2.2 Athletics Council

The Athletics Council is a standing committee appointed by the president. The purpose and duties of the Athletics Council, as described in the Nicholls State University Faculty Handbook, is to serve as an advisory body for the University’s varsity athletics programs, to consult with the Athletics Director and staff in formulation of policy, and to insure the competitive athletics activities are pursued in harmony with the University’s academic mission and with policies of external regulatory bodies.

2.3 Student Athlete Advisory Committee

Mission Statement
The Nicholls State University Student-Athlete Advisory Committee (SAAC) is dedicated to providing the opportunity for student-athletes to have a quality academic and athletic experience. This committee represents a commitment from student-athletes, coaches and administrators to achieve excellence.

Purpose
• To provide a voice for student-athletes to express at all levels of the University their suggestions and concerns regarding the athletics programs and to recommend changes for improving the quality of the student-athlete experience.
• To solicit student-athlete response to proposed NCAA legislation and suggest potential NCAA legislation.
• To improve communications between student-athletes in different sports as well as with coaches, administrators, the student body and the community.
• To design and implement programs which will encourage academic achievement, health promotion, social responsibility and general awareness.

Membership
The membership shall be composed of one voting member and one alternate from each of the varsity intercollegiate teams. The respective teams and their coaches shall select members at the beginning of each academic year. Coaches and teammates are encouraged to select representation from diverse populations. At least one member should be present at each meeting. Only one member will have voting privileges. The Athletics Director will appoint a member of the athletics department staff to serve as the Advisor for this committee. SAAC representatives will also be asked to provide a sports review at various Athletics Council meetings throughout the academic year.

2.4 Faculty Athletics Representative

The Faculty Athletics Representative (FAR) is appointed each year by the President and Vice President of Institutional Advancement. The FAR is the representative of the President in faculty-athletic matters. It is the responsibility of the FAR to keep the President informed of all matters of significance pertaining to the athletic program and the student-athlete population. This position provides a direct liaison between the intercollegiate athletics program and the University community. The FAR shall be the Nicholls State University representative to the Southland Conference as well as the appointed delegate to conventions and other events sponsored by the NCAA. The FAR also serves on the Athletics Council.

2.5 Administrative Staff Responsibilities
Rob Bernardi, Director of Athletics
- Provide leadership and vision to the athletics department
- Establish short and long term plans for the Athletics Department
- Establish policies and procedures related to the operations of the Athletics Department
- Maintain and initiate compliance practices which enhance or improve compliance systems
- Day-to-day supervision of basketball, baseball and football programs
- Football scheduling
- Direct supervision of the sports information office
- Work in conjunction with Associate Athletic Director (LeBoeuf) in budget preparation
- Liaison with the president’s office and vice president of institutional advancement
- Work in conjunction with (Berthelot) in coordinating all fundraising activities
- Organize and administer marketing and sales strategies (Berthelot)
- Oversee and manage funds distributed from the NCAA Special Opportunity Fund and the Special Assistance Fund
- Approve purchase requisitions as needed
- Determine appropriate scholarship allocation
- Evaluate coaches and related staff
- Work in conjunction with the Associate Athletics Director (Bonin) in maintaining compliance with Title IX initiatives
- Fundraise for the Athletics Department
- Monitor Academic Progress Rates of all sports teams

Louise “Do” Bonin, Associate Athletics Director/Senior Woman Administrator
- Day-to-day supervision of golf, tennis, softball, soccer, track and volleyball
- Manage all matters related to Title IX Compliance
- Provide support in budget preparation as needed
- Primary liaison with campus and conferences for sport summer camps
- Supervise all secretarial staff
- Maintain and produce the Staff Handbook and New Staff Orientation Handbook
- Maintain and produce the Student-Athlete Handbook
- Oversee game operations for volleyball, soccer, tennis and softball
- Supervise the completion of all NCAA required forms
- Primary liaison with on-campus housing & food services
- Contact person for Stroll for Student-Athlete Scholarship Fundraiser
- Supervise bus and van team travel schedules as well as bus drivers

Ken Berthelot, Associate Athletics Director External Affairs
- Manage and operate all activities associated with the Colonel Athletic Association
- Package and sell corporate sponsorships
- Oversee all activities relative to Colonel Sports Radio
- Supervise Colonel Athletic Association support staff
- Provide revenue projections related to budget preparation
- Manage all merchandise sales and maintain inventory
- Sell and produce all game day programs (w/Sports Information)
- Organize and administer annual fund raising events
- Maintain billing and sales records on all corporate sponsors
- Evaluate sales inventory and membership drive on an ongoing basis
• Obtain information concerning all fundraising activities within the Department

Easton LeBouef, Associate Athletics Director Business Affairs
• Oversee student employment
• Oversee all aspects of the athletics budget and budgeting process (w/ Bernardi)
• Supervise the ticket office and related staff
• Distribution of all season tickets
• Manage season ticket renewal process
• Assist with the development of all season ticket sales campaigns (w/administrative staff)
• Process all new hiring’s and changes in employment status
• Primary liaison with Human Resources
• Primary liaison with Business affairs
• Primary liaison with Assistant VP for Business Affairs (w/Bonin)
• Oversee game operations for baseball, basketball and football
• Complete all NCAA and Conference budget surveys
• Organize and administer Seafood Extravaganza fundraiser

Bobby Galinsky, Associate Athletics Director for Compliance
• Coordinate the institutional athletics compliance program
• Coordinate and execute the media relations program for golf
• Conduct rules education opportunities for all staff
• Investigate all NCAA violations
• Submit all regular reports of violations to NCAA and SLC
• Provide all interpretations of NCAA rules
• Certify the eligibility of all student-athletes
• Maintain all NCAA squad lists and related documentation
• Submit all NCAA and SLC compliance reports
• Produce and update annual departmental compliance manual

Jeff Smith, Assistant Athletics Director for Sports Medicine
• Manage the day-to-day operations of the training room and staff
• Provide supervision to student-trainers
• Oversee weight room and supervise strength and conditioning coordinator
• Oversee equipment room and supervise equipment manager
• Maintain medical files on all student-athletes
• Maintain documentation of all health insurance information
• Liaison with all team physicians
• Recommend and facilitate all health education programs for staff and student-athletes
• Supervise all NCAA, and or, University drug testing activities
• Oversee travel budget for managers, trainers, cheerleaders, and conditioning staff

Brandon Rizzuto, Director of Media Relations
• Coordinates and executes the media relations program for the following sports:
  a. Football
  b. Women’s Basketball
  c. Softball
  d. Tennis
Elizabeth Ballard, Assistant Director of Media Relations
- Coordinates and executes the media relations program for the following sports:
  a. Men’s Basketball
  b. Volleyball
  c. Soccer
  d. Baseball
  e. Cross Country/Track & Field
  f. Golf

Michelle Keife, Events Coordinator
- Organize the annual Athletic Awards Banquet
- Organize the annual Football Awards Banquet
- Organize the annual Senior Honors event
- Organize the annual Hall of Fame event
- Assist with the coordination of the bus, van and athletic department car schedule
- Serve as the administrative assistant for baseball, men’s golf, and men’s tennis
- Serve as the sponsor for the Student-Athlete Advisory Committee
- Assist the Senior Woman Administrator with the completion of all NCAA required forms

Erica Callais, Director of Athletics Academic Services
- Coordinate and oversee the registration for all student-athletes.
- Advise student-athletes as it relates to NCAA satisfactory progress.
- Monitor student-athlete satisfactory progress on the NCAA Compliance Assistance Program.
- Coordinate advising with academic advisors for all student-athletes.
- Monitor grades and absences of student-athletes throughout semester.
- Supervise and approval all course drops and change of major for student-athletes.
- Provide coaches with academic reports on their respective student-athletes as ot relates to progress-toward-degree.
- Identify and advise students that qualify for the "At-Risk" student-athlete program and the "Collaborative Learning"/Tutoring program.
- Supervise the staff of the "Collaborative Learning" program.
- Assist in the nomination of student-athletes for appropriate Southland Conference and NCAA Academic Awards.
- Work closely with coaches, staff, and campus community to ensure the academic success of student-athletes.

Norby Chabert, Associate Director for Marketing, Development and Promotions
- Assists in all external marketing of Nicholls State University athletics
- Assist in all public relations functions of the Nicholls State University athletics
- Assist in all athletic department fundraising activities
- Coordinate and assist in all promotions of special athletic department activities
- Coordinate and assist in marketing all Nicholls State University apparel and merchandise