>Contribution Range</th>
<th>Priority Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50 to $109</td>
<td>2 points</td>
</tr>
<tr>
<td>$110 to $249</td>
<td>4 points</td>
</tr>
<tr>
<td>$250 to $374</td>
<td>5 points</td>
</tr>
<tr>
<td>$375 to $499</td>
<td>6 points</td>
</tr>
<tr>
<td>$500 to $674</td>
<td>7 points</td>
</tr>
<tr>
<td>$675 to $849</td>
<td>8 points</td>
</tr>
<tr>
<td>$850 to $999</td>
<td>9 points</td>
</tr>
<tr>
<td>$1000 to $1299</td>
<td>10 points</td>
</tr>
<tr>
<td>$1300 to $1599</td>
<td>11 points</td>
</tr>
<tr>
<td>$1600 to $1899</td>
<td>12 points</td>
</tr>
<tr>
<td>$1900 to $2199</td>
<td>13 points</td>
</tr>
<tr>
<td>$2200 to $2499</td>
<td>14 points</td>
</tr>
<tr>
<td>$2500 to $2999</td>
<td>15 points</td>
</tr>
<tr>
<td>$3000 to $3499</td>
<td>16 points</td>
</tr>
<tr>
<td>$3500 to $3999</td>
<td>17 points</td>
</tr>
<tr>
<td>$4000 to $4499</td>
<td>18 points</td>
</tr>
<tr>
<td>$4500 to $4999</td>
<td>19 points</td>
</tr>
<tr>
<td>$5000 to $9999</td>
<td>20 points</td>
</tr>
<tr>
<td>$10,000 to $19,999</td>
<td>25 points</td>
</tr>
<tr>
<td>$20,000 to $29,999</td>
<td>30 points</td>
</tr>
</tbody>
</table>
Each additional $10,000 over $29,999  +5 points

D. Continuous years as a Seminole Booster (annual fund) contributor (current year not included): 1 point for each year (5 points max).

E. Total Seminole Booster (annual fund) contribution for the previous 5 years (current year not included): see contribution scale above.

F. Florida State University faculty or staff: 2 points.

G. FSU varsity letter winner: 2 points.

H. Lettermen: 2 points

I. Dues-paying member of the FSU Alumni Association: 2 points

J. President’s Club member: 4 points (Min $10,000 gift).

K. Student Booster Rollover: Points earned as a member of Student Seminoles Boosters (10 points maximum)

Priority points are sport specific. A customer’s priority point total for two different sports may be different based on his/her purchasing history for each sport.

A. Football

1. Season Tickets

**Ticket Allocation/Number:** Persons will be eligible to purchase the following maximum numbers of tickets in their priority location (subject to availability) as determined by the point system described above, in accord with the following amounts of their current-year contributions to Seminole Boosters, Inc. (annual fund only):

<table>
<thead>
<tr>
<th>Contribution Level</th>
<th>Minimum Donation</th>
<th>Maximum in Priority I &amp; II</th>
<th>Maximum in Priority Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legacy Golden Chief</td>
<td>$25,000</td>
<td>24</td>
<td>16</td>
</tr>
<tr>
<td>Platinum Golden Chief</td>
<td>$12,000</td>
<td>24</td>
<td>16</td>
</tr>
<tr>
<td>Golden Chief</td>
<td>$6000</td>
<td>16</td>
<td>10</td>
</tr>
<tr>
<td>Silver Chief</td>
<td>$3000</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Tomahawk</td>
<td>$1200</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Warrior</td>
<td>$600</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Renegade</td>
<td>$300</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Brave</td>
<td>$135</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Iron Arrow**</td>
<td>$60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>General Public**</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
PI = Priority Area I  (Sections 9, 10, 11, 32, 33, 34)  
PII = Priority Area II (Sections 8, 12, 13, 14, 29, 30, 31, 35, 36, 37)

While the $135 level booster is not guaranteed the right to renew seats in Priority I or Priority II, they are guaranteed the right to renew two seats somewhere within the stadium. The ability to purchase tickets over these limits is subject to the availability of tickets.

**Priority Point Requirements:** In addition to limits on the number of seats based on contribution, there are minimum point requirements for Priority Area I and Priority Area II. The minimum point requirements for the priority sections are:

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>39</td>
<td>40</td>
<td>41</td>
<td>42</td>
<td>43</td>
<td>44</td>
</tr>
<tr>
<td>PII</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
</tr>
</tbody>
</table>

When the priority point system was updated in 2005, a grandfather provision was provided for ticket holders already exceeding the allowance for their donor category. Those annual members had the option of making an incremental contribution for any seats over the allowance for their donation level (see chart below):

- **Per seat requirement for any Priority I seats over allowance:**
  - East Side Rows 1-10 $200
  - East Side Rows 11-60 $300
  - East Side Rows 61-84 $200
  - West Side Rows 1-10 $300
  - West Side Rows 11-60 $500
  - West Side Rows 61-84 $300

- **Per seat requirement for any Priority II seats over allowance:**
  - East Side Rows 1-10 $100
  - East Side Rows 11-60 $200
  - East Side Rows 61-84 $100
  - West Side Rows 1-10 $100
  - West Side Rows 11-60 $200
  - West Side Rows 61-84 $100

**Seating Process:** After the renewal deadline, all renewing season ticket holders are placed in their previous year’s seats. All requests for seat improvements and orders for new or additional season tickets are then reviewed in priority point order.

2. **Single-Game Tickets**

All single game ticket orders received by the priority deadline are assigned first in priority point order and then on a date-received basis. Once tickets go on sale over-the-counter, they are assigned on a first-come first-served basis.

3. **Away Game / Postseason Tickets**

A person’s contribution to the Seminole Boosters (annual campaign) will determine the number of tickets they are eligible for and their priority point total will determine their location.

With regard to location, preference will be given to major contributors to the capital campaign as designated by the Seminole Boosters. These contributors designated by a membership of HH
(Heavy Hitter) will be assigned first by priority points, and then all other orders will be assigned by priority points and then by date received.

B. Men’s Basketball

1. Season Tickets

**Ticket Allocation/Number:** Persons will be entitled to purchase the following maximum numbers of tickets in their priority location (subject to availability) as determined by the point system described above, in accord with the following amounts of their current-year contributions to Seminole Boosters, Inc. (annual fund only):

<table>
<thead>
<tr>
<th>Minimum Donation</th>
<th>Maximum Priority in PI</th>
<th>Maximum Priority in PII</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6000</td>
<td>12 tickets</td>
<td>6 Sections</td>
</tr>
<tr>
<td>$3000</td>
<td>10 tickets</td>
<td>4 Sections</td>
</tr>
<tr>
<td>$1200</td>
<td>8 tickets</td>
<td>4 Sections</td>
</tr>
<tr>
<td>$600</td>
<td>6 tickets</td>
<td>2 Sections</td>
</tr>
<tr>
<td>$300</td>
<td>4 tickets</td>
<td>0 Sections</td>
</tr>
</tbody>
</table>

PI = Priority Area I (Sections A1, B1, C1, N1, P1, Q1, A2, C2, N2, Q2)
PII = Priority Area II (Sections D1, E1, L1, M1, R1, S1, Y1, Z1, D2, E2, L2, M2, R2, S2, Y2, Z2, A4, B4)

The ability to purchase tickets over these limits is subject to the availability of tickets.

**Seating Process:** After the renewal deadline, all renewing season ticket holders are placed in their previous year’s seats. All requests for seat improvements and orders for new or additional season tickets are then reviewed in priority point order.

2. Single-Game Tickets

All single game tickets are sold on a first-come first-served basis.

3. Away Game Tickets

Tickets are usually not available for away games. The ACC provides for the exchange of 75 tickets for men’s basketball games. These tickets are allocated between the basketball team and staff, the Seminole Boosters, the President’s Office and the Director of Athletics.

4. Postseason Tickets

A person’s contribution to the Seminole Boosters (annual campaign) will determine the number of tickets they are eligible for and their priority point total will determine their location.
With regard to location, preference will be given to major contributors to the capital campaign as designated by the Seminole Boosters. These contributors designated by a membership of HH (Heavy Hitter) will be assigned first by priority points, and then all other orders will be assigned by priority points and then by date received. The list of contributors on the HH list will be reviewed annually.

C. Women’s Basketball

Currently all seating for women’s basketball games is general admission (not reserved seats).

D. Baseball

1. Season Tickets

Seating Process: After the renewal deadline, all renewing season ticket holders are placed in their previous year’s seats. All requests for seat improvements and orders for new or additional season tickets are then reviewed in priority point order.

2. Single-Game Tickets

The reserved seat grandstands are usually sold out on a season ticket basis and the only single-game tickets available are general admission seats located in the bleachers. These tickets are sold on a first-come first-served basis the week of each home game.

E. Seating Policies for All Sports

Presidential Prerogative: All other provisions of this rule notwithstanding, the University President shall have the authority, in his sole discretion, to direct that any person be entitled to purchase or receive gratis season tickets or single-event tickets in the location and number designated by him with regard to any program or event involving the Department of Intercollegiate Athletics whenever he deems such action to be warranted by the contribution to the University or its direct support organizations by such person whether in money, in kind, in service, or in support, and whenever he deems such action to be in the best interest of the University.

Athletics Department/Booster Waiver: The President of Seminole Boosters and the Director of Athletics can waive the policy for any assignment of tickets provided that in their collective view, it is in the best interest of the Athletics Program. The waiver will be limited to “Donors in Transition” who are contributing at sufficient minimum levels to qualify for the desired seats but, because of the point requirement, do not qualify. A list of those waivers must be approved by the University President.

Rule of 85: If an individual has had tickets for 20 or more years and is 65 years or older or disabled and on a fixed income insufficient to make the required contribution for the priority area in which their seats are located, the policy may be waived for up to 4 seats. This waiver is for the donor and his/her spouse and cannot be transferred to their children. As a consideration for
the waiver, the donor is expected to give to the limits of his/her ability and must request the waiver in writing.

**Rule of 4:** When assigning season tickets, first consideration will be given to those with season tickets outside their priority area. These donors will be allowed to purchase up to four season tickets (six for Golden Chiefs and eight for Platinum Golden Chiefs) in the priority area before ticket holders who already have four seats in the priority area may add additional seats. For example, a customer who already has four seats in Priority I, but qualifies for 6 cannot be considered for two more tickets in Priority I until other qualifying customers with no seats in Priority I have the opportunity to get 4 seats in Priority I.  *This limit of 4 is increased to 8 for Double Golden Chiefs ($12,000) and 6 for Golden Chiefs ($6000).*

**Transfer of Tickets and/or Points:** Tickets and/or points are transferable only in the following three cases:

1. **Death:** Upon the death of an individual in whose name priority points and ticket seat locations have been assigned, the rights to those points and location shall pass to the immediate family under the terms of the will or the laws of the State of Florida, but in any event not beyond the immediate family (spouse, children).

2. **Divorce:** In the event of divorce proceedings, the priority points and the assignment of seat location shall be to the person in whose name the ticket account is listed. When the divorce has been finalized, the priority points will be dispensed according to the terms of the settlement. Whether current seat location continues to apply will be dependent upon the actual transfer of points to the individuals involved.

3. **Sale of Business, Dissolution of Corporation, One Owner Business:** When priority points and ticket seat locations are listed in a company or business name, points and seat locations will be reassigned according to the terms of the sales contract agreement or by action of the owner prior to the sale or dissolution. Whether current seat location continues to apply will be dependent upon the actual distribution of points among those individuals involved in the sale or dissolution. Written notice to the Athletics Ticket Manager prior to the sale or dissolution is required.

**COMPLIMENTARY TICKET POLICY**

The following guidelines shall be observed in distributing complimentary tickets, invitations and guest admissions to attend any University public event that is subject to an admission fee or charge.

**A. General:**

1. The number of complimentary tickets and invitations to be issued for each event should be determined sufficiently in advance of the event to permit necessary planning and preparations for the event. In no case should the number of complimentary tickets and invitations reduce the potential gate or box office receipts below the amount necessary to
enable the event to be conducted within the applicable operating budget or to enable the University to meet the expenses associated with the event.

2. The Office of the President reserves the right to issue specific directives in this matter regarding any given event.

3. All University officials should cooperate with the Vice President for University Relations and be responsive to his/her suggestions, recommendations and requests regarding the effect on University goodwill and public and institutional relations.

4. The budget account manager for each University unit conducting an event should include in the records and reports pertaining to that event information reflecting the number of complimentary tickets and invitations issued.

B. Department of Athletics

1. The Director of Athletics has the authority and discretion to regulate the issuance of complimentary tickets and invitations to athletic contests and other events conducted by the Department of Athletics. It is provided, however, that such authority and discretion should be exercised in accordance with the general provisions of these guidelines.

2. The authority of the Director of Athletics with regard to complimentary tickets is further subject to the prerogative of the President as set forth in Rule 6C2-6.0035(7), F.A.C.

3. The Director of Athletics may establish additional supplementary written guidelines. If he or she elects to establish supplementary guidelines, a copy thereof should be filed with the Office of the President.

4. The Director of Athletics may sub-delegate this authority to the Athletics Ticket Manager. If he/she receives such sub-delegation, he/she should exercise direct supervision over the issuance of complimentary tickets and invitations subject to the supplementary guidelines, if any, and specific oral or written directives or instructions from the Director of Athletics or the Office of the President.

C. Authorized Complimentary Ticket Recipients

The following are authorized to receive complimentary tickets as indicated:

<table>
<thead>
<tr>
<th>Position</th>
<th>FB</th>
<th>MBK</th>
<th>WBK</th>
<th>BB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Football Coach</td>
<td>20</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Full-Time Assistant Football Coaches</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Head Men’s Basketball Coach</td>
<td>8</td>
<td>22</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Full-Time Assistant Men’s Basketball Coaches</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Head Women’s Basketball Coach</td>
<td>4</td>
<td>4</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Full-Time Assistant Women’s Basketball Coaches</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Head Baseball Coach</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Full-Time Assistant Baseball Coaches</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>
Graduate Assistants – Football  2  0  0  0  
Graduate Assistants – Men’s Basketball  0  2  0  0  
Graduate Assistants – Women’s Basketball  0  0  2  0  
Graduate Assistants – Baseball  0  0  0  2  
Other Head Coaches  2  2  2  0  
Other Assistant Coaches  2  2  2  0  
Director of Athletics  8  4  4  4  
Deputy Athletics Directors  4  4  4  0  
Senior Associate Athletics Directors  4  4  4  0  
Associate Athletics Directors  4  4  4  0  
Assistant Athletics Directors  4  4  4  0  
Athletics Ticket Manager  4  4  4  0  
Compliance Director  4  4  4  0  
Assistant Business Managers  4  4  4  0  
Assistant Ticket Managers  4  4  4  0  
Equipment Manager – Football  4  2  2  0  
Equipment Manager – Basketball  2  2  2  0  
Equipment Manager – Baseball  2  2  2  2  
Full-Time Staff (A&P and USPS)  2  2  2  0  
OPS Employees (when approved by AD)  2  2  2  0  
Retired Athletics Staff (when approved by AD)  2  2  2  0  
Chairman of Athletics Committee  2  2  2  0  
Courtesy Car Program Donors (per car)  4  2  2  0  
Seminole Booster Office  14  14  0  0  
Out-of-Town Trip Guest  1  1  1  1  

The complimentary ticket allotments above apply to home games only. When issuing tickets for home games the athletics department is only foregoing “potential revenue” if the tickets could have been sold to the general public. Home game complimentary tickets picked up by an employee on a season-ticket basis are a taxable fringe benefit. Tickets distributed to employees on a per-game basis are not taxable.

For away games there is an actual expense to the department since the department must pay the visiting team for all tickets over the complimentary ticket allotment provided for in the game contract. For this reason complimentary tickets will be issued to “working staff” who are making the trip for a specific business reason. Working staff would be allowed to receive comp tickets up the limits listed above based on availability. Away game complimentary tickets provided to working staff are a working condition fringe benefit that is not taxable.

The Director of Athletics may authorize complimentary tickets to be issued to others for public relations and other reasons that would be beneficial to the Department of Athletics.

All advertising, trade and contractual complimentary tickets will be handled as zero valued tickets and the Ticket Office must have a copy of the signed contract authorizing the comp tickets before the complimentary tickets will be released.
Tickets issued to authorized staff will be handled as zero valued tickets and the Ticket Office will maintain records of all complimentary tickets issued to staff.

University direct service organizations, such as, the Seminole Boosters, Alumni Association and other departments within the University must pay for any tickets issued to them.

**D. Player Guests, Prospective Student-Athletes and High School Coaches**

All complimentary tickets and invitations to student-athletes, coaches and staff, prospective student-athletes and high school coaches and Athletics Directors should be issued in strict compliance with the National Collegiate Athletic Association and all applicable conference rules and regulations.

**STUDENT TICKETS**

**A. Football**

A minimum of 16,000 tickets will be held in Doak Campbell Stadium for FSU students. These will be distributed on a single-game basis and the seating for these seats will be general admission. The entire student allotment is located in the northeast corner of Doak Campbell stadium and is comprised of sections 40, 41, 1, 2, 3, 4, 5, 6 and 7.

**Single-game Student Ticket Process**

The entire registration process and awarding of tickets will take place through an online student ticketing system.

The process has 3 steps with the possibility of 4th step IF student tickets remain after the initial registration process.

**Step 1-Ticket Registration Period**

- Students will have a 3-day registration period to register for a ticket to each home game. **During the registration period, being the first student to register or being the last student to register will not affect your chances of being awarded a ticket.**

- The registration period will be from 6 pm Tuesday the week before the game until 6 pm Friday the week before the game.

- Eligible students will have the opportunity to request 1 student ticket.

- Students will also have the opportunity to request to purchase up to 2 guest tickets during the registration process (except for the Miami and Florida games). Credit card payment information must be entered during the registration process and the student’s credit card...
will be charged at that time. If the student does not receive the guest ticket(s) they requested they will be refunded after the fact.

- During the registration process students will have to choose from one of two delivery methods:

  **Print-At-Home** tickets will be e-mailed to the student to be printed out at their convenience. *There will be a $2 charge for the Print-At-Home delivery method.* The student’s credit card will be charged the $2 Print-At-Home during the registration process. If due to demand the student does not receive a student ticket they will be refunded after the fact.

  **Will Call** tickets must be picked up in-person at the Student Ticket Office located at Dick Howser Baseball Stadium on the Wednesday and Thursday prior to the game.

**Step 2- Notification and lottery (if necessary)**

- Following the registration period, if the number of tickets requested is fewer than the number of available tickets, all registered students will be awarded a ticket.

- Emails will be sent to all registered students notifying them that they will be receiving tickets for the game.

Or

- If the number of tickets requested is more than the number of available tickets, a weighted lottery will be conducted to determine which students will be awarded tickets.

- Emails will be sent to all registered students notifying them that a lottery will have to be conducted for that game.

- The Seminole Ticket Office will conduct the weighted lottery.

- Each student will have entries in the lottery equal to the number of lottery points they have:

  Seniors/Grads-4 points
  Juniors-3 points
  Sophomores-2 points
  Freshmen-1 point
  Seminole Student Booster members-2 additional points.
Following the lottery, emails will be sent to all students registered for the game to notify them if they will be awarded a ticket or not.

The ticket office will assign general admission seats for all eligible students awarded a ticket.

The ticket office will refund the credit cards of any students not receiving tickets

Step 3 - Ticket delivery

Those students who selected the Print-At-Home delivery method will have their tickets emailed to them by 5pm, Tuesday the week of the game.

Those students who selected the Will Call pickup delivery method will have to pick tickets up at the Student Ticket Office located at Dick Howser Baseball Stadium. Will Call pickup hours will be on Wednesday and Thursday the week of the game from 9am-5pm. These students will need their own FSU ID to pick up tickets. Each student must pickup their own ticket.

Step 4 - On Demand Order Period (if tickets remain)

If tickets remain following the registration period, those students not yet registered will have the opportunity to claim a student ticket on a first-come first-served basis beginning Tuesday at 5pm ONLINE ONLY. Students will be required to sign-in to their account and the only delivery method option will be Print-At-Home with the $2 charge.

4. Sale of Student Tickets to General Public

If tickets from the student football ticket allotment remain at the end of business on the Wednesday of each home game, the Ticket Office may make the remaining tickets available for purchase by the general public. The public sale of the remaining student allotment may begin on the internet after 5 p.m. on Wednesday evening of the week of the game, and would continue until the supply of tickets is exhausted. If student tickets are made available for the general public, students are still permitted to redeem coupons for tickets for as long as tickets remain.

B. Men’s Basketball

Student tickets will be distributed at the Student Ticket Office on the day before, and the day of, each home game. If the game is on a weekend, tickets are distributed on Thursday and Friday at the Student Ticket Office. Students may also obtain student tickets online and print them out at home if they agree to pay a $1.00 print-at-home fee for each game. In addition to advance distribution of student tickets, tickets that remain on the night of the game will be made available to students at the Tallahassee Leon County Civic Center. All student tickets are general admission seating.

C. Women’s Basketball
Students can present their FSU Card at the Tallahassee Leon County Civic Center for admittance. All seating for women's basketball is general admission seating.

D. Baseball

Students can present their FSU Card at the student gate at Dick Howser Stadium for admittance. All student seating for baseball is general admission seating in the bleachers.

TICKET OFFICE PROCEDURES

A. Receipt of Tickets

All tickets, passes, coupons, etc., that are accountable for entry into an athletic event will immediately be taken to the ticket vault for storage. The vault supervisor is responsible for counting the tickets, verifying the count to the manifest received or the charge form from the opposing school.

The deadwood will be counted after each event and stored in the appropriate safe. Deadwood should be inventoried, recorded and audited by auditors prior to shredding. These records must be retained until authorized for destruction by auditors or by University policies.

B. Issuance of Tickets

Ticket Office personnel will issue tickets only after accounting for the tickets in one of the following ways:

1. Verifying receipt of payment in full.
2. Recording consignment on a numbered check-out sheet.
3. Receiving a signature on a numbered complimentary ticket sheet.
4. Receiving a signature on a player passgate, recruit or high school coaches complimentary ticket sheet.

C. Recording of Transactions

All ticket transactions will be accounted for in the Athletics Ticket Office computer system. Recording all transactions in the computer system will allow up-to-date reports on sales to be run at any time.

D. Cash Handling

The Athletics Ticket Office will ensure that it follows all Florida State University cash handling guidelines.
406 – PROPERTY MANAGEMENT

UNIVERSITY POLICIES

The Department of Athletics, as an auxiliary department within Florida State University, will perform property management as specified in the University’s policies and procedures manual. A copy of the University’s policies can be found on the University Web site at http://www.vpfa.fsu.edu/policies/controller/2e-1.html - 1.01.

OVERSIGHT

The Senior Associate Athletics Director for Finance and Administration will be appointed as the Athletics Department’s Property Budget Account Manager. The Associate Athletics Director for Facilities Planning, Operations and Event Management will be appointed as the Property Manager and will provide oversight for Athletics Department’s property management. Each of these individuals will familiarize themselves with their duties and responsibilities as specified in the University’s and the Department’s policy and procedures manuals.

PROCEDURES

The Property Manager, or his/her designated representative, will be responsible for preparing and processing all property management documentation required by the University policy and procedures manual. He/she will appoint a Property Custodian and Inventory Taker from his/her staff. Further, head coaches and staff section heads are the Property Custodians for all property assigned to their budget. As the Property Custodian, he/she will be responsible for the proper day-to-day custody and care of the assigned property by both staff and student athletes. Head coaches and staff section heads may appoint a staff member to perform all property related activities, to include the annual inventory, for their respective sport or staff section. Each of these individuals will familiarize themselves with the University’s and the department’s policy and procedures manual.

Once each fiscal year the Athletics Department is required to perform an inventory of major accountable property. Head coaches and staff section heads, or their designated representative, will actively participate in this process by escorting the Inventory Taker during the annual inventory.

Further, as Property Custodian the head coach or staff section head or his/her designated representative is responsible for notifying the Property Manager of any change in the status of major accountable property to include:

- change in location
- damage, theft or disappearance
- cannibalization (requires prior approval from Property Records)
- transfer to property surplus
- internal and external budget account transfers
- removal and use of property off campus

406-1
trade-in of equipment (requires prior approval from Purchasing & Contracting)
The Board of Trustees shall establish a separate athletic fee on the main campus, and may also establish a separate athletic fee on any branch campus or center. Any subsequent increase in the athletic fee must be recommended by an athletic fee committee, at least one-half of whom are students appointed by the student body president. The remainder of the committee shall be appointed by the University president. A chairperson, appointed jointly by the University president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the University president, after consultation with the student body president, with final approval by the University Board of Trustees. An increase in the athletic fee may occur only once each fiscal year and must be implemented beginning with the fall term. The State Board of Education is responsible for promulgating the rules and timetables necessary to implement this fee.

(Florida Statutes 1009.24)
DEFINITION
- Students admitted to graduate school at FSU and attending as a full-time student.
- Appointed by supervisor for a period of one academic year, including summer school (with supervisor approval; maximum of two summers).
- Appointment is renewable for one year, for a maximum of two years (with limited exceptions).

DUTIES
- To be determined by supervisor.
- May not include coaching duties except where permitted by NCAA rules (i.e., 2 football graduate assistant coaches).
- Job description written by supervisor and kept on file with sport/department oversight and in Compliance Office and updated annually.

AWARD
- Up to the cost of a full in-state grant-in-aid (tuition & fees, room & board, books).
- Must be enrolled in 9 credit hours (full-time) per semester during the academic year. May not be enrolled in less than 9 credits. GA is responsible for paying any credits above 9. Summer enrollment is limited to a maximum of 6 credit hours.
- Award may be split among several GAs, but may not exceed allotment for a given sport/department.
- Award to be paid exclusively through scholarship budget. OPS money may not be provided to a GA during any term of enrollment; however OPS money, which is administered through Human Resources, may be used when GA is not enrolled.
- Total compensation cannot exceed the value of a full in-state grant-in-aid, as determined by Financial Aid Office.

PROCEDURE
- Supervisor completes “Graduate Assistant Appointment” form.
- Form must have resume of prospective GA attached.
- Form includes signature of immediate supervisor and appropriate sport/department oversight.
- Completed form forwarded to Compliance for approval/denial.
- Executed agreement sent to Office of Financial Aid for awarding.
- OFA prepares “Graduate Assistant Financial Agreement” which is emailed to each student.
- Agreement includes detail of the award and outlines key NCAA legislation.
- This letter will be signed by the GA as a confirmation of understanding and will be kept on file in the Compliance Office.
- Student is responsible for printing and obtaining signatures and returning to the Compliance Office.
- Scholarship awarding will not take place until the signed Agreement has been received in the Office of Financial Aid.
Student Manager Policies & Procedures
Florida State University
Department of Intercollegiate Athletics

DEFINITION
- Undergraduate student attending FSU as a full-time student.
- Appointed by supervisor for a period of one academic year.
- Appointment is renewable for one year, for a maximum of four years.

DUTIES
- To be determined by supervisor but must include traditional managerial duties (i.e., filling water bottles, practice/game setup and cleanup, etc.).
- May not include coaching duties.
- Job description kept on file with immediate supervisor and in Compliance Office and updated annually.

AWARD
- Up to the cost of a full grant-in-aid (tuition & fees, room & board, books).
- Maximum of 15 credit hours per semester.
- Award may be split among several managers, but may not exceed allotment for a given sport/department.
- Award to be paid exclusively through scholarship budget. OPS money may not be provided to a student manager during any term of enrollment; however OPS money, which is administered through Human Resources, may be used when the student is not enrolled (i.e., Winter Break or Summer).
- Total compensation cannot exceed the value of a full grant-in-aid, as determined by the Financial Aid Office.

PROCEDURE
- Supervisor completes “Student Manager Appointment” form.
- Form includes signature of immediate supervisor and appropriate sport/department oversight.
- Completed form forwarded to Compliance for approval/denial.
- Compliance will forward to Office of Financial Aid for processing.
- Office of Financial Aid will prepare “Student Manager Agreement” which outlines award.
  - Also includes statement concerning duties and expectations of student manager (i.e., gambling prohibition, agent warning, etc.).
  - This award is forwarded directly to the student manager via email.
  - Agreement signed by prospective student manager and supervisor.
  - Executed agreement sent to Financial Aid Office for awarding.
  - Student’s award will not be processed until the executed agreement is received in the Financial Aid Office.
- If denied, the form will be returned to the immediate supervisor and sport oversight and will include a written reason for denial.
CHAPTER 500
DAY-TO-DAY OPERATIONS
501 – INFORMATION TECHNOLOGY

UNIVERSITY POLICIES

FSU Athletics operates under the guidelines specified by the University’s information technology policies and procedures. A copy of the University’s policies as of the date of this printing is provided at the end of this section, but the most up-to-date policies can be found on the University Web site at http://www.vpfa.fsu.edu/policies/policies2.html - tech.

PERSONNEL

The Athletics Office of Information Technology (IT) is staffed by a Director of Information Technology and a Technical Support Specialist. There are also rotating student helpers to provide technical support to the department. In addition, IT can request assistance from the University Office of User Services when needed for large projects. Other IT duties, as defined by the University, are performed by personnel in separate offices, including property control in Facilities & Event Management, Video services by the Video Productions Office and Digital Media in Sports Information. Oversight comes from the Senior Associate Athletics Director for Finance and Administration.

HARDWARE/SOFTWARE PURCHASES

All hardware and software purchases made by or on behalf of the Department of Athletics shall be in compliance with University and departmental standards. To ensure compliance with such standards, any hardware/software needed for specific purposes such as ticketing, compliance and accounting is to be approved by the Director of Information Technology in the Department of Athletics.

SYSTEMS SUPPORT

The Director of Information Technology will coordinate systems support for the Department of Athletics. The Information Technology office will be responsible for diagnostics, as well as maintenance of departmental systems. Server Support is provided by the Office of Technology Integration and Network Support is provided by the Office of Telecommunications.

COMPUTER AND NETWORK USAGE

All uses of Athletics and University IT resources are subject to applicable rules, policies and procedures of the University and/or governing boards as well as Florida Statutes governing computer fraud, misuse of state equipment resources, public information, and related criminal offenses.
Appropriate business use of IT resources includes instruction, research, and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the University. Priority for resources may be granted to certain users or certain groups of users in support of the University's mission.

**PEER-TO-PEER FILE SHARING SERVICES**

Use of peer-to-peer file sharing services (i.e. Kazaa, Napster, Morpheus, Gnutella, Aimster and DCC) is strictly prohibited. The usage of these programs consumes a large amount of bandwidth, restricting the amount available for legitimate academic and professional purposes.

**REGISTRATION OF NETWORK DEVICES**

In compliance with University policies, all computer systems used within the Athletics department must be registered (via Physical MAC address) prior to being used on the network.

**FSUID/SERVER SECURITY**

In compliance with University policies, all users must have a valid computer account tied to their FSUID in order to access the shared file services housed at Innovation Park used by the Department of Athletics.

**CONSISTENT 5 YEAR REFRESH CYCLE**

The IT unit recommends refreshing all computers in the department on a five year basis. This will keep performance and productivity uninterrupted due to age of systems throughout the department and is in compliance with standard technology practices. IT recommends that twenty percent of a unit’s computers should be budgeted to be refreshed per year, which will space out the replacements to reduce budget impact and ensure that we are proactively replacing computers at the end of their useful life. The IT unit will also work with the individual departments to (1) upgrade and repair computers or, (2) replace computers on a case by case basis.

**COMPUTER PROPERTY ACCOUNTING**

The Athletics Department currently has a property manager assigned in facilities who accounts for all assets in Athletics. The Department also has property custodians designated in every unit within the Department that report to the property manager. The property manager can supply the list of property custodians and can be located in Athletics Facilities. The custodians are responsible for the placement and accountability of the property in their unit, and the property manager for the Athletics Department does an annual scan via FSU barcodes of all OCO equipment in the entire Department. Anything over $1000 is scanned, tagged, and audited annually.
LOANER EQUIPMENT (AIRCARDS/GPS UNITS)

The IT staff maintains an inventory of seven Aircards (cellular USB cards with a data plan via wireless carrier enabling a computer to connect to the internet) and nine GPS units available for loan to Athletics staff who are traveling, working events or otherwise in need of such equipment.

Check-out sheets are maintained at 4110C where the devices are kept in a secured location. Items checked out may be recalled when needed to accommodate large events, e.g. bowl games, and upon separation staff must return all equipment to the IT staff for proper check-in and processing.

RECOVERY OF EQUIPMENT UPON EMPLOYEE SEPARATION

The property custodian for a particular unit is responsible for the recovery and accounting of computer resources within their unit.

Once the supervisor/human resources representative is notified of an impending separation, both the property manager and IT unit will be notified by Human Resources as part of the separation checklist. This allows the IT staff to conduct a pre-separation archive of all data on the computer equipment being used and allows the property manager to do a survey of equipment belonging to that employee for proper accountability. The property manager will notify the property custodian of the termination at the appropriate time.

Once separation occurs, the IT staff updates their archive and refreshes the system for the new employee, while the property custodian ensures that the equipment has been returned properly. In addition, equipment should be returned and coordinated with the property custodian by 5pm on the last working day in the office, otherwise the final paycheck will not be processed by Human Resources.

SITE LICENSES

Software site licenses fall into two categories within the Athletic department: (1) software for the entire department to use (2) specialized software for individual units to use

Software for the entire department, including base install software such as office software, photo editing software, virus protection, operating system, are covered by the Athletic Department’s membership with the University Center Network Board and is paid for on an annual basis. The software license compliance is audited by the University Security Group to ensure adequate licenses have been purchased.

Specialized software for individual units include recruiting software (Cybersports), training software, video software (XoS/DragonFly), etc and is often provided by a third party vendor. These licenses are coordinated via the third party and all new software must be pre-approved by IT which will also determine the number of required licenses.
502 – SCHEDULING

In constructing schedules, the primary aim is to arrange schedules for each sport which will provide the most equitable competition possible within the framework of respective sports' budgets and consistent with the philosophy and objectives of Florida State University, the Atlantic Coast Conference and the NCAA.

It is the responsibility of the head coach of each sport, working with the appropriate administrator supervising that sport, to prepare a tentative schedule for approval.

CONSTRUCTION OF SCHEDULE

The following factors need to be considered in building schedules:

(a) Minimizing student-athlete conflicts with classes and final exams
(b) Competitiveness
(c) Recruiting
(d) Budget
(e) Regional and National Competition

DEPARTMENTAL PROCEDURE

(a) Coach creates tentative schedule.
(b) Compliance approves schedule.
(c) Facilities approves schedule.
(d) Direct sport oversight approves schedule.
(e) Respective Executive staff approves schedule. (Executive staff and SID to determine release date)
(f) Assistant to the Deputy Director of Athletics creates all game contracts.

*If schedule changes, repeat steps (a) through (d) above. Assistant to the Deputy Director of Athletics notifies appropriate parties of changes.

SUNDAY COMPETITION

Games played on Sunday should not begin prior to 1:00 pm. Should there be an occasion to play prior to this, it must be approved in advance by the sport oversight individual.

GAME OFFICIALS

Game officials are to be secured by individual coaches with the assistance of the appropriate conference supervisor when necessary.
Life Cycle of a Sport Schedule

1. Coach Creates Tentative Schedule

2. Compliance Approves Schedule

3. Facilities Approves Schedule

4. Direct Sport Oversight Approves Schedule

5. Respective Executive Staff Approves Schedule
   Copy of Approved Schedule Sent to:
   Coach / Compliance / Facilities / Oversight / Executive Staff

6. Executive Staff & SID to Determine Release Date

7. Asst. to Deputy AD Creates Game Contracts

As of 7/14/2009
503 – ATHLETIC EQUIPMENT

MISSION STATEMENT

The goal of the athletic equipment staff is to provide safe, high quality athletic equipment and apparel to the student-athletes and staff of the Florida State Athletics Department. Operating under guidelines established by the NCAA, the Atlantic Coast Conference and the Florida State University, athletic equipment staff members seek to enhance the lives of the student-athlete by providing a positive environment both on the field and in the equipment room.

GENERAL PROCEDURES

All sports within the Florida State University Athletics Department operate under the basic guidelines set forth in this Policy and Procedure Manual. However, some sports are more “labor intensive” from an athletic equipment standpoint than others. As a result, equipment procedures vary from team to team based upon the needs of each team.

FOOTBALL

Equipment Room Personnel, Function and Purpose

The function and purpose of the Football Equipment Room staff is to order, receive and maintain inventory, to replace all equipment and supplies for the Florida State Football team.

The Head Football Equipment Manager reports directly to the Associate Athletics Director for Football Operations for all athletic administrative wants and needs.

The Head Football Equipment Manager reports to the Head Football Coach for all team needs.

The Head Football Equipment Manager will supervise one full time assistant that will work with Football exclusively.

Student Assistants (part-time help) will report to the Head Equipment Manager.

Work schedules will be adjusted according to the game week schedule and off-season program calendar.

The Head Equipment Manager and the Associate Athletics Director for Football Operations will approve appointments of staff.

All laundry that is attributed to the football team will be processed “in house” using the laundry facilities in the equipment room. A limited amount of dry cleaning will be sent to an off campus facility.
Equipment Purchasing Procedures

All athletic football equipment, either purchases or complimentary, should be procured through the Equipment Manager. Operating within these parameters, the Equipment Manager will be able to assist in the maintenance of institutional control as it related to the NCAA, Atlantic Coast Conference and Athletics Department rules.

The procedures for purchasing athletic equipment are as follows:

1. The Football Equipment Manager will work in conjunction with the Head Coach to determine specific equipment needs for the upcoming season. At this time it will be determined what equipment will be purchased and what equipment will provided as per any existing contracts (e.g., NIKE).

2. The Associate Athletics Director will approve the initial purchase order requests before they are submitted to the Purchasing department. Items with a value of more than $5000.00 will be formally bid to three prospective vendors. This process will be handled by the University Senior Purchasing Agent.

3. Procurement of items will be handled by the Equipment Manager through preferred vendor contacts. Any items that must be purchased must be approved by the department (i.e., Bowl Gifts).

4. The Business Office, upon approval of the purchase order request will send a copy of the requisition to the Associate Athletics Director and the Equipment Manager.

5. The Head Equipment Manager will receive all incoming orders to verify correct qualities and specifications.

Football Equipment orders will be submitted in March and April for the next year.

A proposed Budget Expense will be submitted to the Associate Athletics Director for Football Operations.

All athletic equipment purchases will be received and marked by the Equipment Staff and added to the current inventory and maintained.

1. Records are kept of equipment issued to the student-athlete by the Equipment staff.

2. All new equipment is accounted for and marked upon arrival.

3. Records are kept on each player for sizing and lost equipment.

4. Total inventory will be completed once a year to re-order for the next season.
Issuance and Retrieval of Athletic Equipment

Equipment will be issued only when the prospective student-athlete has met the following criteria:

1. Department medical personnel have examined and approved the student athlete for practice and/or competition.

2. Department academic and eligibility personnel have submitted an eligibility list to the respective Coach or Equipment Manager.

3. The student athlete has rectified any outstanding equipment holds with the coach or the Head Equipment Manager.

All issued equipment is property of the Florida State University Athletics Department and must be returned upon request.

Summer issuance of athletic equipment is based on the following criteria:

1. No current equipment holds exist;

2. Equipment is available for issuance; and

3. NCAA rules permit issuance.

A student athlete may be permitted to retain certain items that cannot be reissued for future seasons. Initially, a list of such items will be submitted to the Associate Athletics Director and the Compliance Office for approval. Upon approval the Equipment Manager will distribute said items to the athletes.

Competition equipment and apparel must be returned promptly following the conclusion of the competition.

All equipment is issued to the student athlete and is marked with the athlete’s identification number that is assigned by the Equipment Manager. Exchanges are issued at the equipment room window only.

The Equipment Manager will issue each athlete a locker and a combination to the athlete’s valuable door.

Equipment Room Procedures

Lost or stolen equipment and apparel items are referred to the coaching staff and Compliance Office for appropriate action. Issued equipment is kept in the locker room during the school year.

See Locker Room Policies.
Equipment Room Hours

To be determined by the coaching staff and Head Equipment Manager

Competition Uniform and Apparel Design Approval

Purchasing

1. All football uniforms will be discussed with company representatives, Head Coach and Head Equipment Manager.

2. All uniforms designs must be approved by the Head Football Coach, Equipment Manager, and Associate Athletics Director.

3. All purchases will be handled under University Athletics Department policy.

4. Uniforms will be handed out on game day and picked up immediately after the game.

5. All game uniform apparel must comply with NCAA policy.

6. Dress list must be submitted to the Head Equipment Manager on Thursday of game week.

Student Equipment Managers

See Student Manager Appointment Policies for hiring practices.

The Head Equipment Manager supervises ten to eleven (10-11) student assistant managers.

Student managers can be provided compensation for the work they perform.

Student Team Managers

Approved by the Associate Athletics Director

There are seven student managers who are assigned to individual coaches at practice. Positions are listed below:

- Defensive line
- Linebackers
- Defensive Backs
- Offensive Line
- Quarterbacks / Wide Receivers
- Running Backs / Tight ends
- Defensive Ends / Special Teams
There are two additional student equipment managers assigned to the following areas: (1) equipment room (2) laundry room.

The Assistant Equipment Manager will supervise the student managers who are working at practice as well as be responsible for any equipment repairs.

The Head Equipment Manager is the immediate supervisor.

Student managers are required to follow team rules and to conduct themselves in a positive and professional manner. The goal of the equipment department is to provide a distraction free atmosphere for the athletes and staff to prepare in.

All student managers must maintain a 2.0 GPA to be eligible for scholarship awards and post season travel.

**Miscellaneous**

No student athlete may receive athletic equipment or apparel from a manufacturer or manufacturer’s representative. Student athletes may only receive equipment through the equipment staff. In addition, student athletes are not permitted to receive equipment through a staff member’s individual endorse contract.

A student athlete may use athletic equipment or wear athletic apparel that bears the trademark or logo of an athletic equipment or apparel manufacturer in athletic competition and pre-post game activities.

Provided:

1. Athletic equipment bears only the manufacturer’s logo or trademark, as it is used on all such items for sale to the general public.

2. The student athlete’s institution’s official uniform and all other items of apparel bear only a single manufacturer normal label or trademark, not to exceed 2 ¼” in area including any additional material surrounding the normal trademark or logo.

**Equipment Usage**

The Associate Director for Football Operations must first approve the loaning out of any equipment from the football equipment room.

The request for usage of such equipment should be made in writing several business days in advance of event. Upon approval, arrangements must be made to pick up this equipment during posted equipment room hours.

The persons and/or department that makes the request is ultimately responsible for the return of the equipment in the condition it was issued.
Companies outside the Athletics Department who request the use of football equipment may be required to issues some form of credit (e.g., credit card, check, etc.) for the entire value of the equipment before shipping can occur.

MEN’S AND WOMEN’S BASKETBALL

Equipment Room Personnel Functions and Purpose

The purpose of the Basketball Equipment Manager is to handle the needs for the Men’s and Women’s Basketball programs.

This includes, but is not limited to, the ordering, issuance and inventories of all equipment and clothing for these programs.

The Basketball Equipment Manager reports to the Olympic Sport Equipment Manager Supervisor.

The Basketball Equipment Manager also works with the Head Basketball Coaches on a daily basis, during the season and on a regular basis during the off-season.

Equipment Purchasing Procedures

All athletic equipment, either purchases or complimentary, should be procured through the Equipment Manager. Operating within these parameters, the Equipment Manager will be able to assist in the maintenance of institutional control as it related to the NCAA, Atlantic Coast Conference and Athletics Department rules.

The procedures for purchasing athletic equipment are as follows:

1. The Equipment Manager will work in conjunction with the Head Coach to determine specific equipment needs for the upcoming season. At this time it will be determined what equipment will be purchased and what equipment will provided as per any existing contracts (e.g., NIKE).

2. The Equipment Manager will provide monthly receiving reports for all items that the Basketball team receives during the year.

3. Procurement of items will be handled by the Equipment Manager through preferred vendor contacts. Any items that must be purchased must be approved by the department.

4. The Equipment Manager will receive all incoming orders to verify correct qualities and specifications.
All athletic equipment purchases will be received and marked by the Equipment Staff and added to the current inventory and maintained.

1. Records are kept of equipment issued to the student-athlete by the equipment staff.
2. All new equipment is accounted for and marked upon arrival.
3. Records are kept on each player for sizing and lost equipment.
4. Total inventory will be completed once a year to re-order for the next season.

Current equipment and uniforms shall be stored inside the equipment room. Outdated equipment and uniforms shall be stored in the outside equipment storage at the Basketball Training facility.

Special needs and equipment issues will be discussed with the Head Trainer and Equipment Manager. Those items include, but are not limited to, shoes, orthotics, compression shorts, braces and padding.

The Equipment Manager inventories stock and places orders for the next season in the final month of the previous season.

**Issuance and Retrieval of Athletic Equipment**

Equipment will be issued only when the prospective student-athlete has met the following criteria:

1. Department medical personnel have examined and approved the student athlete for practice and/or competition.
2. Department academic and eligibility personnel have submitted an eligibility list to the respective Coach or Equipment Manager.
3. The student athlete has rectified any outstanding equipment holds with the coach or the Head Equipment Manager.

All issued equipment is property of the Florida State University Athletics Department and must be returned upon request.

Summer issuance of athletic equipment is based on the following criteria:

1. No current equipment holds exist;
2. Equipment is available for issuance; and
3. NCAA rules permit issuance.

A student athlete may be permitted to retain certain items that cannot be reissued for future seasons. Initially, a list of such items will be submitted to the Associate Athletics Director and...
the Compliance Office for approval. Upon approval the Equipment Manager will distribute said items to the athletes.

Competition equipment and apparel must be returned promptly following the conclusion of the competition.

All equipment is issued to the student athlete and is marked with the athlete’s identification number that is assigned by the Equipment Manager. Exchanges are issued at the Equipment room window only.

The Equipment Manager will issue each athlete a locker and a combination to the athlete’s valuable door.

**Equipment Room Procedures and Game Day Procedures**

Lost or stolen equipment and apparel items are referred to the coaching staff and Compliance Office for appropriate action. Issued equipment is kept in the locker room during the school year.

On game day, shoot around attire and uniforms will be transported by the Equipment Manager to the locker room at the Leon County Civic Center. All issued items at the Leon County Civic Center are to be turned in at the Civic Center.

Special circumstances or events must be stressed or verbalized prior to changing this rule.

All conditioning and practice items will be issued by the cubbyhole system we have in place in the Basketball Training Facility.

Student athletes are responsible for placing all of their garments on the laundry loop, provided by the Equipment Manager, and placed in the proper hamper in the locker room.

The Equipment Manager will provide towels on a daily basis for showers and practice.

**Equipment Room Hours**

To be determined.

**Laundry**

The Equipment Manager is responsible for laundry on daily basis at the Basketball Training Facility.

The laundry is redistributed on rotational schedule by the use of the cubbyhole system at the Basketball Training Facility.

Dirty items are to be placed on the laundry loop and put in the hamper in the locker room.
Game uniforms are to be placed in the hamper following home games along with undergarments placed on the game loop. NO uniforms are to be placed on game loops.

Laundry is to be collected by student managers following away contests and packed in issued laundry bags.

If an Equipment Manager does not accompany the team on road games the student managers are responsible for all laundry responsibilities on extended away trips.

The student managers will assist the Equipment Manager in packing for all road trips.

**Student Team Managers**

See *Student Manager Appointment Policies* for hiring practices.

The coaching staff will assign student managers. They are chosen by the teams coaching staff and may be required to assist the Equipment Manager from time to time. A head manager will be in charge of other student managers and should develop a good working relationship with the Equipment Manager. Student managers are in charge of setting up, breaking down practice, filming, rebounding, and running the clock and other duties as assigned by the coaching staff. They are responsible for the day to day activities of the teams.

**Competition Uniform and Apparel Design Approval**

Prior to the final approval of the Athletics Department, the Head Coach will approve all competition and practice apparel designs. Equipment Managers will aid the Head Coach in selection and approval and be a liaison with representatives of apparel and equipment manufactures.

No student athlete may receive athletic equipment or apparel from a manufacturer or manufacturer’s representative. Student athletes may only receive equipment through the equipment staff. In addition, student athletes are not permitted to receive equipment through a staff member’s individual endorse contract.

A student athlete may use athletic equipment or wear athletic apparel that bears the trademark or logo of an athletic equipment or apparel manufacturer in athletic competition and pre-post game activities.

Provided:

1. Athletic equipment bears only the manufacturer’s logo or trademark, as it is used on all such items for sale to the general public.

2. The student athlete’s institution’s official uniform and all other items of apparel bear only a single manufacturer normal label or trademark, not to exceed 2 ¼” in area including any additional material surrounding the normal trademark or logo.
BASEBALL

Equipment Room Personnel Functions and Purpose

The Head Baseball Equipment Manager reports directly to the Associate Athletics Director for all administrative needs and to the Head Baseball Coach for all team related needs.

The Baseball Equipment Manager supervises student managers (part-time) and some volunteer help.

The goal of the equipment staff at Howser Stadium is to provide the highest quality of equipment and apparel as possible in accordance with University and NCAA rules.

The Baseball equipment staff will order, receive and maintain all equipment and will replace equipment and supplies as necessary.

Equipment Purchasing Procedures

All athletic baseball equipment, either purchased or complimentary, should be procured through the Equipment Manager. Operating within these parameters, the Equipment Manager will be more readily able to assist in the maintenance of institutional control as it relates to NCAA, Atlantic Coast Conference, and the Athletics Department rules.

The procedure for purchasing athletic equipment is as follows:

1. The Baseball Equipment Manager will work in conjunction with the Head Coach to determine specific equipment needs for the upcoming season. At this time, he/she will determine what equipment will be purchased and what equipment will be provided as per any existing contracts (e.g., NIKE, etc.).

2. All initial purchase order requests will be approved by the Associate Athletics Director before they are submitted to the purchasing department. Items with a value of more than $5,000.00 will be formally bid to three prospective vendors. This process will be handled by the University’s Senior Purchasing Agent.

3. Procurement of complimentary items will be handled by the Equipment Manager through preferred vendor contracts. Any items must be approved by the Department (i.e. tournament gifts).

4. The Business Office, upon arrival of purchase order requests, will send a copy of the requisition to the Senior Associate Athletics Director and Equipment Manager.

5. The assigned Equipment Manager will receive all incoming orders to verify correct quantities and specifications.

6. Baseball equipment orders will be submitted as needed for the following season.

7. A proposed budget expense will be submitted to the Oversight Director.
8. All athletic equipment purchases will be received and marked by the Equipment Manager and his staff and added to the current inventory and maintained by the Equipment Manager.

**Issuance and Retrieval of Athletic Equipment**

Equipment is issued to an athlete if the following criteria have been met:

1. A list of medically approved players has been received by the Equipment Manager.

2. The Athletics Department has determined that the athlete is academically eligible to compete and the list has been received by the Head Baseball Coach or Equipment Manager.

3. No equipment holds exist with the Equipment Staff or Coach.

Summer equipment is issued to a player if there are no current holds existing and it is permissible by NCAA rules.

An athlete may retain certain items that will not be reissued for the following seasons for sanitary or other reasons. Approval of these items is required by the Compliance Office in conjunction with NCAA rules.

All equipment is marked with an identification number that is assigned by the Equipment Manager.

All equipment is property of the Florida State University and will be returned immediately after the conclusion of competition.

**Equipment Room Procedures**

Lost or stolen equipment and apparel items are referred to the coaching staff and Compliance Office for appropriate action. Issued equipment is kept in the locker room during the school year.

Each player is assigned a locker and a laundry loop.

All items are laundered at Howser Stadium daily.

All equipment is numbered by the equipment staff, including gloves, hats, helmets, belts, batting gloves, and bags.

All players receive 5 pairs of shoes (2 pairs of cleats, 1 pair of turfs, 1 pairs of workout and 1 pair of travel). Shoes are numbered by the equipment staff for identification and records are kept in the equipment room.
All equipment and apparel issued by the Baseball Equipment Staff is to remain at Howser Stadium in the assigned locker or on the assigned loop.

**Competition Uniform and Apparel Design Approval**

All new designs must be approved by the Senior Associate Athletics Director, Head Baseball coach and the Equipment Manager.

Uniforms will be distributed on game day and will be collected immediately after the game or trip.

All game uniforms and logos must comply with NCAA rules.

No student athlete may receive athletic equipment or apparel from a manufacturer or manufacturer’s representative. Student athletes may only receive equipment through the equipment staff. In addition, student athletes are not permitted to receive equipment through a staff member’s individual endorsee contract.

A student athlete may use athletic equipment or wear athletic apparel that bears the trademark or logo of an athletic equipment or apparel manufacturer in athletic competition and pre-post game activities.

Provided:

1. Athletic equipment bears only the manufacturer’s logo or trademark, as it is used on all such items for sale to the general public.

2. The student athlete’s institution’s official uniform and all other items of apparel bear only a single manufacturer normal label or trademark, not to exceed 2 ¼” in area including any additional material surrounding the normal trademark or logo.

**Student Equipment Managers**

See *Student Manager Appointment Policies* for hiring practices.

Student Equipment Managers are supervised by the Head Equipment Manager and the Head Baseball coach.

**Laundry**

Laundry services for the baseball program are provided at Howser Stadium.

Laundry is done daily by the Equipment Manager. Practice pants are laundered daily.

Clean laundry is distributed by the Head Equipment Manager and/or student managers.

Any necessary laundry during competition is handled by the Equipment Manager.
Laundry services are not available in the off season.

Miscellaneous

All baseball equipment is stored at Howser Stadium. The Head Equipment Manager’s Office is permanently located in Howser Stadium.

Issuance of items may change due to pre-season ordering. Non-perishable and perishable items are determined by compliance.

Equipment Room Hours

To be determined

SOCCER AND SOFTBALL

Equipment Room Personnel Functions and Purpose

The Department assigns one Equipment Manager to handle soccer and softball. This staff member reports directly to the Olympic Sports Equipment Supervisor.

Equipment Purchasing Procedures

Purchasing and ordering is primarily the responsibility of the Equipment Manager, however the coaching staff will occasionally assist with the procedure when specific items are needed.

All teams work with the equipment staff regarding needs for the season. The Equipment Manager compiles purchase orders for ordering equipment.

Purchase order requests are submitted to the secretary for processing.

The Equipment Manager is also responsible for calling in the order and doing follow up calls to track the progress of the orders.

Issuance and Retrieval of Athletic Equipment

All equipment, both practice and competition, is issued solely by the Equipment Manager. At the end of the season, the Equipment Manager is responsible for the retrieval and inventory of all equipment. The Equipment Manager records what has been issued to each student-athlete and staff throughout the year.

Equipment will be issued only when the prospective student-athlete has met the following criteria:

1. Department medical personnel have examined and approved the student athlete for practice and/or competition.
2. Department academic and eligibility personnel have submitted an eligibility list to the respective coach or Equipment Manager.

3. The student athletic has rectified any outstanding equipment holds with the coach or the Head Equipment Manager.

All issued equipment is property of the Florida State University Athletics Department and must be returned upon request.

Summer issuance of athletic equipment is based on the following criteria:

1. No current equipment holds exist;

2. Equipment is available for issuance; and

3. NCAA rules permit issuance.

A student athlete may be permitted to retain certain items that cannot be reissued for future seasons. Initially, a list of such items will be submitted to the Associate Athletics Director and the Compliance Office for approval. Upon approval the Equipment Manager will distribute said items to the athletes.

Competition equipment and apparel must be returned promptly following the conclusion of the competition.

All equipment is issued to the student athlete and is marked with the athlete’s identification number that is assigned by the Equipment Manager. Exchanges are issued in the Equipment room only.

The Equipment Manager will issue each athlete a locker and a combination to the athlete’s valuable door.

**Equipment Room Procedures**

Equipment is received by the Equipment Manager and then is inventoried. Periodically, inventory is taken to determine needs during the year.

Lost or stolen equipment and apparel items are referred to the coaching staff and Compliance Office for appropriate action. Issued equipment is kept in the locker room during the school year.

Each player will be issued a locker and a combination for the top part.

Before practice, each athlete’s laundry will be placed at their locker room at the athlete’s assigned locker. THE ATHLETE IS RESPONSIBLE FOR SECURING ALL VALUABLES. IF
THE ITEM IS TOO LARGE TO FIT IN HER VALUABLE BOX IT CAN BE SECURED IN
THE EQUIPMENT ROOM.

After practice each athlete will place their laundry on a loop and put it in the appropriate cart to
be washed.

Sweat suits must be turned right side out before they will be laundered.

All equipment will be numbered with permanent marker, decal or heat press by the equipment
staff. All issued equipment is to remain in the locker room lockers. **No personal items are to
be stored in the locker room overnight. No personal laundry will be processed in the
laundry room. A diagram is placed in each athlete’s locker to show where issued
equipment is to be stored. Please keep all lockers free and clean. Remove all trash and
place it in the trash receptacles. Keep areas around your locker clean. No decals, photos,
articles are to be attached to the locker. Use of tape to attach these items will damage the
finish on the lockers.**

The Equipment Manager is responsible for creating monthly receiving reports for each sport on
items received or returned to manufacturers. They are submitted to the Olympic Sports
Equipment Supervisor.

**Equipment Room Hours**

To be determined.

**Competition Uniform and Apparel Design and Approval**

Uniforms are designed by the Equipment Manager or in conjunction with the coach and NIKE.
The coach has the final approval on designs.

No student athlete may receive athletic equipment or apparel from a manufacturer or
manufacturer’s representative. Student athletes may only receive equipment through the
equipment staff. In addition, student athletes are not permitted to receive equipment through a
staff member’s individual endorse contract.

A student athlete may use athletic equipment or wear athletic apparel that bears the trademark or
logo of an athletic equipment or apparel manufacturer in athletic competition and pre-post game
activities.

Provided:

1. Athletic equipment bears only the manufacturer’s logo or trademark, as it is used on
   all such items for sale to the general public.

2. The student athlete’s institution’s official uniform and all other items of apparel bear
   only a single manufacturer normal label or trademark, not to exceed 2 ¼” in area
   including any additional material surrounding the normal trademark or logo.
Student Equipment Managers

See *Student Manager Appointment Policies* for hiring practices. Student Managers are selected by the coaching staff with the assistance of the Equipment Manager. Furthermore, the managers work for the coaching staff. Student managers must report to the coaching staff and do a wide variety of jobs depending on the needs of the team and coach. Student managers do not report to the Equipment Manager. The team manager may be asked to assume limited equipment management duties when the team is away from campus.

Laundry

Practice and competition laundry is serviced at the soccer/softball complex. All clothing is to be turned in at the conclusion of practice and competition to be washed. Nothing is to leave the facility.

Miscellaneous

The student athlete handles all packing of equipment for off campus competition. The Equipment Manager will leave all required items in the lockers and the athletes are responsible for placing these items in their travel bags.

The Equipment Manager is responsible for packing an extra bag for travel to be sent with team to use in case of an emergency at off campus events.

MEN’S AND WOMEN’S GOLF

Equipment Room Personnel Function and Purpose

An equipment manager will be assigned from within the Athletics Department to monitor and assist with equipment. The Equipment Manager will report directly to the Olympic Sports Equipment Supervisor.

Equipment Purchasing Procedures

The direct purchasing and ordering will be the responsibility of the Equipment Manager however the Head Coach will assist in preparing this procedure. The Head Coach and the Equipment Manager will work together on purchasing orders for ordering equipment. The Equipment Manager will then call or mail the orders in and track the progress of the orders.

Issuance and Retrieval of Athletic Equipment

Equipment will be issued only when the prospective student-athlete has met the following criteria:

1. Department medical personnel have examined and approved the student athlete for practice and/or competition.
2. Department academic and eligibility personnel have submitted an eligibility list to the respective Coach or Equipment Manager.

3. The student athlete has rectified any outstanding equipment holds with the coach or the Head Equipment Manager.

All issued equipment is property of the Florida State University Athletics Department and must be returned upon request.

Summer issuance of athletic equipment is based on the following criteria:

1. No current equipment holds exist;

2. Equipment is available for issuance; and

3. NCAA rules permit issuance.

A student athlete may be permitted to retain certain items that cannot be reissued for future seasons. Initially, a list of such items will be submitted to the Associate Athletics Director and the Compliance Office for approval. Upon approval the Equipment Manager will distribute said items to the athletes.

Competition equipment and apparel must be returned promptly following the conclusion of the competition.

Equipment is received by the Equipment Manager through the shipping area, inventoried and then passed along to the Head Coach for storage and follow up inventory. The Head Coach will issue and retrieve all athletic equipment to the student-athletes.

The Equipment Manager is responsible for creating monthly receiving reports for each sport on items received and returned to manufacturers and turning them in to the Olympic Sports Equipment Supervisor.

**Equipment Room Procedures**

All equipment exchange and pass out needs are handled by the coach. **Equipment records are kept by the Head Coach and filed with the Equipment Manager.** Issued equipment is kept by the student athlete in the locker room only.

Lost or stolen equipment and apparel items are referred to the coaching staff and Compliance Office for appropriate action. Issued equipment is kept in the locker room during the school year.
Competition Uniform and Apparel Design Approval

Uniforms are designed and selected by the Head Coach and NIKE. Team apparel will be treated the same as equipment and passed out by the Head Coach with the appropriate records being kept.

No student athlete may receive athletic equipment or apparel from a manufacturer or manufacturer’s representative. Student athletes may only receive equipment through the equipment staff. In addition, student athletes are not permitted to receive equipment through a staff member’s individual endorsee contract.

A student athlete may use athletic equipment or wear athletic apparel that bears the trademark or logo of an athletic equipment or apparel manufacturer in athletic competition and pre-post game activities.

Provided:

1. Athletic equipment bears only the manufacturer’s logo or trademark, as it is used on all such items for sale to the general public.

2. The student athlete’s institution’s official uniform and all other items of apparel bear only a single manufacturer normal label or trademark, not to exceed 2 ¼” in area including any additional material surrounding the normal trademark or logo.

Laundry

In season laundry needs will be handled by the Men’s and Women’s Head Coach. Upon completion of the season, all reusable apparel and equipment will be returned to the equipment manager for cleaning and storage.

OTHER SPORTS (TRACK, CROSS COUNTRY, TENNIS, SWIMMING & DIVING, & VOLLEYBALL)

Equipment Room Personnel Functions and Purpose

These sports are assigned an Equipment Manager from the Department.

The Equipment Manager reports directly to the Olympic Sports Equipment Supervisor.

Equipment Purchasing Procedures

Purchasing and ordering is primarily the responsibility of the Equipment Manager, however the coaching staff will occasionally assist with the procedure when specific items are needed.

All teams work with the equipment staff regarding needs for the season. The Equipment Manager compiles purchase orders for ordering equipment.
The purchase order requests are submitted to the secretary for processing.

The Equipment Manager is also responsible for calling in the order and doing follow up calls to track the progress of the orders.

**Issuance and Retrieval of Athletic Equipment**

All equipment, both practice and competition is issued solely by the Equipment Manager. At the end of the season, the Equipment Manager is responsible for the retrieval and inventory of all equipment. The Equipment Manager records what has been issued to each student-athlete and staff throughout the year.

Equipment will be issued only when the prospective student-athlete has met the following criteria:

1. Department medical personnel have examined and approved the student athlete for practice and/or competition.
2. Department academic and eligibility personnel have submitted an eligibility list to the respective Coach or Equipment Manager.
3. The student athlete has rectified any outstanding equipment holds with the coach or the Head Equipment Manager.

All issued equipment is property of the Florida State University Athletics Department and must be returned upon request.

Summer issuance of athletic equipment is based on the following criteria:

1. No current equipment holds exist;
2. Equipment is available for issuance; and
3. NCAA rules permit issuance.

A student athlete may be permitted to retain certain items that can not be reissued for future seasons. Initially, a list of such items will be submitted to the Associate Athletics Director and the Compliance Office for approval. Upon approval the Equipment Manager will distribute said items to the athletes.

All equipment is issued to the student athlete and is marked with the athlete’s identification number that is assigned by the Equipment Manager. Exchanges are issued in the Equipment room only.

All equipment exchanges are brought to the attention of the Equipment Manager by the designated coach.
No student athlete may receive athletic equipment or apparel from a manufacturer or manufacturer’s representative. Student athletes may only receive equipment through the equipment staff. In addition, student athletes are not permitted to receive equipment through a staff member’s individual endorsee contract.

A student athlete may use athletic equipment or wear athletic apparel that bears the trademark or logo of an athletic equipment or apparel manufacturer in athletic competition and pre-post game activities.

Provided:

1. Athletic equipment bears only the manufacturer’s logo or trademark, as it is used on all such items for sale to the general public.

2. The student athlete’s institution’s official uniform and all other items of apparel bear only a single manufacturer normal label or trademark, not to exceed 2 ¼” in area including any additional material surrounding the normal trademark or logo.

Equipment Room Procedures

The Equipment Manager develops an issue ticket for each athlete containing all items received during the school year.

Equipment is issued to student-athletes when requested by the coach.

Issued equipment is kept by the student athlete in locker rooms or at home during the school year.

Lost or stolen equipment and apparel items are referred to the coaching staff and Compliance Office for appropriate action. Issued equipment is kept in the locker room during the school year.

Equipment Room Hours

To be determined.

Student Equipment Managers or Team Managers

See Student Manager Appointment Policies for hiring practices.

Student managers are supervised by the coaching staff and work for the coaching staff. Student managers report to the coaching staff and do a wide variety of jobs depending on the needs of the team and coach. Student managers do not report or work for the equipment staff. Student managers may travel with the team if the coach desires.
Laundry

Practice and competition laundry is serviced at Tully Gym.

Team manager will handle all laundry needs that arise on road trips.

STUDENT MANAGER APPOINTMENT POLICIES

A background check will then be conducted and upon receipt of this information, an interview will be set up.

An interview will be conducted. In this interview, all duties that are expected of the student manager will be discussed and the rules and regulations regarding behavior will be addressed.

After a review of all the information a decision will be made about the individual.

A copy of the resume and references will be kept on file by the Equipment Manager and coach of each sport.

The Student Manager must be registered as a full time student at Florida State University and maintain a minimum 2.0 GPA.

Evaluations must be conducted once a year by the coach or head Equipment Manager and kept on file for the duration of the appointment.

EQUIPMENT RETURN POLICY

Per NCAA interpretations, apparel items that are not reusable by other team members in subsequent seasons (subject to the discretion of the institution) could be considered the property of the involved student athlete. In consultation with review of the NCAA Interpretations Committee, the legislative services staff determined that although shoes are considered equipment under NCAA legislation, a student athlete is permitted to retain such items if there are no longer reusable at the end of the institution’s playing season. Further, a student athlete is permitted to retain only those warm up uniforms that were issued and utilized for actual practice and travel. These interpretations have been reviewed with the Florida State University Department of Athletics Equipment Managers.

The Equipment Managers in conjunction with the Compliance Office have determined which items student athletes may retain at the end of each academic year. The items that may be retained by the student athletes are labeled perishable and items that must be returned are labeled non-perishable goods. These non-perishable goods must be turned in within 10 days of the last competition.

See Perishable/Non-Perishable Equipment for a listing for each sport’s perishable and non-perishable goods.
Also a reminder to all student athletes: Apparel and equipment are the sole property of Florida State University and could be required to be turned back in at any time.

**PERISHABLE/NON-PERISHABLE EQUIPMENT**

**Football**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 pairs of shoes</td>
<td>keep</td>
</tr>
<tr>
<td>practice sweat top</td>
<td>keep</td>
</tr>
<tr>
<td>practice sweat bottom</td>
<td>keep</td>
</tr>
<tr>
<td>2 pairs of practice shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Dri Fit Tee</td>
<td>keep</td>
</tr>
<tr>
<td>Travel Tee</td>
<td>keep</td>
</tr>
<tr>
<td>Long sleeve mock</td>
<td>keep</td>
</tr>
<tr>
<td>Game helmet (seniors only)</td>
<td>keep</td>
</tr>
<tr>
<td>Regular season jersey (seniors only)</td>
<td>keep</td>
</tr>
<tr>
<td>Bowl jersey</td>
<td>keep</td>
</tr>
<tr>
<td>Game Pants</td>
<td>return</td>
</tr>
<tr>
<td>Cold weather gear</td>
<td>return</td>
</tr>
<tr>
<td>Practice Equipment</td>
<td>return</td>
</tr>
<tr>
<td>Helmet (underclassman)</td>
<td>return</td>
</tr>
<tr>
<td>Regular Season jersey (underclassman)</td>
<td>return</td>
</tr>
</tbody>
</table>

**Men’s Basketball**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball cap</td>
<td>keep</td>
</tr>
<tr>
<td>3 white tees</td>
<td>keep</td>
</tr>
<tr>
<td>Hooded Fleece</td>
<td>keep</td>
</tr>
<tr>
<td>Sweat shirt</td>
<td>keep</td>
</tr>
<tr>
<td>Sweat pants</td>
<td>keep</td>
</tr>
<tr>
<td>NIKE team bag</td>
<td>keep</td>
</tr>
<tr>
<td>Running shoes</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Jersey</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Grey sleeveless tee</td>
<td>keep</td>
</tr>
<tr>
<td>Compression shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Socks</td>
<td>keep</td>
</tr>
<tr>
<td>Court shoes</td>
<td>keep</td>
</tr>
<tr>
<td>2 Game Dri Fit Tee</td>
<td>return</td>
</tr>
<tr>
<td>Game Jersey</td>
<td>return</td>
</tr>
<tr>
<td>Game Shorts</td>
<td>return</td>
</tr>
<tr>
<td>Game Pants</td>
<td>return</td>
</tr>
<tr>
<td>Shooting Shirt</td>
<td>return</td>
</tr>
<tr>
<td>Black travel warm up</td>
<td>return</td>
</tr>
<tr>
<td>Garnet travel warm up</td>
<td>return</td>
</tr>
<tr>
<td>Garnet travel bag</td>
<td>return</td>
</tr>
<tr>
<td>3 in 1 Parka</td>
<td>return</td>
</tr>
</tbody>
</table>

503-22
### Women’s Basketball

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Jersey</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Tees</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Compression Shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Game Tees</td>
<td>keep</td>
</tr>
<tr>
<td>Sports Bras</td>
<td>keep</td>
</tr>
<tr>
<td>Socks</td>
<td>keep</td>
</tr>
<tr>
<td>Light weight jacket</td>
<td>keep</td>
</tr>
<tr>
<td>Hooded fleece</td>
<td>keep</td>
</tr>
<tr>
<td>Crew fleece</td>
<td>keep</td>
</tr>
<tr>
<td>Fleece sweat pant</td>
<td>keep</td>
</tr>
<tr>
<td>Garnet polo</td>
<td>keep</td>
</tr>
<tr>
<td>Backpack</td>
<td>keep</td>
</tr>
<tr>
<td>Sneakers</td>
<td>keep</td>
</tr>
<tr>
<td>Sandals</td>
<td>keep</td>
</tr>
<tr>
<td>2 Black Travel Warm Ups</td>
<td>return</td>
</tr>
<tr>
<td>Rolling Duffle</td>
<td>return</td>
</tr>
<tr>
<td>Team Travel Bag</td>
<td>return</td>
</tr>
<tr>
<td>3 in1 Parka</td>
<td>return</td>
</tr>
<tr>
<td>2 Game jerseys</td>
<td>return</td>
</tr>
<tr>
<td>Shooting shirt</td>
<td>return</td>
</tr>
<tr>
<td>Warm up top</td>
<td>return</td>
</tr>
<tr>
<td>Warm up pants</td>
<td>return</td>
</tr>
</tbody>
</table>

### Baseball

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Practice Tee</td>
<td>keep</td>
</tr>
<tr>
<td>Dri Fit Tee</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shorts</td>
<td>keep</td>
</tr>
<tr>
<td>4 hats</td>
<td>keep</td>
</tr>
<tr>
<td>Socks</td>
<td>keep</td>
</tr>
<tr>
<td>Travel Warm Up</td>
<td>keep</td>
</tr>
<tr>
<td>Polo Travel Shirt</td>
<td>keep</td>
</tr>
<tr>
<td>Batting gloves</td>
<td>keep</td>
</tr>
<tr>
<td>Wrist bands</td>
<td>keep</td>
</tr>
<tr>
<td>3 Shoes</td>
<td>keep</td>
</tr>
<tr>
<td>Cleats</td>
<td>keep</td>
</tr>
<tr>
<td>Underwear</td>
<td>keep</td>
</tr>
<tr>
<td>Sliding shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Jock and cups</td>
<td>keep</td>
</tr>
<tr>
<td>Personal travel bags</td>
<td>keep</td>
</tr>
<tr>
<td>Gloves</td>
<td>keep</td>
</tr>
<tr>
<td>Fleeces</td>
<td>return</td>
</tr>
</tbody>
</table>
Bats
Mock turtleneck
Dri Fit turtleneck
Therma Mock sleeves
Clima Fit Short Jacket
Clima Fit Long Jacket
Dugout jacket
Travel Bags
Team Field Bag
Practice Pants
Game Pants
Jerseys
Silky game tee

Soccer

Fleece Top
Fleece Pants
Practice Tee
2 Practice Shorts
Long Sleeve Mock turtleneck
3 Sports Bra
Travel Polo
Long Sleeve DriFit
Short Sleeve DriFit
Garnet Socks 2 pairs
Backpack
Black Fleece Top (tournament gift)
Shin Guards
Goalie Gloves (3 pairs to each goalie)
Sleeveless DriFit (tournament gift)
ACC Tee (tournament gift)
ACC Sweatshirt (tournament gift)
2 pairs of Cleats
2 running shoes
1 cross trainer
1 sandal
1 garnet uniform top and shorts
FSU Fleece
Black soccer pants
Black soccer jacket
Rain Gear
Travel Bag
Travel Warm Up
1 white uniform top and shorts
1 garnet long sleeve uniform top
1 white long sleeve uniform

503-24
2 laundry loops return
Fleece gloves return
Fleece headband return
FSU knit cap return

Softball

Glove keep
Easton Pullover keep
UnderArmour (tank and long sleeve) keep
Travel Polo keep
Fleece Top keep
Fleece Pant keep
Long Sleeve mock turtleneck keep
3 Practice Tee keep
3 Practice Shorts keep
Socks 10 pairs each keep
Sport Bras 3 each keep
Backpack keep
Batting Gloves 4 pairs each keep
Sliders 5 pairs each keep
Visor 2 each keep
Headbands 2 each keep
Wristbands 2 each keep
Sleeveless DriFit tee keep
Grey practice pants keep
3 pairs of running shoes keep
1 pair of sandals keep
2 pairs of cleats keep
Black tights keep
FSU knit cap keep
4 laundry loops return
Dugout jacket return
Bats return
Gold uniform top and shorts return
White Uniform top and shorts return
Garnet Uniform top and shorts return
Garnet Uniform top return
White uniform pants return
Garnet uniform pants return
Travel bag return
Bat bag return
Catchers Equipment (For each catcher) return
Travel Warm Up return
<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice suit</td>
<td>keep</td>
</tr>
<tr>
<td>Dual suit</td>
<td>keep</td>
</tr>
<tr>
<td>ACC suit</td>
<td>keep</td>
</tr>
<tr>
<td>Practice shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Practice shirts</td>
<td>keep</td>
</tr>
<tr>
<td>Socks</td>
<td>keep</td>
</tr>
<tr>
<td>Fleece top and bottom</td>
<td>keep</td>
</tr>
<tr>
<td>Warm up</td>
<td>keep</td>
</tr>
<tr>
<td>Hat</td>
<td>keep</td>
</tr>
<tr>
<td>Shoes</td>
<td>keep</td>
</tr>
<tr>
<td>Parka</td>
<td>return</td>
</tr>
<tr>
<td>Travel bag</td>
<td>return</td>
</tr>
</tbody>
</table>

**Men’s Tennis**

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleece Top and Pants</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shirts</td>
<td>keep</td>
</tr>
<tr>
<td>Warm-up</td>
<td>keep</td>
</tr>
<tr>
<td>Wristbands</td>
<td>keep</td>
</tr>
<tr>
<td>Shoes</td>
<td>keep</td>
</tr>
<tr>
<td>Travel Bags</td>
<td>return</td>
</tr>
<tr>
<td>Racquet Bag</td>
<td>return</td>
</tr>
<tr>
<td>Game Shirts</td>
<td>return</td>
</tr>
</tbody>
</table>

**Women’s Tennis**

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleece Top and Pants</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shorts</td>
<td>keep</td>
</tr>
<tr>
<td>Practice Shirts</td>
<td>keep</td>
</tr>
<tr>
<td>Wristbands</td>
<td>keep</td>
</tr>
<tr>
<td>Sports bra</td>
<td>keep</td>
</tr>
<tr>
<td>Warm-up</td>
<td>keep</td>
</tr>
<tr>
<td>FSU Hats</td>
<td>keep</td>
</tr>
<tr>
<td>Game Shirts</td>
<td>return</td>
</tr>
<tr>
<td>Game Skirts</td>
<td>return</td>
</tr>
<tr>
<td>Travel Bags</td>
<td>return</td>
</tr>
<tr>
<td>Racquet Bag</td>
<td>return</td>
</tr>
</tbody>
</table>
Men’s Cross Country

Practice T-shirts keep
Practice shorts keep
Practice ½ tights keep
Practice long tights keep
Dri-fit long sleeve tee keep
Track Pants-practice keep
Nylon-short uniform keep
Socks keep
Shoes keep
FSU hats keep
Singlet-uniform return
Travel Bag return
Rain gear set return
Warm-up return
Comp shorts-uniform return

Women’s Cross Country

Practice T-shirts keep
Practice Shorts keep
Practice ½ tights keep
Practice long tights keep
Socks keep
Shoes keep
Airbourne keep
Brief keep
Sports bra keep
Track pants keep
Dri-fit long sleeve tee keep
FSU hats keep
Warm-up return
Travel Bag return
Singlet return
Rain gear set return
Comp shorts-uniform return

Men’s Track and Field

Fleece Top and Pants keep
Practice Shorts keep
Practice Shirts keep
Practice ½ tights keep
Practice long tights keep
Dri-fit track pants keep
Thermal Fit Polo keep
Dri-fit L/S T-shirts    keep
Socks          keep
Shoes          keep
FSU hats       keep
Backpack       keep
Warm-up        return
Travel Bag     return
Singlet        return
Comp shorts-uniform return
Rain gear set  return
Bodysuit       return

**Women’s Track and Field**

Fleece Top and Pants keep
Practice short  keep
Practice shirts keep
Practice long tights keep
Socks          keep
Shoes          keep
Sports bra     keep
FSU hats       keep
Dri-fit Track pants keep
Dri-fit L/S T-shirt keep
Backpack       keep
Thermal fit Polo keep
Warm-up        return
Travel Bag     return
Rain gear set  return
Bodysuit       return
Singlet        return
Comp shorts-uniform return

**Volleyball**

Practice T-shirts keep
Practice Shorts keep
Polo            keep
Socks          keep
Shoes          keep
Sports bra     keep
Fleece Top and pants keep
Kneepads       keep
Practice Spandex keep
Warm-up        return
Travel Bag     return
Small Travel Bag return

503-28
LOCKER ROOM POLICIES

Basketball Training Facility

- No items issued to athletes shall be given to third parties; athletes are to keep all items, e.g., shoes, polo, t-shirts, jacket, compression shorts, bags, etc.

- All practice clothes must be placed on the provided laundry loop and turned in at the conclusion of each practice. Nothing is to be taken out of the facility regardless of the reason, e.g., under garments, socks.

- After all home games, uniforms and game laundry loops must be placed in the laundry cart at the Civic Center. There are no exceptions.

- If a piece of clothing or equipment is worn out, it may be exchanged for a new item if available.

- The Equipment Manager will frequently enter the locker room to obtain laundry. The Equipment Manager will announce himself or herself and then whistle. Athletes should respond.

- The locker room should be kept neat and orderly.

- The Equipment Manager has the locker combination and a key to access all lockers.

- Athletes should turn off all electronics and lights if he or she is the last one to leave the locker room.

- No visitors are allowed in the locker room without prior permission.

- Athletes should report any stolen or missing articles to the Equipment Manager immediately.

Volleyball

- Each player will be assigned a laundry loop for placement of sports bra, socks and kneepads. If the items are not on the hook, it will be the responsibility of the athlete to wash them.

- After each practice, clothing should be deposited into the laundry carts inside the locker rooms, light clothes in one and darks in the other.
• During home contests, uniforms will be placed in the locker room two hours before match time. If they are needed prior to this time, arrangements should be made with the Equipment Manager.

• All items used at a home contest must be brought back down to the locker room by the team or manager.

• All clothing must be turned in immediately after a match or practice.

• Following the last practice before an away match, all clothes worn to practice must be turned in to ensure that all athletes have a set of practice clothes for the first day back.

• All clothing needed for an away match will be placed in the locker room at the end of practice the day before the team leaves.

• After returning from an away match, clothes should be taken out of the travel bags and placed in the laundry cart. Travel bags should be placed in lockers. This should occur the first class day after the team returns before noon.

• It is the responsibility of each athlete to keep the locker area picked up. Periodic checks will be made to ensure that things are in order.

Soccer and Softball Complex

• No cleats shall be worn in the facility.

• No bikes are allowed in the building.

• All practice clothes must be placed on the provided laundry loop and turned in at the conclusion of each practice. Nothing is to be taken out of the facility regardless of the reason.

• After all home games, uniforms must be placed in the laundry cart in the locker.

• When athletes return from an away game, all uniforms must be placed in the laundry cart to be cleaned.

• When necessary, rain gear or jackets will be given out for all away games and home games. These are to be treated as part of the uniform. **They do not go home with athletes for any reason.** After each game, athletes must hang them up on the provided hangers at the locker.

• Towels will be given out only upon request. They are to be treated as part of the uniform and must be turned back in. If an athlete fails to turn one in, another towel will not be provided until the first one is returned.
• If a piece of clothing or equipment is wearing out, it may be exchanged for a new item if available.

• Lockers are to be kept clean. A cleaning person will vacuum and maintain the restrooms.

**Football**

• Each athlete will be assigned 2 lockers, a pass through locker and a locker room locker.

• Pass through locker will contain the dress of the day. The laundry bag contains (1) supporter, (1) 5 pocket compression girdle, (1) undershirt, (1) and pair of socks.

• The following items will be turned in loose and placed in the appropriately marked hamper: practice pants/mesh shorts, long sleeve t-shirts, braces, sleeves or wraps, and towels.

• Towels and facecloths will be issued once the athlete has turned in their laundry.

• Before practice, each athlete picks up laundry in the pass through locker and dresses in the locker room at the athlete’s assigned locker. The athlete is responsible for securing all valuables. If the item is too large to fit in his valuable box, it can be secured in the equipment room.

• After practice, athletes must bring their mesh laundry bags and loose practice gear to the laundry collection area. Laundry should be placed in the appropriate laundry chute at the equipment room. Towels and facecloths will be issued once the athlete has turned in their laundry.

• Sweat suits must be turned right side out before they will be laundered.

• All equipment will be numbered with permanent marker, decal or heat press by the equipment staff. All issued equipment is to remain in the locker room lockers. No personal items are to be stored in the locker room overnight. No personal laundry will be processed in the laundry room.

• All shoes are marked with identification numbers. Records are kept in the equipment room. Issued protection pads are to be worn to all practices.

• A diagram is placed in each athlete’s locker to show where issued equipment is to be stored. All lockers are to be kept clean. All tape is to be placed in the trash receptacles. All areas around lockers are to be kept clean. No decals, photos, articles are to be attached to the locker. Use of athletic tape to attach these items will damage the finish on the lockers.

**Baseball**

• No bikes are allowed in the building.
• All practice clothes must be place on the provided laundry loop and turned in at the conclusion of each practice. Nothing is to be taken out of the facility regardless of the reason.

• After all home games, uniforms must be placed in the laundry cart in the locker room. There are no exceptions.

• Towels will be given out only upon request. They are to be treated as part of the uniform and must be turned back in. If an athlete fails to turn a towel in, the athlete will not be able to get another towel until the first one is returned.

• If a piece of clothing or equipment is wearing out, it may be exchanged for a new item if available.

Lockers are to be kept clean. A cleaning person will vacuum and maintain the restrooms.
504 – FACILITIES OPERATIONS

UNIVERSITY POLICIES

The Department of Athletics, as an auxiliary department within Florida State University, will conduct facilities operations as specified in the University’s policies and procedures manual. A copy of the University’s facilities operations policies can be found on the University Web site at http://www.vpfa.fsu.edu/policies/policies2.html - fsu.

GENERAL

Department of Athletics facilities scheduling, repairs and maintenance are the responsibility of the Athletics Director of Facilities.

REPAIRS AND MAINTENANCE

All Athletics Department facilities and fields are maintained either by department maintenance staff or by the University Facilities Operations and Maintenance (FO&M) and Grounds Departments. Sports or staff sections needing repairs and/or maintenance support will process all requests through the Athletics Department facilities staff.

SCHEDULING

The Director of Facilities is the approval authority for all athletic facilities scheduling. Tully Gym and Speicher Tennis Center scheduling is coordinated through Campus Recreation.

LIGHTNING SAFETY GUIDELINES

FSU Athletics is responsible for implementing policies and procedures to protect athletes, coaches, support staff and spectators during practice and during home athletic competitions. Personal safety should not be compromised under any circumstances and staff will always err on the side of caution when making decisions regarding safety during severe weather.

It is imperative that all FSU Athletic Department personnel become familiar with the attached ACC memorandum pertaining to competitive safeguards and medical aspects of sports pertaining to lightning safety. To assist you in this important task, the following standard operating instructions are provided for FSU Athletics Department staff, in particular sport medicine and event management staff, on those occasions when lightning weather hazards exist.

- Practice: During practice, the Sports Medicine athletic trainer is responsible for making decisions pertaining to lightning weather hazards as specified in Enclosure 1.

- Home Events:
  - When there is a threat of hazardous weather on an event day, the event manager will maintain continuous contact with the weather detection and
prediction sources to obtain as much information as possible. This information will be shared with the head official, umpire-in-chief, referee, and/or meet director upon their arrival. The event manager will also ensure that there is a clear understanding of the evacuation procedure during a weather warning. The Athletic Department’s primary lightning information source is Weather Data (1-316-265-9127) and is supplemented by Weather Sentry Online (www.weather.dtn.com). Additional sources are the sport’s athletic trainer, the National Weather Service (942-8833), local television stations (ABC: 893-1313, CBS: 893-6666), the Weather Channels 17 and 24, as well as multiple internet weather sites. Information will be shared with the Associate Athletics Director with sport oversight and with the sport head coach.

- Until such time as the head official, umpire-in-chief, referee and/or meet director assumes on-site responsibility as prescribed in NCAA rules, the home event manager is responsible for making the determination if it is safe to begin on-field practice for competition. Information will continue to be shared with the Associate Athletics Director with sport oversight and with the sport head coach.

- The head official, umpire-in-chief, referee or meet director will have responsibility for lightning hazard safety from the time they assume on-site responsibility until such time as they leave the site of competition as prescribed in NCAA rules. He or she has discretionary power to suspend the game whenever such action is deemed necessary due to hazardous weather. The home event manager will continue to monitor all weather sources and will regularly share this information with the officials and the Associate Athletic Director (if present) to ensure both players and spectators remain in a safe environment. Coaches will be kept informed but will not be a part of the decision process to suspend or terminate competition.

- Specific Athletic Department procedures for suspending and resuming competition during adverse weather conditions are provided in Enclosure 1.

- FSU Athletics also has an obligation to warn spectators of hazardous weather conditions. The home event manager, in conjunction with Sports Information, will ensure that spectators are kept informed of suspensions using the stadium’s public address system. Spectators will be directed to evacuate the stands and to seek shelter in a safe location when severe weather conditions exist.

Again, personal safety must remain paramount and staff will always err on the side of caution when making lightning hazard decisions.
Athletics Tour Policy

Athletics department staff members will not be leading building tours for the general public. All requests for tours should be directed to the Visitors Center in the South End Zone (644-3246). The tours may include a drive by tour of all of the Athletics Facilities or a walking tour of the Athletics Facilities located on the main campus. With each tour, guests will have the opportunity to visit the Ron and Carolyn Hobbs Great Hall located in the main Athletics Administration Building. The Visitors Center will contact Chris Rettkowski with the details of the tour (dates, time, number of participants) so the Athletics staff will be aware of the event/tour.

The Ron and Carolyn Hobbs Great Hall contains pictures, plaques, trophies, banners, and other treasures displaying the rich tradition of Florida State University Athletics. During regular working hours (8:00 am to 5:00 pm, Monday through Friday), the Great Hall is open for public visitation. During the fall and spring semesters, the Great Hall will be open to the public from noon to 4:00 pm on Saturdays and noon to 6:00 pm on Sundays. During home football games and holidays, the hours are subject to change. Call Chris Rettkowski for exact times for these special events. The Great Hall will not be open weekends during the summer semester.

Special tours for the University President, Athletics Director or Boosters will be coordinated through the Assistant Director of Facilities/Events (644-2896). Facilities will arrange tour leaders through the Student Services office, the Facilities and Event Management staff, or the appropriate staff section. Coaches wishing to arrange tours for recruits will contact the Assistant Director of Facilities/Events (644-2896) who will then coordinate with the Facilities and Event Management staff.

Although this policy addresses the Moore Athletic Building, it should be noted that anyone wishing to tour any of the athletics facilities should contact the Visitors Center. Each of these facilities is a place of work and should be respected as such.

11/09
505 – MEDIA RELATIONS

The Seminole Sports Information Office is ready to assist you in every way possible to make the experience of covering Seminole Athletics productive and rewarding. For this reason, we have developed policies and procedures which will require preparation on the part of the media. Not complying with these policies will result in the refusal of credentials.

PRESS RELEASES

The Athletics Media Relations Office, also known as Sports Information, is responsible for generating press attention for each sport and other special events within the Athletics Department. The Athletics Media Relations Office generates all press releases within the Athletics Department including those with dual reporting lines within the University such as Academic Support, Business Services and Athletic Student Services.

The Athletics Media Relations Office generates a press release prior to every athletic competition that serves as a notice to media outlets for pre-event publicity as well as providing media covering the event with statistics and information that should prove useful in their effort to cover the sport or student-athlete. The Athletics Media Relations Office also produces a press release, written in Associated Press news style, following every FSU sporting event, which reports the results of the competition to media outlets throughout the state and region. The Athletics Media Relations Office produces a number of releases throughout the year on specific events and/or points of information that the athletics department or the university believes should be of interest to media and fans. All press releases reach all known media outlets within the state of Florida and many within the footprint of the Atlantic Coast Conference. Releases are distributed by email and by facsimile and are often available on the official athletics website, www.seminoles.com.

WEEKLY SATELLITE FEEDS

In conjunction with the FSU Media Relations department, the Athletics Media Relations Office oversees the production of a 5-8 minute weekly video which includes sports highlights and interviews with FSU players and coaches in the sports of football and men’s and women’s basketball. The video tape is distributed via satellite by the Atlantic Coast Conference and is earmarked for use by the national television networks and local TV stations.

PUBLICATIONS/MEDIA GUIDES

The Athletics Media Relations Office publishes a media guide in both printed and electronic form for each intercollegiate sport at Florida State University. The sizes of media guides vary due to historical material, statistical content, NCAA rules and media application. The publication contains biographies on the coaching staff and student-athletes, a season outlook, a review of the season before, profiles on the city of Tallahassee and Florida State University and a records and results section. Material going into the guides is determined by the sports information director
and is as standardized as possible for all publications. The Athletics Media Relations Office also produces team posters for the sports of cross country, tennis, swimming and diving, golf, and track and field.

Programs for home events are also produced by the Athletics Media Relations Office for each sport. The size and content of these programs vary depending on the needs of each individual sport. Postseason media guides are produced for athletic teams that advance to national tournaments, championships and bowl games.

RESULTS AND STATISTICS

All FSU events are covered and reported, via email and facsimile, to the media by a member of the Athletics Media Relations Office. Results are also posted on the official website of FSU athletics, www.seminoles.com, along with an Associated Press-style game story. Statistics, superlatives and records are kept for all intercollegiate sports by the Athletics Media Relations Office which hires statisticians for many of the sports. Current statistics on all sports are available on www.seminoles.com.

INTERVIEWS

All interview requests, both on the local and national level, for Florida State student-athletes are coordinated by the Athletics Media Relations Office. While several interviews are conducted over the phone, student-athlete phone numbers are never given to the media by the Athletics Media Relations Office. In-person interviews are often conducted in the sports information office or the sports information media workroom, located just next to the sports information office on the second floor of the Moore Athletic Center. Interviews may also be conducted on the practice or playing fields or courts. Problems in which student-athletes are missing scheduled interviews are handled by the sports information director and coach of the sport. Media are not allowed to seek interviews at the Moore Athletic Center without approval of the Athletics Media Relations Office.

PHOTOGRAPHY

All photography is the responsibility of the Athletics Media Relations Office where it relates to the media. Each sport has its scholarship athletes photographed in a head shot pose prior to the start of each season. These pictures are available to the media. Action photographs are also available to media outlets for all sports and student-athletes at FSU. Action pictures, (black/white and color), are taken by the FSU Photo Lab, a select number of paid freelance photographers and volunteer photographers. The Athletics Media Relations Office schedules a limited number of home events to be covered by photographers with the action photos to be used in the media guide for the next year as well as providing action shots to media covering the sport throughout the season.

TRAVEL

Members of the Athletics Media Relations Office accompany the football, men’s and women’s basketball, soccer, softball and baseball teams on road trips on a regular basis. Some of the
Responsibilities on these trips include handling media interviews and requests before and after events, disseminating information such as game notes and recaps during and after competition and reporting final scores to the hometown media. There is also travel for a number of other sports during different points of the season, especially in the postseason where a media demand is more prevalent.

WEBSITE

In conjunction with the Director of Digital Media, the Athletics Media Relations Office is responsible for providing content, including game advances, post game stores, features, statistics, historical information, etc., and keeping information current on www.seminoles.com, the official athletics website of Florida State University.

SEMINOLE ALL-ACCESS

Seminole All-Access is the multimedia home on Seminoles.com for video highlights, interviews, press conferences, live game audio and exclusive subscriber-only features. In conjunction with the Director of Digital Media, the Athletics Media Relations Office is responsible for providing content and coordinating interviews for Seminoles All-Access.

CONFERENCE/NATIONAL REPORTING

The Athletics Media Relations Office is responsible for reporting vital information to the Atlantic Coast Conference including player of the week nominations and statistics as well as score reporting to athletic-specific organizations such as the ITA for tennis. The Athletics Media Relations Office is also responsible for nominating student-athletes for awards at the conference and national level.

AUTOGRAPH AND DONATION REQUEST GUIDELINES

Overall Request Policy

1. NCAA regulations prohibit FSU Athletics from securing an autograph of a student-athlete for any entity including charitable organizations, non-for-profit organizations, for-profit organizations or individuals for charitable or personal use
2. Requests are preferred to be received 6 weeks prior to the event deadline
3. Autograph/Item Donation Request Forms along with autograph item guidelines and NCAA regulations pertaining to institutional charitable, educational, or non-profit promotions are made available on the FSU Athletics website as a PDF
4. Completion of the request form does not guarantee that FSU Athletics will be able to fulfill the request
5. The organization will be required to complete the Autograph/Item Donation Request Form stating its understanding of the NCAA regulations regarding autographed/donated items before the request will be filled
6. Pursuant with NCAA regulations, items will not be autographed or donated to entities that benefits a high school, high school students (9th-12th grade), or affiliates of any high school students (9th-12th grade)

7. FSU Athletics reserves the right to request the return of any autographed item or item donated that is used in a way that is considered in violations with NCAA regulations

8. FSU Athletics will try to meet a charitable organization’s deadline; however, we can make no guarantees due to the coaches’ availability, schedules and items availability

9. Autographed items or items donated can be used as an auction or raffle item as a fund raiser provided that the organization’s request has been processed through the Memarabilia Office approved by the Compliance Office

10. Autographed items or donated items are not to be used for or provided to any of the following: high school (9th-12th grade) fund raising i.e. auctions/raffles or to a high school staff member (9th-12th grade) i.e. coach/athletics director/principal; high school athlete or parent of a high school athlete (9th-12th) without the written consent of the Florida State University Athletics Department; FSU Athletics reserve the right to deny an autograph or donated item to any organization or event that may not comply with NCAA rules and regulations

Request Policy Specifically for Autographs

1. All requests of autographs that are not student-athletes made by charitable, educational, individual and/or other institutional entities must go through the Memorabilia Office

2. Once request is approved the organization must provide the item requesting to be signed, provide package and cost of shipping if the item is required to be sent

3. FSU Athletics may secure a maximum of one autographed item per organization, per year; receipt of an autograph in no way guarantees subsequent donations

Request Policy Specifically for Tickets

1. If tickets are donated a certificate will be sent to the organization and winners of tickets must call the Memorabilia Office to redeem their certificate

2. FSU Athletics will require organizations to provide a letter on the organization’s letterhead verifying that they have received the certificate for tickets and how many were donated to their charitable event/organization

POLICY ON UNCONQUERED STATUE SPEAR LIGHTING

The spear on the Unconquered sculpture on Langford Green will be ignited for the following occasions:

1. Home football games. The spear will be lit at sunset the evening before each home game and will remain lit until sunrise the morning after the game.

2. For sports with preliminary and final rounds of NCAA championships, if the team advances to the final site (i.e.: Final Four, College Cup, College World Series), the spear will be lit to recognize this achievement. The spear will be lit on an evening between...
when the team qualifies for advancement and when the team/athletes departs with preference given to the night before the team/athletes depart (i.e. for baseball and softball the spear would be lit on an evening between when FSU wins the super regional and when the team leaves for the CWS). The lighting ceremonies will, if possible, involve the student-athletes and coaches from the team in whose honor the spear is being lit. The conditions for lighting per sport are as follows:

- Baseball – A night after a win in the super regional and before team departs for the College World Series
- Basketball – A night after an Elite Eight win that advances the team to the Final Four and before team departs for Final Four.
- Cross Country – Should FSU advance enough competitors to the National Championship Meet to have a legitimate chance at a Top 10 finish the spear would be lit on an evening before the team departs.
- Football – A night following a win in the ACC Championship Game or the night of an at-large selection to a BCS Bowl
- Golf – A night after the team advances from the NCAA Regional to the Championship Tournament
- Soccer – A night after an Elite Eight win that advances the team to the Final Four and before team departs for Final Four.
- Softball - A night after a win in the super regional and before team departs for the College World Series
- Swimming & Diving – Should FSU advance enough competitors to the National Championship Meet to have a legitimate chance at a Top 10 finish the spear would be lit on an evening before the team departs.
- Tennis – The night the team advances from regional play to the NCAA Team Championships
- Track & Field - Should FSU advance enough competitors to the National Championship Meet to have a legitimate chance at a Top 10 finish the spear would be lit on an evening before the team departs.
- Volleyball - The night of an Elite Eight win that advances the team to the Final Four

3. The Executive Staff will identify one evening during the fall semester and one during spring when the spear will be lit in honor of national achievements that have not been previously honored (i.e. a spear lighting takes place for a team advancing to the final site and the FSU team wins the national title – the championship would be recognized at this ceremony). The winning of a “National Player of the Year” award in any sport (i.e.: Heisman Trophy) would also be recognized at these special lightings. This does not include awards limited by class, by position, or by region or conference (i.e.: freshman of the year, offensive player of the year, ACC Player of the Year, etc.).
3. University graduation/convocation ceremonies. The spear will be lit as a salute to all participants on these very special days.

4. Other special occasions as approved by the President. The University desires to maintain the integrity of this ceremony by limiting the other occasions for which the spear is lit to only the most outstanding accomplishments (i.e.: Rhodes Scholarship). The lighting ceremony will, if possible, involve the person in whose honor the spear is being lit.

7/2008
The functions covered by the marketing office are listed below. Any requests pertaining to the following areas should be directed to the Asst. Athletics Director, Marketing and Promotions:

1. Advertising, trading and conducting promotions with radio stations. (Separate from ISP’s negotiations for the Seminole Network). Includes copywriting, production and placement of ads to promote ticket sales and home events.

2. Securing sponsorships and/or involving advertisers in special events such as invitational tournaments, seasonal promotions, and game day promotions.

3. Monitoring all aspects of outdoor advertising programs.

4. Soliciting major corporate sponsors for radio network, coach’s shows, game programs, hospitality, coach’s endorsements, internet, game promotions, ticket packages, signage and ads for various promotional tools including bumper stickers, schedule cards and calendar posters.

5. Working with the Athletic Ticket Manager to market season tickets and specific event tickets. Includes designing, distributing, and placing informational posters, fliers and advertisements.

6. Planning and conducting event promotions. Coordinating pre-game activities, halftime shows, and special presentations.

7. Writing and monitoring public address announcements, electronic scoreboard, LED ribbon board, videoboard messages and promotions for home events.

8. Supervising the Department's Spirit Coordinator. The Coordinator monitors the activities of the FSU Cheerleaders, the Symbols (if applicable), Golden Girls, Garnet and Gold Guides, and Bat Girls; Including travel, practices, performances, tryouts, community projects, all related functions and activities, etc.

9. Serves as a department liaison to the FSU Homecoming Committee, the Marching Chiefs, the Pep Band, and other areas as applicable.

10. Coordinating or assisting with special projects including: Compilation and distribution of "recommended lists" (hotels, restaurants, travel agencies, etc. that support Seminole sports); and coordinating print ad accounts with the campus and city newspapers.

The persons involved in marketing Seminole athletics seek to treat advertisers equitably. Pricing and trade strategies must be consistent, fair and beneficial to the Department of Athletics and to
the investor. A healthy marketing balance cannot be maintained if staff members solicit their
own advertising agreements. Every marketing decision has a program-wide impact; not simply a
sport-specific impact. It, therefore, must be understood that no staff member has the authority
to negotiate external contracts, trades, or advertising agreements without proper approval.

If any staff member knows of a prospective client/advertiser, please notify the marketing office
so that it can pursue the lead.

Ideas are welcomed by the marketing office. Suggestions will be scrutinized to determine their
time and cost-effectiveness and their potential value to the department.

1. The marketing office does not handle departmental auction requests. The marketing
department does not have items to provide for these types of requests. Requests for
items to be signed by the Football office and/or Coach Bowden should go to the
Memorabilia office. If requests are made for signatures for specific Head Coaches
from any other sport office for auctions, etc., the sport office should be contacted
directly.

2. The marketing office has no trinkets or door prizes to provide for auction or any other
events or requests (stickers, pencils, t-shirts, etc.). Sport posters and schedule cards
can be picked up at no charge and in some cases, the amount provided will be limited.
All other promotional items purchased and provided are used to enhance our sporting
events and are given to the fans that attend the games and are not used for this
purpose.

3. Messages and/or public address announcements relating to marriage proposals,
birthdays, anniversaries, FSU soldiers or military members, etc. are addressed via the
videoboard policy.

4. Sport posters and schedule cards are free of charge and can be picked up, while
supplies last, at any of the athletic events (for that particular sport); football posters
can be picked up at Seminole Village at Langford Green before all home games).
Out of town fans can access instructions on how to order sport posters from
http://seminoles.cstv.com/genrel/sport-posters.html or calling 850-644-2550
(marketing office).

**VIDEOBOARD POLICIES**

See the following pages for the Videoboard Policies.
The following policies govern the electronic displays and messaging systems operated by Florida State Athletics /ISP Sports

FOOTBALL

I. System Ownership
   A. Seminole Boosters, Inc. holds the title to the videoboard system and retains ownership. This agreement is in effect for ten years, following the 2007-2008 season.

   1. ISP Sports retains the ownership of all advertising, sponsorship and signage rights to the videoboard

   B. The videoboards and LED ribbon boards will only be operational seven (7) times per year for home football games only (as set forth by the agreement) and select football functions (recruiting use, etc.).

   C. Any malfunctions that take place outside of these games may not be covered under the warranty agreement, but may be covered under insurance maintained by Florida State Athletics. Seminole Productions will operate the board for testing purposes and to check graphics and video elements in preparation for game-day events/usage.

II. Replays
   A. In-stadium television replays are permitted; multiple replays or slow motion replays may be shown of individual plays. However, any play considered controversial will only be shown once and in real time speed.

      1. Requests and/or mandates from the Conference Office will overrule previously set policies as it relates to plays that could be considered controversial.

   B. Audio may be provided from the videoboard on the following occasions:
      1. When the balls is not in play
      2. Until the time the teams break the huddle
III. Videoboard Content & Material

A. “Commercials” will be kept to a minimum and when possible, shown during pre or post game. Designated sponsors will receive appropriate features as contractually obligated. The features will be developed by and coordinated with the Seminole Productions department. The proper party will be responsible for payment for development of any extraordinary feature or animation wherein Seminole Productions has to utilize the services, equipment or materials of an outside production company.

B. The University President will receive two minutes in pregame and halftime for promoting messages, features and/or public service announcements on the videoboard from this office.

C. The following messages are allowed with prior approval from the Director of Marketing and will carry a surcharge. All requests must be made at least two weeks prior to the event date:
   1. Birthdays
   2. Anniversaries
   3. Marriage proposals
   4. Or/and any similar requests

D. The videoboard shall be used at the discretion of the marketing and production department to cross promote/highlight other sport programs, special events and ticket sales efforts for Florida State Athletics
   1. Messages will be limited and restricted by the television timeout format
   2. Only contractually obligated sponsor messages/features (as arranged by ISP Sports, Inc./Seminole Athletics Marketing) and FSU Athletic department material (includes Seminole Boosters) will run on the videoboard. Contracted elements will receive priority.
      All other requests that fall within the aforementioned categories will be ran on a priority and space available basis only.
   3. NCAA or Atlantic Coast Conference video PSA’s and requests will be given consideration but are subject to available space in pregame and/or halftime only
   4. Outside messages for non-Florida State University entities will not be shown

E. Exceptions to the operational use of the videoboard will be made by the Director of Athletics and will be determined on an individual case basis. Requests should be made in writing (via email or fax) and forwarded to the office of the Assistant Athletics Director, Marketing and Promotions..

F. All new requests for the videoboard (for items that fall within the above mentioned categories) should be forwarded in writing, (via email or fax) to the Director of Marketing in advance (two weeks minimal notice).
1. New or revised sponsorship material from ISP Sports, Inc. (inclusive of promotions, replays, features or the like) should be coordinated/updated with the Dir. of Seminole Productions and Promotions to ensure smooth game presentation and avoid timing conflicts.

2. Any material (features and/or commercials) scheduled to appear on the videoboard should be forwarded to the Dir. of Marketing in an acceptable file format, no later than one week prior to the game the material is scheduled to run.

G. Any material that is viewed as unsportsmanlike will not be shown on the board at any time.

IV. Other
   A. An appropriate emergency policy to be shown on the videoboard will be developed by the Florida State University Chief of Police and videoboard directors.

   B. A videoboard script will be developed for each game by the production department, with coordination from the marketing department, and distributed to appropriate individuals. No changes will be after 4pm Thursday prior to a Saturday home game.
I. System Ownership
A. Premier Sports Marketing, L.L.C. (currently CBS Sports Marketing) holds the title to the videoboard system and retains ownership of the videoboard in the Leon County Civic Center.
   1. CBS retains the ownership of all advertising, sponsorship and signage rights to the videoboard.

II. Replays
A. In-stadium television replays are permitted and multiple replays or slow motion replays may be shown of individual plays. However, any play considered controversial will only be shown once and in real speed.
   1. Requests and/or mandates from the Conference Office will overrule previously set policies as it relates to plays that could be considered controversial.
   2. A predetermined number of replay sponsors/logo recognitions will be given as set forth by the CBS agreement

B. Audio can be provided from the videoboard when the ball is not in play as well as up until the officials signal the game back in play.

III. Videoboard Content & Material
A. “Commercials” will be kept to a minimum and, when possible, shown during pre or post game. The commercials that will appear, as part of the Civic Center inventory, will be formatted within the game timing and presentation format and be given a predetermined time to run in pregame. Designated sponsors will receive appropriate features and game promotions as contractually obligated. The features and game promotions will be developed by and coordinated with the Seminole Productions and Promotions departments.

B. The University President will receive two minutes in pregame and halftime for promoting messages, features and/or psa’s on the videoboard from this office. When timing is prohibited during halftime, postgame space will be made available or additional time in pregame.

C. The following messages are allowed with prior approval from the Director of Marketing and will carry a surcharge. All requests must be made at least two weeks prior to the event date:
   1. Birthdays
   2. Anniversaries
   3. Marriage proposals
   4. Or/and any similar requests
D. The videoboard shall be used at home basketball events at the discretion of the marketing and production department to cross promote/highlight other sport programs, special events and ticket sales efforts for Florida State Athletics

1. Messages will be limited and restricted by the television timeout format

2. Only contractually obligated sponsor messages/features (as arranged by CBS or ISP Sports.Inc./Seminole Athletics Marketing) and FSU athletic department material (includes Seminole Boosters) will run on the videoboard. Contracted elements will receive priority.

All other requests that fall within the aforementioned categories will be ran on a priority and space available basis only.

3. NCAA or Atlantic Coast Conference video PSA’s and requests will be given consideration but are subject to available space in pregame only

4. Outside messages for non-Florida State University entities will not be shown

E. Exceptions to the operational use of the videoboard will be made by the Director of Athletics and will be determined on an individual case basis. Requests should be made in writing (via email or fax) and forwarded to the office of the Director of Promotions.

F. All new requests for the videoboard (for items that fall within the above mentioned categories) should be forwarded in writing, (via email or fax) to the Director of Marketing in advance (two weeks minimal notice).

1. New or revised sponsorship material from ISP (inclusive of promotions, replays, features or the like) should be coordinated/updated with the Dir. of Seminole Productions and Marketing to ensure smooth game presentation and avoid timing conflicts.

2. Any material (features and/or commercials) scheduled to appear on the videoboard should be forwarded to the Dir.of Marketing or to the Video Director, in an acceptable file format, no later than one week prior to the game the material is scheduled to run.

G. Any material that is viewed as unsportsmanlike will not be shown on the board at any time.

IV. Other

A. An appropriate emergency policy to be shown on the videoboard will be developed by the FSU Chief of Police, Civic Center and videoboard directors.

B. A game spreadsheet with supporting video information will be developed for each game by the marketing/promotions department and distributed to appropriate individuals. No changes will be made with less two days remaining before the
scheduled basketball game (i.e. For a game scheduled on Thursday, all game information will be finalized by Tuesday afternoon)
SOCCER/SOFTBALL

I. Matrix Board Videoboard Content & Material
   A. The following messages are allowed with prior approval from the Director of
      Marketing and will carry a surcharge. All requests must be made at least two weeks
      prior to the event date:
      1. Birthdays
      2. Anniversaries
      3. Marriage proposals
      4. Birth announcements
      5. Or/and any similar requests
   
   B. The matrix board shall be used at the discretion of the marketing department to
      cross promote other sport programs, special events and ticket sales efforts for
      Florida State Athletics
      1. Only contractually obligated sponsor messages (as arranged through ISP
         Sports, Inc./Seminole Athletics Marketing) will run on the matrix/scoreboard
         and will receive priority
   
   2. Outside messages for non-Florida State University entities will not run
   
   C. Exceptions to the operational use of the matrix board will be made by the Director
      of Athletics’ office and will be determined on an individual case basis. Requests
      should be made in writing (via email or fax) and forwarded to the office of the
      Director of Promotions.
   
   D. Any new requests for the matrix board (for items that fall within the above
      mentioned categories) should be forwarded in writing, (via email or fax) to the
      Assistant Athletics Director, Marketing & Promotions office in advance (one week
      minimal notice).

   A. Any material that is viewed as unsportsmanlike will not be shown on the board at
      any time.
   
   B. The Game Operations representative will be consulted regarding any questionable
      material during a game/event prior to the material appearing on the board.
BASEBALL

I. System Ownership
A. ISP Sports, Inc. holds the title to the videoboard system and retains ownership. This agreement is in effect for ten years, commencing with the 2004 baseball season.

1. ISP Sports, Inc. retains the ownership of all advertising, sponsorship and signage rights to the videoboard. Maintenance and servicing for the videoboard/electronic display system will be performed by The Florida State Department of Athletics.

B. The videoboard will only be operational for home baseball games, select baseball functions at Dick Howser Stadium and restricted to use with other select events

C. Seminole Productions will operate the board for testing purposes and to check graphics and video elements in preparation for game-day events/usage.

II. Replays
A. In-stadium television replays are permitted and multiple replays or slow motion replays may be shown of individual plays. However, any play considered controversial will only be shown once and in real time speed.

1. Any play that portrays an umpire’s judgment call will only be replayed once at regular/real time speed.

2. Replays showing balls or strikes will not be shown

3. Brushback pitches will not be shown

4. Requests and/or mandates from the Conference Office will overrule previously set policies as it relates to plays that could be considered controversial

5. A predetermined number of replay sponsors/logo recognitions will be shown

6. Replays cannot delay the game at any given time.

B. Audio can be provided from the videoboard when the ball is not in play (includes pitching changes and during game delays) well as up until the batter steps unto the batter’s box.

III. Videoboard Content & Material

All material shown on the board during a baseball game will be subject to the rules adopted by the NCAA, as outlined in appendix B, Rules for Scoreboards, Video and Audio. Those regulations follow.
A. No live game action will be shown. Once the batter steps in the batter’s box, only still/non-moving content will be displayed until the batter finishes at the plate.

B. No material will be shown at any time that portrays the umpires or visiting teams in a negative manner, embarrassing situations or argumentative situations.

C. “Commercials” will be kept to a minimum and when possible, shown during pre or post game. Designated sponsors will receive appropriate features as contractually obligated. The features will be developed by and coordinated with the Seminole Productions department. The proper party will be responsible for payment for development of any extraordinary feature or animation wherein Seminole Productions has to utilize the services, equipment or materials of an outside production company.

D. The following messages are allowed with prior approval from the Director of Marketing and will carry a surcharge. All requests must be made at least two weeks prior to the event date:
   1. Anniversaries
   2. Marriage proposals
   3. Or/and any similar requests.
   4. Birthdays- Birthday announcements will be made available through the Baseball Birthday in the Park Party Package, available for purchase. This is the only exception to the above noted list of excluded material and is currently only available for Baseball home games.

E. Any material that is viewed as unsportsmanlike or unacceptable will not be shown on the board at any time. Fans or other persons running on the field will not be shown.

IV. Usage
   A. The videoboard shall be used at the discretion of the marketing and production department to cross promote/highlight other corporate sponsorships, sport programs, special events and ticket sales efforts for Florida State Athletics
      1. Messages will be limited and restricted by the television/game format
      2. Only contractually obligated sponsor messages/features (as arranged by ISP Sports, Inc./Seminole Athletics Marketing) and FSU Athletic department material will run on the videoboard. Contracted elements will receive priority.

      All other requests that fall within the aforementioned categories will be ran on a priority and space available basis only.

      3. NCAA or Atlantic Coast Conference video PSA’s and requests will be given consideration but are subject to available space in pregame only
4. Outside messages for non-Florida State University entities will not be shown

B. The University President will receive two minutes in pregame and postgame for promoting messages, features and/or public service announcements on the videoboard from this office.

C. Exceptions to the operational use of the videoboard will be made by the Director of Athletics and will be determined on an individual case basis. Requests should be made in writing (via email or fax) and forwarded to the office of the Director of Marketing.

D. All new requests for the videoboard (for items that fall within the above mentioned categories) should be forwarded in writing, (via email or fax) to the Director of Marketing in advance (two weeks minimal notice).

   1. Any material (features and/or commercials) scheduled to appear on the videoboard should be forwarded to the Dir. of Marketing or to the Video Director, in an acceptable file format, no later than one week prior to the game the material is scheduled to run.

IV. Other
A. An appropriate emergency policy to be shown on the videoboard will be developed by the Florida State University Chief of Police and videoboard directors.

D. A videoboard script will be developed for each game by the marketing/promotions and production departments and distributed to appropriate individuals. No changes will be with less than 48 hours before a scheduled game.

The following rules have been set by the NCAA and will be adopted by Florida State University with regards to operation of the electronic display for baseball: link: http://www.ncaa.org/library/rules/2005/2005_baseball_rules.pdf--pages 117-119
507 – SPIRIT GROUPS

BAND

The Marching Chiefs and Pep Band play a major role in the setting of our athletic contests. The Department of Athletics works closely with the Music Department. Any requests for use of the Pep Band should be directed to the Spirit Coordinator.

OTHER SPIRIT GROUPS

The Department of Athletics considers spirit groups to be an important component of the total Intercollegiate Program and thus it gives its financial support to their operations and leadership. All requests of the spirit groups should be made through the Spirit Coordinator in the Administration Office.

Spirit Groups consist of the following organizations: Cheerleaders, Garnet and Gold Guides, Batgirls, Golden Girls, and when applicable symbols. For specifics related to the various spirit groups, please contact the Spirit Coordinator at 850-644-8457.
HALL OF FAME

HALL OF FAME INDUCTION CRITERIA

A former FSU student-athlete is not eligible for induction into the FSU Athletics Hall of Fame until 10 years after his/her final year of competition at Florida State.

Graduation is not required for eligibility to be inducted into the Athletics Hall of Fame; however, the committee makes an effort to insure that the majority of inductees in any single class are graduates.

The Hall of Fame Committee votes to place nearly eligible student-athletes to the list of candidates for the Hall of Fame and later votes on the inductees. A simple majority vote by the Hall of Fame Committee elevates candidates to potential inductees. The list of potential inductees must then be approved by both the athletics director and university president before there are official approved.

The Moore-Stone Award is given annually to an individual or group for outstanding service to Florida State Athletics and does not require that the recipient(s) ever attended Florida State.

Induction classes include up to five (5) new former athletes, administrators, coaches and two (2) former athlete “legends”. Legends is defined by having left Florida State at least thirty (30) years prior and one (1) Moore-Stone winner.
509 – JERSEY RETIREMENT

CRITERIA

Academic Standing: Has a degree or reasonable projection of completing degree.

Citizenship: History, during his/her career, of representing the Athletics Department and the University in a very positive fashion.

Athletics Accomplishments: Valued contributions by the individual toward significant team accomplishments during his/her career; and individual recognition of significant nature on a national basis as well as statistical accomplishments and team/conference accomplishments and honors during his/her career.

PROCESS

Nomination is brought forward by the Hall of Fame & Recognition committee to the Athletics Director for endorsement. Final approval must come from the University president.

Beginning in 1997, FSU adopted the practice of retiring jerseys but not numbers. All retired jerseys are to be displayed in like fashion whether retired before or after 1997.

In a case where extenuating circumstances dictate a departure from the criteria listed, the University President would first have to authorize the departure from the stated criteria prior to a nomination of that nature reaching the Athletics Committee.

(Adopted by Athletics Committee January 16, 1997)
510 – ADDING A VARSITY SPORT

In order to gain varsity status for an eligible sport, a petition must be presented to the Director of Athletics. For a sport to be eligible, the following conditions must be met:

1. The sport must have competed on campus for the past five seasons as an officially registered activity with the office of student organizations (listing team officers, etc.).

2. The sport must be offered in the NCAA championship format.

3. The record of competition for the past three years should demonstrate reasonable success against collegiate programs.

4. A comprehensive breakdown of the returning squad members should be submitted, including class, academic profile, years of eligibility remaining, and a synopsis of each athlete's background and experience in the sport.

5. A schedule that meets NCAA criteria must be provided for the first proposed varsity season (e.g., most of the contests must be played against Division I competition). Evidence of the integrity of the schedule must include letters of intention to contract with the FSU team if varsity status is achieved.

6. A budget projection must be presented for a minimum of two years, including coaching salaries, scholarships, team travel, recruiting, player supplies, and other expense and capital outlay costs. Once the petition is prepared in full the Director of Athletics will review it and present it to the Athletic Board with his/her recommendation. The Board has authority to make an immediate recommendation to the University President or to submit it to the appropriate subcommittee for review and recommendation. After the Director of Athletics has received the completed petition, a decision must be announced within one year.

SAFEGUARDING OF CONFIDENTIAL FINANCIAL AND PERSONAL INFORMATION

SPECIFIC AUTHORITY


OBJECTIVE

To specify the methods for safeguarding confidential financial and personal information maintained in University financial records, reports and systems that, if not protected in accordance with this policy, can increase the magnitude of harm resulting from loss, misuse, unauthorized access or modification.

OVERVIEW

The Florida State University, hereinafter referred to as "University", generates, receives and stores many financial documents and records of a confidential nature. This includes, but is not limited to, the awarding and issuance of loans to students and the collection of payments from students, parents, patients and customers via check, money order, wire transfer, ACH and credit/debit card.

To comply with safeguarding confidential financial records and related personal information, this University policy will:

1. designate one or more employees to coordinate the safeguards;

2. identify and assess risks to customer information and evaluate the effectiveness of the current safeguards;

3. designate and implement a safeguards program that includes regular compliance monitoring and evaluation;

4. select appropriate service providers and ensure that contracts with those providers include safeguards; and

5. provide for evaluating and adjusting the program in light of relevant circumstances.
A. SCOPE OF THIS POLICY

This policy applies to all University personnel who administer, manage, maintain or use financial or personal information, their supervisors and unit administrators. It applies to all locations of this information, whether on campus or from remote locations.

All University units and related affiliate organizations that handle confidential financial transactions or personal information shall designate at least one employee who will coordinate the safeguards as specified in University policies and procedures; annually assess risks to customer information to include evaluating the effectiveness of the current safeguards; adjust the safeguard program in light of relevant circumstances; ensure staff are trained on the University rules of confidentiality; and ensure each staff member who handles any aspects of financial transactions signs an Employee Confidentiality Statement.

All University contracts with applicable contract service providers will be required, under the terms of the contract, to stipulate implemented safeguards that adhere to, and are in compliance with, the provisions of the Gramm-Leach-Bliley Act.

B. DEFINITION OF CONFIDENTIALITY

As the custodian of sensitive and private information, the University recognizes the importance of protecting information resources from loss, misuse, unauthorized access or modification.

All printed material containing confidential, personal information related to business, financial or medical transactions, including name, birth date, address, telephone number, social security number, personal photograph, amounts paid or charged or account number, are to be safeguarded.

Note: Student privacy regulations (e.g., FERPA) provides that schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools are required to inform students about this directory information and provide for a reasonable amount of time for students to request that the school not disclose related directory information.

Documents stored on the University information systems are linked directly to a specific account and are able to be viewed at authorized employees' workstations. Selected documents may be viewed on screen or printed for review. Other systems allow authorized employees to scan, view, print and store paper documents and correspondence in electronic files directly on computer systems for immediate access, backup and retrieval. Once electronically stored, the original material is then reviewed by management personnel and kept in safekeeping or shredded if no longer needed.

It is the University's policy to prohibit the un-authorized exchange of confidential financial and personal information between computer information systems. Written management authorization and contracts must be obtained prior to exchanging confidential financial or personal information with any outside computer information system.
The University Office of Inspector General and State of Florida Auditor General conduct risk assessments and security audits to ensure that any potential threats to University information systems are identified and evaluated. Security audits are performed to ensure that proper system documentation, appropriate protection measures, including physical security and proper handling of confidential, sensitive information, continues in all aspects of our information security measures.

All University units and related affiliate organizations are responsible for designating a person responsible for conducting and monitoring risk assessments and security audits to ensure that any potential threats to their physical areas and information systems are identified and evaluated. Whenever a significant change occurs to an office space, such as additions or remodeling, the designated safeguard monitor will perform an analysis to define assets, vulnerabilities and threats and the countermeasures required to eliminate any potential loss. Process audits are to be performed to ensure that proper system documentation, appropriate protection measures and proper handling of confidential, sensitive information continues in all aspects of our working environment.

In addition to being informed of the confidentiality of University computerized records and hardcopy correspondence, all employees are to be informed of their particular obligation to the University and its customers to protect the confidential nature of the information obtained and used during the course of its daily operations.

Note: Only employees designated as having access to confidential data, including faculty, will be required to sign the Employee Statement of Understanding confirming their understanding of their obligation to safeguard confidential financial and personal information. That statement should be part of the hiring process and retained by the hiring department. All positions having access to confidential data should have that so designated on the position description. Departments who hire employees who have access to confidential data must train their employees on the requirements to safeguard confidential information. Disciplinary action for violating this policy could be taken under the University's current Standards for Disciplinary Action for violation of provision of University Policy.

The University requires its employees to sign a statement authorizing supervisory and managerial personnel to monitor their work as a quality assurance measure. In the event that inappropriate employee conduct is detected, supervisory and managerial personnel will address the issue with the employee and take appropriate remedial or disciplinary action as determined warranted under the circumstances, including termination of the employee.

C. RELATED FEDERAL, STATE AND UNIVERSITY SAFEGUARD PROGRAM COMPONENTS

The following provide additional, supplemental components of the University's safeguards program.

Note: University faculty, students and employees are bound by all applicable laws, rules, policies and procedures. This policy is not intended to limit the applicability of any law or policy
and does not preclude University units and related affiliate organizations from implementing additional, supplemental and/or more stringent safeguards.

Federal Regulations:
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g and 34 CFR Section 99
Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. Section 1320d and 45 CFR Parts 160, 162, and 164
Americans with Disabilities Act (ADA) CFR Section 1630.13 and Section 1630.14

Florida Statutes:
Chapter 119, Public Records, Sections 1002.21, 1002.22, 1004.22(2), 1006.52, 1012.91
Chapter 257, Public Libraries and State Archives
Chapter 282.318, F.S. Security of Data and Information Technology Resources

Florida Administrative Code:
Chapter 1B-11, 1B-24, 1B-26.003 and 1B-021, Florida Administrative Code
Florida Department of State Rules 1A-27.07 and 1A-21

University Policies and Procedures:
OP-F-3 Records Management
OP-F-5 Public Records - Uniform Charges
OP-F-6 Destruction/Shredding of Confidential Documents and Records
OP-H-6 Use of University Information Technology Resources
OP-H-8 Wireless Data Communications
OP-H-9 Information Technology Security
512 - COURTESY VEHICLES

PURPOSE

The Athletics Department provides courtesy cars to selected employees at the discretion of the Athletics Director. This taxable employee benefit is not a right, it is a privilege that can be withdrawn at any time without notice and is predicated on the availability of dealer cars in the area. The courtesy vehicle is not to be kept if you terminate your employment or are terminated by the Athletics Department even if you transfer to another University Department.

COURTESY CAR PRIVILEGE

Providing a courtesy car to an employee is a privilege and not a right. Therefore, the courtesy car and associated privilege may be withdrawn without notice at any time at the total discretion of the Athletics Director.

BUSINESS USE OF VEHICLE

All business use of the vehicle should qualify for business mileage expense reimbursement at 20 cents per mile. Use of the vehicle between the office and other work-related destinations during or after the regular work day is considered business usage.

PERSONAL USE OF VEHICLE

FSU uses the Kelley Blue Book and the annual lease value to determine the taxable amount of personal use of the courtesy car. At the end of the calendar year, the taxable portion of the courtesy car benefit will be added to your earnings. FICA & Medicare taxes will be deducted however income taxes will not be withheld. You may wish to adjust your W-4 record to have additional fixed withholding taxes taken out to cover this tax. **NOTE**: The IRS considers commuting to and from work as taxable personal mileage.

EMPLOYEE RESPONSIBILITY

The assignment of a courtesy vehicle is a benefit. In order to maintain this benefit, the staff member must:

1. Report the business miles and total miles on the form included in this policy to the Courtesy Car Coordinator each time the vehicle is exchanged.
2. Return the vehicle promptly to the dealer at agreed time or mileage limit.
3. Damages other than normal wear and tear are the employee’s responsibility.
4. Insurance: (1) Notify and obtain insurance with minimum coverage limits within 7 days of exchanging vehicles, (2) at the Athletic Director’s discretion, football coaches may be provided insurance, and (3) provide Athletic Department with a copy of insurance declaration page with FSU and the car dealer named as additional insureds.
5. Vehicle and keys are required to be turned in on the last day at work (Note: The “last day of work” means the last day the employee is actually working and does not include vacation days taken at the end of employment).

6. Pay for fuel and parking violations.

7. Register initial vehicle with University Parking Services and notify same when each time vehicles are exchanged.

8. Employee and spouse are the only persons authorized to drive the vehicle.

9. Student-athletes are not allowed to drive a courtesy vehicle.

10. Maintain a valid driver’s license.

11. Do not smoke or drink alcoholic beverages in the vehicle.

MINIMUM INSURANCE REQUIRED

BODILY INJURY LIABILITY $100,000 EACH PERSON / $300,000 EACH OCCURRENCE

PROPERTY DAMAGE LIABILITY $50,000 EACH OCCURRENCE

PERSONAL INJURY PROTECTION $10,000 NO DEDUCTIBLE

 PASSENGER ACCIDENT $2,000 EACH PERSON, EXCESS OF OTHER INSURANCE

UNINSURED MOTORIST $15,000 EACH PERSON / $30,000 EACH OCCURRENCE

COMPREHENSIVE/COLLISION ACTUAL CASH VALUE $50 DED
ACTUAL CASH VALUE $500 DED
(A higher deduction is optional)

REPORTING ACCIDENTS

1. Call the police and obtain a policy report or the report number.
   a. Do not admit liability for the accident.
   b. Report all injuries no matter how small.
2. Call the insurance company and obtain a claim number.
3. Call the Courtesy Car Coordinator
4. You or the Courtesy Car Coordinator should call the car dealer.
5. Do not get the vehicle repaired without talking to the car dealer.

Revised 1/16/09
STATEMENT AND DECLARATIONS CONCERNING BUSINESS MILEAGE FOR COURTESY CAR DRIVERS

Tax consequences for failing to adequately document business miles driven?

In the event of a tax audit, the IRS will request copies of your business mileage records. If you do not keep or have discarded your records, the IRS will typically tax the courtesy car for 100% personal use. There are usually multiple prior years involved in these audits. If you have not documented your business mileage, the IRS will require the university to issue corrected W-2C forms for the effected years. You will be responsible for filing amended 1040 tax returns for the effected years and paying taxes, penalties, and interest for the effected years. In the event that the IRS requires the university to pay for any of these personal tax assessments, you will have 60 days to reimburse the university for all amounts paid on your behalf.

University Recordkeeping Expectations of the Employee

The university expects employees who are assigned courtesy cars to maintain auditable records of business miles driven. The usual type of record for vehicles is a mileage log; however, other types of written contemporaneous documentation that substantiates business miles driven may be acceptable if auditable. The Athletic Department Courtesy Car Coordinator has a supply of mileage logs on hand to assist you in complying with this expectation. The university will require you to submit that total miles driven and the total business miles driven. However, it is your responsibility to document the miles you report to the university.

What is **not** business use of the courtesy car?

- Driving to and from home and work, commonly known as “commuting”.
- Driving to lunch with other coaches and discussing your job.

STATEMENT OF INDEMNIFICATION:

In consideration of being assigned a vehicle from the Florida State University Courtesy Car Program, employee agrees to indemnify Florida State University, its officers, directors, trustees, and management (Covered Parties) against any taxes, interest, penalties and all costs (including reasonable attorney’s fees) that actually result if the Internal Revenue Service subsequently were to determine that the business miles driven in the courtesy car is overstated or unsubstantiated resulting in unreported fringe benefit income.

____________________________________________ _________________
Employee Name      Date

Appendix A
ATHLETIC DEPARTMENT PROVIDES TO DEALER
(Benefits double for each additional vehicle)

1. Four (4) Season Football Tickets, Two (2) Season Men’s Basketball Tickets per Vehicle, and Two (2) Season Baseball Passes.

2. Recognition of Dealer in Football Programs and on Scoreboard Message Center.

3. Recognitions, as appropriate, as a member of Silver Chiefs or Golden Chiefs Club and all benefits related thereto.

4. Preferred Seating.

5. Reserved Parking at the events.


7. Personalized Award Plaque.

8. Named as an Additional Insured on the University or individual drivers’ insurance policies in coverage amounts specified by the Dealer.

9. Benefits noted above will double for each additional vehicle.

10. Benefits noted above are provided on a calendar year basis:

   a. Dealers who are added to the Program during the calendar year will receive benefits, including tickets for the remaining games in that year.

   b. Dealers who cease providing a vehicle during the calendar year will immediately cease to receive any benefits for the remainder of the year.

RESPONSIBILITIES OF THE CAR DEALER

1. Provide the assigned athletic coach or staff member a new passenger car of the dealer’s choice suitable for recruiting, scouting, or staff business.

2. Assist athletic staff member to service and maintain the car with the least amount of expense and cost to both parties.

3. Furnish tag for car.

4. Check condition of car being returned before the driver leaves the premises and fill out and sign the Courtesy Car Return Form (see Appendix B at the end of this section)

5. If a donor donates a vehicle during the calendar year will receive full benefits for the remainder of the year. Benefits cease immediately upon withdrawal of the courtesy car.
Florida State Courtesy Car Return Form

Dealership:_____________________________________________

Dealership Representative:_______________________________

FSU Driver (Print):_____________________________________

Date of Return (Mileage): ______________________(_________)

Vehicle Returned in Good Condition:  ____ yes  
                                         ____ no

Damage or Dealer Notations:

Signed    Signed
FSU Driver  Dealer Representative

Appendix B

FLORIDA STATE UNIVERSITY
ATHLETICS COURTESY CAR REPORTING FORM
FLORIDA STATE UNIVERSITY
ATHLETICS COURTESY CAR REPORTING FORM

Keep one copy for your files and fax one copy to Ruth Tufarella at 850-644-7293.
Also, please update your insurance agent with current vehicle information.

CAR ASSIGNMENT:

DRIVER’S NAME: _________________________________________ OMNI/HR I.D.#: ____________________________

VEHICLE YEAR: _______ COLOR__________ VEHICLE MANUFACTURER: ________________________________

VEHICLE MODEL: ___________________ TRIM (letters/numbers after model)_________________________

TAG #: ___________ VEHICLE ID NUMBER: _______________________________________________________

FAIR MARKET VALUE ON DATE CAR ASSIGNED TO EMPLOYEE: __________________

DATE INSURANCE INFORMATION WAS UPDATED: _____________________________

DRIVER’S LICENSE NUMBER ________________________________________________

NAME OF INSURANCE AGENCY ___________________________ AGENCY TEL. #: __________________

CHECK ALL THAT APPLY: __AC  __Power Steering __Power Windows __Power Door Locks __Tilt Wheel __Cruise Control __AM/FM Stereo __Cassette __CD Player __OnStar __Navigation System __DVD System __Dual Front Air Bags __Front Side Air Bags __F&R Side Air Bags __ABS(4-Wheel) __Traction Control __Leather __Power Seat __Dual Power Seats __Flip-Up Roof __Moon Roof __Sun Roof __Rear Spoiler __Alloy Wheels __Premium Wheel __Premium Wheels 10”+

1. MILEAGE WHEN RETURNED: ___________________ DATE CAR RETURNED ________________
2. MILEAGE WHEN RECEIVED: ___________________ DATE CAR RECEIVED ________________
3. MILES DRIVEN (1 MINUS 2): ________________
4. BUSINESS MILES DRIVEN: ________________ (Employee documented miles)
5. PERSONAL MILES: ________________ % PERSONAL (5 DIVIDED BY 3) ________________

WITHIN THIS PERIOD, I HAD THIS VEHICLE FROM __________________ TO ___________________.
(Month/Day/Year)               (Month/Day/Year)

COURTESY CAR DEALERSHIP: __________________________________________________________

COURTESY CAR ADDRESS, CITY, STATE:  ___________________________________________________

I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE DATA ABOVE IS CORRECT.

EMPLOYEE SIGNATURE: ___________________________________  DATE: _______________________

NOTE: Please attach a copy of the Blue Book fair market value report (dated the day the employee received said vehicle) as this must be submitted to Payroll Services along with this document.
513 – COUNTRY CLUB MEMBERSHIPS

The Athletics Department or its representative will negotiate with the area country clubs to provide favorable terms for multiple memberships for certain employees. The following guidelines will be applied to manage this benefit:

1. The Athletics Director will have the discretion to provide or to cease a country club membership for any and all Athletics Department employee in which this benefit is not provided for in an employment agreement.

2. The country club membership benefit may be taxable to the employee. The taxable value of the membership is based on the percentage of personal use days. That is, by multiplying the percentage of personal use days by the total value of the membership.

   For example, if the membership is worth $4,000 and the employee used the country club 2 times for personal use and 8 times for business use, then the taxable value to be included on the employee’s W-2 would be $800 (2/10 times $4,000).

3. No taxable benefit is accrued if the country club membership is not used. If taxable, back-up withholding for federal income tax and payroll taxes will be withheld from net payroll.

4. All nonrecurring assessments by the country club on the individual memberships will be payable by the individual member (employee).

5. As of July 1, 2007, the value of country club memberships in which your benefit will be determined based on your percentage of personal use, are as follows:

   a. Capital City – full $3,120.00
   b. Capital City – social $1,354.56
   c. Killearn $3,612.00

All of the above are subject to change at the pricing discretion of the club.

6. The recurring membership costs which involve the outlay of cash will be paid from the Seminole Booster funds.

7/23/2009
514 - POST SEASON BONUS/GIFT POLICY

GENERAL GUIDELINES

Full-time employees of Florida State University who work in Athletics are eligible to be considered for a bonus at the discretion of the Athletics Director and upon approval by the President.

1. Bonuses are at the complete discretion of the Athletics Director and will be paid upon approval by the President and the bonus amounts in this policy are meant to represent maximum amounts and any bonuses will be paid based on the employee merit as determined by the Athletics Director

2. Bonuses will be computed based on a percentage or portion of the base state salary that excludes any supplemental compensation and are not to be considered a part of the base compensation for benefit computations.

3. Employees who have supplemental employment contracts that include bonuses for postseason games are not eligible for the bonuses included in this policy.

4. Once an employee has either tendered their resignation or received a notice of non-renewal or some other termination notice, that employee is no longer eligible for a bonus unless the athletics Director and President approve otherwise.

5. Graduate assistants are not eligible for a bonus under this policy.

FOOTBALL RELATED BONUSES

1. **Bonuses For Football Coaches, Football Player Personnel Director, and Head Strength Coach:** The highest bonus below will be paid (not cumulative):
   a. 1 month’s salary for a non-BCS bowl game, or
   b. 1 ½ month’s salary for a BCS bowl game, or
   c. 2 months’ salary for winning the national championship game.

2. **President’s Discretionary Funds:** If the football team plays in a BCS bowl game $250,000 will be transferred to the Presidents discretionary account. If the football team plays in a Non-BCS bowl game $100,000 will be transferred to the President’s account

3. **Bonus Limitation:** Total bonuses are limited to the profit on the bowl. The profit on the bowl is defined as the ACC bowl expense reimbursements (revenues) less expenses including the President’s discretionary payment. If expenses exceed the ACC allowance, then individual bonuses will be reduced pro-rata to balance to prevent a loss on the bowl game.

4. **Bonus Payment:** Bonuses will be paid the last payroll in February.
OTHER SPORT COACHES

For the following sports listed below, the full-time coaching staffs are eligible for bonuses in amounts based on specifically measured postseason play results. However, the bonuses listed below may be changed, revised, or even discontinued at the complete discretion of the Athletics Director

1. A coach who coaches the same sport for both the women and men’s teams is eligible for a bonus in each sport (two bonuses).

2. A coach who coaches more than one sport in the same gender is eligible for one bonus. (For example, a coach who coaches cross country, indoor track and outdoor track all in the same gender has three opportunities for one bonus).

3. The post-season bonus for a single sport is not cumulative. That is, the bonus awarded will be the amount for the highest post-season finish achieved for that sport.

4. A coach’s sport must have a winning regular season record to be eligible for a bonus.

5. Unless otherwise noted, all bonuses are awarded on a team participation basis.

6. The head coach shall receive $50,000 and the full-time assistant coaches shall each receive $25,000 for any sport that achieves consecutive NCAA national championships.

7. Bonuses will be paid in May for all sports

**BASEBALL**
- a. ½ month’s salary for NCAA appearance
- b. 3/4 month’s salary for Super Regional appearance
- c. 1 month’s salary for CWS appearance
- d. 2 months’ salary for a National Championship

**BASKETBALL**
- a. 1 month’s salary for NCAA appearance.
- b. 1 ½ months’ salary for Final 4
- c. 2 months’ salary for NCAA National Championship

**CROSS COUNTRY (two sports: men and women.)**
- a. ½ month’s salary for NCAA Regional appearance (minimum of 4+ individuals)
- b. 3/4 month’s salary for NCAA Nationals appearance
- c. 1 month’s salary for Top 10 in NCAA Nationals
- d. 2 months’ salary for a National Championship

**GOLF**
- a. ½ month’s salary for NCAA Regional appearance
- b. 3/4 month’s salary for NCAA Championship participation
- c. 1 month’s salary for Top 10 of NCAA Championship
- d. 2 months’ salary for a National Championship
SOCCER
a. ½ months salary for NCAA appearance
b. 3/4 months salary for NCAA Sweet Sixteen appearance
c. 1 months salary for Elite Eight appearance
d. 1 ½ months salary for Final Four appearance
e. 2 months salary for a National Championship

SOFTBALL
a. ½ months salary for NCAA appearance
b. 3/4 months salary for Finals - Regional
c. 1 months salary for CWS appearance
d. 2 months salary for a National Championship

SWIMMING & DIVING
a. ½ months salary for NCAA appearance (minimum of 4+ individuals)
b. 3/4 months salary for Top 25 in NCAA Championship
c. 1 months salary for Top 10 in NCAA Championship
d. 2 months salary for a NCAA Championship

TENNIS
a. ½ months salary for NCAA Regional appearance
b. 3/4 months salary for NCAA National Championship participation
c. 1 months salary for Top 10 of NCAA Championship
d. 2 months salary for a National Championship

TRACK & FIELD (Indoor and outdoor are separate sports)
a. ½ months salary for NCAA Team Regional appearance (minimum of 4+ individuals)
b. 3/4 months salary for Top 25 in NCAA Championship
c. 1 months salary for Top 10 in NCAA Championship
d. 2 months salary for a NCAA Championship

VOLLEYBALL
a. ½ months salary for NCAA appearance
b. 3/4 months salary for NCAA Sweet Sixteen appearance
c. 1 months salary for Elite Eight appearance
d. 1 ½ months salary for Final Four appearance
e. 2 months salary for a National Championship

Coaches Bonuses are determined by how far they advance in competition.

The support staff will all receive a maximum bonus of ½ month’s pay for their sport’s participation in post season play. The following full-time support staff will be eligible for the bonus with the recommendation of the Head Coach. If support staff work with multiple sports, they are only eligible for one bonus.
Eligible Support Staff:
Athletic Trainer
Strength Coach
Equipment Manager
Sports Information
Video Support
Secretary

ACC CHAMPIONSHIP BONUS POLICY

A head coach who wins a conference championship, as defined by the ACC, is eligible for a $2,500 bonus for that year. This applies to head coaches who do not have a conference championship bonus already accounted for contractually. This bonus is subject to the Athletics Director’s recommendation and approval by the President to be awarded at the end of the academic year.

GRADUATION RATE BONUS POLICY

(Revised 10/2008)

Two bonuses having an aggregate maximum of $5,000 for student academic achievement will be possible for each academic year as follows:

A bonus of $2,500 for a team achieving a 75% Graduation Success Rate (GSR) threshold based on the GSR formula of the NCAA for those student-athletes receiving athletic aid. The calculation will be based on a six year window (defined by twelve full-time semester from the first full-time semester of matriculation) and will count transfer coming into Florida State University and exclude transfer leaving Florida State University that are in good academic standing. This bonus will be paid in October.

If a head coach oversees multiple sports he/she may receive only one Graduation success Rate (GSR) bonus per year for combined men’s sports and one for combined women’s sports during the same academic year. All bonuses are subject to the Athletic director’s recommendation and subsequent authorization by the President.

A bonus of $2,500 for a team achieving a 925 Academic Performance Rating (APR) or higher based on the APR formula of the NCAA. This formula is currently a four-year percentage rate calculated on those student-athletes receiving athletic aid. The average will be based on a four-year window (defined by the eight full-time semesters from the first full-time semester of matriculation). This bonus will be calculated annually at the end of the summer.

If a head coach oversees multiple sports he/she may receive only one Academic Performance Rating (APR) bonus per year for combined men’s sports and one for combined women’s sports during the same academic year. All bonuses are subject to the Athletic director’s recommendation and subsequent authorization by the President.
Thresholds To Attain Academic Bonus

Football Graduation Rate – contractual
Men’s Basketball Graduation Rate – contractual
All Other Sports – 75% per NCAA Graduation Formula (as modified above by FSU)

Potential Systemic Problem Review

The aforementioned Conference Championship Bonus and Graduation Rate Bonus, if recommended and authorized, will be awarded at the end of the academic year after assessment of the entire program by the Director of Athletics. Specific attention will be given to deportment of student-athletes and coaches to include all actions within and outside of competition such as sportsmanship, community service, any legal or social issues, as well as other representation of the athletics program and the university.

POST SEASON GIFTS

Post season awards are defined as gifts given to participating teams in ACC Tournament or NCAA post season play. Post season rings are a separate policy.

Post season awards are to be received by the athletes, coaches, and support personnel who play an integral part of the success of the team. The following restrictions will be placed on those who are considered recipients of such awards, and those who may be eligible to purchase such an award.

- Only student-athletes who were a member of the squad during the entire season will receive the designated award.
- Only coaches who worked on a full-time basis for the entire season will receive the designated award.
- Only full time support staff whose work was dedicated to the team for the entire season to include areas of Graduate Assistants, Strength, Sports Medicine, Video Support, Equipment, Sports Information, Sport Oversights, Events staff, ticket staff, Academic support staff, team doctor and secretary. One gift per calendar year.
- Only a senior or head equipment manager and trainer dedicated to the team for the entire season. Any undergraduate manager or trainer who has been dedicated to the team for the entire season may exercise the option of purchasing an award with the coach’s approval.

All policies concerning awards shall be subject to annual budget review and at the discretion of the Athletic Director.

POST SEASON RING/PENDANT POLICY

The following paragraph is the NCAA official interpretation regarding championship awards as defined by the NCAA Manual:

- Awards may be presented by a member institution and by a member conference, ( or an organization approved by either) in recognition of conference or national championships.
- The total value of any single award received for a conference championship may not exceed $325.00 as defined by NCAA manual.
• The total value of any single award received for the national championship may not exceed $425.00. The awarding institution, conference, or other organization may provide only one award for each championship to each student-athlete as defined by NCAA manual.

Championship Awards

Championship awards are to be received by the athletes, coaches and support personnel who play an integral part of the success of the team. The following restrictions will be placed on those who are considered recipients of such awards and those who may be eligible to purchase such an award.

• Only student-athletes who were a member of the championship squad during the entire season will receive the designated award.
• Only coaches who worked on a full-time basis for the entire championship season will receive the designated award.
• Only full-time support staff whose work was dedicated to the team for the entire season to include areas of Graduate Assistants, Strength, Sports Medicine, Equipment Managers, Video Support, Sports Information and Administrative Assistants – if eligible support staff will only receive one ring during the academic year.
• Any undergraduate working in strength, trainer or manager who has been dedicated to the team for the entire season may exercise the option of purchasing an award with the coach’s and oversight’s approval.

Design and Bid Procedure

Each sport will be responsible for the design and purchase of their championship ring. The administrative liaison, head coach, and senior members of the squad will work with representatives from ring companies to determine the preferred style. Ring specifications must be submitted to the University purchasing department for bid. Exact specifications as designed on the bid cannot be substituted or altered.

Individual Honors

The following individual awards can be presented a ring through the Athletic Department, as long as it fits into the award dollar amount outlined through the NCAA: Heisman (Football), Golden Spike (Baseball), Herman (Soccer), Wooden (Basketball), Jack Nicklaus (Men’s Golf), Dinah Shore (Women’s Golf), USA Softball Player of the Year, AVCA National Player of the Year (Volleyball), ITA National Player of the Year (Tennis). Individuals that are named National Champions in the sport of Track, Cross Country Swimming and Diving and Golf may receive an individual award if their team sport did not win the National Championship and may be awarded one per FSU career. Ring design will be decided by the Executive Staff.

Budget Review

All policies concerning championship awards shall be subject to annual budget review and at the discretion of the Executive Staff.
TEAM ELIGIBILITY RING POLICY

The following placement qualifies a team sport to receive rings:

- Win ACC Tournament
- Win National Championship

If a team sport advances to a NCAA regional, but does not win the ACC, the team must advance to the following level to be eligible to receive rings, unless rings are part of the NCAA gift package.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>M &amp; W Basketball</td>
<td>Final Four</td>
</tr>
<tr>
<td>Baseball</td>
<td>World Series</td>
</tr>
<tr>
<td>Softball</td>
<td>World Series</td>
</tr>
<tr>
<td>Soccer</td>
<td>Final Four</td>
</tr>
<tr>
<td>M &amp; W Golf</td>
<td>NCAA Team Championships/Place in top four</td>
</tr>
<tr>
<td>M &amp; W Tennis</td>
<td>NCAA Team Championships/Place in top four</td>
</tr>
<tr>
<td>M &amp; W Swimming</td>
<td>NCAA Team Championships/Place in top four</td>
</tr>
<tr>
<td>M &amp; W Track/CC</td>
<td>NCAA Team Championships/Place in top four</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Final Four</td>
</tr>
<tr>
<td>Football</td>
<td>National Championship or Bowl Package</td>
</tr>
</tbody>
</table>
515 – EMPLOYEE GIFT & LENGTH OF SERVICE AWARD POLICY

The Athletic Department’s employee gift policy is intended to give guidance in addressing the tax aspects of gifts or awards to employees from the Athletic Department and third parties:

1. The regular season traveling party of a particular sport may be eligible to receive awards, such as, rings and plagues. These employees could include coaches, players, or personnel from the departments of equipment, training, video and sports information, etc., as approved by the Executive staff.

2. An employee who receives a gift or award of value from third parties (vendors), the ACC, NCAA, and bowl committees, etc., will not be taxed by the university. The donor is responsible for reporting to the IRS or issuing a Form 1099 to the employee for the gifts to university employees.

3. The NCAA, ACC, or bowl committee will occasionally not provide an adequate number of gifts or awards for all the deserving personnel associated with a sport. In such a case, the Athletic Director may approve the purchase of additional gifts or awards for the personnel that did not receive one from the applicable organization. The employees eligible to receive these gifts purchased by the Athletic Department or DSO will be told before receiving the gift that the gift will include federal income tax of 25% of the value of the gift plus payroll taxes being withheld from the employee’s pay. The employee may decide not to receive the gift in which case there will be no taxation.

4. Gifts of clothing from a Vendor that has the FSU logo or name on the clothing and is given to the employees as expressly allowed for in the contract between FSU and the Vendor will not be taxable to the employees if the contract with the Vendor designates that the employees are expected to wear the Vendor’s apparel.

5. Employees are forbidden from soliciting cash or gifts of any kind from current or potential vendors and customers of the Athletic Department.

6. The Athletic Department’s Business Office will track the taxable gifts and submit a list of same to the Payroll Department to be taxed to the employee on a monthly basis.

7. A de minimis amount of $100 will be applied to each gift that is purchased by the Athletic Department or DSO. If the gift’s value is $100 or less then the gift will not be taxed by the payroll office. When an event like a bowl game occurs and the university pays for more than one gift for an employee, then the aggregate value of the gifts for the bowl game are added together to compare to the $100 de minimis amount. Again, if the sum value of the gifts is not over $100, then there
is no taxation to the employee. If the gift value exceeds the de minimis amount then the total value of the gift(s) are taxable. Note: The de minimis amount is not a credit.

The Athletics Department’s policy is to recognize the valuable contribution over time by selected employees by providing a length of service award to any employee who has satisfied all of the following criteria:

1. Completion of at least 5 years of service to the University.
2. Employee has performed “Above Satisfactory” in the most recent employee evaluation.
3. Supervisor recommends and approves the employee receiving the award.
4. Employee is terminating service with the University.

The award will be given to the deserving employee in a meaningful ceremony of appreciation for a job well done which will include an after-hours social gathering that includes all the personnel in the retiring employee’s department and certain other employees of the university.

The maximum value of the award will be $400. However, if the Athletic Director decides that a greater value gift is deemed appropriate, then the excess amount will be taxable to the employee with 25% federal tax withholding plus applicable payroll taxes.

Employee gifts and a length of service awards given to qualified employees will be funded by the Seminole Boosters.

7/23/2009
516 – CRISIS MANAGEMENT

DEATH OF A STUDENT-ATHLETE

While the loss of any young person is an especially difficult time for family and friends, the loss of a student-athlete presents far-reaching effects on family, friends, teammates, staff, coaches and the university family. Since every loss is unique, the purpose in developing these policies is to focus on the needs of those involved in the athletics’ program and to provide structure during a time of grief. These policies should be used as a guide with the understanding that each loss will present unique situations that will require sensitivity and compassion.

Notification

**Parent or Guardian** - Notification of Parent or Guardian is an especially sensitive process and should be initiated by the Director of Athletics, Head Coach or the staff person who is deemed to have an established relationship with the family.

First Responder should communicate information immediately to the following key staff:

- **Director of Athletics** - Notify the University President, Vice President for Student Affairs, and the University’s General Counsel
- **Head Coach** - Disseminate information to staff and team Chaplain if available
- **Vice President of Student Affairs** - Notify student support services
- **Sport Oversight Administrator** - Notify support staff and head coaches from other sports
- **Trainers/Support Staff** - Prepare to handle medical/psychological concerns
- **University Counseling Center** - Provide counselors
- **University’s General Counsel** - Provide legal oversight
- **Vice President of University Relations** – Communication with media

Every effort should be made to have a personal contact with every student on the team as quickly as possible. (The trauma to a student of hearing of a death of a teammate through the media is immeasurable.) The coaching staff will initiate these contacts with the assistance of the Sport Oversight Administrator and the Athletic Student Affairs Administrator.

First Responder should accept the responsibility to notify Campus Police because they will set in motion all the services of the University and notify University officials. 644-1234.

No statements should be made to the media except as approved by the Director of Athletics and released through the University’s Media Relations Office and approved by the University’s General Counsel.

**Crisis Support Services and Family Assistance**

Students/Staff should be offered counseling support immediately and over an extended period of time to aid with post-traumatic stress.
Agencies that have offered support in the past:
Affiliated Churches
University Counseling Center
Dean of Students Office
Victim Advocate Office

After the initial notification of all appropriate students and staff, and counseling has begun, an administrative team will decide how to begin assistance to the family.

This team will usually consist of: Head Coach, Director of Athletics, Sport Administrator, Athletic Student Affairs Administrator and University General Counsel. Others will be involved as necessary.

Family assistance will vary from case to case, but every effort will be made to be responsive to the needs of the family. Any use of University funds must be approved by the Director of Athletics in coordination with University policies.