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PHILOSOPHY AND OBJECTIVES

Established in 1921 as a teachers college by the Texas Legislature, Stephen F. Austin College began with 158 students. Located in the historic town of Nacogdoches, the college experienced dramatic growth in the 1960’s when Dallas and Houston surpassed the East Texas area as the primary source of students. Realizing that the institution had grown to new dimensions, the Texas Legislature changed its name to Stephen F. Austin (SFA) State University in 1969, and established an independent Board of Regents to govern it.

Responding to the wants and needs of the student population, the SFA Board of Regents upgraded its academic programs and offered new majors and degrees while adhering to the triad of academic responsibilities: teaching, research and service. According to the University’s mission statement, these three (3) functions culminate in an effort to “educate students to become mature, adaptable citizens capable of meeting the challenges they confront as members of a multicultural, democratic, technological society.”

Philosophy

Excellence in the fields of academics and athletics should not be viewed as mutually exclusive but as mutually beneficial. The overriding concern of the Department of Intercollegiate Athletics for nurturing the academic well-being of its student-athletes, therefore, is in keeping with the University’s reputation for excellence and integrity. In support of this philosophy the Department directs its coaches to be aware that academics is primary, to monitor student-athletes’ class attendance and to discover effective means to support them in their academic pursuits. While successful integration of academics and athletics is the
Department’s ultimate objective, it does not deter the Department from setting the highest athletic goals for itself.

The program of intercollegiate athletics at Stephen F. Austin State University seeks to enhance the personal development of student-athletes by permitting them to participate in a high level of competition, while at the same time monitoring the educational commitment of the University to these students. The program inculcates in its student-athletes the values of good sportsmanship, affords the otherwise unattainable opportunities to develop leadership skills, and serves as a laboratory for students who intend to make a career in athletics, especially as coaches. With respect to non-participants, the program seeks to further university development by fostering a sense of community involvement and loyalty among students, faculty, staff and alumni.

Objectives

Integrating the mandates established by Stephen F. Austin State University, the Southland Conference, and the NCAA, the Department of Intercollegiate Athletics is guided by the following objective:

• To develop and maintain mutually supportive programs of excellence in both academics and athletics in order to benefit the State and its people, as well as the students, faculty, administrators and alumni of the institution.

• To provide ample opportunities for both men and women by developing and sustaining programs which help all student-athletes achieve their maximum potential, both academically and athletically.
• To recruit student-athletes who are academically prepared for University work.

• To operate its athletics program in a manner that enhances the student-athletes’ educational opportunities.

• To strive to provide financial aid to recruited student-athletes who are responsible citizens of the University community, as long as they are team members and continue to make satisfactory progress towards graduation, as defined by existing standards.

• To offer an appropriate academic support program and tutoring services to all student athletes.

• To attain a retention and graduation rate which at a minimum reflects that of the SFA student body as a whole and with a goal of 100% graduation rate within five (5) years of matriculation for student-athletes completing four (4) years of eligibility.

• To operate its sports programs at the highest possible level of intercollegiate athletics competition and to seek affiliation with institutions demonstrating a similar commitment to academic excellence and institutional integrity.

• To prepare each athletic team to achieve the highest level of competence and to win at the conference and national level while adhering to all governing guidelines.

To train student-athletes in legitimate means of displaying good sportsmanship, competition and the will to win, and thereby contributing to the development of institutional morale, loyalty, school spirit and the probability of athletic success.

• To employ coaches and other administrative staff members who are capable of performing as professionals in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship, are expected of its members.

• To develop both short and long range financial plans consistent with and supportive of the overall program objectives mandated by the University.

• To produce some of the revenue necessary to offer and maintain a comprehensive intercollegiate athletics program that utilizes both high quality facilities and state-of-the-art equipment.

• To provide a means by which institutional alumni and the public at large identify with the University for mutually beneficial purposes.

The policies, procedures and practices which are needed to carry out these objectives follow and constitute the body of this Manual.

SFA
4/1996

GOVERNING AUTHORITIES

Stephen F. Austin State University as decreed by State of Texas legislation, is governed by a nine (9)-member Board of Regents appointed by the Governor and confirmed by the Texas State Senate. The
Board of Regents establishes policies which control the University and retains plenary jurisdiction over the University’s intercollegiate athletics program. The President of the University reports directly to the Board of Regents.

Each member of the Board of Regents serves a six (6)-year term, with three (3) new appointments made every two (2) years. The Board oversees the appointment of all administration, faculty, and professional staff members, and sets general policies for the University’s programs. However, the Board delegates the authority and responsibility for the control and conduct of intercollegiate athletics to the President.

**Intercollegiate Athletics Council**

The Intercollegiate Athletics Council, a Standing Committee of the President serves in an advisory capacity, acting in concert with the Director of Athletics in collectively putting forward recommendations to the President, as well as acting as a liaison between the Department of Intercollegiate Athletics and the University Faculty. This committee is made up of eight (8) faculty, staff, or community representatives with the Director of Athletics serving as an ex-officio member. For additional information see Policy 203, Intercollegiate Athletics Council, in this Manual.

The chair of the Intercollegiate Athletics Council shall serve as the Faculty Athletic Representative (FAR) to the Southland Conference, the NCAA and other Athletic associations. The FAR assists the University’s President in providing institutional control over the University’s intercollegiate athletics program, in compliance with the rules of the University, the Southland Conference, and the NCAA.

SFA
7/2007

**POLICY FORMULATION AND IMPLEMENTATION**

Stephen F. Austin State University policy and program formulation is the responsibility of the President of the University. As such, he is accountable to the Chairman of the Board of Regents for recommending and implementing athletic policy. In exercising this responsibility, the President is counseled and advised by the Director of Athletics. When formulating new policies, the President takes into account the legitimate concerns of faculty, students, alumni and friends of the University.

The President has direct oversight of the Department of Intercollegiate Athletics. This guidance includes specification of the duties and responsibilities of the Director of Athletics, and requires the Director to do likewise for all intercollegiate athletic coaches and other Departmental staff members. Policies necessary for the successful operation of the Department of Intercollegiate Athletics are recommended as follows:

- Policies affecting the operation and administration of the Department of Intercollegiate Athletics, such as budgeting, fund raising, alumni and community relations, are recommended by the Director of Athletics and Administrative Staff members. They are then approved by the President and submitted to the Board of Regents for approval.

- Policies affecting the overall mission of the intercollegiate athletics program (which include but are not limited to NCAA requirements, recruiting programs, coaching requirements, etc.) are recommended and/or reviewed by the Director of Athletics and submitted to the President for appropriate approval.
Policies related to student-athlete academic and welfare standards of the athletics program, such as academic eligibility, student support services, admission standards and class attendance, are reviewed by the Director of Athletics and submitted to the President.

Implementation

With regard to policy implementation, student-athletes and Departmental staff are subject to the rules and regulations found in the following publications:

- The NCAA Manual;
- The Rules Governing Athletics and All Participation of the Southland Conference;
- Stephen F. Austin State University Policy and Procedures Manual;
- Stephen F. Austin State University General Bulletin, including the “Student Code of Conduct;”
- The Department of Intercollegiate Athletics Policies and Procedures Manual.

Other policies are contained in various manuals, statements, memoranda and letters issued by members of the University’s faculty and administration, or the Director of Athletics. Student-athletes and staff alike are expected to keep abreast of changes in policies or procedures, and to meet or exceed Department of Intercollegiate Athletics program standards.

SFA
7/2007

INTERCOLLEGIATE ATHLETICS COUNCIL

As an advisory committee to the President, the primary responsibility of the Intercollegiate Athletic Council (IAC) is to ensure student athletes have the opportunity to reach their academic potential and to protect the academic integrity of Stephen F. Austin State University as it relates to intercollegiate athletics. The Council may recommend policy, monitor compliance, and promote both a strong and supportive academic climate for student athletes.

1. As part of its function and in order to carry out its responsibilities, the IAC may be consulted by the President or Director of Athletics on:

   a) Any proposed change in departmental policies, academic advising and class scheduling, practice times, or any other matter that could affect the academic standing of current or future student-athletes. The IAC need not be informed of all changes mandated by the NCAA, but should be notified of any major changes.

   b) Any decisions related to commercial offers, equipment contracts or potentially large financial donations that could benefit the Athletic Department.

   c) Decisions related to new construction, removal or remodeling of athletic facilities, changes related to times facilities are available for use and changes in permitted usages of facilities.

   d) Scheduling of athletic events, including missed class time demands, or changes made to accommodate media events.

   e) Addition or termination of any intercollegiate teams, or changes in the status of sport teams regarding conference affiliation.

   f) Any decisions related to head coaching changes and process of replacement.

   g) Student-athlete appeals on matters related to non-renewals, discipline and drug testing.

2. The chair of the IAC will be informed of all violations of NCAA legislation, regardless of level.
3. The Athletic Director or designee will annually provide:
   a) Data related to graduation rates as reported to the Department of Education.
   b) Date related to graduation success rates as reported to the NCAA.
   c) Data related to academic progress rate as reported to the NCAA.
   d) Data related to the academic performance of each sport team.

Organization

The NCAA Constitution requires that a majority of the members of the Intercollegiate Athletics Council be regular faculty members or administrators of the University. The members of the Intercollegiate Athletics Committee are appointed by the President. The Council consists of nine (9) members, as follows:

- Eight (8) faculty, staff or members of the community
- The Director of Athletics, who serves as an ex-officio member of the Council.

Council members serve staggered, three (3) year terms, which begin with the new academic year. Members may be reappointed to serve additional terms. The Chair of the Intercollegiate Athletics Council also serves as the Faculty Athletic Representative (FAR) who is appointed by the President.

The IAC meets monthly during the academic year with the Director of Athletics.

SFA
7/2014

DEPARTMENTAL ORGANIZATION

The head of Stephen F. Austin State University’s Department of Intercollegiate Athletics is the Director of Athletics who reports to the President who in turn reports to the Board of Regents. Reporting directly to the Director of Athletics are:

- The Associate Athletic Director for Compliance and Student Services.
- The Assistant Athletic Director for Academic Services.
- The Assistant Athletic Director for Business Affairs.
- The Associate Athletic Director for External Affairs.
- The Supervisor of Facilities and Equipment.
- The Senior Woman Administrator; who serves in a dual role as Assistant Athletic Trainer.
- Head Athletic Trainer who supervises the Assistant Athletic Trainers.
- The Director of the Wellness Center.
- The Head Coaches for all sports.
- Administrative Assistant

In addition, the Director of Athletics works closely with:

- The Faculty Athletic Representative and the
- Intercollegiate Athletic Council.

SFA
7/2014
JOB DESCRIPTION
DIRECTOR OF ATHLETICS

Reports To: President

Positions Directly Supervised: Associate Athletic Director for Compliance
                                Associate Athletic Director for External Affairs
                                Assistant Athletic Director for Business Affairs
                                Assistant Athletic Director for Academic Services
                                Senior Woman Administrator
                                Head Coaches
                                Head Athletic Trainer
                                Director of Wellness Center
                                Administrative Assistant
                                Supervisor of Equipment & Facilities

Basic Function

Responsible for the overall management of the intercollegiate athletics program within the policies, procedures and guidelines established by the Stephen F. Austin Board of Regents, the President of the University, the Southland Conference, and the NCAA.

Duties and Responsibilities

A. COACHING SUPERVISION

1. Maintains and develops a staff of Head Coaches that are recognized for their coaching records and their contributions to the coaching profession.

2. Establishes working environments for the coaches that are conducive to good coaching, and allows them to concentrate on their primary functions.

3. Ensures the continuous evaluation of coaches and trainers to promote and maintain high standards of performance in the areas of:
   a. Teaching athletic skills,
   b. Motivating assistant coaches and student-athletes,
   c. Recruiting student-athletes,
   d. Adhering to University responsibilities, and
   e. All other factors important to coaching.

4. Provides the support needed for the professional development of the SFA coaching staff, to include recognizing the accomplishments of coaches, promoting collegial relationships within the coaching staff, providing for participation in coaching clinics, etc.
B. MANAGEMENT, FINANCE, PERSONNEL AND FACILITIES

1. In conjunction with the Associate Athletic Director for Compliance, establishes and maintains an efficient organizational structure which has clearly-defined goals, responsibilities and lines of authority.

2. Selects personnel for key administrative positions which are the best available in terms of their education, work experience and record of accomplishment.

3. Holds key administrators accountable for high standards of performance in their assigned duties.

4. Provides opportunities for the training and professional development of all employees.

5. In conjunction with the Director of the Student Center, ensures that athletic ticket transactions are made in accordance with the policies of the University, and that those responsible for sales are held accountable for all funds collected.

6. Oversees fund raising endeavors to maximize the accumulation of revenues in order to contribute to the costs of student scholarships and plant expenditures in conjunction with Associate Athletic Director for External Affairs and the Director of Athletic Development.

7. In conjunction with the Assistant Athletic Director for Business Affairs, maintains fiscal control over revenues and expenditures to ensure that the Department of Intercollegiate Athletics operates within its allotted budget.

8. In conjunction with the Assistant Athletic Director for Business Affairs, ensures that all Department of intercollegiate Athletics financial transactions are consistent with the policies and procedures of the University or special policies that apply to the Department.

9. Works closely with the Vice President of University Affairs to obtain campus assistance, as required, to successfully administer the Department of Intercollegiate Athletics.

10. Provides for a clean, safe and functional physical plant.

11. Ensures that student-athlete housing and food service functions are optimally managed from the Departmental prospective.

12. In conjunction with the Associate Athletic Director for Compliance, works to ensure compliance with NCAA and Southland Conference rules and regulations.

13. Works with Departmental Administrative Staff members and Head Coaches to establish schedules for the various athletic teams. Ensures that the resulting inter-institutional contracts protect the interests of SFA.

14. Provides for optimum management of all athletic events.
C. STUDENT-ATHLETES AND STUDENTS

1. Develops and maintains procedures to ensure that the rules and regulations of the Southland Conference and the NCAA are met.

2. In conjunction with the Associate Athletic Director for Compliance, works with the Assistant Athletic Director for Academic Services to develop and maintain a quality program that meets the academic needs of the student-athletes (e.g., counseling, tutorial, study hall, academic advising, etc.).

3. In conjunction with the Head Athletic Trainer and Team Physician, provides a medical training program which focuses on the prevention and treatment of athletically related injuries, as well as the maintenance of the general health of all student-athletes.

4. Works with the Associate Athletic Director for Compliance to ensure that student-athletes follow the Department and University’s code of conduct, as well as rules and regulations related to ethical conduct, sportsmanlike behavior, etc.

D. PUBLIC RELATIONS

Maintains effective working relationships with the following groups:

1. The academic community of the University, to include the faculty, staff, students and administration;

2. The University’s Intercollegiate Athletics Council;

3. The Stephen F. Austin Board of Regents;

4. SFA alumni and friends, to include local civic and community organizations;

5. Representatives of the press and electronic media;

6. High school coaches and administrators;

7. General public; and

8. Southland Conference, NCAA, and other professional organizations.

Represents the University on committees within the Southland Conference, the NCAA as well as other related associations.

E. PROMOTIONS
1. Develops and maintains a quality media relations program covering all intercollegiate athletics programs.

2. Promotes athletics events directly on the campus and other events which provide indirect benefits to the campus and the community, such as NCAA championships, etc.

3. Promotes and supports coaches, student-athletes, etc.

4. Promotes the University.

F. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

G. Compliance matters will also be included in your annual Performance Management Review.

H. Performs other duties as assigned by the President of the University.

SFA
7/2015

JOB DESCRIPTION
ASSISTANT ATHLETIC DIRECTOR FOR BUSINESS AFFAIRS

Reports To: Director of Athletics

Positions Directly Supervised: Coordinator of Athletic Operations

Basic Function

Responsible for directly overseeing the Department business operations and assisting the Director of Athletics with the overall management and control of the Department budget. Attends to daily business operations and financial planning and oversight.

Duties and Responsibilities

1. Assists in the development of budgets for all programs, in conjunction with the Director of Athletics, Head Coaches and other administrative staff members. Monitors budgetary compliance.

2. Participates in special planning studies related to income projections. Complies budget estimate information for athletics program operations and special projects, as requested.

3. Assists coaches and administrative staff with the business operations pertaining to their programs.

4. Aids in the negotiation of all Departmental contracts to include, television and radio rights, business facilities, rental, maintenance and concessions at the direction of the Director of Athletics.
5. Works closely with appropriate University Offices to ensure that all developed contracts meet University, as well as State rules and regulations requirements.

6. Develops and implements capital equipment purchasing procedures and special remodeling/maintenance projects, working with the University’s Business and Purchasing Offices.

7. Reviews game guarantees and other appropriate financial arrangements with visiting teams, and prepares contracts for events, as necessary.

8. Oversees the planning and coordination of team travel arrangements, including transportation, lodging, meals, etc., for regular and postseason events.


10. Keeps the Director of Athletics informed regarding Departmental fiscal operations, providing periodic budget status reports.
11. Interfaces with internal and external auditors, as well as with other University Departments having fiscal management authority.

12. Handles University receipts and has receipt processing duties as per University policy. May receive and/or supervise the receipt of payments for department sponsored activities.

13. Attends University, Southland Conference, NCAA and other organizational meetings, as assigned.

14. Participates on University committees and task forces, as required.

15. Initiates or participates in projects as requested by the Director of Athletics.

16. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

17. Compliance matters will also be included in your annual Performance Management Review.

18. Performs additional duties and special projects as assigned by the Director of Athletics.

SFA
7/2015

JOB DESCRIPTION
ASSOCIATE ATHLETIC DIRECTOR FOR COMPLIANCE & STUDENT SERVICES

Reports To: Director of Athletics

Positions Directly Supervised: None

Basic Function

Responsible for ensuring compliance with University, Southland Conference, and National Collegiate Athletic Association rules and regulations, to include providing managerial oversight of all matters concerning student-athlete recruiting, admissions, eligibility, academic support, financial aid and amateur status. Serves as a primary communication resource and liaison for Departmental administrative staff members.

Duties and Responsibilities

1. Ensures compliance with NCAA, Southland Conference, and University rules and regulations related to recruitment, eligibility, admissions, financial aid, housing, academic support and the physical welfare of student-athletes. Monitors institutional adherence to these rules and regulations. Serves as Compliance Officer for the Department.

2. Assists the Director of Athletics with the administration of the Department’s athletics programs. Troubleshoots issues in conflict with Department or University policies or procedures, and recommends action plans for resolution.

3. Serves as the Department’s primary communication resource for coaching and administrative staff members on behalf of the Director of Athletics and provides overall Department management in the absence of the Director.
4. Formulates and implements compliance strategies and systems for SFA’s athletics programs and support services to ensure NCAA rules and regulations are followed.

5. Develops, implements and monitors a systematic reporting and tracking structure for athletics programs and units in compliance with NCAA regulations.

6. Maintains a detailed and current working knowledge of the eligibility and financial aid certification rules and procedures for the University, Southland Conference, and NCAA.

7. Monitors recruitment activities for the Department. Provides guidance to coaches and staff regarding managerial steps for all on-campus recruiting efforts. Approves all official visits of prospects and monitors related activities. Directly assists with the recruitment of prospective student-athletes by evaluating the coaches’ recruiting recommendations and assisting them in obtaining the necessary documents for admissions, as necessary.

8. Provides support data and serves as the Department liaison with the Director of Financial Aid and the University’s Registrar in preparation of reports on student-athletes required by the University, the Southland Conference and/or the NCAA.

9. Coordinates all certification of eligibility and oversees financial aid procedures within the Department, in conjunction with campus certification officials. Through the Assistant Athletic Director for Student Services, interfaces with the Director of Admissions on eligibility status matters.

10. Coordinates the National Letter of Intent Program with the Southland Conference for the Department.

11. Conducts compliance rules review seminars for Departmental administrator, coaches and student-athletes. Disseminates new Conference, and NCAA legislation and interpretations to coaches and Departmental staff. Consults with coaches and other administrative staff regarding program compliance and provides appropriate training opportunities for athletic staff.

12. Coordinates the summer term and exhausted eligibility financial aid programs for the Department.

13. Maintains regular contact with officials from the NCAA and the Southland Conference to obtain current and accurate information regarding regulations and compliance.

14. Develops and implements programs to provide outside athletic support groups with information on NCAA recruiting rules and permissible benefits to student-athletes.

15. Oversees the development of meal lists, rooming lists and room/board monthly allowances to establish confirmation with allowable aid.

16. Supervises the development and transmittal of all NCAA Squad Lists to the Southland Conference, to include handling all changes and updates.

17. Serves as Departmental liaison with Campus Housing. Coordinates room lists and assignments for all student-athletes living in campus housing.

18. Compiles all data, annual reports, waivers and appeals as related to the NCAA APR program and Federal Graduation Rate requirements.
19. Serves on University committees and task forces, as required or at the request of the Director of Athletics or the President.

20. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

21. Compliance matters will also be included in annual Performance Management Review.

22. Performs additional duties and special projects as assigned by the Director of Athletics.

SFA 7/2011

JOB DESCRIPTION
SENIOR WOMAN ADMINISTRATOR

Reports To: Director of Athletics

Positions Directly Supervised: None

Basic Function
Serves as the highest-ranking female administrator involved with the conduct of the intercollegiate athletics program.

Duties and Responsibilities

1. Interacts with coaches and student-athletes to resolve student welfare issues.

2. Provides support to the Associate Athletic Director for Compliance and Assistant Athletic Director for Students Services, ensures compliance with NCAA, Southland Conference rules and regulations related to student welfare.

3. Assists the Director of Athletics in monitoring the objectives and timelines established during the most recent NCAA Athletics Certification pertaining to gender equity and student-athlete welfare.

4. Evaluates and monitors women’s sports programs and serves as a liaison to female coaches on issues involving their sport.

5. Participates in the hiring, evaluation, and termination of women’s sport coaches.

6. Assesses community needs and develops community outreach programs for intercollegiate athletic teams.

7. Acts as an official representative of the University at institutional, Southland Conference and NCAA meetings, as requested by the Director of Athletics. Serves on committees and task-forces, as required.

8. Compiles and maintains lettering records for each sport as per policy.

10. Compliance matters will also be included in annual Performance Management Review.

11. Performs additional duties and initiates special projects, as directed by the Director of Athletics.

SFA
7/2007

JOB DESCRIPTION
SUPERVISOR OF FACILITIES AND EQUIPMENT

Reports To: Director of Athletics

Positions Directly Supervised: Student Managers

Basic Function

Responsible for the use and maintenance of assigned Departmental facilities, to ensure their optimum and safe usage. Responsible for Equipment Room operations, to include coordinating the purchase, receipt, issuance, use and maintenance of athletic equipment for football and other sports when consulted. Interprets and implements policies, procedures and priorities for assigned athletic facilities and football equipment employment.

Duties and Responsibilities

EQUIPMENT:

1. Maintains a comprehensive and functional knowledge of policies and procedures regarding the distribution of equipment for all intercollegiate sports, to include the fitting and issuance of equipment for football.

2. Ensures the efficient and economical management of the Equipment Room. Updates and improves current procedures, as needed, to accommodate anticipated growth.

3. Advises coaches in the selection of equipment and supplies. Recommends equipment for purchase. In conjunction with the Assistant Athletic Director for Business Affairs, oversees the processing of necessary documentation for purchases and the receipt of shipments for the football program.

4. Responsible for the annual inventory of all Departmental property. Provides for the maintenance, repair and reconditioning of football equipment. Responsible for maintaining records on the maintenance and reconditioning of football equipment.

5. Supervises the packing, transporting and set-up of equipment and supplies for football competition.

6. Supervises the football student managers. Responsible for their hiring, firing as appropriate.

7. Coordinates the set-up of equipment and supplies for practices and competitions, as requested by the Head Football Coach.

8. Prepares a projected annual football equipment budget for consideration and review by the Assistant Athletic Director for Business.
10. Responsible for the receipt, documentation and distribution to appropriate areas of all sporting goods and equipment, in conjunction with the Assistant Athletic Director for Business Affairs.

11. Oversees athletic laundry operations. Maintains a working knowledge of appropriate procedures when cleaning athletic clothing and equipment.

12. Ensures the security of the Equipment Room located in the fieldhouse.

13. Works in cooperation with the Head Athletic Trainer regarding injury prevention and rehabilitation of student-athletes, related to special equipment needs.


FACILITIES:

1. In conjunction with the Director of Athletics, Assistant Athletic Director for Business Affairs and Head Coaches, oversees the inspection of facilities on a scheduled basis to identify repair and maintenance needs and to ensure the proper maintenance of Homer Bryce Stadium, athletic fieldhouse including training room and academic support center and the William R. Johnson Coliseum.

2. Coordinates the planning and completion of assigned facility repair projects, to include assigning duties, defining procedures and inspecting work.

3. Serves as Department’s liaison with the University’s Physical Plant, coordinating appropriate maintenance and repair projects, as necessary.

4. Supervises the maintenance and preparation of the football practice fields, Homer Bryce Stadium playing field and the basketball floor in the William R. Johnson Coliseum for scheduled practices and competitive events.

5. Participates in establishing short and long term plans for facility improvements in conjunction with Department administrators and coaches.

6. Oversees the landscape maintenance on the football practice fields and the Homer Bryce Stadium playing field.

7. Coordinates the purchase of supplies, tools and machines, in conjunction with the Assistant Athletic Director for Business Affairs.

8. Assists with the equipment and space inventory. Coordinates internal moves (office, etc.) as requested.

9. Participates in planning with department staff for short term and long range maintenance planning for Homer Bryce Stadium, athletic fieldhouse and the William R. Johnson Coliseum.

10. Assists at athletic events, as assigned.

11. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).
13. Compliance matters will also be included in your annual Performance Management Review.

14. Performs special duties and projects as requested by the Associate Athletic Director for Internal Affairs and/or Director of Athletics.

SFA
7/2014

JOB DESCRIPTION
HEAD COACH

Reports To:    Director of Athletics

Positions Directly Supervised:    Assistant Coaches
                                    Part-Time Coaches
                                    Intern Coaches
                                    Volunteer Coaches
                                    Student Assistants

Basic Function

Responsible for the management and administration of all phases of a sports program in a manner that upholds the philosophy and objectives of the Department of Intercollegiate Athletics.

Duties and Responsibilities

1. Adheres to and enforces all policies and procedures of the Department and the University, as well as the rules and regulations of the Southland Conference, the SFL, the NCAA and other authorities that may legitimately influence the intercollegiate sport.


3. Provides leadership and instruction in the personal and athletic development of student-athletes, to include counseling team members in academic, disciplinary and personal matters, when appropriate.

4. Monitors the eligibility status and promotes the academic progress of student-athletes by working closely with the Associate Athletic Director for Compliance. Assists in enforcing study hall attendance for referred freshmen and others with grade deficiencies. Support the guidelines set-up by the Assistant Athletic Director for Academic Services.

5. Manages the sport’s program within the framework of a balanced budget.

6. Oversees the selection, purchase, fitting and maintenance of team equipment, to include uniforms, athletic equipment and supplies.

7. Schedules and conducts regular practice sessions in and out of season, as permitted by NCAA rules and regulations. Develops and implements strategies for motivating student-athletes to perform at maximum levels as both individuals and a team.
8. Arranges a competitive event schedule, in conjunction with the Assistant Athletic Director for Business Affairs and the Director of Athletics.

9. Ensures that team travel arrangements are in compliance with University, Southland Conference and NCAA rules and regulations, to include monitoring the development of travel itineraries and coordination of travel plans.

10. Oversees the conditioning and training of team members, in conjunction with the Head Athletic Trainer and Director of the Wellness Center, to ensure that student-athletes are physically prepared for competition.

11. Supervises assigned assistant coaches, part-time assistant, restricted coaches, volunteer coaches, student assistants and/or other support staff to ensure their compliance with applicable rules, policies and procedures. Provides orientation, training and guidance, as needed. Conducts performance evaluations and recommends salary increases, as appropriate.

12. Participates in clinics, exhibitions and camp activities, as approved.

13. Assists with approved fund raising activities, as requested.

14. Participates in public relations activities, to include speaking engagements, television and radio interviews, and press conferences, as approved or requested. Represents the Department at professional, civic, charitable and alumni events.

15. Compiles data and reports, as required by the Department and University.

16. Provides student-athletes with information on opportunities to compete at approved national and international tournaments, meets, etc.

17. Develops and publishes team rules regarding appearances, practice, class attendance, punctuality, dress code and general standards of behavior, with the approval of the Director of Athletics. Enforces team rules, providing appropriate disciplinary action as warranted.

18. Ensures the safety of student-athletes and coaching staff through careful monitoring of the conditions of athletic equipment and facilities utilized by the designated sport. Submits requests for repair, maintenance and improvements of facilities to the Supervisor of Facilities and Equipment.

19. Cooperates with all coaches within the intercollegiate athletics program to enhance overall Departmental operations.

20. May receive and/or supervise the receipt of payments from parents, students and others for department sponsored activities including camps held on campus.

21. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

22. Compliance matters will also be included in the annual Performance Management Review.

23. Performs other duties and special projects as requested by the Director of Athletics.
JOB DESCRIPTION
ASSISTANT COACH

Reports To: Head Coach

Positions Directly Supervised: None

Basic Function

Responsible for providing coaching, administrative, and instructional assistance to the Head Coach of a designated sport. Provides instruction to student-athletes to develop team concepts, safety, physical health, and other related focuses. Uses independent discretion and judgment when designing and conducting formal and informal training sessions to meet individual athlete and team needs. Responsible for the promotion of the philosophy and objectives of the intercollegiate athletics program, including, but not limited to, adhering to all Departmental policies and procedures, as well as the rules and regulations of the University, the Southland Conference and the NCAA. This is a security sensitive position.

Duties and Responsibilities

1. Designs and conducts formal and informal training sessions to meet individual student-athlete and team needs.

2. Provides instruction to student-athletes to develop team concepts, safety, and other related topics.

3. Assists in coaching student-athletes, to include evaluating their performances in both practice and competition, and providing leadership and instruction in areas of deficiencies, as required.

4. Promotes physical health by monitoring the conditioning and training of student-athletes, in conjunction with the Athletic Training staff.

5. Counsels team members in academic, disciplinary and personal matters, to include consulting with the Academic Coordinator to resolve problems.

6. Participates in the collection and analysis of tactical and statistical data of opponent teams and assists in designing game plans and strategies. Attends coaches’ preparatory meetings and implements strategies resulting from these meetings.

7. Advises and counsels student-athletes regarding their obligations to comply with all rules and regulations related to financial aid and eligibility, as well as personal conduct and appearance.

8. Assists in monitoring the academic progress and eligibility status of student-athletes, to include both class and study hall attendance.

9. Assists, as allowed by NCAA regulations, with the evaluation and recruitment of student-athletes, to include assisting with on-campus visits of prospective student-athletes.
10. Participates in public relations activities, as approved, to include granting interviews with newspaper, radio and television media, attending press conferences and making public appearances.

11. Assists with planning and coordinating approved fund raising activities, as assigned.

12. Assists with the development of schedule for practice and competition, as assigned.

13. Assists in coordinating team travel arrangements, as requested. Travels with the team and monitors the conduct of student-athletes.

14. Works with the Supervisor of Facilities and Equipment to ensure that necessary athletic equipment is available for scheduled practices and competitive events.

15. Monitors the condition of equipment. Request repairs or replacement, as necessary.

16. Participants in clinics, exhibitions and camps, as approved.

17. Represents the Department at professional, civic, charitable and alumni events, as requested.

18. May receive and/or supervise the receipt of payments from students, parents, and others for department sponsored activities including camps.

19. Abides by all rules of the National Collegiate Athletics Association (NCAA) and the Southland Conference (SLC).

20. Compliance matters will also be included in the annual Performance Management Review.

21. Performs other duties and assists with special projects as assigned by the Head Coach.

SFA
7/2015

JOB DESCRIPTION
DIRECTOR OF WELLNESS CENTER

Reports To: Director of Athletics

Positions Directly Supervised: Assistant Strength Coach
Graduate Students and Interns

Basic Function

Responsible for developing, implementing and supervising Strength and Conditioning program operations, to include the development and implementation of individualized conditioning, strength and flexibility and nutrition programs for all student-athletes. Oversees Wellness Center operations and provides direction and supervision to assistant coaches and student-athletes.

Duties and Responsibilities

1. Manages and controls the operation of the Wellness Center, ensuring compliance with University, Southland Conference, and NCAA rules and regulations.
2. Oversees the design and implementation of total conditioning programs for each SFA sports program during preseason, in-season and off-season periods, in conjunction with each Head Coach and the Head Athletic Trainer. Develops and implements testing programs to determine the effectiveness of conditioning regimes.

3. Provides for the proper supervision of student-athletes in the Wellness Center, to include ensuring that student-athletes receive proper instruction on the safe use of weight machines and free weights.

4. Coordinates reconditioning programs for student-athletes, in conjunction with the Head Athletic Trainer.

5. Ensures budgetary compliance through efficient and economical management oversight.

6. Oversees the selection, installation and maintenance of Wellness Center equipment, to include proper cleaning and repair.

7. Oversees and monitors the nutritional program for each team, as appropriate.

8. Assists with on-campus recruiting activities for prospective student-athletes, to include helping coaches evaluate the athletic potential of prospective student-athletes.

9. Oversees the coordination of time schedules for the use of Wellness Center facilities by each sport team and individual student-athletes. Resolves conflict as necessary.

10. Serves on various Departmental, University, Southland Conference, and NCAA committees and task forces, as requested. Participates in NSCA activities, representing SFA and the Association as deemed appropriate.

11. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

12. Compliance matters will also be included in your annual Performance Management Review.

13. Performs other duties and special projects as requested by the Director of Athletics.

SFA 7/2009

JOB DESCRIPTION
MEDIA Relations DIRECTOR

Reports To: Assistant Athletic Director for External Affairs

Positions Directly Supervised: Assistant Media Relations Directors, Media Relations Specialist, Interns, Student Assistants.

Basic Function
Responsible for the development, planning, supervision and implementation of the Department’s overall media relations efforts. Provides general supervision of the Media Relations Office, all intercollegiate sports publicity and the Athletic Department’s official website.

**Duties and Responsibilities**

1. Implements Departmental policies and procedures as related to media relations, ensuring the integrity and enhancing the public image of SFA’s intercollegiate athletics program.

2. Remains current and ensures compliance with all applicable University, Southland Conference, and NCAA rules and regulations.

3. Establishes and maintains cooperative working relationships with local, regional and national media representatives. Serves as the press liaison, arranging press conferences and establishing procedures for interviewing student-athletes, coaches and administrators. Arranges interviews when appropriate and convenient with Departmental personnel.

4. Supervises Media Relations Office personnel in the performance of their duties related to daily sports media services, the production of news releases and statistics, and the development of sports publications.


6. Directs the preparation, maintenance and distribution of current statistical records for all intercollegiate sports.

7. Coordinates the writing, editing, publication and distribution of all sports information, to include press releases, feature articles, media guides, game programs and website content.

8. Maintains updated files on past and present SFA student-athletes and staff, including biographical and photographic materials.
Oversees photography activities, including photograph sessions for teams, as well as still and video coverage of athletic events.

Acts as the Department’s public relations liaison with the University, community and media.

Supervises all support staff assigned to media relations activities. Delegates and prioritizes staff administrative responsibilities.

Ensures that results of athletic events for all sports are reported to the appropriate media outlets.

Plans and coordinates press functions for all sports, when deemed appropriate.

Coordinates the coverage of away events, to include working with the opponent’s media relations office and scheduling Media Relations staff travel, when deemed appropriate.

Assists student-athletes in dealing with media representatives.

Attends national, regional and Conference meetings as assigned by the Assistant Athletic Director for External Affairs or the Director of Athletics.

Performs media related duties and coordinates special projects as requested by the Assistant Athletic Director for Business Affairs or the Director of Athletics.

Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

Compliance matters will also be included in your annual Performance Management Review.

Performs additional duties and initiates special projects as directed by the Director of Athletics.

JOB DESCRIPTION
ASSISTANT MEDIA RELATIONS DIRECTOR

Reports To: Media Relations Director

Positions Directly Supervised: Students and Interns

Basic Function

Assists in the operation of the Media Relations Department’s public and media relations activities.

Duties and Responsibilities

1. Supervises office staff and acts as Media Relations Director in the absence of the Media Relations Director.

2. Assists the Media Relations Director with the editing of all SFA’s programs, press guides and website content. Supervises the writing and editing of sports’ press guides as assigned.
3. Complies and updates statistical records on a weekly basis, and maintains archival fields for specific sports.

4. Assists the Media Relations Director with the staffing and coordination of home athletic events. Supervises student staff in the coverage of assigned events and tournaments.

5. Assists with media luncheons and special activities, as requested.

6. Prepares and edits postseason tournament brochures.

7. Organizes picture and press days for specific sports.

8. Assists with press box and press row operations, including assembling game day stat crews.

9. Assists the Media Relations Director with advance activities for all away games.

10. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

11. Compliance matters will also be included in your annual Performance Management Review.

12. Performs other duties or special projects as assigned by the Media Relations Director or Director of Athletics.

SFA
7/2006

JOB DESCRIPTION
ASSISTANT ATHLETIC DIRECTOR FOR ACADEMIC SERVICES

Reports To: Director of Athletics

Positions Directly Supervised: Academic Services Assistants
Graduate Assistants
Tutors

Basic Function
Serves as a liaison between the academic and athletic branches of the University. Oversees student-athlete academic activities from admissions through graduation. Implements programs and services which help guide and assist student-athletes in their academic endeavors.

Duties and Responsibilities

1. Develops, implements and coordinates an Academic Counseling Program for student-athletes.

2. Proposes and oversees the administration of the Program’s annual budget.

3. Interacts with University faculty concerning issues related to student-athletes and their academic progress.

4. Assists Head Coaches with admissions procedures, interfacing with the Admissions Office and faculty committees, as required. Assists in monitoring the admissions process for student-athletes.
5. Monitors the compilation and maintenance of student-athlete academic profiles. Uses this information to develop academic counseling plans and services and to identify resources for these student-athletes.

6. Monitors the class attendance and performance of sports specific student-athletes. This is accomplished using the GradesFirst software and direct personal contact with professors. Regularly disseminates academic information to appropriate coaches.

7. Regularly disseminates essential student-athlete information, in conjunction with the Associate Athletic Director for Compliance and Student Services, to the following individuals:

   a. The Director of Athletics and Athletic Certification Officer: reports on academic progress and eligibility;

   b. The College Deans: general exchange of pertinent information, lists of all student-athletes for collection of individual related to degree progress;

   c. The Faculty: questionnaires on academic progress;

   d. The Coaches: Mid-semester/final grades, class schedules and eligibility status and tutoring reports; and
8. Informs sports specific student-athletes of all registration procedures and related due dates. Provides pre-registration counseling and registration services for these student-athletes.

9. Assists with the creation and maintenance of academic files on all student-athletes, including the compilation of academic information on student-athletes for Southland Conference, and NCAA eligibility reports and forms.

10. Counsels student-athletes with academic concerns. Refers them to appropriate counseling or support services when needs outside the Academic Counseling Program offerings are identified.

11. Assists with the recruiting program by familiarizing prospective student-athletes with the various academic programs and support services available at SFA.

12. Develops and continually updates student files on academic progress. Files will be discussed each semester with student-athletes as to current standing and expectations for the upcoming semester. Head coaches will be provided updated copies of all progress reports.

13. Coordinates registration and advising activities for student-athletes.

14. Develops and oversees study programs designed to meet the needs of student-athletes, which include trained tutors, academic support counseling services.

15. Supervises Study Hall operations for the Department.

16. Plans and coordinates summer and fall orientation sessions for incoming student-athletes.

17. Refers student-athletes to appropriate University offices (e.g., Office of Admissions, Financial Aid, Housing, and University Counseling Center, etc.) when needs outside the academic counseling area are identified.

18. Assists student-athletes and coaches in rectifying “system problems” that require extended contact with one or more University offices.

19. Interacts with college registrars and faculty advisors to facilitate appropriate course enrollment.

20. Coordinates all student-athlete outreach activities.

21. Acts as advisor co-chairperson for the Student-Athlete Advisory Board.
22. Attends professional meetings, seminars and continuing education classes (as time allows) to update and increase professional knowledge. Serves on various University committees.

23. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

24. Compliance matters will also be included in your annual Performance Management Review.

25. Performs additional duties and special projects as assigned by the Director of Athletics.

SFA
7/2012

JOB DESCRIPTION
HEAD ATHLETIC TRAINER

Reports To: Director of Athletics, Team Physician

Positions Directly Supervised: Assistant Athletic Trainers
                             Athletic Training Intern
                             Graduate Assistant Athletic Trainers
                             Athletic Training Students
                             Sports Nutritionist / Dietitian

Basic Function

Supervises the administration of the Athletic Training Rooms and coordinates the comprehensive sports medicine department utilizing the six domains of athletic training: prevention, clinical evaluation and diagnosis, immediate care, treatment, rehabilitation, and reconditioning, organization and administration, and professional responsibility.

Duties and Responsibilities

1. Oversees the application of therapeutic modalities and treatments in the Athletic Training Room.

2. Aids in the prevention of athletic injuries by supervising preventative taping and the purchase and fitting of special protective equipment, as well as maintaining safety conditions at practices and competitions.

3. Coordinates the rehabilitation programs for players after surgery, with off-season injuries, or preventative exercise, in response to pre-season screening results.

4. Administers emergency procedures to injured athletes in assigned sports during practices and games.

5. Maintains records of treatments and injuries of all student-athletes seen and treated in the Athletic Training Rooms. Supervises the distribution of approved medications under the orders of the Team Physician.

6. Makes appointments for student-athletes to see private physicians, as necessary.

7. Assigns and supervises graduate assistants and athletic training students to the Athletic Training Rooms and specific sports.
8. Coordinates the scheduling and conduct of pre-season athletic physicals for all student-athletes.

9. Prepares reports on injured student-athletes for the applicable Head Coach and provides periodic progress reports on the rehabilitation of these players injured during the year.

10. Coordinates and supervises the Department’s Drug Testing Program.

11. Remains on 24-hour call to sports specific players for treatment and/or counseling, as assigned.

12. Coordinates the purchasing, maintenance and repair of all Training Room supplies and equipment. Maintains an on-going inventory of all such supplies and equipment.

13. Makes arrangements for Athletic Training Room supplies and equipment to be transported on trips.

14. Meets with recruits, as assigned, to tour the Department’s Athletic Training Rooms and discuss injuries and rehabilitation programs.

15. Maintains current NATA certification and Texas Athletic Training licensure. Remains current on new training techniques by reading relevant literature and attending workshops and conventions. Conducts training sessions and supervises graduate assistants in the performance of athletic medicine activities.

16. Abide by all rules of the National Collegiate Athletics Association (NCAA), the Southland Conference (SLC), the National Athletic Trainers Association (NATA), and State of Texas laws.

17. Compliance matters will also be included in your annual Performance Management Review.

18. Performs special functions for the Department as requested by the Director of Athletics.

19. Oversees Electronic Medical Records (EMR) system and Third Party reimbursement platform in conjunction with Athletic Insurance Specialist.

20. Coordinates and supervises the Department’s concussion management plan.

SFA
7/2015

JOB DESCRIPTION
ASSISTANT ATHLETIC TRAINER

Reports To: Assistant Athletic Director for Sports Medicine

Positions Directly Supervised: Student Trainers
Graduate Assistant Trainers

Basic Function

Assists with the administration of Training Room operations. Aids the Head Athletic Trainer in coordinating the prevention and treatment of injuries to student-athletes.

Duties and Responsibilities
1. Administers preventative taping, fits special protective equipment and maintains safety conditions at practices and competitions, as assigned.

2. Assists in the application of therapeutic modalities and treatments under the direction of the Head Athletic Trainer.

3. Designs and implements rehabilitation reconditioning programs for players after surgery, as directed by the Head Athletic Trainer.

4. Assists in administering emergency procedures to injured student-athletes during assigned practices and games.

5. Assists with the maintenance of treatment records for assigned student-athletes. Aids in the distribution of approved non-prescription medication under the Team Physician’s orders.

6. With the approval of the Head Athletic Trainer, makes appointments for players to see consulting physicians, after referral by the Team Physician.

7. Assists with the administration of the Department’s Drug Testing Program.

8. Assists with the organization and scheduling of athletic physicals for assigned sports.

9. Helps prepare injury reports and periodic progress reports on the rehabilitation of players injured during the year for the Head Coaches of assigned sports.

10. Assists in expediting insurance claims and payments. Ensures adequate communication between Physician, Trainers, Coaches, student-athletes and parents.

11. Travels with team to away games, as required.

12. Assists in the maintenance and repair of Training Room supplies and equipment.

13. Assists with inventory activities, as assigned.

14. Assists with the transportation of medical supplies and equipment on away trips for assigned sports.

15. Maintains current NATA licensure and related certifications. Assists with student training, as directed.

16. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

17. Compliance matters will also be included in your annual Performance Management Review.

18. Performs special functions for the Department as requested by the Head Athletic Trainer or Director of Athletics, as appropriate.

SFA
7/2005

JOB DESCRIPTION
COORDINATOR OF ATHLETIC OPERATIONS

Reports to: Assistant Athletics Director for Business Affairs

Positions Directly Supervised: Student Assistants; Event Management Personnel

Basic Function
Responsible for directly overseeing the staging of all home intercollegiate athletic events and the implementation of Southland Conference and NCAA rules and regulations pertaining to game management activities. Serves as the department’s liaison to outside groups using athletic department facilities and works to troubleshoot potential conflicts with existing scheduled events. Attends to the daily oversight of the departmental calendar to include the scheduling of team practices and games, as well as non-athletic department events.

Duties and Responsibilities

1. Coordinates the preparation of the overall calendar of events for the Department, in conjunction with Head Coaches and other personnel involved with facility scheduling and services.

2. Attends to the daily supervision of the department calendar to accommodate the demanding practice and game schedules of all athletic department teams.

3. Oversees the staging and management of home athletic events, including the hosting of pre-season tournaments and championships.


5. Acts as the coordinator for UIL athletic events hosted by Stephen F. Austin State University. Activities include the planning and staging of the championships, and serves as the departmental liaison to the UIL office in Austin.

6. Serves as the departmental liaison to the following game management entities: concessionaires, ticket personnel, University Police Department, the band and other spirit groups.

7. Negotiates rental agreements and contracts, on behalf of the University.

8. Disseminates necessary information to visiting intercollegiate teams concerning trip procedures (i.e. restaurant and hotel guides, maps of campus, etc.).

9. Oversees the execution of Game Confirmation Letters to all opponents, pursuant to Southland Conference policy.

10. Oversees the coordination of departmental special events and post-season tournaments, as requested.

11. Attends University, Southland Conference, and other organizational meetings, as assigned.

12. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).
13. Compliance matters will also be included in your annual Performance Management Review.

14. Performs additional duties and special projects as assigned by the Director of Athletics or Assistant Athletic Director for Business Affairs.

SFA  
7/2012

**JOB DESCRIPTION**  
Associate Athletic Director for External Affairs

**Reports To:** Director of Athletics

**Positions Directly Supervised:**  
Director of Media Relations  
Video Coordinator  
Marketing Coordinators  
Director of Athletic Development

**Basic Function**

Responsible for all external programs conducted on behalf of the athletic department, including the supervision of the development and implementation of marketing plans for the department, and oversight of all athletic promotional, public relations, media relations, fundraising, multi-media sponsorships and ticket sales efforts. Coordinates with appropriate staff as the liaison for the athletic department to the office of development, alumni associations, public relations and booster groups in developing fund raising priorities and strategies. Work with athletic department administrative staff and coaches, university administration and community/state leaders in furthering the presence and image of SFA Intercollegiate Athletics. Coordinates with appropriate staff the development and implementation of strategies to increase ticket sales and overall attendance at athletic events.

**Duties and Responsibilities**

1. Supervise the development and implementation of all comprehensive athletic fund-raising, marketing and promotions plans for the Athletic Department.

2. Coordinate the Athletic Department’s public relations effort.

3. Supervise the Director of Athletic Development who coordinates the Athletic Annual Fund.

4. With appropriate staff, coordinate department communications and coordinates activities with all University fund raising agencies, including the Alumni Office, the Advancement office and outside parties.

5. Oversee the planning of all athletic fund raising events.

6. Oversee the design of proposals requesting gifts from donors, businesses or corporations and private foundations.
7. Ensure that staff informs donors/sponsors on a consistent basis regarding the location of their donations/sponsorships and how it is benefiting the Athletic Department and the University.

8. Manage the University’s licensing program, and serve as primary liaison with the University’s licensing representative, CLC-IMG College.

9. Manage the Athletic Department’s on-line store and serve as primary liaison with the Department’s vendor, Fanatics.

10. Serve as primary liaison with the local general manager for Learfield Sports (Lumberjack Sports Properties, LLC) and provide any assistance and counsel necessary to monetize the Athletic Department’s multi-media sponsorship inventory.

11. Adhere to all applicable NCAA and Southland Conference rules and regulations.

12. Serve as the athletic department liaison with the Office of Public Affairs.

13. Attend luncheons or meetings to promote the Athletic Department.

14. Engages in speaking commitments to promote the University.

15. Travels in order to locate potential donors.

16. Handle university receipts and has receipt processing duties as per university policy.

17. May receive and/or supervise the receipt of payments from corporations, donors, students and others for department sponsored activities.

18. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

19. Compliance matters will also be included in your annual Performance Management Review.

20. Perform other duties as assigned by the Athletic Director.

SFA
7/2016

JOB DESCRIPTION
ASSISTANT HEAD COACH

Reports To: Head Coach

Positions Directly Supervised: None

Basic Function

Responsible for providing coaching, administrative, and instructional assistance to the Head Coach of a designated sport and representing the Head Coach in his/her absence. Provides instruction to student-athletes to develop team concepts, safety, physical health, and other related focuses. Uses independent discretion and judgment when designing and conducting formal and informal training sessions to meet individual athlete and team needs. Responsible for the promotion of the philosophy and objectives of the intercollegiate athletics program, including, but not limited to, adhering to all Departmental policies and
procedures, as well as the rules and regulations of the University, the Southland Conference and the NCAA. Regularly exercises discretion and independent judgment when performing work. This is a security sensitive position.

Duties and Responsibilities

1. Represents the Head Coach in his/her absence.

2. Designs and conducts formal and informal training sessions to meet individual student-athlete and team needs.

3. Provides instruction to student-athletes to develop team concepts, safety, and other related topics.

4. Assists in coaching student-athletes, to include evaluating their performances in both practice and competition, and providing leadership and instruction in areas of deficiencies, as required.

5. Promotes physical health by monitoring the conditioning and training of student-athletes, in conjunction with the Athletic Training staff.

6. Counsels team members in academic, disciplinary and personal matters, to include consulting with the Assistant Athletic Director for Student Services and/or the Senior Woman Administrator to resolve problems.

7. Participates in the collection and analysis of tactical and statistical data of opponent teams and assists in designing game plans and strategies. Attends coaches’ preparatory meetings and implements strategies resulting from these meetings.

8. Advises and counsels student-athletes regarding their obligations to comply with all rules and regulations related to financial aid and eligibility, as well as personal conduct and appearance.

9. Assists in monitoring the academic progress and eligibility status of student-athletes, to include both class and study hall attendance.

10. Assists, as allowed by NCAA regulations, with the evaluation and recruitment of student-athletes, to include assisting with on-campus visits of prospective student-athletes.

11. Participates in public relations and marketing activities, as approved, to include granting interviews with newspaper, radio and television media, attending press conferences and making public appearances to promote the intercollegiate athletic program.

12. Assists with planning and coordinating approved fund raising activities, as assigned.

13. Coordinates community relations activities involving the team and staff.

14. Assists with the development of schedule for practice and competition, as assigned.

15. Assists in coordinating team travel arrangements, as requested. Travels with the team and monitors the conduct of student-athletes.

16. Works with the Supervisor of Facilities and Equipment to ensure that necessary athletic equipment is available for scheduled practices and competitive events.
17. Monitors the condition of equipment. Request repairs or replacement, as necessary.
18. Participants in clinics, exhibitions and camps, as approved.
19. Represents the Department at professional, civic, charitable and alumni events, as requested.
20. Abides by all rules of the National Collegiate Athletics Association (NCAA) and the Southland Conference (SLC).
21. Compliance matters will also be included in the annual Performance Management Review.
22. Performs other duties and assists with special projects as assigned by the Head Coach.

SFA
7/2009

JOB DESCRIPTION
FACULTY ATHLETIC REPRESENTATIVE

Reports To: President

Positions Directly Supervised: None

Basic Function

The Faculty Athletics Representative (FAR) is involved in the assurance of the academic integrity of the athletics program and in the maintenance of the welfare of the student-athlete. Serves as the senior faculty advisor on intercollegiate athletics to the President.

Duties and Responsibilities

2. Meets monthly with the President to provide advice that reflects the traditional values of the faculty as they pertain to the academic integrity of the athletics program.
3. Meets regularly with the Director of Athletics to discuss all aspects of the athletics program.
4. Meets regularly with the Associate Athletic Director for Compliance & Student Services and the Assistant Athletic Director for Student Services to review academic issues.
5. Reviews the operation of the academic support staff to determine the academic well being of the student-athletes.
6. Reviews the mid term and final grades of all student-athletes, and with the AADSS, counsels the academic at-risk students if requested.
7. Ensures those academic services such as tutorials, study halls, academic advising and other services are available to student-athletes.
8. Represents the University as a faculty delegate to Southland Conference meetings and any special meetings of the NCAA.

9. Meets as needed with the Senior Woman Administrator to discuss any special concerns related to women’s athletics.

10. Monitors Title IX and Gender Equity issues.

11. Exercises meaningful oversight of those aspects of the athletics program that interact with other offices and departments on the campus (e.g., admissions, registrar, financial aid).

12. Monitors the effectiveness of the compliance practices of the Athletics Department.

13. Active in rule-education efforts and aware of all NCAA and Southland Conference rules violations that are detected and reported.

14. Monitors the process and procedure utilized in certifying student-athletes as eligible for practice and competition.

SFA
7/2010

**JOB DESCRIPTION**

**Athletic Academic Services Assistant**

**Reports To:** Assistant Athletic Director for Student Services

**Positions Directly Supervised:** None

**Basic Function**

Responsible for providing comprehensive academic advising and support services programs to assigned student-athletes. Responsible for coordinating and monitoring student-athlete’s degree progress and NCAA academic eligibility; assigning and verifying study hall hours and coordinating tutorial sessions; conducts proactive mentoring with identified at-risk student-athletes; and assists with recruitment of prospective student-athletes.

**Duties and Responsibilities**

3. Oversees the academic progress of assigned student-athletes by monitoring continuing eligibility and degree progression using NCAA, SLC and University guidelines.

4. Monitors, tracks, and projects academic eligibility, grade point average, academic performance rating, admissions status, etc. Report findings and analysis to appropriate Head Coach as needed.

3. Advises, mentors and counsels assigned student-athletes in academic curricula, graduation requirements, and University policies and procedures.

4. Identifies and works closely with at-risk student-athletes to ensure continued eligibility and academic success.
5. Provides registration advising and services in accordance with University, conference and NCAA regulations.

6. Assists in the design and implementation of comprehensive academic advising and support services for student-athletes.

7. Liaisons with faculty and advisors regarding academic progress/deficiencies, class time missed due to team travel, and other circumstances regarding class attendance or special needs.

8. Serves as liaison to campus academic support services.

9. Assists with coordination of tutorial program and study hall. May supervise tutors during study sessions.

10. Disseminates academic status information, deadlines, and related materials to student-athletes.

11. Compiles, maintains, and analyzes accurate and complete academic records and reports for student-athletes.

12. Assists with recruiting by meeting with recruits and presenting academic services presentations.

13. Assists student-athletes with admissions and registration processes.


15. Contributes to team effort by regularly keeping coaching staff abreast of team academic issues.

16. Generates required statistical reports to fulfill University and outside agency requirements.

17. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).

18. Compliance matters will also be included in your annual Performance Management Review.

19. Performs other duties as assigned by the Athletic Director.

SFA
7/2010

**JOB DESCRIPTION**

**VIDEOGRAPHER**

**Reports To:** Associate Athletic Director for External Affairs

**Positions Directly Supervised:** Student Assistants
                               Casual Workers

**Basic Function**

This is a professional position responsible for overseeing the external video services for the Department of Intercollegiate Athletics. Responsible for the operation and content of video boards at Homer Bryce
Duties and Responsibilities

1. Designs, composes and directs creative audiovisual productions, including planning for use of talent, visualization of script and use of graphics.

2. Oversees all external video services, including ESPN3 production, writing, taping, editing and website streaming for the Department of Intercollegiate Athletics.

3. Supervises student, contract video and professional crews, including the recruiting, scheduling and hiring of crews for ESPN3 live productions.

4. Provides technical direction during ESPN3 live events, including website streaming if necessary.

5. Coordinates production and archival of all SFASU Commencement Ceremonies.

6. Produces departmental recruiting videos, highlight films, promotional videos, videos for special events and the department’s website.

7. Supervises set up and operates equipment such as cameras, lights and microphones to film and record productions, and edits for production using computer-assisted and other special effect audiovisual equipment.

8. Assesses needs of the department and meets those needs within the department’s time schedule and budget.

9. Assesses equipment capabilities and user needs to recommend the purchase of new equipment or the modification of existing hardware.

10. Supports production and trafficking of advertising content for athletics event video boards.

11. Designs graphics and animation.

12. Abides by all rules of the National Collegiate Athletics Association (NCAA) and the Southland Conference (SLC).

13. Compliance matters will also be included in the annual Performance Management Review.

14. Performs other duties and assists with special projects as assigned.

SFA
7/2015

JOB DESCRIPTION
ATHLETIC MARKETING COORDINATOR
Reports To:    Associate Athletic Director for External Affairs

Positions Directly Supervised:  Student Assistants

Basic Function

This is a professional position responsible for developing marketing and promotion initiatives for assigned sports. Responsible for enhancing the image and awareness of SFA Athletic events through associated work in assigned areas of responsibility. Assists in supporting marketing efforts for all sports as needed. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Duties and Responsibilities

12. Develops, implements, and evaluates marketing plans for assigned sports to maximize attendance at on-campus athletic contests.

13. Creates comprehensive marketing plans to generate revenue via season, group, and individual ticket sales for assigned sports.

14. Oversees the creation and distribution of promotional materials for assigned sports, including: posters, schedule cards, and other promotional tools.

15. Creates and implements social media components for each assigned marketing initiative.

16. Coordinates with colleagues to integrate elements of sponsorships into game production.

17. Maintains and establishes a good rapport between SFA athletics and student affairs programing to engage more students to attend and participate in athletic events.

18. Plans and executes the distribution of promotional giveaways at events.

19. Engages existing student groups to grow traditions around athletic events.

20. Serves as liaison to university band and spirit groups.

21. Assists with incorporating licensing components into marketing plans.

22. Coordinates event logistics for assigned sports including: set-up of tents, vendors, inflatable game contests, and other logistical items needed to implement applicable events.

23. Engages faculty and staff to encourage participation in athletic events.

24. Coordinates special promotions and presentations with department personnel for assigned sports.

25. Utilizes existing campus resources to broaden awareness of athletic events.
26. Schedules activities with local entities to connect student-athletes, coaches, and the department staff to members of the community.

27. Abides by all rules of the National Collegiate Athletics Association (NCAA) and the Southland Conference (SLC).

28. Compliance matters will also be included in the annual Performance Management Review.

29. Performs other duties and assists with special projects as assigned.

SFA
7/2014

JOB DESCRIPTION
DIRECTOR OF ATHLETIC CORPORATE SALES

Reports To: Associate Athletic Director for External Affairs

Positions Directly Supervised: none

Basic Function:

Responsible for performing administrative duties to include pursuing, packaging, and cultivating corporate partnerships for the Department of Intercollegiate Athletics. Responsible for strategic development and enhancement of partner relationships; leveraging and advertising of the department; strategizing and analyzing techniques to advance corporate involvement and sales; and identifying key decisions and opportunities to promote and enhance the ability to reach long-term goals.

Duties and Responsibilities:

1. Builds relationships with current corporate partners seeking their input on strategies to enhance existing elements of their contracts.

2. Leverages and promotes the visibility of SFA athletics to seek additional corporate support from local, regional, and national businesses.

3. Develops and implements strategies to increase corporate involvement through ticket opportunities, corporate nights, and hospitality events.

4. Engages and consults with corporate partners regularly, promoting quality customer service and contract fulfillment.

5. Identifies opportunities and establishes corporate partner relationships to enable the development of marketing and advertising opportunities.

6. Serves as the department’s primary liaison with external partner entities.
7. Assists in planning and implementing revenue funding techniques to enable long-term equipment upgrades.

8. May receive and/or supervise the receipt of payments from corporate sponsors and others for departmentally sponsored activities.

9. Ensures corporate partnerships are compliant with NCAA, Southland Conference and University rules and regulations regarding corporate partnerships and use of student-athlete likeness.

10. Assists in securing radio and television packages.

11. Compliance matters will also be included in the annual Performance Management Review.

12. Performs other duties and assists with special projects as directed.

SFA/2015

JOB DESCRIPTION
DIRECTOR OF ATHLETIC DEVELOPMENT

Reports To: Associate Athletic Director for External Affairs

Positions Directly Supervised: none

Basic Function:
Responsible for performing administration duties, including: planning, organizing, directing, and coordinating the department’s external fundraising efforts known as the Varsity Club.

Duties and Responsibilities:

13. Coordinates with supervisor to establish annual goals and objectives that fit into the department’s overall mission.

14. Develops and implements a campaign aimed to increase annual fund giving and donations, membership, and additional revenues.

15. Fosters and establishes a good rapport with existing donors.

16. Engages donors on a consistent basis with a high regard for customer service.

17. Builds positive interpersonal relationships with colleagues and strategically collaborates to seek additional revenues through corporate foundations and other areas of philanthropy.

18. Cultivates and fosters relationships with former student-athletes to encourage involvement in the department’s programs.

19. Maintains database of donors through applicable university and departmental software.
20. Coordinates and plans reunion weekends, Hall of Fame weekends, donor hospitality areas and other events related to areas of responsibility.

21. Collaborates with the Office of Development, the Alumni Association, the SFA Lettermen’s Association and other University groups and departments regularly.

22. May receive and/or supervise the receipt of payments from donors, students and others for departmentally sponsored activities.

23. Follows all University, Southland Conference and NCAA rules and regulations. Compliance matters will also be included in the annual Performance Management Review.

24. Performs other duties and assists with special projects as directed.

SFA
7/2015

JOB DESCRIPTION
Athletics Insurance Coordinator

Reports To: Assistant Athletic Director – Business Affairs

Positions Directly Supervised: None

Basic Function

Responsible for the management and administration of all phases of the department’s student-athlete insurance program to include the submission, payment, and recordkeeping of all student-athlete medical bills. Communicates with student-athletes and their primary insurance carriers as well as health care providers. Coordinates medical claims between primary insurance carriers and SFA’s secondary coverage. Manages the student-athlete primary insurance billing program for medical services provided by departmental athletic trainers.

Duties and Responsibilities

1. Adheres to and enforces all policies and procedures of the Department and the University, as well as the rules and regulations of the Southland Conference, the NCAA and other authorities that may legitimately influence the intercollegiate sport.

2. Facilitates the exchange of information between the student-athlete’s medical providers, primary insurance carrier and the department’s secondary insurance.

3. Maintains current health insurance policy information on all student-athletes.

4. Identifies domestic and international student-athletes without primary health insurance and facilitates securing primary health insurance coverage for them.

5. Provides follow-up communication to medical providers and health insurance companies to request and/or provide information and documentation regarding claims.

6. Ensures all qualifying student-athlete medical bills are paid in a timely fashion, and coordinates any necessary reimbursement for out of pocket medical expenses.
7. Files medical claims, tracks payments, and maintains recordkeeping of paid and unpaid medical claims.

8. Manages the department’s secondary insurance policy and analyzes medical claims for cost savings.

9. Manages NEXXT web-based medical records software database system for student-athlete injury tracking and insurance billing.

10. Communicates with student-athletes and parents regarding the department’s medical insurance policy and requirements.

11. Assists athletic training staff with athletic medical data entry and injury logs.

12. Prepares necessary paperwork required for student-athlete referrals to medical providers.

13. Analyzes insurance billing claims to maximize revenue potential.

14. Prepares reports as needed to assist departmental staff with annual budgeting and injury analysis.

15. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC), and all federal and state law and regulations concerning privacy of student medical information.

16. Compliance matters will also be included in the annual Performance Management Review.

17. Performs other duties and special projects as requested by the Director of Athletics.

SFA
7/2014

STUDENT-ATHLETES: CONDUCT AND ETHICS

Stephen F. Austin State University has established a tradition of ethical conduct at all levels of University life. In accordance with this tradition, all student-athletes involved in the intercollegiate athletics program are expected to represent the University in an honorable manner at all times. Coaches and professional staff members are expected to instruct student-athletes on appropriate behavior and to assist them with understanding the intent of rules and regulations imposed upon them by all relevant governing authorities.

Governing Authorities

Standards of ethical conduct are established and enforced by:

• National Collegiate Athletic Association

Student-athletes are subject to the rules and regulations of the NCAA governing unsportsmanlike behavior, non-therapeutic drug use, gambling and bribery, the acceptance of non-permissible
awards, benefits and expenses, and other forms of misconduct. All such rules and regulations are found in the *NCAA Manual*.

- **The Southland Conference**

  The Southland Conference has authority similar to that of the NCAA with regard to regulating the practices of member institutions to ensure that individuals conduct themselves in an honorable and sportsmanlike manner. Conference rules and regulations are detailed in the *Southland Conference Operating Manual*.

- **Stephen F. Austin State University**

  Student-athletes are subject to the University rules and regulations, specified in the SFA “Student Code of Conduct,” published in the *Stephen F. Austin State University General Bulletin*.

- **Department of Intercollegiate Athletics**

  Team rules may be established by each individual sport’s Head Coach and his/her staff within parameters set forth by the Director of Athletics and the University.

  The Head Coach is responsible for informing team members of the established team and training rules at the beginning of the academic year. Furthermore, student-athletes are to be encouraged to obtain clarification regarding Departmental, University, Conference, or NCAA rules and regulations from a member of the coaching staff, the Associate Athletic Director for Compliance or the Assistant Athletic Director for Academic Services, as appropriate. In addition to the rules and regulations of the afore-mentioned authorities, general Department conduct policies are set forth below.

**Personal Conduct and Responsibilities**

The Department of Intercollegiate Athletics makes every effort to offer a program which meets the objectives of the University by assisting student-athletes in securing their degrees as they strive to achieve their full potential both on and off the field. The Director of Athletics, the Associate Athletic Director for Compliance, professional staff members associated with the various sports programs, individual Head Coaches and the Assistant Athletic Director for Academic Services work together to develop appropriate standards for personal conduct.

Student-athletes accepted into the University athletics program are extended the privilege of participating in intercollegiate athletics. This privilege in no way constitutes a right to participate. Therefore, in agreeing to join the intercollegiate athletics program, **student-athletes must be willing to accept personal responsibility for behavior.** Obligations include, but are not limited to, responsible conduct as specified below:

- **Academic Obligations**
  1. Attend classes regularly and complete all academic assignments.
  2. Consult with academic counselors and attend tutoring sessions, as directed.
  3. Maintain an academic course load of at least 12 hours per semester and make satisfactory progress toward a degree.
  4. Accept responsibility for maintaining academic eligibility.
5. Strive to obtain a college degree within five (5) years.
6. Communicate to the appropriate parties (e.g., instructors) in a timely manner when an academic/athletic conflict occurs.
7. Understand and live by the academic regulations of the University, as described in the SFA General Bulletin.

• Athletic Obligations
  1. Abide by all team, Departmental, University, Conference, and NCAA team rules.
  2. Achieve and maintain optimum physical conditioning within accepted health standards.
  3. Attend all organized practices, unless officially excused.
  4. Take proper care of equipment and return it in good condition.
  5. Treat officials and opponents with respect, and avoid undue confrontations (See “Sportsmanlike Conduct” below).

• General Conduct Obligations
  1. Read, understand and follow the University’s “Student Conduct Code.”
  2. Obey residence halls policies and regulations.
  3. Obey all federal, state and local laws.
Dress Code

Head Coaches are encouraged to set dress code standards for student-athletes, especially when traveling as a team. Coaches may also specify what constitutes appropriate dress while representing the University at other times.

Sportsmanlike Conduct

Sportsmanlike conduct means more than the absence of negative actions in public. The Associate Athletic Director for Compliance, as well as each individual Head Coach, is expected to provide instruction on appropriate conduct, including positive techniques for handling the following playing-field situations:

- Communicating with officials and opponents on routine matters during athletics events;
- Maintaining control during emotionally charged situations, including assisting a teammate or colleague who appears to be losing control; and
- Reacting in a positive manner to an aggressive action by an individual or a group.

Coaches are to define actions which constitute inappropriate conduct, and suggest ways to avoid such behavior. Unacceptable behavior on the playing field includes, but is not limited to, the following:

- Physically abusing officials, coaches, opponents or spectators;
- Throwing objects;
- Seizing equipment from officials or the news media;
- Inciting players or spectators to negative actions or to any behavior which insults or defiles an opponent’s traditions;
- Using obscene or otherwise inappropriate language or gestures;
- Making public statements which are derogatory, controversial or outside the Department’s media policy;
- Engaging in negative recruiting by making derogatory statements about another institution or its personnel; and/or
- Participating in any action which violates the generally recognized ethical standards of intercollegiate athletics, the University or the community.

Sexual Misconduct

Sexual misconduct is an increasingly serious concern nationwide, the Department publicly addresses such behavior with its student-athletes. All student-athletes are expected to conduct themselves in a manner which avoids any association with such a charge. Coaches and staff members who counsel student-athletes should make them aware of the consequences of such a charge. Student-athletes should be advised to:

1. Understand the definition of rape;
2. Be conscious of the signals they transmit to others;
3. Be careful not to place themselves in situations that could be misunderstood or misread.
4. Respect and accept a negative response to their overtures (e.g., “no” does not mean “yes”); and
5. Avoid the use of illegal drugs and underage consumption of alcohol at all times

Gambling and Bribery
The NCAA has established specific guidelines concerning involvement in gambling and bribery at the intercollegiate and professional sports levels. The Assistant Athletic Director for Compliance and the individual sports coaches are responsible for educating student-athletes concerning these guidelines.

In addition to awareness of the gambling and bribery threat to the integrity of intercollegiate sports, student-athletes are responsible for the following:

1. Reporting any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest;
2. Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions;
3. Contacting the coach or other Departmental personnel (i.e., Sports Information Director) when questions concerning the release of team information occur; and
4. Increasing one’s awareness that participation in gambling or bribery activities can result in disciplinary actions by the University and the NCAA (see “Enforcement” below), as well as local, state and/or federal prosecution of the involved individuals(s).

Hazing

As stated in the General Bulletin, “Stephen F. Austin State University is unequivocally opposed to any activities, on or off campus, by individuals or organizations which endanger the mental or physical health or safety of a currently enrolled or prospective student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in any organization.”

Hazing acts include but are not limited to:

1) any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body or similar activity
2) any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
3) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or substance that subjects the student to unreasonable risk of harm or that adversely affects the mental health of the student
4) any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame or humiliation; that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this policy
5) any activity that induces, causes or requires the student to perform a duty or task, that involves a violation of the Penal Code.

Any organization and/or any individual involved in any hazing activity will be subject to both university disciplinary sanctions and criminal prosecution. An offense is committed by (a) engaging in hazing; (b) soliciting, encouraging, aiding or directing another engaging in hazing; (c) intentionally, recklessly or knowingly permitting hazing to occur; or (d)
Agents

It is essential that student-athletes know the NCAA rules related to professional sports. An infraction of the rules concerning agents could have severe negative consequences for the University and the student-athlete (see “Maintaining Amateur Status” in Policy 502C, Student-Athletes: Eligibility). NCAA rules make a student-athlete ineligible for participation in an intercollegiate sport if:

• He or she ever has agreed, orally or in writing, to be represented by an agent or organization for the purpose of marketing his or her athletic ability or reputation in that sport;*

• He or she enters into a written or verbal agreement with an agent for representation in future professional sports negotiations that are to take place after the student-athlete has completed his or her eligibility in that sport; and/or he or she (or his or her relatives or friends) accepts transportation or other benefits from any person who wished to represents the individual in the marketing of his or her athletic ability.

* An agency contract not specifically limited in writing to a sport or particular sports is deemed applicable to all sports and the student-athlete is ineligible to participate in any sport.

Social Networking

Playing and competing for Stephen F. Austin State University is a privilege not a right. Student-athletes at SFA are held in high regard and are seen as role models in the community. As leaders we have the responsibility to portray our team, our University and ourselves in a positive manner at all times. Sometimes this means doing things that are a personal inconvenience, but benefit the whole team.

Facebook, Twitter and other social networking sites are used by the majority of student-athletes at SFA.

Student-athletes may not be aware that third parties including the media, faculty, future employers and NCAA officials can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, the athletic department and the University. This can be detrimental to a student-athletes future employment options.

Before participating in any online community, student-athletes should understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of the student-athlete’s control the moment it is placed online.

Student-athletes should not post information, photos, or other items online that could embarrass them, their family, their team, the athletic department, or Stephen F. Austin State University. This includes information about team activities and teammates.

Student-athletes cannot post any information that is proprietary to the Athletic Department which is not public information such as tentative or future schedules, or information that is sensitive or personal in nature, such as travel plans and itineraries.

Student-athletes are personally liable for any copyright violations committed, such as posting photographs, audio, or video that is not the student-athlete’s personal property. This includes the use of the logos and marks of Stephen F. Austin State University.

Student-athletes are personally liable for any violations of other students or student-athletes' privacy rights, especially those that fall under federal privacy laws (FERPA or HIPAA) or that violate Stephen F.
Austin State University student codes of conduct or codes of computing practices.

Student-athletes should not post their home address, local address, social security number, phone numbers (s), birth date, or other personal information such as their whereabouts or their plans. This could be opening up themselves to predators.

The malicious use of online social networks such as derogatory language about any member of the Stephen F. Austin State University community, demeaning statements about or threats to any third party, and incriminating photos or statements involving racial slurs, hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action by the head coach and/or Director of Athletics if they gain knowledge of such violations and the conduct is not protected by law. Sanctions may include written notification requiring the unacceptable content be removed, temporary suspension from the team, dismissal from the team and loss of athletic aid, if applicable.

Enforcement

Any student-athlete conduct violation should be reported immediately to the Director of Athletics, who is ultimately responsible for investigating all such charges and enforcing sanctions imposed for conduct violations. The Senior Woman Administrator assists in the investigation and resolution of any suspected violation involving a student-athlete, as requested.

- Legal Violations

  When a student-athlete violates a local, state or federal law and the misconduct involves a violent action, drugs and/or a felony charge, the student-athlete may be suspended from participation in intercollegiate athletics until the charges have been addressed by the legal system. By suspending the student-athlete the Department and the University are in no way pre-judging the situation; rather, such action is taken in order to protect the intercollegiate athletics program and, specifically, the student-athlete’s team from negative media attention. Moreover, it is assumed that the accused student-athlete will have neither the time nor the mental concentration required for effective sports participation until the matter has been resolved. A determination regarding further action by the Department and the University is made on a case-by-case basis once the charge has been resolved by the court.

  The student-athlete is to be given written notification of the suspension, signed by the respective Head Coach and the Director of Athletics. The student-athlete may appeal this decision. Such an appeal must be submitted within 72 hours of the notice of suspension. Based on all available information, the Director of Athletics may lift or modify the suspension or leave it in place until the case has been decided by the legal system.

  While on suspension, the student-athlete may not practice or compete; however, his/her financial aid will remain in place. Further, as determined by the Institutional Athletics Representative, Director of Athletics, and Head Coach, the student-athlete’s name will remain on the squad list and he/she may utilize student-athlete support services, such as the weight and training rooms, and academic support services.

  Student-athletes and staff are encouraged to refrain from addressing the student-athlete’s case with the media in order to protect the accused and to limit media attention. All questions concerning the situation should be referred to the Sports Information Director for a prepared statement release.
• University, Conference and NCAA Violations

Conduct violations of the University’s rules of conduct are reported to the Office of Student Rights and Responsibilities while violations of Conference or NCAA conduct rules are reported to the student-athlete’s Head Coach, the Associate Athletic Director for Compliance & Student Services, the Director of Athletics, the Southland Commissioner and the NCAA, as appropriate.

If a student-athlete is found to be in violation of University, Conference or NCAA policy, the penalty imposed depends upon the severity of the offense and may include the following:

1. Written warning;
2. Disciplinary probation;
3. Dismissal from the squad;
4. Cancellation or gradation of the grant-in-aid; and/or
5. Suspension or expulsion from the University.

For additional information regarding actions which may result in the withdrawal of financial aid, please consult Policy 502D, Student-Athletes: Financial Aid, in this Manual.

SFA
7/2016

STUDENT-ATHLETES: RECRUITMENT

Participation in athletics is an important component of the student-athlete’s college experience, although academic achievement must remain of primary concern. Athletic success gained and maintained through the recruitment of student-athletes who possess the necessary skills to successfully compete on both levels at Stephen F. Austin State University. Therefore, the University endeavors to recruit only those individuals who have demonstrated exceptional abilities in the classroom as well as on the playing field.

Moreover, the University prides itself in conducting its recruiting program with integrity. The Department of Intercollegiate Athletics has established rules within each sport which meet or exceed the rules and regulations established by the NCAA and the Southland Conference to govern recruiting activities. As the University’s delegated administrator of the athletics program, the Director of Athletics accepts full responsibility for actions related to recruiting taken by Departmental staff members. The Director ensures that all recruiting activities are carefully coordinated and documented by each Head Coach and monitored by the Associate Athletic Director for Compliance to ensure total compliance with established guidelines and procedures.

To achieve full compliance, it is particularly important that each staff member involved in recruiting activities be knowledgeable of established recruiting rules and regulations and any revisions related to them. They include, but are not necessarily limited to the following:

• Offers and Inducement;
• Contracts;
• Evaluation Periods;
• Publicity
• Use of Funds;
• Tryouts
• High School All-Star Games;
• Official and Unofficial Visits (Transportation, Visitation and Entertainment);
• Pre-College Expenses:
• Specialized Sports Camps, Coaching Schools and Clinics; and
• Booster Activities

The Associate Athletic Director for Compliance with assistance from the Assistant Athletic Director for Academic Services, is responsible for monitoring recruiting rules and regulations and informing staff members involved with recruiting operations of all pertinent updates and changes in a timely manner. Furthermore, the Associate Athletic Director for is available to assist recruiting staff in the interpretation of NCAA rules and regulations, and to answer specific questions concerning recruiting. The Associate Athletic Director for Compliance may request assistance from the Director of Athletics, or directly consult with NCAA or Southland Conference staff when questions concerning compliance issues arise.

All rules and regulations relevant to recruiting are carefully detailed in Bylaw 13 of the NCAA Manual.
Recruiting Violations

Recruiting violations, however unintentional, have resulted in adverse publicity and sanctions for many colleges and universities throughout the United States. The Department’s best defense against recruiting violations is a thorough knowledge of and strict adherence to all pertinent NCAA rules and regulations by all Departmental staff when recruiting student-athletes.

All representatives of the Department involved in recruiting and/or related athletic activities are required to certify annually that, to the best of their knowledge, they and their colleagues have complied with University policy and NCAA rules and regulations governing the recruitment of prospective student-athletes (see Policy 510A, Coaches and Administrators: Employment Contracts).

The Southland Conference requires that a Coaching Staff and Off-Campus Recruiters Designation form (see Appendix 502A-1) be completed for each sport by September 15 of each year and maintained by the Director of Athletics. This form is available to head coaches in ARMS software for completion and submission to the Director of Athletics. In addition coaches recruiting off-campus must be certified annually and pass a standardized test on recruiting regulations before engaging in any off-campus recruiting. A list of all coaches certified to recruit is maintained in the Office of the Director of Athletics.

When involved in recruiting activities, it is especially important to keep in mind these two facts:

1. Any violation (intentional or accidental) of NCAA, Conference or University rules and regulations must be reported immediately to the Associate Athletic Director for Compliance. If the Associate Athletic Director for Compliance is not available, violations should be reported to the Director of Athletics or the Institutional Athletics Representative.

2. Anyone found guilty of a serious recruiting violation (including persons who only have knowledge of violations but fail to report them) are subject to financial penalty and/or immediate dismissal from the University.

Alumni Activities

Over the past several years, NCAA bylaws governing recruiting activities have been amended to greatly limit the role of alumni in recruiting activities. NCAA Bylaw 13 in the NCAA Manual specifies the restrictions which apply to “athletics representatives.” In general this legislation prohibits telephone conversations with prospects, contact at athletic contests, contact with coaches for evaluation purposes and visits to the prospects institution to pick up films, transcripts, etc.

Alumni recruiting activities are permitted provided they relate to the normal admissions procedures which are applicable and available to all prospective students. Personal contacts may not be made for the purpose of athletic recruiting. Extreme caution must be taken at all times to insure that the distinction between athletic and academic recruiting is absolutely clear.

PROCEDURES

The key to recruiting is careful planning and successful implementation. Taking into consideration budget limitations, coaches are urged to identify particular geographic concentrations of prospective student-athletes for their respective sport. These prospective student-athlete pools become the basis of the program’s overall recruiting strategy and should be prioritized according to specific need. The Head Coach for each sport is responsible for initiating the following recruiting activities:
• Identification of Prospects

Head Coaches may develop and send questionnaires to high school and junior college coaches in target areas requesting the identification of prospects. Questionnaires may also be sent to individual prospective student-athletes identified by athletic boosters, friends of the Department, coaches, etc.

Questionnaires may not serve as a recruiting brochure or poster promoting Stephen F. Austin State University.

Additional information on prospects may be gained by:
1. Observing video and actual play;
2. Reviewing published literature;
3. Monitoring the prospect’s level of academic progress; and
4. Reviewing the Recommendation Form, if available.

Evaluation periods are scheduled for the various sports in accordance with NCAA guidelines.

• Distribution of Information

Materials on the University, including its academic and athletics programs, may be sent to high schools and two-year colleges, as well as individual students. University materials may be sent to prospective student-athletes at any time during their secondary school attendance if the information is part of a regular institutional mailing to all prospective students. However, Department of Intercollegiate Athletics materials may not be sent to a prospective student-athlete before the first class day of his/her junior year of high school (except men’s basketball, which may begin sending materials on June 15, following the prospects sophomore year). All recruiting materials must comply with NCAA rules and regulations governing printed recruiting aids. Facsimiles (FAX) and electronic mail communications to prospects are subject to restrictions on general correspondence.

Organized mailing campaigns to identified prospects are usually initiated in the spring semester of the prospect’s junior year. Permissible publications include the following:

1. General correspondence cannot exceed 8.5 X 11 inches and cannot be sent in an envelope larger than 9 x 12 inches.

2. Official academic, admissions and student services publications, produced by the institution and available to all students.

Questionnaires and summer camp brochures may be mailed prior to September 1 of a prospect’s junior year in high school. Prospective student-athletes may also receive NCAA educational information related to recruiting.

Once the prospect has been officially accepted for enrollment and has signed the National Letter of Intent, institutions are permitted to provide pre-enrollment information regarding orientation, conditioning, academic and practice activities (e.g., play books).
• Media

Official academic admissions and student services media produced by the institution and available to all students may be provided to prospective student-athletes.

• Recruiting Timetables

Head Coaches for each sport, with the assistance of the Associate Athletic Director for Compliance, maintain timetables and appropriate checklists to assist with recruiting efforts. Timetable information varies from sport to sport according to NCAA regulations and may include:

1. Recruiting and evaluation periods;
2. Contact periods;
3. Organized bulk mailing campaigns;
4. Admissions and financial aid application deadlines;
5. Off-campus recruiting schedules;
6. On-campus recruiting weekends;
7. “Dead Periods;” and

The Associate Athletic Director for Compliance distributes for the Department recruiting information each month prepared by the NCAA specifying quiet periods, contact and evaluation periods, and signing dates in each sport.

Evaluation of Academic Records

At the time of the initial contact with a prospective student-athlete, the recruiting coach should request a copy of all transcripts which reflect the academic performance of the student through his/her junior year, as well as a listing of subjects in which the student is currently enrolled or is scheduled to complete prior to registration at the Stephen F. Austin State University.

Such transcripts from all secondary and post-secondary institutions, as well as SAT/ACT test scores, should be reviewed by the coach and if needed, by the Assistant Athletic Director for Academic Services or that sport’s academic services contact in order to properly evaluate the prospective student-athlete’s chances of becoming a “qualifier” and thus of meeting the University’s admission requirements. (For specific academic qualifications, see Policy 502B, Student-Athletes: Admissions, and 502C, Student-Athletes: Eligibility, in this Manual.)

Coaches should carefully consider the evaluation of a prospect’s academic record in determining further recruiting efforts. Coaches are encouraged to complete an academic evaluation before an invitation is extended to a recruit for the official campus visit. Transcripts must be sent directly from the prospect’s institution to SFA’s Office of Admissions. Moreover the prospect’s National test score must be received prior to an official visit. Prospects must also be registered with the NCAA Eligibility Clearinghouse prior to any official visit.

Contact and Evaluation Forms
All contact and evaluation records for each prospective student-athlete in each sport is recorded in the ARMS software program. ARMS data includes the recruiting coach’s name, prospect’s name, address, phone and email address, date(s), time(s) and sites of contacts and evaluations, the name of the high school or junior college, and its address and phone number plus the name of the school’s head coach, guidance counselor and principal, as well as a section to list all phone call contacts made and their dates and times.

Updated recruiting records must be maintained by all coaches and is not optional. These records will be used to validate recruiting travel reimbursement as well as demonstrate compliance with NCAA recruiting legislation.

**Off-Campus Evaluations**

The evaluation of a prospective student-athlete, as defined by the NCAA, includes any off-campus activity designed to assess the academic qualifications or athletic ability of a prospect. Such an evaluation includes any visit to a prospect’s institution or observation of a practice or competition at any site at which the prospect participates. If no contact is made, this “activity” counts only against the limitation placed on evaluations. However, if the prospect is also contacted at this site, the “activity” is counted as an evaluation and a contact.

All off-campus evaluations must be authorized by the Director of Athletics or designated representative prior to the visit. When scouting prospective recruits off-campus, the coach’s name must first appear on the written list of full-time coaches on file in the Director of Athletics’ Office. This certification is in compliance with the NCAA’s limitation on the number of full-time coaches.

In sports other than football and basketball, each institution shall be limited to seven recruiting opportunities, contacts and evaluations combined per prospect at any site (which shall include contacts made with the prospect’s relatives or legal guardians but shall not include contacts made during an official visit, and not more than 3 of the 7 opportunities may be contacts).

1. If a prospect is being evaluated for multiple sports, then each sport is permitted the maximum number of evaluations per sport per academic year, however, only one visit per prospect per week is permitted.

2. When two (2) or more prospects are practicing or competing on the same or opposing teams, an observation counts as one (1) evaluation for each prospect.

3. Once the maximum number of evaluations per sport have been made on any prospect(s) at an institution, it is not permissible to visit that institution to evaluate any other prospect(s) participating in that sport.

4. During the academic year, an evaluation of a tournament counts as one evaluation (e.g., all competition that occurs on consecutive days within a tournament or that involves a tier of a tournament counts as a single evaluation).

5. In football, prospects may be evaluated only one (1) time during the fall evaluation period and two (2) times during the May evaluation period.

6. Talent scouts may not be employed to evaluate prospects; however, subscriptions to regularly published scouting reports are permissible provided they meet all current criteria defined in NCAA legislation for such scouting services.
7. Representatives of the SFA’s athletics interest (e.g., boosters) may not pick up a prospect’s academic records or athletic performance films or tapes for the Department.

8. Evaluations of prospects are for the Department’s exclusive use and may not be distributed or “leaked” to media or to a recruiting service.

Off-Campus Recruiting Contacts

The NCAA defines a “prospective” student-athlete as an individual who has started classes for the ninth grade and a “recruited” student-athlete as an individual who has received transportation to campus, is contacted by telephone, receives correspondence other than a generic letter, and/or is visited or arrangements are made to visit or entertain him/her (or his/her family) for the purpose of recruiting. Since many less obvious activities may also constitute recruiting activities, all contact with potential prospects must be reported to the Associate Athletic Director for Compliance.

- Definition of a Contact

An in-person contact is defined as any face-to-face encounter (pre-arranged or by chance) that a coach has with a prospective student-athlete or the prospect’s parents or legal guardians during which a dialogue other than a simple greeting is exchanged. Furthermore, any face-to-face, pre-arranged contact with a prospective student-athlete, no matter how brief the encounter, must be counted as an in-person, off-campus contact if it takes place at the either of these sites:

1. The prospect’s educational institution; or
2. The site of an organized competition or practice.

It is permissible to make in-person, off-campus contacts and telephone calls with prospective student-athletes, their relatives or legal guardians provided that all three (3) of the conditions below apply:

1. The contacts or calls are in compliance with all current NCAA recruiting legislation.
2. They are made by coaches or recognized staff members of the University; and
3. They are not made by a “representative of the University’s athletics interests” i.e., alumni or booster club members).

In sports other than Football, designated athletic staff members may only make a total of three (3) contacts per staff member with a prospect, either at the prospect’s educational institution or at any other sites. Coaches from the same University are permitted to visit a prospect’s educational institution only once per week. Therefore, when a prospect is recruited for multiple sports, the coaches of the various sports must make contact with the prospect on the same day of the week. However, coaches visiting a prospect’s educational institution on consecutive days to observe a multi-day tournament during the academic year are permitted to log the tournament as the one permissible visit per week.

To reduce the risk of unintentional violations of recruiting contact limits, all visits should be coordinated with the Head Coach and, as appropriate, with the Associate Athletic Director for Compliance. Additional, in the sports of football and basketball contacts and evaluations must be restricted to the periods specified for those. (For additional information regarding recruiting restrictions for transfer student-athletes, see Policy 502C, Student-Athletes: Eligibility, in this Manual.)

Other important contact rules include the following:
1. Recruiting contacts are prohibited prior to any athletics competition (including club sports, intramurals, etc.) in which a prospect is a participant; however, contact is permitted, during applicable contact periods, once the prospect has been released by the appropriate authority (e.g., prospect’s coach).

2. Prospective student-athletes may not be contacted for 48 hours prior to and 48 hours after 7:00 a.m., on the National Letter of Intent signing date.

3. Before contact is made with a student attending another four-year institution, written permission must be obtained from the original institution’s Director of Athletics (or designated representative). A letter of release must be on file in the Director of Athletics’ Office.

Daily records of recruiting contact must be kept on the ARMS software package.

**Telephone Calls**

Telephone calls initiated by Departmental staff members should be made through ARMS software:

1. In men’s and women’s golf, tennis, baseball, softball, volleyball, bowling and soccer, telephone calls to a prospective student-athlete may not be made before the opening day of classes of the prospect’s junior year in high school; thereafter, staff members can make telephone calls to PSA at its discretion.

Men’s & women’s cross country and track, telephone calls cannot be made before July 1 following the completion of the PSA’s junior year. Thereafter, calls are limited to once per week, but unlimited during contact periods.

In football, one telephone call to a prospect may be made during the period April 15 – May 31 of the prospect’s junior year in high school. Additional telephone calls may not be made before September 1 of the beginning of the prospect’s senior year in high school; thereafter, such telephone contact is limited to once per week outside of a contact period. During a contact period, such telephone calls may be made at the institution’s discretion.

In the sport of men’s basketball, calls to a prospective student-athlete may be made on or after June 15 following the prospect’s sophomore year in high school. If an individual attends an educational institution that uses a nontraditional academic calendar (e.g. Southern Hemisphere) telephone calls to the individual (or his/her relatives or legal guardians) may be made before the day after the conclusion of the individual’s sophomore year in high school. Thereafter, an institution may make telephone calls to a prospective student-athlete at its discretion.

In the sport of women’s basketball, telephone calls may not be made before September 1, at the beginning of the PSA’s junior year in high school. Thereafter, calls to PSA may be made at the institution’s discretion.

Coaches are required to utilize ARMS software to place all recruiting calls not only to track calls but to prevent possible NCAA violations when unrestricted calls are not permitted.

2. Only coaches or recognized staff members may make telephone calls to a prospect, his/her parents or legal guardians.
3. **No calls** may be made **from the field/floor** during any of University’s athletics contests in the prospect’s sport.

4. SFA students or student-athletes are **not** permitted to make telephone calls to prospects at the direction of a staff member of athletic representative.

5. However, telephone calls from enrolled students to prospects are permitted provided they are part of the University’s regular admissions programs directed at all prospective students.

Institutional coaching staff members may accept collect and toll-free (1-800, 1-888) calls placed by a prospective student-athlete or the PSA’s parent/legal guardian provided the calls are placed not earlier than the date on which the institution may begin placing telephone calls to the PSA.

- Unlimited phone calls are permitted by SFA staff members as follows:
  
  1. Staff members may make unlimited telephone calls to a prospect during the five (5) days immediately preceding the prospect’s official visit.
  
  2. Staff members may make unlimited telephone calls to a prospect on the initial date for the signing of the National Letter of Intent and during the two (2) days immediately following the initial signing date.
  
  3. In the sport of football, staff members may make unlimited telephone calls to a prospect during the 48 hours prior to and 48 hours after 7:00 a.m. on the initial signing date for the National Letter of Intent.
  
  4. Staff members may make unlimited telephone calls to a prospect on the day a permissible, in-person, off-campus contact occurs.

**Unofficial Campus Visits**

Prospective student-athletes are welcome to visit the University at their own expense, **except during “dead periods.”** During unofficial visits to the campus, prospective student-athletes may be provided with complimentary admission to Departmental athletics events, as allowed by the NCAA. In addition, the sport’s designated recruiting coach may arrange for the prospect to meet with faculty, student-athletes, Departmental administrators and other appropriate individuals in order to help the prospect gain pertinent information. Prospects may also be provided transportation to an off-campus practice site within a 30 mile radius of the campus when accompanied by a Departmental staff member.

Each sport maintains an Unofficial Visitation Form (see Appendix 502A-7) for all prospects completing an unofficial visit. **Extreme care must be taken to ensure that prospects are not involved in any on-campus activity that might be construed as entertainment or given financial assistance with travel, meals or lodging while making an unofficial visit to the campus.** Additionally, prospects and their traveling companions, are not allowed to receive special (i.e., VIP) seating at on-campus athletic events.

**Official Campus Visits**

Prior to the visit, the following steps are taken:
1. The Head Coach or designee will request through the ARMS software program permission to provide an Official Visit. This request must first be approved the Assistant Athletic Director of Academic Services and then forwarded to the Associate Athletic Director for Compliance. Head coaches or designee should upload copies of high school transcript(s) and scores from SAT or ACT exams, along with a copy of the Official Visit Notification Letter into the ARMS software program as requested. A prospective student-athlete may not make an Official Visit until he/she has submitted a score from a PSAT, SAT, PACT or ACT taken on a national testing date and must be registered with the NCAA Eligibility Center and placed on the institutions IRL.

2. At least 48 hours prior to the visit, the prospect is notified by letter that the scheduled visit counts as one of his/her five (5) allowable paid visits.

3. The Head Coach or designate plans itineraries for official visits. The itinerary should include complete travel plans, lodging, meal plans and attendance at scheduled games and practices. Itineraries may also include scheduled visits to classes on campus; attendance at planned University activities (e.g. pep rallies and concerts); meetings with coaches, staff, players, academic counselors and admission representatives; and a tour of campus and sports facilities. The completed itinerary and any additions or changes are kept in the prospect's recruiting file.

4. The Southland Conference Official Visitation Form (see Appendix 502A-10) is maintained during the official visit. This form lists persons accompanying the prospect, transportation, lodging, meals, itineraries and reimbursements made to the prospect. Copies of this form along with a completed Official Visit Exit Interview form (see Appendix 502A-15), a Student Host Instruction form upload into the ARMS software program during the post-visit phase.

Planning Activities for the Official Visit

In order to have a productive official visit, particular objectives should be kept in mind when planning activities. Basically, those planning the visit should strive to provide a safe, informative visit for each prospect and his/her parents, guardians, or spouse, with an appropriate amount of enthusiasm demonstrated toward the prospect's chances of attaining a place at Stephen F. Austin State University. Likewise, after visiting SFA, the prospect should be able to adequately assess whether the campus environment, as well as its academic and athletic programs, are best suited to his/her needs. During the visit the prospect should also be made fully aware of all procedures associated with admission, and his/her obligations to the University and the Department of Intercollegiate Athletics.

Each visit should be individually tailored to the prospect's needs, focusing upon his/her individual academic interests or specialties. The Head Coach or designate, arranges for meetings with faculty, student-athletes, students, coaches, trainers, equipment managers and the Director of Athletics, as appropriate.

A prospective student-athlete may attend athletic events while on his/her one, official visit. The Head Coach or his/her designate, makes arrangements for complimentary admissions with the Ticket Office, ensuring compliance with NCAA rules and regulations. For additional information related to the entertainment of prospects, see Policy 408D, Ticket Office: Complimentary Tickets, and Policy 601C, Travel: Prospective Student-Athletes, in this Manual.
Those involved in planning the official visit should be aware and take advantage of any on-campus social events, such as faculty gatherings, student organization functions, fraternity parties, etc., that introduce the University's student life to the prospect. However, care should be exercised so as not to violate any NCAA rules and regulations.

Departmental policies prohibit any consumption of alcohol by the prospect during his/her visit, as well as gambling, illegal drug use and arrangement of sexual activities for entertainment.

**Student Hosts**

SFA student-athletes acting as host during official visits must be fully informed regarding all NCAA rules and regulations which affect recruiting. Only student athletes are permitted to serve as hosts. Student athletes must meet and be certified by the Associate Director of Athletics for Compliance before serving as hosts.

The Head Coach or designate assigns each prospect a host/hostess for the official campus visit. The host/hostess is expected to provide general information concerning campus life, answer questions about the University and the Department, tour the prospect around the campus and the surrounding area, and most importantly, make him/her feel welcome.

NCAA rules allow the University to give a student host/hostess $40 per day which is to be used to pay for all entertainment and snacks while the prospect is on-campus for the official visit. Prior to the prospect's arrival, the Head Coach obtains the student host funds from the Assistant Athletic Director for Business Affairs and disburses it to the student host upon completion of the review and signing of the Student Host Instructions for Official Visits form (see Appendix 502A-12). Each student host is required to sign and date the form, agreeing to comply with applicable regulations and acknowledging the receipt of host funds. This form is to be uploaded into ARMS as part of the post-visit documentation.

**Administration of National Letter of Intent**

The Southland Conference annually subscribes to the voluntary National Letter of Intent program administered by the Collegiate Commissioner's Association (CCA). As a member institution of the Southland Conference, Stephen F. Austin State University and the prospective student-athletes who signs the Letter of Intent are bound by the policies in effect at the time of signing.

The National Letter of Intent is initiated by the Head Coach and completed by the Associate Athletic Director for Compliance & Student Services by using the ARMS software to Request a Scholarship Agreement.

Once approved, all paperwork will be sent next-day delivery by the Associate Athletic Director for Compliance to the student athlete for signature.

Upon receiving notification that a prospective student-athlete has signed a National Letter of Intent with an institution other than Stephen F. Austin State University, no further recruiting efforts are to be made by Departmental staff members.

SFA
7/2016

**STUDENT-ATHLETES: ADMISSION**

Entering freshmen and transfer student-athletes must meet Stephen F. Austin State University's admission requirements and all applicable deadlines, as well as the eligibility requirements of the NCAA.
(See Policy 502C, Student-Athletes: Eligibility, in this Manual, for specific NCAA initial eligibility requirements.)

Entrance Requirements for Freshmen

Candidates for admission to the University must complete an application for admission, which is available on-line.

To be admitted as a first-semester freshman, prospective student-athletes must submit test results from either the American College Test (ACT) or the Scholastic Assessment Test (SAT), and an official high school transcript.

Official Test Scores

Freshman applicants must submit test results from either the American College Test (ACT) or the Scholastic Assessment Test (SAT). Students graduating from accredited schools who are in the top 10% of their high school graduating class are eligible for admission to SFA regardless of their scores on the ACT or SAT.

For scores to be considered official, the University and the NCAA require that all college entrance test results be received directly from the Educational Testing Service in Princeton, New Jersey (for SAT scores) or the American College Testing Service in Iowa City, Iowa (for ACT scores). Therefore, the student-athlete must initiate a request for SAT and/or ACT test scores to be transmitted directly to SFA's Office of Admissions by the appropriate College Entrance Examination Board.

NCAA regulations require that student-athletes complete an ACT or SAT entrance examination prior to an official visit. Therefore, Head Coaches must inform prospects of this requirement as soon as the recruiting process is begun in order to insure timely receipt of all test scores.

Admission Officers

The Office of Admissions is responsible for supervising the admission process for each sport's prospective student-athletes, in order to ensure compliance with NCAA, Conference, and University rules and regulations. Head Coaches must direct all inquiries concerning the admissions status of a prospective student-athlete to the Office of Admissions staff member assigned to prospective student-athletes' applications.

Head Coaches or their designates are to work with the Assistant Athletic Director for Academic Services when processing student-athletes' applications.

Entrance Requirements for Transfer Students

By University admissions standards, a transfer student must have been enrolled at an accredited post-secondary institution and have completed a minimum of 15 semester hours with a GPA of 2.00 on a 4.00 scale and must be in good standing with and eligible to return to the previous institution(s). Students transferring with fewer than 15 semester hours must also satisfy the eligibility requirements of first-semester freshmen.

Transfer applicants must submit by prescribed deadline dates the following items to the Transfer Admissions Office:

1. Completed SFA application form; and
2 Records of all post-secondary work.

Complete official transcripts of all work taken at other institutions (whether or not credit was desired or granted) must be submitted as a part of the admissions procedure.

Previous collegiate studies are evaluated for transferable credit upon receipt of the completed application and all transcripts. Applicants are notified of their admission status and the transferability of coursework by mail. The student's major department advisor and Dean determine if transferred courses may be used to satisfy University degree requirements. NCAA and Conference transfer requirements are discussed in Policy 502C, Eligibility.

Students transferring from post-secondary educational institutions to SFA may appeal the denial of transferability of coursework completed at institutions from which they are transferring. The institution whose credit has been denied (sending institution) or the student must initiate the appeals process. The student has 15 calendar days after the transfer credit evaluation has been delivered to submit a Transfer Dispute Resolution form (available from the Office of Admissions). The law allows a maximum of 45 days for the resolution of the dispute.

**International Students**

Admission of international students must follow university guidelines. Students must complete the online application and either submit official TOEFL scores or IELTS scores to demonstrate English proficiency. Official transcripts and transcript evaluations from all secondary schools are required.

**Admissions Procedures**

To insure the timely processing of all applications, the Head Coach, or his/her designate, is responsible for directing the prospective student-athlete to submit the following information to SFA's Office of Admissions:

1. A completed application for undergraduate admission;
2. Official SAT or ACT test score (as described on 502B:2);
3. An official high school transcript, including class rank and date of graduation.
4. Official transcripts from all post-secondary educational institutions attended regardless of whether transcript credit was earned, or desired.
5. Proof of a bacterial meningitis vaccination.

*An official high school transcript is one that bears the official seal of the high school and is sent directly by the high school administration to the Admissions Office.

SFA
7/2014

**STUDENT-ATHLETES: ELIGIBILITY**

A student-athlete's athletic eligibility can be affected by academic performance and progress, as well as conduct and participation in outside competitions or activities. Adherence to all University, Southland Conference, and NCAA rules governing athletic and academic eligibility is mandatory for all Department of Intercollegiate Athletics staff members and student-athletes.
The Head Coach, with the support of the Director of Athletics, and in conjunction with the Associate Athletic Director for Compliance & Student Services and the Assistant Athletic Director for Student Services, ensures compliance with the rules and regulations regarding student-athlete eligibility. The University’s Director of Admissions determines the initial eligibility of student-athletes and provides the academic information for certification purposes to the Department’s Assistant Athletic Director for Student Services.

- In general, to be considered eligible for participation in intercollegiate athletics, a student-athlete must:
  - Be accepted for enrollment under the rules of the University
  - Be eligible to practice and compete according to Conference and NCAA eligibility rules and regulations; and
  - Be registered in a full-time program of studies (at least twelve (12) credit hours each regular term for undergraduate students, nine (9) hours for graduate students).

Student-athletes may compete for four (4) years, provided their final year of competition occurs within (5) calendar years of the initial date of full-time enrollment in a post-secondary institution. An additional year of competition may be granted if a student-athlete meets the requirements of a hardship waiver, as defined in the NCAA Manual (i.e., medical hardship, foreign-aid services, church missions, pregnancy and specified athletics activities).

INITIAL ELIGIBILITY REQUIREMENTS

Student-athletes enter the University initially as high school graduates or as transfer students from another college. NCAA initial eligibility requirements differ according to the type of entrance into the University, as outlined below.

High School Graduates

The NCAA Initial-Eligibility Clearinghouse must certify the eligibility of each freshman student-athlete. Prospective student-athletes register with the Clearinghouse by completing and processing the NCAA Clearinghouse Student-Release-Form. Prospective student-athletes must meet the following criteria in order to satisfy NCAA requirements for initial eligibility and be considered a qualifier for intercollegiate athletics participation.

- Grade with a minimum GPA, as specified in the chart on Appendix 502C-1, based on a maximum 4.0 scale in a successfully completed core curriculum of at least 16 academic courses including:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 Years</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 Years</td>
</tr>
<tr>
<td>(one (1) year of Algebra and one (1) year of Geometry or a high level math course for which geometry is a prerequisite)</td>
<td></td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td>2 Years</td>
</tr>
<tr>
<td>(includes at least one 91 lab class)</td>
<td></td>
</tr>
<tr>
<td>Additional Course From English, Math or Science</td>
<td>1-Year</td>
</tr>
</tbody>
</table>
Social Science 2 Years

Additional Academic Courses 4 Years
(any of the above areas or foreign language, computer science, philosophy or nondoctrinal religion)

Furthermore, minimum required SAT or ACT score must be achieved prior to the student's initial full-time enrollment in any collegiate institution.

Stephen F. Austin State University's admission standards meet or exceed the criteria for admission required by the NCAA. For specific University admissions requirements, see Stephen F. Austin State University's General Bulletin and policy 502B, Student-Athletes: Admissions in this Manual.

Transfer Student-Athletes

The Office of Transfer Admissions evaluates the academic record of all students who are interested in transferring to Stephen F. Austin State University. Athletic eligibility requirements are imposed by the Conference for intra-conference transfers and by the NCAA as summarized below.

Initial academic eligibility requirements for transfer student-athletes, per NCAA regulations, vary according to whether previous enrollment was at a two-year or four-year institution. In all transfer situations, NCAA rules and regulations apply unless Conference rules are more stringent. Head Coaches, prior to any contact with a student attending a four (4) year institution, must receive approval from the Director of Athletics who must obtain written permission from the original institution’s Director of Athletics.

Intra-Conference Transfer

Southland Conference Intra-Conference Transfer rules adhere to the NCAA's eligibility rules related to student-athletes transferring from one (1) institution to another. While NCAA regulations require the student-athlete to complete one full academic year of residence before becoming eligible to compete in a sport, the Conference requires that the student-athlete forfeit one (1) season of competition eligibility and be ineligible to receive athletically related financial aid and/or practice during the NCAA's imposed residency requirement. Exceptions to this policy do exist if the transferring student has never received athletic aid from the departing school.

The following summarizes the NCAA’s eligibility provisions for transfers.

• Transfers From a Two-Year Institution (High School Qualifiers)

To be eligible for practice, regular season competition and athletically-related financial aid, a student who transfers from a two-year college that conducts an intercollegiate athletics program must meet the NCAA initial eligibility requirements, as well as the transfer requirements of the University. Additionally, the student must:

1. Have attended the first institution for at least one full time semester & averaged 12 hours of transferable-degree credit per semester of attendance.

2. Present a 2.500 GPA (on a scale of 4.00) in all transferable course work.

3. Have passed a minimum of 6 hours of credit in their last full-time semester of attendance.
4. Not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements.

Transfers From a Two-Year Institution (High School Non-Qualifiers)

A student who was not a qualifier is eligible for financial aid, practice and competition during the first year in residence as SFA if the student has accomplished the following:

1. Graduated from the two-year institution with a minimum of 48 semester or 72 quarter hours of transferable degree credit toward any degree offered at the certifying institution, including six semester hours of transferable English credit and three semester hours of transferable Math Credit and three semester hours of transferable natural/physical science credit.

2. Has attended a two-year college as a full-time student for at least three (3) semesters or four (4) quarters (excluding summer sessions); and

3. Earned a cumulative GPA of 2.500 for all transferable course work.

4. Have passed a minimum of 6 hours of credit in their last full-time semester of attendance.

5. Not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements.

The NCAA Manual should be consulted for additional two-year college transfer regulations as related to the following issues:

1. Students who have attended multiple two-year colleges;
2. Students who have competed in a sport at the two-year college of residence;
3. Credits earned as a part-time student at a four-year institution;
4. Minimum course load requirements;
5. Competition in year of transfer; and
6. Academic versus vocational degrees.

Transfers From a Four-Year Institution

The NCAA requires that a transfer from one four-year institution to another four-year institution establish residency (usually one year) at the new institution before he/she can compete. In most cases, however, if the student is granted a release from the previous institution, he/she can engage in practice and receive financial aid. In sports other than basketball, a student may compete immediately without establishing residency provided the following NCAA conditions are met:

1. The student has not transferred before from one four-year institution to another;

2. The first institution certifies that the student met satisfactory progress requirements and he/she would have been eligible had he/she returned; and

3. The first institution certifies in writing that it has no objection to the transfer and waiver of the residency requirement.
4. Have passed a minimum of 6 hours of credit in their last full-time semester of attendance

Additional exceptions to the residency requirement for transfers from a four-year institution are described in detail in the NCAA Manual.

- 4-2-4 Transfers

A student-athlete who transfers from a four-year college to a two-year college and then to SFA must fulfill a one-year residency requirement unless the following conditions have been met:

1. The student has completed a minimum of 24 semester or 36 quarter hours at the two-year college following transfer from the four-year college.

2. One calendar year has elapsed since the student’s departure from the previous four-year college, and:

3. The student has graduated from the two-year college and has achieved a cumulative GPA of 2.500; or

4. The student returns to the original four-year college from which he or she transferred to the two-year college; or

5. The student was initially enrolled in a four-year college that never sponsored his/her sport on an intercollegiate level while the student attend the institution; and

6. Have passed a minimum of 6 hours of credit in their last fulltime semester of attendance.

7. The student has completed an average of 12 semester hours of transferable degree credit with a cumulative minimum grade point average of 2.500, acceptable toward any baccalaureate degree program at the certifying institution for each term of fulltime attendance at the two-year institution following transfer from the four-year institution most recently attended.**

8. One calendar year has elapsed since the student’s departure from the previous four-year institution.**

9. The student has graduated from the two-year institution.**

** For student-athletes initially enrolling fulltime on or after 8/1/2012.

For a detailed description of 4-2-4 transfer regulations, see Bylaw 14 in the NCAA Manual.

CONTINUING ACADEMIC ELIGIBILITY REQUIREMENTS

NCAA Academic Requirements
In order to maintain academic eligibility for athletic participation after the initial year, NCAA regulations require student-athletes to make satisfactory progress toward a baccalaureate or equivalent degree. More specifically, a student-athlete must satisfy these requirements:

1. Remain academically eligible to attend SFA by maintaining a grade point average that places the student-athlete in good academic standing.

2. Complete 24 acceptable degree credit hours prior to the start of the second year of enrollment.

3. Earn 18 semester hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution’s preceding regular two semesters (hours earned during the summer may not be used to fulfill this requirement).

4. Pass 6 new credit hours each semester and earn a minimum GPA of 1.800.

5. After the fourth semester of attendance, complete minimum of 18 credit hours during the fall and spring semesters with a minimum GPA of 1.900. Pass 6 new credit hours each semester and have completed 40% of the student’s degree plan.

6. After the sixth semester of attendance, complete minimum of 18 credit hours during the fall and spring semesters with a minimum GPA of 2.000. Pass 6 new credit hours each semester and have completed 60% of the student’s degree plan.

7. After the eighth semester of attendance, complete minimum of 18 credit hours during the fall and spring semesters with a minimum GPA of 2.00. Pass 6 new credit hours each semester and have completed 80% of the student’s degree plan.

University Academic Requirements

The University requires all undergraduate students to maintain a grade point average which ensures that they are making progress toward the cumulative grade point average minimum required for graduation. Students are required to have a minimum 2.0 GPA.

Student-athletes are to be encouraged to declare a major program of study by the middle of their sophomore year. Once a major has been declared, only grades acceptable for degree credit in that major may be applied toward the satisfactory progress requirement. Degree applicability is determined by the school or college offering the program of study.

• Probation

Students are placed on academic probation after the first regular semester in which the grade point average fails to meet the minimum standards stated above.

Scholastic probation does not affect the athletic eligibility of a student-athlete unless he/she fails to meet academic standards for students on probation. A coach may impose practice sanctions or additional study requirements to ensure improvement in the student-athlete's academic standing at the University. (See Policy 503, Student-Athletes; Academic Policy in this Manual for more information.)

• Suspension
Per University standards, a student is placed on academic suspension for one (1) regular semester after the second consecutive regular semester of enrollment in which he/she fails to meet the minimum standard grade point average.

Failure to achieve the minimum standard grade point average in summer school will not result in Academic Suspension.

- Reinstatement

A student on academic suspension may be allowed to continue his/her studies at the University by:

1. Attending summer school at SFA and raising his/her GPA to the minimum University standard; or
2. Passing with a C average or better at lease nine (9) semester credit hours as specified by his/her college dean; or
3. Being reinstated on probation automatically after one regular semester's absence from the University.

Additional conditions for readmission may be imposed by the college deans.

Further, if a student-athlete is declared academically ineligible, in accordance with provisions of NCAA Bylaw 14.12, and the institution has a documented appeal process for all such students, the student-athlete's eligibility during the appeal process is based on the institutional regulations applicable to all such students. Additionally, if the institution's appeal process extends into the following term, an eligibility declaration for purposes of NCAA legislation must be made before the beginning of that term.

Exceptions to the Progress-Toward-Degree Rule

The NCAA permits exceptions to the progress-toward-degree rule under certain circumstances. These are explained in detail in the NCAA Manual, Bylaw 14, and include the following:

- Missed Term

A student-athlete may miss up to one academic year of enrollment for one time only if he/she:

1. Fulfilled satisfactory progress requirements while previously enrolled;
2. Was eligible for enrollment during the intended absence;
3. Did not participate in any outside competition while not in attendance at the University.

- Midyear Enrollment

Must earn 6 hours of credit.

- Non-Recruited, Nonparticipant

A student-athlete may qualify for an exception to the application of the progress-toward-degree for the initial season of eligibility if the student-athlete:
1. Was not recruited;
2. Has not received athletically related financial aid; or
3. Has never practiced or participated in intercollegiate athletics, except for participation in limited preseason tryouts.

The student-athlete's eligibility in subsequent seasons is governed by the provisions of the progress-toward-degree rule which is applied from the beginning of the first semester in which the student participates in intercollegiate athletics. This exception shall not apply to percentage-of-degree and minimum grade point average.

• Medical Absence

A Medical Absence Waiver may be pro-rated at 9 hours per term when a student-athlete sustains an illness or injury that precludes full-time enrollment. Medical documentation is required and the waiver is granted by the Conference Office. Credits earned during this period may be used to satisfy the 24 hour, percentage-of-degree and grade point average requirements. (See Policy 506A, Student-Athletes: Medical Policy, in this Manual for additional information.)

• International Competition

Academic and enrollment waivers may be granted to student-athletes participating in Pan American, Olympic or World University Games. The waiver is granted by the Conference Office.

Change of Major

As stated above, a major or designated major must be selected no later than the beginning of the fifth term of college enrollment. Thereafter, a change of major during any term is permissible, but credits used to meet progress-toward-degree requirements prior to the change must be acceptable for the degree previously sought.

CONDUCT AND SPORTS PARTICIPATION ELIGIBILITY REQUIREMENTS

Student-athletes are expected to uphold ethical standards of conduct and demonstrate ethical behavior, especially in matters related to gambling and bribery and unsportsmanlike conduct, as discussed in Policy 501, Student Athletes: Conduct and Ethics, in this Manual. In addition, a student-athlete's eligibility is jeopardized if he/she takes any of the following actions

• Arranges for fraudulent credit or false transcripts;

• Violates relevant Conference or NCAA rules and regulations; or

• Furnishes the NCAA or other regulatory bodies with false or misleading information about other individuals.

Maintaining Amateur Status
NCAA regulations regarding amateurism and permissible awards, benefits and expenses should be carefully reviewed in order to avoid violations. In general, student-athletes cannot commit to any of the following:

- Uses his or her skill (directly or indirectly) for pay in any form.
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletic participation.
- Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received; except as permitted by NCAA By-law 12.2.5.
- Receives directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations.
- Competes on any professional athletics team per By-law 12.02.11, even if no pay or restitution for expenses was received, except as permitted by By-law 12.2.3.2 & 12.02.2.
- Enters into a contract or agreement with an agent.
- Enters into an agreement of any kind to compete in professional athletics or negotiate a professional contract;

However, NCAA regulations allow a student-athlete to request information about his/her professional market value and to undergo a medical examination by a professional league's recognized scouting bureau. Additionally, the student-athlete or legal guardian may negotiate with a professional sports organization without the loss of the individual's amateur status. An individual who retains an agent shall lose amateur status. See Policy 507C, Student-Athletes: Professional Sports Counseling Panel, in this Manual for additional information.

**Outside Sports Competition**

A student-athlete that participates as a member of any outside team in any non-collegiate amateur competition during the academic year becomes ineligible for intercollegiate competition in that sport for the remainder of the year and for the next academic year.

However, a student-athlete may compete as a member of a competitive, non-collegiate, amateur team during any official vacation period published in the University's catalog. In addition, student-athletes may participate as individuals in events such as track meets, golf and tennis tournaments, provided such participation is approved in writing by the Director of Athletics and the Head Coach of that sport and does not violate NCAA regulations.

In the sports of soccer, women’s volleyball, field hockey and men’s water polo, a student-athlete may compete outside of the institution’s declared playing season as a member of an outside team in any noncollegiate, amateur competition, provided:

a. Such competition occurs no earlier than May 1.
b. The competition is approved by the institution’s Director of Athletics.
c. No class time is missed for practice or competition.

Organized competition exists (as specified by NCAA Bylaws) where any of the following conditions are present:

- Teams are regularly formed or have team rosters;
- The competition is scheduled and publicized in advance;
- Official score is kept;
- Individual or team standings are maintained;
- An official timer or game officials are used;
- Squad members are dressed in team uniforms;
- Admission is charged;
- The competition is privately or commercially sponsored; or
- The competition is either directly or indirectly sponsored, promoted or administered by an individual, or organization or any other agency.

Several exceptions exist to the outside competition rulings; therefore, student-athletes should be directed to consult their Head Coach or the Associate Athletic Director for Compliance and Student Services prior to participating in such activities.

ELIGIBILITY CERTIFICATION PROCESS

The Director of Athletics, Associate Athletic Director for Compliance and Student Services, Assistant Athletic Director for Academic Services and Executive Director of Enrollment Management work together to comply with the eligibility certification procedures established for all student-athletes. New student-athletes and transfer students are initially certified by the Executive Director of Enrollment Management. Such student-athletes are certified as eligible to participate in practice and outside competition or as eligible only to participate in practice.

Copies of all certification forms are maintained on file by the Assistant Athletic Director for Academic Services. The Director of Athletics and Executive Director of Enrollment Management, in conjunction with the Southland Conference Office, retains ultimate responsibility for the final certification of all student-athletes.

The official certification process for the Department begins with a team meeting, held prior to each sport's first competition of the year. The Head Coach is responsible for scheduling the meeting with the Director of Athletics, or his designate. At this time, each student-athlete is required to complete the NCAA Student-Athlete Statement and the NCAA Drug Testing Consent Form as described below.

NCAA Student Athlete Statement

The NCAA Student-Athlete Statement (see Appendix 502C-3) must be signed annually by each student-athlete certifying that he/she understands and abides by the NCAA rules and regulations. (NOTE: All
formal student-athlete documents must also be signed by the student-athlete's parents or legal guardian if he/she is under 18.)

The Student-Athlete Statement includes the following:

1. The NCAA verification of eligibility, whereby the student-athlete states to the best of his/her knowledge he/she is eligible to participate in intercollegiate athletics;

2. The Buckley Amendment Statement form, whereby the student-athlete agrees to the release of private information (e.g., health records, financial aid, and academic information) to appropriate authorized University personnel in order to verify eligibility;

3. A summary of NCAA regulations related to ethical conduct, amateurism, financial aid, academic standards, etc. and recruitment (for new student-athletes, only);

4. An Affirmation of Eligibility which is signed and kept with the NCAA Student-Athlete Statement; and

5. The NCAA Drug Testing Consent form, whereby the student-athlete agrees to participate in NCAA drug testing procedures.

Each student-athlete is responsible for reporting any changes in information provided (e.g., address, financial aid status, etc.) as they occur to the Associate Athletic Director for Compliance and Student.

NCAA Squad List

The NCAA Squad List (see Appendix 502C-5) is prepared prior to the student-athlete's first contest each academic year. This form is completed by the Associate Athletic Director for Compliance and Student Services.

Student-athletes may not participate in competition until they have been listed as eligible via the NCAA Squad List. A copy of each sport's Squad List is kept on file in the Associate Athletic Director for Compliance and Student Services Office. Upon certification, student-athletes are eligible for practice, unless they are partial or non-qualifiers.

Additions or changes to the Squad Lists are to be reported to the Associate Athletic Director for Compliance and Student Services within 24 hours of when they occur. New student-athletes wishing to participate in intercollegiate athletics may not do so until they have been certified as eligible.

NCAA Admissions and Graduation Disclosure Procedure

The NCAA Graduation-Rates Disclosure Sheet (Form 95-6a) (see Appendix 502C-6) is to be compiled by the President of the University, or designate, and the Director of Athletics, signed and submitted to the NCAA by the designated date of the report each year. Information required on this form includes the following:

1. University enrollment data;
2. Average admissions data;
3. Freshman - cohort graduation rates;
4. Standards for transfer student-athletes;
5. Degree programs;
6. Exhausted eligibility graduation rates;
7. Time spent to graduate; and
8. Transfer cohort graduation rates.

**Temporary Certification**

A recruited student-athlete entering the University as a freshman or transfer student may practice once they have completed TRYOUT/WALKON CLEARANCE FORM, but not compete, for a period not to exceed 45 days while the University is certifying his/her initial eligibility requirements. SFA shall not provide athletically related financial aid to the student-athlete during this period. At the end of this 45 day period, the student-athlete must have been certified eligible to continue practice, competitor receive athletically related financial aid.

A non-recruited student-athlete entering the University as a freshman may practice, but not compete, for a period not to exceed 45 days while the academic records and core requirements of the student-athlete are being evaluated and certified. After this period, the student-athlete must have established eligibility in order to continue to practice or to compete.

The eligibility certification process for the above student-athletes follows the same process as for all other student-athletes. It includes the completion of the following forms:

- NCAA Eligibility Center Approval (printed from website)
- NCAA Student-Athlete Statement (Appendix 502C-3)
- NCAA Squad List (Appendix 502C-5)

**EXIT INTERVIEWS**

Exit interviews are to be conducted with student-athletes, in each sport, whose eligibility has been exhausted. Interviews are conducted by the Chairman of the IAC, who after review, forwards the information to the Director of Athletics. The purpose of the interview is to aid in developing athletics programs that continue to meet the needs of students and to aid in developing specific sport's programs.

SFA

7/2016

**STUDENT ATHLETES: FINANCIAL AID**

Stephen F. Austin State University awards financial aid to student-athletes in accordance with University policy, as well as Southland Conference, and NCAA rules and regulations governing financial aid. Athletically related grants-in-aid are limited to bona fide educational expenses such as tuition, fees, room, board and course-related books not to exceed the cost of 30 hours of tuition and fees, room, board and course-related books each academic year (fall/spring). The institution is also permitted to provide additional athletic aid up to the cost of attendance as defined by the Office of Financial Aid. In those instances, such awards would be referred to as athletic miscellaneous expense awards.

The Associate Athletic Director for Compliance administers the financial aid program for the Department and works with the University’s Director of Financial Aid in meeting the financial needs of student-athletes.
While it is understood that athletically related grants-in-aid are awarded on an annual basis and are limited to bona fide educational expenses, the Department of Intercollegiate Athletics is philosophically committed to providing the student-athlete with four (4) years of scholarship funding. Financial aid provided to student-athletes is not considered a reimbursement for services performed and cannot be graduated or discontinued, on the basis of athletic performance, during the period of its award.

However, athletically related aid may be reduced or canceled if the student-athlete becomes academically or athletically ineligible to participate (See Policy 502C, Student-Athletes: Eligibility, in this Manual for additional information.

Allocation of Grant-in-Aid Awards

Each intercollegiate sport is provided a specific number or amount of grant-in-aid awards, according to budgetary restrictions and within NCAA rules and regulations. Head Coaches are informed early each fiscal year of the amount of scholarship aid available to their programs. Grants-in-aid are allocated upon the recommendation of the Head Coach and with the approval of the Director of Athletics. The University's Office of Financial Aid awards grants-in-aid based on these recommendations. Recipients of financial aid are notified of the offer of award on the Stephen F. Austin State University Athletic Scholarship Agreement form (see Appendix 502D-1) which details the terms and conditions of the grant. Awards are tendered, along with the National Letter of Intent, at the appropriate signing dates, as provided by the NCAA.

Head Coaches are encouraged to work with their prospective student-athletes and their families prior to the award deadline. They should access each student-athlete’s financial need and encourage them to file the necessary paperwork for other types of assistance well before the deadline date. This allows coaches the opportunity to use athletic financial aid award funds in the most effective manner possible for their student-athletes.

Allowable grants-in-aid are calculated according to NCAA guidelines for head-count and equivalency sports, as described below. Further, the number of grants-in-aid for any team may be affected by NCAA sanctions which may be imposed against the Department's sport.

Head Count and Equivalency Sports

For purposes of financial aid computations, a player is considered a Counter when he/she receives financial aid based on athletic ability, and/or was recruited, receives financial aid and is competing as a member of an intercollegiate team.

- **Head-Count Sports**

  A head-count sport is one, designated by the NCAA, in which athletically related aid is calculated by the number of student-athletes receiving any amount of aid, regardless of the amount of aid received by individual team members. Student-athletes designated to receive any type of financial aid, including textbooks only scholarships, are to be included in the number of student-athletes receiving aid in head-count sports.

  The following are the maximum awards, allowed by the NCAA, that may be in effect at any one time for the various head-count sports sponsored at SFA:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>13</td>
<td>15</td>
</tr>
</tbody>
</table>
Equivalency Sports

Equivalency sports, as designated by the NCAA, are those in which athletically related aid is calculated by the percentage of a full, athletically related scholarship awarded to a team member. The University may administer such awards to any number of recipients on the basis of value (equivalency), provided the total dollar amount expended does not exceed commonly accepted educational expenses at the University multiplied by the number of maximum awards permitted for the particular sport.

The following are the maximum awards, allowed by the NCAA, that may be in effect at any one time for the various equivalency sports sponsored at SFA:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country/Track</td>
<td>12.6</td>
<td>18</td>
</tr>
<tr>
<td>Golf</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>Women’s Golf</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Bowling</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Football</td>
<td>63 *</td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Softball</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>11.7</td>
<td></td>
</tr>
</tbody>
</table>

*In Division FCS Football, there is an annual limit of 30 initial counters and 63 equivalency sports to total 85 annual counters.

Although grant-in-aid allocations within each sport are recommended by the Head Coach, the procedures for administering grants-in-aid are the same for all student-athletes. These procedures are summarized as follows:

Processing of Grant-in-Aid Awards

Grants-in-aid are allocated upon the recommendation of the Head Coach and the approval of the Director of Athletics and the University’s Director of Financial Aid. The Stephen F. Austin State University Athletic Scholarship Agreement forms are prepared by the Associate Athletic Director for Compliance who checks equivalencies to ensure compliance with NCAA grant-in-aid limitations for each sport.

The University’s Financial Aid Office awards grants-in-aid based on the recommendations of the Director of Athletics. Copies of Team Rosters and Grant-in-Aid lists are kept on file in both the Associate Athletic Director for Compliance and Student Services Office and with each sport’s secretary.

Prospective Student-Athletes

Financial aid agreements are issued to prospective student-athletes with the National Letter of Intent (see Appendix 502A-14). Prospects may not be offered financial aid prior to the times and dates permitted by the National Letter of Intent.
To be valid, the National Letter of Intent Agreement must be signed and dated by the prospective student-athlete and his/her parent or guardian within 14 days after it is issued and returned to the Associate Athletic Director for Compliance and Student Services.

A copy of the Financial Aid Agreement is forwarded to the Office of Financial Aid. If the student fails to be admitted following the University's regular admission process, the grant-in-aid becomes null and void. (See Policy 502B, Student-Athletes: Admissions, in this Manual for admissions standards and procedures.)

Enrolled Students

A student-athlete eligible for a grant-in-aid who enrolls at the University without having received a financial aid offer may, thereafter, be given aid at any time.

A Head Coach who wishes to make an initial offer of athletically related financial aid to a previously enrolled student must submit a Scholarship Request form to the Associate Athletic Director for Compliance. Prior to tendering an offer of financial aid to the enrolled student-athlete, it is necessary to verify the eligibility of the student and comply with squad limitations. With the recommendation of the Director of Athletics and the signatory approval of the Director of Financial Aid, the Grant-in-Aid Offer is considered fully executed and ready for the student-athlete's signature.

Continuing Student-Athletes

Athletically related financial aid is awarded on a one year basis and cannot be reduced or discontinued during the period of its award for any athletically related reason. Athletics scholarships may be reduced or canceled during the period of the award if a student-athlete:

- Renders himself or herself ineligible for intercollegiate competition in any manner, including failure to meet academic eligibility requirements or loss of amateur status (e.g., signing with an agent).
- Voluntarily quits the team.
- Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement.
- Engages in serious misconduct.

Athletics scholarships may not be reduced or cancelled during the period of the award on the basis of:

- A student-athlete's athletics ability, performance, or contribution to a team's success.
- An injury that prevents the student-athlete from participating in intercollegiate athletics.
- Any other athletics reason.

As stipulated by NCAA Bylaw 15, grants-in-aid are renewed on or before July 1st of the academic year in which they are to be effective. Student-athletes are asked to sign and return the agreements by July 15.

Renewal notifications (see Appendix 502D-2 for sample) must be mailed out on or before June 30th. The Associate Athletic Director for Compliance coordinates the processing of scholarship renewals with each sport's Head Coach, sport secretary, the Director of Athletics, the Assistant Athletic Director for Academic Services and the Director of Financial Aid.

Non-Renewal or Reduction of Financial Aid
All head coaches are required to notify the Director of Athletics of any plan to non-renew or reduce athletically related financial aid prior to notifying the student-athlete. The head coach should provide any documentation requested to justify the action. The Director of Athletics may or may not approve the proposed non-renewal or reduction based on all available information.

A student-athlete may appeal a non-renewal or reduction of aid in writing and directed to the Athletic Appeals Committee within ten (10) days of the cancellation notification. The Athletic Appeals Committee is chaired by the Associate Athletic Director for Compliance and includes the Assistant Athletic Director for Student Services and the Senior Woman Administrator. If the appeal is not granted by the Athletic Appeals Committee, it can be appealed to the SFA Financial Aid Appeals Committee. A decision from this committee is final. Student-athletes must be notified in writing by the Director of Athletics, or his designee, and the Director of Financial Aid by July 1st for any non-renewal or reduction of athletic financial aid. All appeals must be completed prior to the start of the new academic year for which the non-renewal or reduction would apply.

Please note that outside of the period of the award, an athletics scholarship can be reduced or cancelled for any reason - including an athletics reason - at the discretion of the institution.

**Summer School**

Summer financial aid is not an entitlement or part of a student-athlete’s academic year financial aid agreement. However, financial aid may be extended to cover summer school if attendance is warranted or expected in the sports of basketball and football. The Head Coach of each sport makes a determination regarding those student-athletes to be offered financial assistance for summer school provided funding is available. (See policy 503C SA-Summer School)

Summer school for incoming freshmen prior to initial, full-time enrollment in the fall are required by NCAA legislation to enroll in a minimum of six hours of academic course work, other than physical education activity courses, that is acceptable degree credit toward any of the university degree programs.

Recipients of summer school athletic aid will be prioritized in the following manner, provided funding is available:

1. Student-athletes who need the hours to be eligible for fall competition;
2. Student-Athletes who can graduate that summer;
3. Men’s and women’s basketball participants.
4. Football participants.
5. Student-athletes who have maintained their eligibility for the fall, but who need hours to keep on schedule for graduation at the completion of the fall semester; and
6. Incoming freshmen who may benefit academically.

Once approved, each student-athlete is required to sign a financial aid agreement for summer school reflecting the amount, terms and duration of aid.

Additionally, summer school scholarship recipients will be asked to repay the cost of tuition & fees of any class that was dropped or receives the grade of ‘F’.
Fifth Year/Injured

The Department of Intercollegiate Athletics is not able to automatically grant Fifth-Year/Injured financial aid. Therefore, each request is reviewed by the Director of Athletics and granted based on the individual merits of the situation and on the recommendation of the Head Coach for each sport. Post eligibility grants-in-aid will be funded not to exceed the cost of tuition and fees (maximum of 15 hours per semester) or the amount of their last award if it was less.

Requirements to receive this award include:

1. Return academically eligible just as if they still had a season of competition remaining.
2. Enroll full-time unless they are in the final semester of degree plan/
3. Work at an Athletic Department assigned job for 10 hours each week.

To receive athletic aid the following semester, the recipient must pass at least 9 new hours towards their degree plan with a GPA of 2.00 or higher.

Lastly, it should be understood that this scholarship award will be made in 3 payments during the semester. The first payment will be 50% of the total cost of tuition and fees, and will be applied to their account at the beginning of each semester. The remaining two payments will be made in equal amounts approximately 30 and 60 days following the first payment. Should a recipient choose not to fulfill their assigned work detail, one or both of the remaining payments will not be applied to the billing statement.

Moreover, post-eligible aid is not awarded to any student-athlete under contract or receiving compensation from a professional sports organization.

Non-Institutional Financial Aid

Should a student-athlete qualify for non-institutional financial aid and exceed the maximum scholarship aid allowed, University funds are reduced dollar-for-dollar. NCAA Manual Bylaw 15, regarding Financial Aid should be consulted to determine the types of outside aid student-athletes may receive without reducing University aid (i.e., non-countable, outside aid) when totals do not exceed NCAA ceilings. Further, a student-athlete may receive a Pell Grant in combination with other institutional financial aid with no limit restrictions.

All outside aid received by a student-athlete must be reported to the University Office of Financial Aid at the beginning of each academic year. Individuals reporting outside aid may have their athletic grant-in-aid reduced to avoid an award in excess of a full-ride amount. Permissible outside scholarship awards must meet NCAA criteria and may cause athletic grant-in-aid to be adjusted to NCAA ceiling amounts.

All non-athletically related aid received is to be reported to the Office of Financial Aid. The Associate Athletic Director for Compliance is responsible for ensuring that the aid is permissible and for notifying the appropriate parties to make any necessary adjustments to the athletically related aid.

University Charges Not Paid by the Department

Certain expenses which may be incurred by the student-athlete while enrolled at SFA are not covered under his/her grant-in-aid. Per NCAA regulations, only tuition, room, board and required books are
legitimate components of athletically related financial aid. The following list of expenses are not part of a grant-in-aid and therefore must be paid by the student-athlete.

They include, but are not necessarily limited to:

- Cost of treatment for non-athletically related injuries.
- Non-legitimate hotel charges (e.g., long distance telephone, laundry, movies, etc.) incurred during travel to away contests.
- Library fines and fines for damage to University property, including residence halls.
- Key deposits or replacement of a lost residence hall key.
- School supplies, reference books, pens, notebooks, paper, drafting kits, etc.
- Vehicle registration fees.
- Parking fines.
- Personal insurance for non-athletically related injuries and illnesses.
- Residence hall penalty fees incurred for breaking contract agreements.
- Late registration fees.
- Graduation fees
- Fees associated with student-teaching and internships.

**Non-Scholarship Student-Athletes**

The University extends to all non-scholarship (recruited or non-recruited) student-athletes the same benefits as scholarship athletes (excluding grant-in-aid awards). Once certified as eligible to participate, the benefits received are as follows:

- Academic counseling assistance (e.g., tutoring, career and peer counseling, etc.)
- Training room treatment for athletically related injuries.
- Strength and conditioning facility use.
- Referrals for vacation and permanent employment.
- Team travel and equipment use.
- Athletic letter awards.

SFA

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**STUDENT-ATHLETES: NON-RECRUITED**

The Department of Intercollegiate Athletics recognizes the right of individuals who have not been recruited to try out for an intercollegiate sports team and includes non-recruited, as well as recruited, student-athletes on their team rosters. Non-recruited student-athletes are students who are entering or presently enrolled at SFA and who have not been recruited or offered financial aid based on athletic ability.

The Head Coach of each sport has sole authority for establishing tryout guidelines and for determining the success or failure of a tryout. The Associate Athletic Director for Compliance works closely with the Head Coaches of all sports to ensure that applicable compliance records are maintained on all non-recruited student-athletes.
A non-recruited student-athlete not receiving institutional financial aid is not considered a counter. A non-recruited student-athlete receiving institutional financial aid is not considered a counter if there is certification on file in the Director of Athletics Office signed by the Director of Admissions and the Director of Financial Aid certifying that the financial aid was granted without regard to athletic ability.

Eligibility Certification

A non-recruited student-athlete entering the University as a first semester freshman or transfer student may practice once the “Walk-On Approval Form” submitted in the ARMS software program has been approved, but not compete, for a period not to exceed 45 days while the academic records and core requirements of the student-athlete are being evaluated and certified. Approval for practice is only granted after the student has passed a medical examination, provided proof of insurance coverage, as well as registering and providing all required academic documentation to the NCAA Eligibility Center. After this period, the student-athlete must have established eligibility in order to continue to practice or compete.

The eligibility certification process for non-recruited student-athletes follows the same process as for other student-athletes as described in Policy 502C.

Benefits Extended to Non-Recruited Student-Athletes

Excluding grand-in-aid awards, the University extends to all non-recruited student-athletes the same benefits as scholarship student-athletes. These benefits may include:

- Academic Services (e.g., study hall, tutoring, academic counseling, etc.);
- Training Room treatment for athletically related injury;
- Strength and conditioning facility use;
- Team Travel and equipment use; and
- Athletic achievement awards.

Additionally, non-recruited student-athletes may eventually be offered athletically related financial aid at the discretion of the Head Coach and according to the provisions described in Policy 502D.

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STUDENT-ATHLETES: ACADEMIC POLICY

Stephen F. Austin State University and the Department of Intercollegiate Athletics are committed to excellence in education. Academic standards and requirements for student-athletes at SFA are no less stringent than for the general student population. Both the University and the Department of Intercollegiate Athletics are aware that participation in varsity athletics makes exceptional demands upon a student-athlete's time and energy. Student-athletes, however, must assume ultimate responsibility for their academic endeavors while attending the University.

The Assistant Athletic Director for Academic Services is responsible for the daily administration of the academic support program and works closely with the Office of Admissions and the Registrar’s Office to institute program services which help ensure continuing eligibility for SFA’s student-athletes.

Philosophy and Objectives
The University believes in the development of a well-rounded individual, sound in mind and body. To achieve this, the University and the Department strive to offer a balanced academic and athletics program that encourages student-athletes to develop characteristics that will make them better citizens and assist them in their life endeavors. Further, the University and the Department are committed to helping each student-athlete achieve a quality education and graduate. This philosophy encompasses helping the motivated student-athlete to learn faster and more completely, and the under-motivated student-athlete to become more motivated and better able to succeed in the academic arena.

In fulfilling its philosophy, the Department, as a whole, strives to:

- Recruit only student-athletes with the potential to succeed academically, as well as athletically;
- Maintain the athletic eligibility of every student-athlete;
- Graduate all student-athletes;
- Protect the academic integrity of the University; and
- Comply with all rules, regulations and procedures of the University, the Southland Conference and the NCAA.

**Coach’s Responsibility**

Although it is the University's and Department's goal to create an academically supportive environment, it is the student-athlete's responsibility to work within the parameters of this environment. Coaches are asked to support the efforts of the Assistant Athletic Director for Academic Services and Academic Services Assistants to impose logical consequences for those student-athletes who are not fulfilling their academic obligations. If problems with specific student-athletes cannot be resolved jointly by the coach and the Assistant Athletic Director for Academic Services, the student-athlete may be in jeopardy of losing his/her academic support services privileges.

The Department requests that coaches not only support the program with encouragement and appropriate sanctions, but also be supportive of the program's requirements and allow flexibility with student-athletes who may be on occasion late to practice due to academic counseling or related responsibilities.

In an attempt to advise coaches of scheduled workshops and tutorials, regular reports are sent by the Assistant Athletic Director for Academic Services and/or Academic Services Assistants. These reports address the student-athletes participation, performance and attitude as related to services offered by the Academic Support Program.

To ensure that academic accountability occurs through the proper channels, coaches should not contact SFA faculty members directly with regard to student-athlete academic matters. Furthermore, coaches should not discuss student-athlete academic outcomes with faculty, or discuss matters that relate to grades, grade changes, adding late classes, withdrawing from class, or other matters that would be outside of the normal practices of the university. Coaches should send all requests for information from faculty to the academic staff of the athletic department.

**Student-Athlete's Responsibilities**

As stated previously, the student-athlete is ultimately responsible for his/her academic progress at the University. General academic requirements and responsibilities are contained within this policy.

**Academic Programs and Services for Student-Athletes**
The Department's goal is to provide student-athletes with an academic support program which utilizes Departmental and University resources to address a variety of academic, personal and career issues. To accomplish this goal, the Academic Support Program, in concert with University student services strives to make available to student-athletes the services described below.

- **SFA 101** - Each new student-athlete is requested to enroll in SFA 101. This class will include campus life and survival skills presentations; the explanation of academic support programs and academic counseling services, etc. The class is specialized for student-athletes and taught by members of the athletic department staff.

- **Personal Counseling** - Confidential assistance is provided to student-athletes by Licensed Professional Counselors to help them with transitional issues, stress management, academic focus and personal crisis intervention.

- **Career Counseling** - Vocational counseling, including interest testing, career library and SIGI (computerized guidance system) is made available to student-athletes.

- **Testing Services** - National tests such as GRE, MAT, LSAT, GMAT, and the TASP are administered to student-athletes, as appropriate. Preparation counseling is also available.

- **Placement and Career Services** - A liaison service between employers and prospective employees is offered. All students are encouraged to begin a placement file early in their senior year.

- **Career Planning** - Job development skills are offered in the form of resume development, cover letter writing, job search strategies, interviewing skills and professional school placement assistance.

- **Student-Athlete Advisory Committee** - The purpose of this established Committee is to encourage student leaders and staff to discuss concerns, set goals and identify projects.

- **Service Program** - This program encourages and facilitates the involvement of student-athletes with students in the community as peer counselors and role models.

- **Educational Assessments** - A proactive approach is utilized to help develop a personalized academic support plan for student-athletes by offering: reading, writing and listening assessments, services for students with disabilities and in-depth academic assessments and evaluations.

- **Tutorial Support** - Various programs are offered to help student-athletes experience academic success. They include: subject tutoring, mentor tutoring, group tutorials, time management counseling and supplemental instruction.

- **Academic Supervision** - Short and long term supervision includes study halls, grade report updates from instructors informing academic staff and coaches of course performance, class attendance monitoring and evaluation of overall academic progress. The GradesFirst software program utilizes the latest computer technology to track attendance, grade status, comments from professors and arranging appointments with tutors.

- **Computer Resources** - Computers and computer assistance are made available to student-athletes.
• Degree Audit Program - This program contains a tracking system which is used to insure accurate course selection and to monitor progress towards graduation through evaluation, maintenance of records and their updating, semester by semester, via an evaluation of academic transcript and degree requirements.

Intercollegiate Athletics-Kinesiology 200

Students who are members in good standing of any intercollegiate team are eligible to enroll in this two-hour activity/participation course up to a maximum of six times. Hours earned in this course can only apply as electives if permitted by each individual academic degree plan. This course may be taken for 1 or 2 hours of credit.

This is a pass-fail course with students receiving either an A or F. In order to earn an “A” in the course, enrolled students must begin and end the semester as a team member in good standing. Failure to do so will result in a grade of “F”.

If prior to the last day to drop during the semester, a student voluntarily quits or is cut/dismissed by the coach from the team, the student should drop this course to avoid receiving a grade of “F”. Students who voluntarily quit or are cut/dismissed from the team after the last day to drop will receive a grade of “F”.

All students enrolled in this course can receive a syllabus detailing the requirements expected from the Kinesiology & Health Science Office-HPE204. The Associate Athletic Director for Compliance is responsible for the athletic administration of this course.

Progress-Toward-Degree

To comply with the NCAA's progress-toward-degree rule, each student-athlete must designate a program of studies leading toward a specific baccalaureate degree by the beginning of the third year of enrollment (i.e., the fifth semester). The Assistant Athletic Director for Academic Services confirms, with the assistance of the Office of Admissions, that each student-athlete meets this requirement, and then works with the student-athlete to ensure that satisfactory progress toward to specified degree is being made.

Each student-athlete's on-going academic status is monitored via the Southland Conference Eligibility Verification form (Appendix 502C-4). All Information is verified by the Office of Admissions, using University computer data. A copy of the completed form is kept on file with the Assistant Athletic Director for Academic Services.

In order to remain academically eligible to participate in intercollegiate athletics, a student-athlete's course load must not drop below 12 hours. If dropping a class results in a student-athlete being registered for less than 12 hours, the Assistant Athletic Director for Academic Services immediately informs the individual's Head Coach of the potential eligibility problem.

Drops and Adds

All student-athletes are required to receive signatory approval for drop/add from the Assistant Athletic Director for Academic Services before proceeding with changes in approved schedules. No schedule changes may be made after the deadline specified in the academic calendar without the approval from the course instructor and the departmental dean.

Class Attendance
Student-Athletes are expected to attend class on a regular and punctual basis. In any university course, professors have discretion over whether or not to accept excuses. Further, course instructors establish specific attendance policies to which student-athletes must adhere. The University recognizes the legitimacy of intercollegiate competition while striving to minimize the number of classes missed due to competition. Absences due to personal reasons unrelated to athletics competition and not in accord with the University’s attendance policy may significantly affect grades.

Arrangements for taking any examination or completing work assignments affected by team travel are the student-athlete’s responsibility. Instructors are aware of the problems involved in scheduling athletic competitions, and are usually willing to provide some flexibility if the student-athlete requests consideration in advance. Student-athletes should identify themselves to their professors as early as possible in each course and provide professors with their team and travel schedule to eliminate potential conflicts.

Additionally, your class attendance will be regularly monitored by Athletics staff (Assistant Athletic Director for Academic Services and coaching staff). Professors routinely provide information to the Assistant Athletic Director for Academic Services regarding missed classes and concerns they may have about academic performance.

Each head coach will be responsible for enforcing class attendance and deciding penalties for unexcused and excessive absences. Penalties could include additional study hall time, loss of game participation and loss or reduction of athletic scholarship.

**Exams**

When a student-athlete learns that an exam is scheduled during the time he/she will be participating in the intercollegiate athletics program, the student-athlete is responsible for notifying the instructor and making arrangements to make up the exam. The instructor should be contacted at the earliest possible date.

**Incomplete Grades**

Student-athletes are required to complete all course assignments by the last day of classes for the semester. However, student-athletes may petition the dean of their college prior to the last day of classes to request an extension, if circumstances warrant the extension. The course instructor must endorse the petition for the extension. Extensions are granted only if the student has completed the major requirements of the course. If an extension is granted, a grade of I (incomplete) is given. The incomplete is removed at the end of the extension period. If the student has not completed the course requirements, a grade of zero is assigned to all missing grades and the final grade is assigned by the instructor.

**Study Hall**

The Assistant Athletic Director for Academic Services identifies minimum recommended study hall hours for all freshmen and transfer student-athletes. Additionally, study hall attendance may be mandated by the Assistant Athletic Director for Academic Services and Academic Services Assistants in consultation with the student-athlete’s Head Coach. Student-athletes attending study hall sessions are required to verify their attendance by electronic login using their University ID. The Assistant Athletic Director for Academic Services or designate, monitors the sessions to verify the presence of these student-athletes. A student-athlete’s failure to attend required study halls is reported to his/her Head Coach for counseling.
All study hall sessions are open to all student-athletes.

**Tutoring Services**

The Assistant Athletic Director for Academic Services coordinates a variety of tutoring services for student-athletes. These programs include individualized subject tutoring, small group tutorial sessions, supplemental instruction and time management counseling.

At-risk students are identified and assigned tutors at the beginning of each semester. Any student-athlete requesting tutoring must receive permission form the Assistant Athletic Director for Academic Services.

**Academic Monitoring and Evaluation**

The Assistant Athletic Director for Academic Services compiles and maintains a file on each student-athlete. The file contains all materials documenting the academic profile of the student-athlete (e.g., academic transcripts, SAT and/or ACT scores, grade point averages, plan and/or program of study), as well as various forms verifying the eligibility status of the student-athlete.

The Assistant Athletic Director for Academic Services and Academic Services Assistants monitor all grades and class attendance for student-athletes designated as high risk. The student-athlete and the Head Coach are contacted to review problems and offer possible solutions as necessary.

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**STUDENT-ATHLETES: SUMMER SCHOOL**

The Department of Intercollegiate Athletics is aware that time demands placed on student-athletes during the academic year may limit the number of credit hours a student-athlete may be able to handle beyond what is required by NCAA legislation. Summer school is often an option for timely completion of specific academic courses. For entering freshmen it is an opportunity to get a head start on their academics. However, summer school is not automatically financed. The Director of Athletics determines the amount of funding available from budgetary sources, endowments, SAF/SOF funds and private giving. The amount for each sport is determined and reported to each Head Coach prior to the end of the spring semester.

Provided funds are available, summer school attendance for those student-athletes participating in men’s or women’s basketball and football is expected unless permission is granted by the respective head coach for a student-athlete to not attend one or both sessions. Football freshmen only attend Summer II. Student-athletes in sports other than basketball or football who wish to attend summer school must discuss their decision with their Head Coach. Student-athletes requesting financial assistance for summer school fees must have approval of their Head Coach who in turn will send an official list and the amounts to be awarded, based on the funds available, to the Associate Athletic Director for Compliance who will enter the financial aid into the Banner system. (see Policy 502D, Student-Athletes: Financial Aid, in this Manual for additional information).

Summer school attendance is highly recommended for student-athletes on academic suspension and in some cases where the student-athlete's eligibility is at risk. Other requests are considered if the student-athlete's Head Coach approves financial aid for summer school based on the following criteria:

- Individual sports' budgetary constraints;
- Class standing (i.e., freshman, sophomore);
- Availability of necessary classes (i.e., only offered during summer);
• Continuing eligibility requirements (i.e., the for 24 hours of classes per year);
• Grades achieved in previous course work;
• Course completion necessary for graduation following summer session; and/or
• Course required for post graduate study.

Student-athletes who receive athletic funding for summer school, and drop a class(es) or receive a grade of ‘F’, will be required to repay all tuition & fee costs associated with class(es). Those charges will be placed directly on the students Billing Statement and will be payable at the Business Office.

Student-athletes wishing to attend summer sessions, at their own expense at another institution must obtain the prior approval of the Assistant Athletic Director for Academic Services. Credit is transferred only if a grade of C or better is obtained. Moreover, the grade does not transfer to SFA, only the credit.

SFA
7/2016

STUDENT-ATHLETES: TEXTBOOKS

Textbooks are rented for those student-athletes who receive them as an element of their scholarship agreement. The Associate Athletic Director for Compliance and Student Services will provide a list of these student-athletes to each Head Coach and to Barnes & Noble’s Bookstore prior to each semester. The Bookstore will provide either traditional text books or eBooks, depending on the students’ preference. Books will be pre-selected based on class schedules of student-athletes that have pre-enrolled, which may be picked up by presenting a current photo ID at the start of each semester.

Textbooks are only provided for courses that the student-athlete is currently enrolled in. Course supplies will not be provided. Intentional misuse of the scholarship textbook program by any athlete can result in NCAA violations, loss of scholarship, and removal from team and dismissal from school.

All traditional textbooks must be returned to the Bookstore at the end of each semester before you return home. Textbooks that are not properly returned at the end of the term will be billed to the students account.

Textbooks will be issued each semester until the 20th class day. After which, books that have not been properly received will not be covered by athletic scholarship.

Questions concerning scholarship textbooks should be directed to the Associate Athletic Director for Compliance & Student Services.

SFA
7/2013

STUDENT-ATHLETES: HOUSING

Stephen F. Austin State University and the Department of Intercollegiate Athletics are committed to providing all student-athletes with the opportunity to enhance their social and personal values by taking part in a democratic, community-living environment. Therefore, student-athletes who live on campus are subject to the same residence hall rules and regulations as the rest of the student body. Although the majority of student-athlete housing is located in Lumberjack Lodge, Lumberjack Village or Lumberjack Landing, the University does not provide dormitories for the exclusive use of student-athletes, nor create segregated areas within residence halls solely for student-athletes. All student-athlete housing assignments are made through the University Housing Office and are within guidelines established by
the University, the Southland Conference, and the NCAA. Student-athletes may not receive any special services or material amenities (e.g., stereos, room furnishings, etc.) that are not provided to all members of the SFA student body on an equitable basis. General rules and regulations pertaining to residence hall living can be obtained from the University Housing Office.

The Head Coach of each sport is responsible for providing the Associate Athletic Director for Compliance and Student Services accurate and timely information regarding his/her students' housing arrangement requirements for the upcoming academic year. The Associate Athletic Director for Compliance and Student Services works closely with the SFA Housing Office in coordinating housing for student-athletes. All problems concerning the housing of student-athletes should be referred to the Associate Athletic Director for Compliance and Student Services.

On-Campus Housing

The athletic scholarship cost of on-campus housing is funded based on the cost of Hall 20 as part of the standard athletic financial aid package for student-athletes and does not exceed the limits established by the NCAA. Student-athletes that choose to live in more expensive on-campus house must pay the difference in cost.

• Incoming Freshmen and Transfers

The Department of Intercollegiate Athletics requires all unmarried student-athletes under the age of 21 and with fewer than 60 hour attempted to reside in on-campus housing. However, exceptions may be made under certain specified conditions and at the Head Coach's discretion. For additional information on residence requirements see SFA General Bulletin.

Room assignments for incoming freshman and transfer students are requested by the Head Coach and coordinated by the Associate Athletic Director for Compliance and Student Services with the University Housing Office Coordinator's assistance.

In April of each year, coaches are asked to submit a list of all incoming freshman and transfers who will require housing. All freshmen are required to live in one of four residence halls. The residence halls for freshman include Hall 14, Hall 16, Steen Hall, and Lumberjack Landing. There are a limited number of beds available for scholarship student-athletes in the new freshman hall and coaches should not assume they have a space without first receiving a confirmation from the Associate Athletic Director for Compliance and Student Services who will coordinate freshman housing. Those freshmen not in Lumberjack Landing will be placed in Steen Hall. Each incoming student-athlete must submit a completed Residence Hall Application to the University Housing Office in order to have their request processed. All student-athletes must include a $50 application fee along with their application. Once an actual assignment is made, an additional $50 contract fee is required.

• Continuing Students

Continuing students are permitted to retain their rooms from year to year, provided they file their renewal request on time.

Room Change Process

Room changes are often available at the beginning of each semester and can usually be accomplished with the assistance of the University Housing Coordinator. However, all room changes require the permission of the Head Coach, and some room changes may result in a higher room rate.
Off-Campus Housing

SFA students wishing to live off campus must be over 21 years of age and/or complete a minimum of 60 semester hours of college level work. Head Coaches retain the right to approve or deny the request of their student-athletes to live off campus.

Student-athletes, with the approval of their Head Coach to live off campus, are responsible for selecting suitable housing. There are a variety of apartment complexes, houses, condominiums and duplexes for rent throughout the city. Student-athletes are responsible for all deposits (e.g., damage deposit, electricity, water and phone). Deposits cannot be waived or paid for by the Department of Intercollegiate Athletics.

In May, coaches must provide a list of all student-athletes planning to live and dine off-campus. These lists are submitted to the Associate Athletic Director for Compliance and Student Services for the preparation of scholarship agreements.

Off-campus room and board allotments are based on housing formula’s approved by the NCAA and the cost of the 20 meal dining plan and are distributed in a lump sum payment at the beginning of each semester. Payments are mailed or direct deposited, based on the method they have established with the University.

Preseason Housing

Coaches must obtain the approval of the Director of Athletics to schedule practice or competitive events when school is not in session. Approval is only granted if such a schedule is within the guidelines of the NCAA and there are sufficient funds in the sport's budget to cover related expenses. (See Policy 602B, Scheduling: Practices, in this Manual for additional information.)

Preseason housing is coordinated by the Associate Athletic Director for Compliance and Student Services with the SFA University Housing Office Coordinator for student-athletes residing in residence halls. Special needs that require preseason housing prior to the beginning of a semester or after a semester ends are provided. This service is provided to student-athletes, as well as other student groups (e.g., student housing staff, Twirl-O-Jacks, Marching Band, etc.). Student-athletes living off campus are responsible for coordinating their own preseason housing needs, as required.

Break Housing

Coaches must receive pre-approval for all housing needs for semester break and holiday periods. Housing approvals are not granted retroactively. Approval is only granted if scheduling of practices and/or competition is within NCAA, and Southland Conference rules and regulations, and there are sufficient funds in the sport's budget to cover related expenses. Coaches are responsible for submitting the names of all student-athletes requiring housing to the Associate Athletic Director for Compliance and Student Services.

Summer School Housing

On-campus housing for student-athletes approved to attend summer school is not scheduled by the Associate Athletic Director for Compliance and Student Services. Students should make their reservations by using on-line application requests found on the Housing website (See Policy 503B, Student-Athletes: Summer School, in this Manual for additional information.)
The Department of Intercollegiate Athletics adheres to all University, Southland Conference, and NCAA rules and regulations related to providing food service to student-athletes. Each Head Coach determines which student-athletes are to receive board as part of their athletic scholarship. Students who reside in University residence halls are required to obtain room and board in a package plan, for a single unit price, as listed in the schedule of residence halls in the current General Bulletin. Student-athletes designated to receive board allotments as part of their athletically related financial aid participate in one of the University's meal programs or receive a cash-in-lieu monthly meal stipend, depending upon their living arrangements.

**REGULAR FOOD SERVICE**

The Director of Campus Dining Services administers the food service program utilizing two (2) cafeterias located on campus and several “pay as you go” locations. One is on East College Drive across from Steen Hall and the other is located on the first floor of the Baker Pattillo Student Center. The magnetic strip on the student i.d. card electronically identifies the chosen dining plan and debits each meal purchased from the weekly or semester allowance.

**On-Campus Procedure**

Most students living on campus are required to sign a contract for board based on their residence hall plan. Four plans are offered: (A) 7 day / 14 meals, (B) 7 day / 14 meals Premium, (C) Unlimited All Access, (D) Unlimited All Access Premium. The Premium plans offer Dining Dollars for use in the on campus retail dining areas. Athletes who receive a meal plan as a scholarship benefit receive the (C) Unlimited All Access Plan.

**Off-Campus Procedures**

In compliance with NCAA regulations, student-athletes living off campus who are eligible for board, receive a stipend equal to the cash value of Plan (C) Unlimited All Access. Stipends of board payments combined with the off-campus housing payments are distributed in a lump sum payment at the beginning of each semester from the University Business Office. Students who have established accounts with Higher One will receive electronic deposits. Otherwise, Higher One will mail a paper check to the local address the student has provided the University approximately 3 to 4 weeks later.

A Head Coach can choose to award a commuter dining plan to a student-athlete living off campus as part of his/her scholarship award. This commuter dining plan includes either a 5 meals in 7 days, a 50 meal block plan, or a 25 meal block plan.

Married student-athletes receive the same board amount as any other student-athlete living off campus.

Further information regarding stipend disbursements can be found in Policy 502D, Student-Athletes: Financial Aid, in this Manual.

**Late Meals**

Pre-game, post-game and late meals can be coordinated with the Director of Campus Dining Services by the Head Coach or his/her designee (assistant coach or athletic trainer). Additionally, sack lunches may be provided when necessary and charged to the meal plan.
**Vacation and Break Meal Service**

Coaches requiring meal service for their teams during vacation or break periods when the dining halls are closed are to request per-diem allowances from the Assistant Athletic Director for Business a minimum of two (2) weeks in advance of the vacation or break period.

**Guest Meals**

Student-athletes are personally responsible for paying for all meals eaten by guests in the campus dining facilities.

SFA
7/2015

**STUDENT ATHLETES: AWARDS**

At Stephen F. Austin State University recognition for outstanding performance in both athletic and academic endeavors is given to deserving student-athletes each year. These awards may be presented by the Department, the Southland Conference, the NCAA, individuals or national groups. They may be in the form of NCAA approved awards for athletic participation, scholarship awards for academic accomplishments and/or recognition rewards (e.g., Academic All-American teams).

**ATHLETIC AWARDS**

**Department Awards**

As acknowledgment for athletic participation, and in recognition of outstanding performance, the Department of Intercollegiate Athletics permits deserving student-athletes to receive athletic awards in compliance with NCAA and Southland Conference rules and regulations. Athletic awards are presented upon the recommendation of the Head Coach for team honors. Major departmental award winners are determined by a special awards committee made up of support staff members as appointed by the Director of Athletics. The Director of Athletics, Associate Athletic Director for External Affairs in conjunction with the Media Relations Director administer the awards program.

In order to receive an athletic award, student-athletes must be of amateur standing, eligible for athletic participation, as defined by the NCAA, and must have been representing Stephen F. Austin State University at the time they were competing. In addition to athletic performance, other factors which are taken into consideration include a student-athlete's academic standing, as well as his/her attention to college regulations, observance of training rules, sportsmanship and overall conduct.

**Permissible Award Restrictions**

A student-athlete may not receive an award of cash or its equivalent (i.e., items that are negotiable for cash or trade). An award of a country club or sports club membership is not permitted even if the cost of membership is less than the allowable award value.

**Award Value Limitations**

The total value of a single participation or letter award received in a year by a non-senior student-athlete may not exceed $225. Multiple awards may be presented only if the total value of all participation awards received during a particular academic year by an individual (non-senior) student-athlete does not exceed $225.
Multiple awards may be presented to a senior student-athlete only if the total value of all participation awards presented during a particular academic year to a senior student-athlete does not exceed $425 in each sport in which the student-athlete participates.

Student-athletes may receive participation awards for postseason conference championship contests or tournaments not to exceed $375. Participation awards for postseason NCAA championships or tournament may not exceed $375.

Championship awards for regular season conference championships and postseason championships cannot exceed $325 combined. National championship titles cannot exceed $415.

Awards for participation in special events (e.g., bowl games, all-star games, featured individual competitions, etc.) may be presented by the University (or the management of the event) when either a team or an individual has represented the Department in such an event. However, the total value of any single award to a student-athlete may not exceed $400.

For bowl-games or all-star games, student-athletes may receive awards valued at no more then $550 from the sponsoring agency and additional awards from the institution subject to a separate $400 limitation.

Furthermore, established national awards received by a student-athlete (e.g., Heisman Trophy) are not subject to a value limitation.

**VARSITY LETTER AWARDS**

The following are general guidelines that will be used to determine recipients of Varsity Letter Awards.

1. The student-athlete must complete the entire academic year as a member of his/her team in good standing.

2. The student-athlete, to receive his/her letter award must return for the upcoming fall semester meeting all NCAA and SFA satisfactory progress requirements for academic eligibility.

3. A student-athlete will not receive his/her letter award, if during the academic year they had a positive drug test or was involved in serious misconduct as determined by the Director of Athletics.

4. Multiple sport athletes who have lettered in two or more different sports will receive their letter award from their scholarship sport.

5. In sports where letter criteria is based on percentage of time played, a student-athlete who is injured, will not have those competitions factored into their percentages.

6. Awards are based on seasons of competition completed at SFA. Transfer students from 2-year or 4-year institutions are not given letter award credit for competition at these schools.

**Basketball**
- Participate in 20% of available minutes during season.

**Cross Country**
- Place in the top 15 at the Southland Conference Cross Country Championships, or
- Place in the top 35 in two or more regular season competitions, or
- Be one of the top five finishers for SFA at a competition won by SFA.
**Football**
Participate in 20% of “available” plays for the season. Plays will be based on offensive plays and defensive plays separately. First-year freshman will letter if they compete and make the travel squad for at least 50% of the away from home contests.

**Golf**
Must participate in four tournaments during academic year, or Play as a member of an SFA team that wins a tournament, or Win an individual scoring title at a tournament.

**Managers**
Complete entire season in good standing with team, and Travel with team to minimum of 50% of away contests, and Meet all academic standards required for student-athletes of same academic class.

**Softball**
Participate in 20% of available innings for regular season (pitchers). Start 35% of regular season games played Obtain 35% of Team At-Bat appearances based on average of 3 per game. Player will be credited with At-Bat for base-on-ball and sacrifice. Appear in 75% of all games played.

**Soccer**
Participate in 50% of all halves available during the regular season. Goalkeepers will letter if they compete and make the travel squad for at least 75% of the away from home contests.

**Tennis**
Participate in 5 matches during the Spring season against other Division I opponents.

**Track & Field**
Score a point in either the Southland Conference Indoor Track Championship or Outdoor Track Championship, or Qualify for the NCAA Indoor or Outdoor Track Championships, or Break or tie an existing SFA track record, or Earn a minimum of eight points during the Indoor Track Regular Season (excluding the SLC Indoor Championship) or fifteen points during the Outdoor Track Regular Season (excluding the SLC Outdoor Championship). These scoring opportunities must be at meets with five or more teams.

Scoring will be:
- First Place 10 pts
- Second Place 8 pts.
- Third Place 6 pts.
- Fourth Place 4 pts.
- Fifth Place 2 pts.
- Sixth Place 1 pt.

**Trainers**
Complete second full year in the Athletic Training Program in good standing, and Meet all academic standards required for student-athletes of same academic class.
To qualify for a 4-year letterman’s ring: Complete 600 hours of athletic training work during the Fall and Spring semesters.
Pass the Texas Athletic Trainers Licensing Exam within 12 months of graduation.

**Volleyball**
Participate in 20% of regular season games played, or
Be selected as a member of any All-Conference Southland Conference team (except All-Academic).

**Baseball**

Position Players: 50 total at bats or appear in 28 games.
Pitchers: Appear in 30 innings or appear in 10 regular season games, or
A member of a team that wins the SLC baseball tournament, a team that appears in an NCAA regional or a College World Series game.

**Letter Awards**

- **Four-Year Letter Winner at SFA**
- **Ring**
- **All Seniors**
- **Senior Plaque**

The Senior Woman Administrator is responsible for collecting lettering information from each Head Coach and the Assistant Athletic Director for Sports Medicine to determine those student-athletes who have lettered during the academic year. The SWA then compiles a list of those student-athletes and the year(s) they have lettered. This list is submitted to the Assistant Athletic Director for Business who places orders for the letter awards. The awards are awarded during the Champions Dinner for all athletes who have completed their season of competition. Student-athletes who have not finished their competition season at the time of the Champions Dinner received their awards in the summer.

**Champions Dinner**

Each spring an end of the year Champions Dinner will be held for the men's and women's sports programs. During this event the Department recognizes the outstanding contributions of its student-athletes. At this time, senior awards, four-year letter awards, and appropriate special awards are provided.

All Champion Dinner events are coordinated by the Assistant Athletic Director for External Affairs working with the Media Relations Director and the Coordinator of Video Operations.

**Special Departmental Recognition Awards**

In addition to senior awards, the Department also recognizes outstanding team and individual performances by presenting the following awards at the Champions Dinner:

**Men’s Sports**

- Ralph Todd Outstanding Male Athlete Award;
- Bob Shelton Athletic Award;
- Dick Wright Memorial Sportsmanship Award;
- George Reese Sr. Memorial Golf Award;
- Mart Crawford Football Award;
- Cally Belcher Football Award;
- Outstanding Track & Field Award;
- Molaski Cross Country Award;
- George Johnson Basketball Award;
- Elvin Buddy Lowery Basketball Award;
- Murray Shaw Top Academic Award for each sport; and the
- Jene’ Carter SAAC Award.
Women’s Sports

- June Irwin Outstanding Female Athlete of the Year Award;
- Sadie Allison Softball Award
- Lucille Norton Basketball Award;
- Carolyn Barnett Track and Field Award;
- Ed and Gwen Cole Cross Country Award;
- Scottie Bailess Volleyball Award;
- Diane Baker Tennis Award;
- Jene’ Carter SAAC Award
- Pam Thorstenson Soccer Award;
- Kathy McGough Top Female Academic Award; and the
- Murray Shaw Top Academic Award for each sport.

Men or Women’s Sports

- Steve McCarty Award
SOUTHLAND CONFERENCE AND NCAA CHAMPIONSHIP AWARDS

Team Awards

Letter award recipients who are members of a Southland Conference or NCAA championship team may be given a special award in addition to their letter award. National and Southland Conference championship awards are within NCAA guidelines. An award may also be recommended, at the discretion of the sport’s Head Coach with the approval of the Director of Athletics, to a deserving student-athlete who has not fulfilled the award requirements but has made an outstanding contribution to the team.

Additionally, an appropriate award may be given to any member of a varsity team who wins an individual Southland Conference or NCAA championship, even though the team did not win the championship.

Individual Awards

The Southland Conference presents a number of individual awards during the course of the academic year. Each conference sport recognizes an all-conference team as well as special awards based on individual performance. Player/Athlete of the Week honors are also announced weekly during each sport’s season of competition. The Southland Conference also recognizes student-athletes for academic achievement including a student-athlete of the year award for each sport. Individual awards or honors for athletic and academic achievement from a number of outside organizations and media are also made during the academic year.

POSTGRADUATE SCHOLARSHIP AWARDS

SFA student-athletes are eligible for postgraduate scholarships on the University, State, Conference and national level. The Assistant Athletic Director for Student Services assists student-athletes in applying for these awards.

- **Conference Award**
  **F.L. McDonald Scholarship** - The Southland Conference annually presents $1,000 each to senior male and female letter winners in a Conference sponsored sport. The recipients must have compiled the highest grade point averages in the Conference. The award is to be used for graduate school. Should the recipients not choose to attend graduate school the second highest nominee(s) receive the scholarship.

- **National Awards**
  **NCAA Post-Graduate Scholarship Award** - The one-time non-renewable scholarships of $7,500 are awarded three times a year corresponding to each sport season (fall, winter and spring). Each sports season there are 29 scholarships available for men and 29 scholarships available for women for use in an accredited graduate program.

  **NCAA Women's Enhancement and Ethnic Minority Scholarships** - The NCAA awards $7,500 to 13 ethnic minorities and 13 female college graduates who will be entering their initial year of postgraduate studies. The applicant must be seeking admission or have been accepted into a sports administration or program that will help the applicant obtain a career in intercollegiate athletics, such as athletics administrator, coach, athletic trainer or a career that provides a direct service to intercollegiate athletics.

  **NACDA/Disney Scholar Athlete Award** - Each year ten (10) scholar athletes from around the country receive a $5,000 grant for postgraduate studies awarded by the National Association of Collegiate Directors of Athletics (NACDA) and the Walt Disney Company.
The Walter Byers Postgraduate Scholarship Program - Annually, one male and one female student-athlete are awarded a $24,000 Walter Byers postgraduate scholarship in recognition of outstanding academic achievement and potential for success in postgraduate study.

The John McLendon Memorial Minority Postgraduate Scholarship Awards - Presented to senior-level minority students who intend to pursue a graduate degree in athletics administration. Each recipient will receive a $10,000 grant.

STUDENT-ATHLETES: MEDICAL POLICY

The Department of Intercollegiate Athletics maintains a comprehensive sports medicine and athletic training program to ensure quality health care for its student-athletes. More specifically, the Athletic Training staff is responsible for the prevention, clinical evaluation, diagnosis, treatment, rehabilitation, and reconditioning of injuries or illnesses sustained as a result of participation in scheduled practices, competitions, or during travel to and from these events.

Maintaining adequate health care is a shared responsibility between the Athletic Training staff, the Head Coaches and student-athletes. The Team Physician has absolute authority in determining the physical fitness of each student-athlete, to include deciding whether an ill or injured student-athlete may participate in practice or competition. Coaches must abide by and/or implement the instructions given by the Athletic Training staff and abide by medical disqualifications and restrictions. Student-athletes must immediately report any injury incurred during a scheduled practice or athletic event to a member of the Athletic Training staff.

Athletic Training Staff

The SFA Athletic Training staff consists of the Team Physician, the Head Athletic Trainer, Assistant Athletic Trainers, Graduate Assistants and Athletic Training Students in consultation with orthopedic consultants and other medical specialists, as required. The Head Athletic Trainer in consultation with the Team Physician, is responsible for ensuring that student-athletes receive proper treatment for athletically-related illnesses or injuries. All members of the Department involved in training, conditioning, coaching or supervision of students participating in University-sponsored intercollegiate athletic events are fully responsible to the Head Athletic Trainer with respect to matters pertaining to health and/or injuries.

All members of the Athletic Training staff will abide by all the rules and regulations of the National Collegiate Athletics Association (NCAA), the Southland Conference (SLC), and State of Texas laws.

Operation and Use of Athletic Training Room Facilities

Athletic Training Room hours of operations begin no later than 8:00 a.m. and remain open until the last in-season sport is finished for the day on a Monday through Friday basis. Hours of operation are extended when additional coverage is necessary for scheduled events or practices especially on Saturdays, Sundays, or holiday breaks. Coverage for usual practice sessions or events must be scheduled by the Head Coach at least one week prior to the event. The Head Athletic Trainer coordinates this coverage.

The Head Athletic Trainer is responsible for the operation and supervision of the Athletic Training Room. Student-athletes are not allowed in the Athletic Training Room without supervision. All therapeutic modalities are administered by a member of the Athletic Training staff because of the potential danger involved. When the Athletic Training Room is not in use, it is to be locked at all times. Student-athletes
receiving therapy are supervised at all times; under no circumstances is a patient receiving treatment left unattended.

The Athletic Training Room is strictly for the use of those individuals involved in the intercollegiate athletics program; however, the facility is available to visiting teams on an as-needed courtesy basis.

**Care Providers and Referrals**

Only medical expenses related to athletic injuries that occur as a direct result of participation in the student-athlete's designated intercollegiate sport are covered. Participation includes voluntary physical activities that prepare the student-athlete for participation, as well as supervised pre-season conditioning, organized practice attended by a member of the coaching staff, or a Department sponsored game, meet or match. (The Department is not responsible for medical expenses incurred when a student-athlete is injured in a non-athletic event, such as playing a recreational sport with friends.)

The Head Athletic Trainer or designee evaluates all athletic injuries and refers student-athletes to specialists, when appropriate. All referrals for off-campus medical care must be authorized in advance by the Head Athletic Trainer. A Department of Athletics Injury Referral Form (see Appendix 506A-I) must be completed by the Head Athletic Trainer, Assistant Athletic Trainer, or the Graduate Assistant Athletic Trainer prior to consultation and accompany the athlete receiving treatment from an outside physician or specialist.

For all illness (night or day), the student-athlete should immediately report to the Head Athletic Trainer, Assistant Athletic Trainer, or Graduate Assistant Athletic Trainer. Once seen, the Athletic Trainer decides if further medical attention is appropriate and arranges for an appointment with an appropriate physician as soon as possible. The student-athlete is responsible for reporting to the Head Athletic Trainer the physician's diagnosis, all drugs or special instructions required, and the advisability of returning to practice or competition.

**Medical Examinations**

All student-athletes participating in an intercollegiate sports program are required to undergo a comprehensive physical examination prior to any participation in practice or competition. All new student-athletes are required to complete the Medical History form and are given a complete physical examination under the supervision of the Head Athletic Trainer. Thereafter, student-athletes are required to complete an annual health history update, with physical examination or specialty consultation performed only on those areas of the body where a change has occurred from the time of the initial examination. (See Appendix 506A-8 for Annual Health Information and Re-Examination forms.)

Head Coaches are responsible for submitting completed team rosters to the Head Athletic Trainer each spring with updates and additions provided a minimum of two (2) weeks prior to the first day of the fall semester. The Assistant Athletic Trainer(s) or a Graduate Assistant Athletic Trainer is responsible for setting up physical exam appointments and returning the team roster with appointment times and place indicated. Physical exam priorities are established according to official practice starting dates, and are set by the Team Physician and Head Athletic Trainer. Physicals are completed at the University Health Center.

A member of the Athletic Training staff is on hand during the course of all physical examinations to observe the procedures and policies of the attending physician and to assist the physician at his/her discretion. It is the responsibility of the Athletic Training staff to ensure that each student-athlete has
completed his/her physical examination before providing written notification for the issuance of athletic equipment.

Each physical examination focuses on the following areas of concern:

1. Evaluation of Sports Health History Evaluation Form (first year student-athletes);
2. Evaluation of existing medical records;
3. Orthopedic Checks;
4. Sight;
5. Blood analysis to include sickle cell solubility test (no drug screening); and
6. Personal and mental evaluation (at physician's discretion).
7. Baseline neurocognitive tests.

- Walk-on Student-Athletes Physical Examinations

Walk-on athletes trying-out for a team are required to show proof of medical insurance and to sign a waiver of responsibility as part of Appendix 506A-8. If selected for participation in a sport, the student-athlete must complete the required Medical History form, and participate in a complete physical examination. It is the responsibility of the Head Coach, or designate, of each sport to ensure that the physical exam has been completed prior to tryouts, practice or participation.

All first-time, walk-on student-athletes are responsible for securing their own athletic physicals and are responsible for any costs incurred. Most physicals can be administered by the student health center on campus. Appropriate forms for the examination are to be obtained from the Head Athletic Trainer.

Walk-on student-athletes who have appeared on a team roster for one complete season, are considered as team members for the purpose of physical exams only and may receive subsequent physical exams and post-eligibility exams at no cost.

Sickle Cell Testing

NCAA legislation effective August 1, 2010, requires institutions, as part of the required medical examination, to include a sickle cell solubility test. All SFA student-athletes who are beginning their initial year of eligibility and student-athletes trying out for a team, including transfers will be tested. All students who have a positive screening will have further testing completed to determine exact sickle cell diagnosis.

Costs associated for this test will be provided, if needed, for scholarship athletes. Students wishing to walk-on or tryout for a team will be required to pay all costs associated with this test.

SFA athletics will accept official documentation from previous testing for this requirement. This could be from previous institutions, labs, or other medical records that provide sickle cell results.

Test results are required for all students before they are permitted to practice or compete.

Post Eligibility Examinations

All student-athletes are given an exit physical examination upon the completion of their eligibility. The examination is designed to ascertain the physical health and well-being of each student-athlete and to
release the Department of Intercollegiate Athletics from any responsibility for injuries sustained by the athlete in competitions other than intercollegiate sports sanctioned by the Department.

Medical Records

A medical record file is created at the time a student-athlete joins the intercollegiate athletics program and completes the initial physical examination. Complete medical records for all student-athletes participating in the intercollegiate athletics program are accurately maintained and up-dated during the time a student-athlete is competing for SFA. All records are kept on-file for a period of seven (7) years following competition.

The medical file contains the appropriate insurance information, medical histories, authorizations, understandings and agreements between the University and the student-athlete and his/her parents or legal guardians, as well as history of athletically related injuries and illnesses, and any treatments rendered. Additionally, the Athletic Training staff maintains complete records of all encounters, medical referrals, medication records, exams, injuries, and other information pertinent to the student-athlete's medical history.

A Daily Treatment Report is maintained in the Athletic Training Room by the Athletic Training staff which reflects all treatments provided on a given day, treatment appointments and medication. The reports are furnished on a daily basis to the appropriate Head Coach.

Coverage for Scheduled Practices and Events

The Athletic Training staff is initially responsible for treating any injury or illness sustained as a result of athletic participation in scheduled practices and games, or during travel to and from those events. For low risk sports, such coverage may be provided by the Athletic Training staff member who is on call or on duty in the Training Room. For high-risk sports, coverage is provided at the site of the practice or competition. Physician coverage is provided as needed.

All Head Coaches and their assistants are responsible for familiarizing themselves with the Department's medical policies. Coaches should be equipped to handle emergency situations in the absence of a member of the Athletic Training staff. Per NCAA legislation all coaches and strength and conditioning staff members will maintain proper first aid, CPR, and AED certifications. Such knowledge is not only vital to the welfare of the student-athlete, but is important in preventing charges of neglect or misconduct from being filed against the coach in charge.

Athletic Training coverage for weight room activity is not mandatory.

Preventative Care

The Athletic Training staff is responsible for not only providing medical care to injured student-athletes, but also preventing injury by identifying risk factors associated with athletic participation, and educating coaches and student-athletes on preventive safety techniques. Additionally, all coaches should be able to recognize the onset of fatigue, dehydration and heat exhaustion and notify a member of the Athletic Training staff when such an event occurs.

It is the responsibility of the coaches, as well as the Head Athletic Trainer and Equipment Manager to make sure that all athletic equipment is in good working order and inspected on a regular basis. Coaches
must ensure that each student-athlete is wearing appropriate, properly fitted athletic equipment. When there are adverse climate conditions, extreme care is used to maintain the proper balance of electrolytes.

The Athletic Training staff works with the Director of Wellness Center to provide dietary counseling to student-athletes. More specifically, every effort is made to provide an adequate number of calories and proper nutrition to student-athletes who are actively participating.

Student-athletes needing help with weight control may be referred by the Athletic Training staff to a physician or nutritionist/dietician for evaluation and nutritional consulting.

**Treatment of Injuries**

All injuries, including dental injuries, and illnesses are to be reported immediately to a member of the Athletic Training staff for emergency first aid and evaluation. If necessary, the student-athlete is referred to the Team Physician for medical diagnosis and prescribed treatment. The Head Athletic Trainer may refer the athlete to orthopedic consultants or other specialists.

The Athletic Training staff provides prophylactic taping, bracing and padding for injured parts, as well as stretching and strengthening exercises for specific injuries. In addition, rehabilitative therapy (strengthening and range of motion exercises and/or treatment with appropriate modalities) is provided by the Athletic Training staff under the Assistant Athletic Director for Sports Medicine or Team Physician's supervision.

It is the student-athlete's responsibility to follow recommended Athletic Training Room procedures related to the care of any athletic injury. Failure to do so may result in an unnecessary, lengthy rehabilitation and a prolonged absence from participation in the sport.

The Athletic Training staff monitors the progress of all student-athletes during treatment in the Athletic Training Room and keeps complete and accurate records on the progress of student-athletes during the treatment period. Required diagnostic tests for injured student-athletes and transportation to medical testing facilities is also coordinated by the Head Athletic Trainer when required.

When surgery or hospitalization of a student-athlete who is a minor is recommended, the Head Athletic Trainer contacts the student-athlete's parents or guardians to inform them of their son's/daughter's diagnosis, prognosis and current health status. Contact must be made with parents or guardians prior to the scheduling of surgery. The student-athletes and his/her parents should be informed of the right to a second opinion when surgery is recommended.

Athletes injured on an away trip should be returned to SFA, if possible. If a member of the Athletic Training staff is not traveling with the team, the coach is responsible for obtaining the assistance of the host school's team physician or certified athletic trainer. Every effort should be made to contact the parents or guardian of a dependent student-athlete prior to hospitalization or surgery, to inform them of the injury. In emergency situations, immediate medical care should be obtained. If a member of the Athletic Training staff is not present on the trip, the Athletic Training staff must be notified concerning the injury.

- **Dental Care**

  Mouthpieces can be fitted for those student-athletes participating in contact sports. If the mouthpiece is not worn or has been lost, the Department is not responsible for dental charges.
The Department assumes financial responsibility for dental care which is a direct result of an athletic injury sustained in formal practice or competition in the student-athlete's designated sport. Student-athletes are to immediately (i.e., within 24 hours) report all dental injuries to a member of the Athletic Training staff. The Department will not pay for general dental treatment (e.g., cleaning of teeth or treatment of cavities).

• **Eye Care**

Eye exams are performed as part of the annual physical exam. If eye problems are discovered, the student-athlete is referred by the Head Athletic Trainer to an optometrist or ophthalmologist.

The Department assumes financial responsibility only for eye injuries sustained in training, scheduled practices and competitions in the student-athlete's designated sport.

**Illness**

Illness is defined as any disease, sickness, disorder, and syndrome that are not directly caused by an athletic related injury episode. This includes, but is not limited to: sickness, mental health, ADD/ADHD, asthma, STD, diabetes, hypertension, sickle cell disorder, OBGYN, skin disorders, etc. SFA does not assume financial responsibility for illness, pre-existing illness, or any testing, diagnostics, prescriptions, or consultations related to the illness.

All referrals for illness should come from the athletic training room. Initial referrals will be made to the SFA Student Health Center. In the event off campus referrals are required by the Health Center or requested by the student-athlete, all charges will be the responsibility of the student-athlete including co-pays, deductibles, lab fees and prescriptions.

**Mental Health**

Campus Counseling Services will assist student-athletes in overcoming obstacles to their personal and academic goals. This is accomplished through individual and group counseling and through outreach presentations, training and consultation.

In the event a student-athlete displays the need for, self-identifies, or requests mental health counseling services, the sports medicine staff will make a referral to Campus Counseling Services. Services are free to all students and all information (including the fact that a student attends counseling) is confidential within the limits provided by law. No record is made on an academic transcript or credential file.

In the event off-campus professional mental health services are required by a student-athlete, the SFA Athletic Department assumes no financial responsibility.

**Concussion Assessment, Management, and Return to Play Guidelines**

Policy and procedures on neurocognitive baseline testing and subsequent assessment and management of concussions as well as return to play guidelines has been developed in accordance with the Stephen F. Austin State University Department of Sports Medicine’s Mission Statement utilizing NCAA’s framework guidelines to provide quality healthcare services and assure the well-being of each student-athlete.

The Stephen F. Austin State University Department of Sports Medicine recognizes that sport induced concussions pose a significant health risk. Baseline neurocognitive testing pre and post injury will provide significant data for return to competition decisions. This baseline data along with physical
examination, and/or further diagnostic testing will be used in conjunction in determining when it is safe for a student-athlete to return to competition.

**Concussion Definition**

A concussion is a brain injury that is caused by a traumatic force to the head or another part of the body. This injury can occur in any sport (or other activity ie; car accident or fall) and presents itself uniquely in each individual. A concussion can occur even if a person does not lose consciousness.

**Signs and Symptoms of Concussion**

Certified athletic trainers, athletic training students, and coaches should be aware of the signs and symptoms of concussion to properly recognize and intervene. Recognition of any of the following signs/symptoms should be reported immediately.

**CONCUSSION SIGNS – WHAT THE MEDICAL PERSONNEL CAN OBSERVE**

- Appears dazed
- Confused about play
- Moves clumsily
- Answers question slowly
- Personality change
- Forgets plays prior to hit
  - Retrograde amnesia
- Forgets plays after hit
  - Anterograde amnesia
- Loses Consciousness

**CONCUSSION SYMPTOMS – WHAT THE STUDENT-ATHLETE DESCRIBES**

- Headache
- Nausea
- Dizziness
- Balance problems
- Visual changes
- Photosensitivity
- Feeling sluggish
- Feeling foggy
- Cognitive changes

If an athlete has sustained a concussion, those involved in his/her care must be aware of the warning signs and symptoms of post-concussion syndrome as listed below. Immediate medical care is required if symptoms progress rapidly.

- Loss of intellectual capacity
- Lack of concentration
- Sleep disturbances
Poor recent memory  Poor attention  Depressed mood  
Personality changes  Fatigue/irritability  Anxiety  
Headaches  Phono/photophobia  Twitching/seizures  
Dizziness  Nausea/vomiting  Balance issues  
Fluid/blood from nose/ears  Loss of consciousness  Weak/numb extremities

Concussion Management and Return to Play Guidelines

In any circumstance where a concussion is suspected in an athlete, the first priority is to remove the athlete from further competition until a thorough sideline assessment can be made. Furthermore, if there is a question about the state of mental clearing it is best to err in the direction of conservative assessment and withhold the athlete from further competition until a physician assessment can be arranged.

The following are general guidelines based on the recommendations of the NCAA and National Athletic Trainers Association (NATA) to be followed by all certified athletic trainers (ATC) and team physicians when treating student-athletes with concussion like symptoms.

Pre-Season Education

• Student-athletes will be provided educational material regarding concussions and will be required to sign an Assumption of Risk form in which the student-athlete accepts the responsibility for reporting their injuries and illnesses to the institutional medical staff, including signs and symptoms of concussion. All educational materials will also be disseminated to coaches, parents, team physicians, athletic trainers, and the Athletic Director.

Pre participation Assessments

• Stephen F. Austin State University sports medicine staff will record the following baselines: Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT)(Pre and post injury assessment that evaluates symptom status and cognitive function) and X2 Biosystems ICE (mental status & neurological function, BESS balance, Symptom checklist which is SCAT 3 compliant) on each student-athlete prior the first practice. The same assessment tools will be used post-injury at appropriate time intervals. A measure of cognitive function will be performed within 24-48 hours withstanding elevated symptoms where testing would be postponed.

Recognition and Diagnosis of Concussion.

• ImPACT and X2 Biosystems ICE will be used post-injury at appropriate time intervals. A measure of cognitive function will be performed within 24-48 hours withstanding elevated symptoms where testing would be postponed.
• At the time of injury or once the injury has been reported, the medical staff will document all information pertinent to the concussive event including: 1) mechanism of injury, 2) initial signs and symptoms, 3) state of consciousness.
• Reporting of concussion-like symptoms can be done in a variety of ways; injured player to medical staff, injured player to coach, injured player to peer, etc. It is the opinion of Stephen F. Austin State University that coaches, student-athletes, and medical staff all have a responsibility in reporting injuries and assisting in maintaining the health and safety for all who participate in intercollegiate athletics.
• At the time of injury, the medical staff will monitor vital signs and level of consciousness after the concussion until the athlete’s condition improves or further medical treatment is necessary.
• A student-athlete will be disqualified from competition activity on the day of injury if he/she is evaluated and diagnosed with concussion-like symptoms.
• A student-athlete with a concussion will be referred to a physician or emergency room on the day of injury if he/she: 1) loses consciousness for an extended period of time, 2) experiences increased symptoms, 3) experiences persistent decreased sensory or motor function.

Post-Concussion Management
• A student-athlete with a concussion who has increased number of post-concussion symptoms, symptoms worsen over time or symptoms interfere with the athlete’s daily activities will be referred to a team physician or specialist with concussion management experience.
• Once removed from participation and sent to his/her local residence, the medical staff will give the student-athlete a Home Care Instruction sheet. This sheet outlines care of a concussion and requires the signatures of the student-athlete, observer (person designated to stay with the student-athlete), and medical staff.
• A student-athlete’s parent or guardian will be notified by a member of the medical staff after a concussive episode has occurred.
A student-athlete with a history of concussions will be treated more conservatively; the severity of the concussion may require the athlete to be referred to a team physician or specialist with concussion management experience.

Return to Learn.
• Student athletes may be returned to classroom activities after a reasonable reduction of symptoms at the discretion of the medical staff.
• If necessary, academic accommodations may be requested by the medical staff. Student-athletes should not return to classes while grossly symptomatic. Proper documentation will accompany the injured student-athlete to present to his/her instructors.
• A student-athlete should not attend practice or team meetings if they are not actively engaged in academic activity and classroom attendance nor should they be allowed to attend games or travel with their team to away contests.
• A student athlete’s level of symptoms will be assessed by the medical staff to determined observation of practice or attend team meetings.

Return to Play
• A 5 step graduated protocol has been established by the medical staff for return to play (RTP) in athletes who sustain concussion. There should be at least one day (24 hrs) between each RTP progression / phase. If there is any return of symptoms during the RTP progression process the student athlete will return to the previous stage
  a. RTP 0- NO GO. Student-athlete continues to report concussion like symptoms. All athletes in the level should focus on rest and having minimal cognitive stimulus. No class or athletic participation.
  b. RTP-1- Light Exertional Activities. The student-athlete will begin an exertional progression program starting with light aerobic exercises.. They may also return to meetings.
  c. RTP 2- Moderate Exertional Activities. The student athlete will advance to moderate exertional activities and weight training.
  d. RTP 3- Heavy Exertion and Non-Contact Practice. The student-athlete may participate in non-contact practice.
  e. RTP 4 - Contact Practice. The student-athlete may participate in contact practice.
  f. RTP – 5- Full Go- Released to full participation.

Full return to play will only be possible if the student-athlete remains symptom free and has a return to pre injury baseline scores on ImpACT and X2 Biosystems ICE testing. Final determination will be made by a team physician following direct consultation and evaluation.
• Proper documentation will be kept on file regarding concussive episodes, testing, physician notes, and return to play criteria. As with all injuries, but especially with concussed athletes, all decisions about diagnosis, management, and return to play will be at the discretion of the treating physician.

**Eligibility for Medical Hardship**

A Head Coach may initiate the request for medical hardship waiver for a player who is ill or was injured during the first half of the sport's traditional playing season and can no longer participate in his/her sport's program for the season in which the injury or illness occurred. Additionally, the student-athlete may not have participated in more than 30% of scheduled competition in his/her sport. The Head Athletic Trainer and/or Team Physician, under the direction of the Director of Athletics, reviews the student-athlete's medical records to determine if the medical hardship waiver option applies.

If the Head Athletic Trainer or appropriate consultant agrees that the student-athlete should be granted a medical hardship waiver, a Southland Conference Hardship Waiver Petition (see Appendix 506A-9) must be completed. This petition must also include the following:

- The date of the injury or illness;
- An anatomical diagnosis of the injury or illness;
- The treatment prescribed; and
- The medical reasons from the treating physician why the student-athlete could not play.

Additionally, a published schedule of events, participated in by the student-athlete should be included. The petition must be signed by the Head Athletic Trainer, Associate Athletic Director for Compliance and the Director of Athletics before being forwarded to the Southland Conference Office for the approval of the Commissioner.

**Medical Expense and Insurance Coverage**

Medical expenses incurred as a direct result of participation in organized practice or competition at SFA is considered the responsibility of the Department. All student-athletes are required to complete and return the Athlete’s Medical Packet (see Appendix 506A-10) to the Athletic Training Room prior to the issuance of equipment for practice. Student-athletes who are on athletic scholarship and not covered by family or individual policies are encouraged to purchase insurance. All non-scholarship student-athletes are required to present valid proof of health insurance prior to participation.

If proof of health insurance is not provided prior to the start of any organized team athletic activity, the student-athlete will be held out of participation until valid proof is presented. It is the responsibility of the student-athlete/family to notify the Head Athletic Trainer of any lapse in coverage. Failure to do so could result in the student-athlete/family responsible for medical costs. Student-athletes who experience a lapse in coverage will be held out of participation until valid proof of insurance is presented.

The student-athlete's own insurance policy is used in all instances to cover expenses related to any athletically related injury. If the insurance does not cover an athletically related injury or does not fully cover the charges, the Department, as secondary insurer, is responsible for the balance. Parents are notified by the Head Athletic Trainer or designate. Unauthorized, outside medical expenses are considered to be the responsibility of the student-athlete. In an effort to expedite medical care, student-athletes are encouraged to designate a primary care physician (PCP) located in the Nacogdoches area. This will assist with the referral process that most insurance companies require. All HMO, Medicaid, and other out of network insurance must have prior approval before participation.
Primary Health Insurance Medical Billing

To help offset the increasing costs of providing quality health care coverage for student-athletes, the Athletic Department will bill student-athlete’s primary health insurance for treatments and rehabilitation services provided by certified Athletic Training staff for all lost time injuries. All treatments and rehabs provided to student-athletes will follow the injury treatment protocols ordered by and overseen by the team physicians. At no time will student-athletes, parents or guardians be billed for any medical services provided by the Athletic Training staff. Billing will only go to their primary health insurer. The primary health insurance company will be contacted for precertification before any billing will take place. When charges are submitted for treatments and rehabs, student-athletes or parents will receive an Explanation of Benefits (EOB) form from their insurance company detailing any charges, discounts, and payments made. The EOB is not a bill only a statement of activity on the primary health insurance policy. At no time will the policy holder be responsible for any “remaining balance owed” for treatments or rehab provided by the Athletic Training staff.

Post-Eligibility Insurance Coverage

The University realizes that certain injuries which are the direct result of intercollegiate athletics participation may require additional medical attention after a student-athlete has exhausted his or her eligibility. Therefore, secondary insurance coverage is provided for up to two (2) years from the date of injury. This coverage is dependent upon documentation of injury, reasonable adherence to medical advice during rehabilitation and no further evidence of post-competition re-injury. Each case is individually reviewed for strict adherence to these guidelines.

Arrangements for the continuing care of a student-athlete with an athletically related injury are to be made before he/she leaves the University, either as a result of withdrawal or graduation. If prior arrangements for short or long-term care are not made, the University is released from all responsibility.

NCAA Catastrophic Injury Policy

The Department, through its NCAA membership, provides coverage for all student-athletes, student coaches, student managers, student trainers, and student cheerleaders against catastrophic injury while representing Stephen F. Austin State University during qualifying intercollegiate athletics play or practice, or during travel related to these activities. Special catastrophic injury medical insurance provides payment for serious injuries up to $20 million in lifetime benefits.

The Department assumes no legal liability or moral responsibility for injury to a student-athlete that was not caused by the negligent acts or omissions of an officer, employee, or agent of the Department. Claims by third parties for damages as a result of injury to a student-athlete are investigated in the same manner as any other liability claim against the University.

Distribution of Drugs and Medication

The Department recognizes its responsibility related to controlling the purchase, storage and dispensing of prescription drugs, both narcotic and non-narcotic, as well as the keeping of records related to these activities. All of these activities must be in keeping with state and federal laws, as well as Athletic Training Room procedures, and they must be carried out in such a manner as to provide proper security.

All prescription medications stocked in the Athletic Training Room are labeled and pre-dispensed. The medications are distributed by written prescription from the Team Physician or referral physicians or dentists. Medications unavailable in the Athletic Training Room are referred by written prescription to a designated pharmacy in the community. Non-prescription medications are distributed by the Athletic
Training staff following established Athletic Training Room protocol. No other Department personnel are allowed to distribute medications to student-athletes. The Department pays only for medications prescribed by the Team Physician and referral physicians and dentists.

**Athletic Pregnancy Policy**

The following is for the protection of the student athlete and for the protection of the unborn child, should pregnancy occur. SFA Athletics will not force a student athlete to inform the medical staff or coaches that a student athlete has become pregnant; but encourages the student athlete to do what is in the best interest of the student athlete and unborn child and inform the medical and coaching staffs. The sports medicine department will honor the student athletes request for confidentiality, until such time it is medically necessary to withhold the student athlete from participation.

- **American College of Obstetricians and Gynecologists (ACOG) Guidelines for Exercise During Pregnancy**
- **NCAA Sports Medicine Handbook Guideline 2Q**

**If a pregnancy is suspected**

- Once the athlete suspects that she is pregnant, she should contact her athletic trainer, coach or athletic department personnel because diagnostic testing must be done to confirm or rule out a pregnancy.
- If the athlete believes that she is pregnant or the athletic trainer believes that the athlete is pregnant due to signs and symptoms, the athlete needs to complete a pregnancy test at a medical facility. This testing can be performed at the SFA Student Health Center or an OBGYN physician’s office of her choosing.
- The athlete will need to consent to a release of information from the Student Health Center so that results can be given to the athletic trainer and team physician.
- Pregnant student-athletes will never be forced to terminate a pregnancy because of financial or psychological pressure or for fear of losing their institutional grant-in-aid. NCAA Bylaw 15.3.4.3 specifies that institutional financial aid based in any degree on athletics ability may not be reduced or cancelled during the period of its award because of injury, illness, or physical or mental medical condition.
- All medical costs due to pregnancy incurred by the student-athlete will be the financial responsibility of the student-athlete and NOT the Athletic Department.

**A confirmed pregnancy will need to complete the following steps:**

- A gynecological exam and 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 Head Athletic Trainer and assigned sport Athletic Trainer.
- An athlete with a confirmed pregnancy will be encouraged to inform her coach. If the athlete declines to allow information to be released to her coach, any withholding from practice will be explained as an “undisclosed medical condition.” The team physician will direct the future course of action in relation to the athlete’s participation in sports activity.
- Pregnancy is not an automatic disqualifier for participation, but proper medical documentation is required before any participation in athletics can continue.
In the event of spontaneous miscarriage their OBGYN physician and the team physician will review the case and make a return to activity decision.

Athletes participating in athletics during pregnancy can be medically disqualified by their OBGYN physician and team physician due to the risks that sport participation may cause to both the unborn child and the athlete.

If an Athlete with a confirmed pregnancy is granted permission to continue sports participation from their obstetrician and team physician, she will be asked to sign the Participation by Pregnant Student-Athlete Wavier, which outlines risks, limitations, and the allowable activities associated with continued sporting activities. (Appendix: )

Athletes with pregnancies that do not reach full-term will be evaluated and must be medically cleared by their OBGYN and the Team Physician before returning to any activity.

Athletes may return to full activity post-delivery but must receive medical clearance by their OBGYN physician and the Team Physician.

Lightning Policy

SFA Athletics will follow NCAA guidelines regarding lightning safety. SFA athletic trainers and athletic administration will coordinate decisions regarding removal of student-athletes from practice or competition. SFA athletics utilizes a weather tracking software that tracks storms lightning. In the event lightning occurs within a six mile radius all participation will cease. A 30 minute removal from participation is required after the most recent lightning strike within the six mile radius. Each new lightning strike resets the 30 minute clock. During lightning stoppage all student-athletes, coaches, staff-members, are required to relocate to the nearest safe area.

Medical Personnel

The SFA Sports Medicine network is composed of the following personnel:

- Certified Athletic Trainers
- Medical Director / Team Physician (Orthopedic Surgeon)
- Neurosurgeon
- General Practitioner Physicians (SFA Student Health)
- Family Physicians
- Dentistry
- Chiropractor
- Nutritionist
- Neuropsychologist
- Cardiologist
- Athletic Training Students

SFA
7/2016

STUDENT ATHLETES: DRUGS & ALCOHOL POLICY

Stephen F. Austin State University is concerned with the health, safety and welfare of the student-athletes who participate in its intercollegiate athletic programs. The use of illegal drugs, misuse of legal drugs and
over-the-counter dietary supplements, use of performance-enhancing substances, use of alcohol and inappropriate use of tobacco are completely inconsistent with the standards expected of student-athletes. Substance use and abuse in sport can pose risks to the student-athlete’s health and negatively affect his or her academic and athletic performance. It can also compromise the integrity of athletic competition and the ideals of SFA.

Purpose

The Athletic Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug and alcohol abuse, to identify student-athletes who are improperly using drugs or alcohol and to assist them before they harm themselves or others. Furthermore, the Athletic Department recognizes its responsibility to provide educational programming that will support a positive decision-making process. The intent of these policies is to prevent substance use and abuse by student-athletes through education, testing, and professional guidance.

• Education – providing student-athletes and athletics staff with accurate information about the problems associated with substance use in sport, promoting health and safety in sport;
• Testing – analyzing biological specimens to detect prohibited substances student-athletes may introduce to their bodies and punitive consequences resulting from use; and
• Professional Referral – facilitating appropriate treatment and rehabilitation of student-athletes.

Implementation of Program

As a part of the orientation process for each intercollegiate sport, the head coach will arrange for all squad members to attend a drug education and testing orientation which will be given by the Head Athletic Trainer and his staff. During the orientation program, the Department’s drug testing program will be explained and consent forms will be distributed to all student-athletes who have not previously signed a consent form. Student-athletes and their parents/legal guardians are encouraged to ask questions or make suggestions at any time regarding this program. The SFA Athletics Department is committed to the success of this program and expects student-athletes to be equally committed.

Frequency of Testing

To ensure fairness and efficiency of the testing program, testing notification will come from Head Athletic Trainer. Tests will be administered on a random or reasonable suspicion basis and may, or may not, be announced in advance. Tests may be administered at any time throughout the year. The number, timing and other procedures for testing shall be determined by the Head Athletic Trainer.

Under the random testing program, individual student-athletes will be randomly chosen for screening by the contracted testing lab from a roster provided by the Sports Medicine staff. Failure to report for testing following notification will result in a positive test.
Testing Method

The drug testing shall consist of collecting a urine sample from the student-athlete under the supervision of a laboratory technician from an accredited lab under contract with SFA. Each urine sample shall be analyzed using such tests as the Athletics Department may deem appropriate for the presence of screened drugs. The testing agency shall report all test results to the Head Athletic Trainer. For purposes of this program, a positive result shall mean a test result which indicates, in the opinion of the outside agency performing such testing, the presence of one or more of the drugs on the NCAA’s banned list.

Appropriate precautions will be taken to assure and maintain the accuracy and confidentiality of the test results including the maintenance of a documented chain of specimen custody to insure the proper identification and integrity of the sample throughout the collection and testing process.

NCAA Banned Drug Classes

The Committee on Competitive Safeguards and Medical Aspects of Sports has the authority to identify specific banned drugs and exceptions within each class. SFA student-athletes shall be held accountable for all drugs within the banned-drug classes regardless of whether they have been specifically identified. The current list of specific banned drugs and exceptions is located on the NCAA Web site (ncaa.org) or may be obtained from the NCAA national office.

The following is the list of banned-drug classes as of the date of this policy:
- Stimulants
- Anabolic agents
- Diuretics and other masking agents
- Street drugs
- Peptide hormones and analogues
- Anti-estrogens
- Beta-2 agonists

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s risk. Student athletes are urged to check first with the Sports Medicine staff before taking any supplements to insure that there are no banned substances in the ingredients.

Medical Exception Policy

SFA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, SFA allows exceptions to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a substance. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta-blockers, diuretics and peptide hormones.

The student-athlete is required to inform the Head Athletic Trainer of all medications he or she is taking. The sports medicine staff will maintain in the student-athlete’s medical records a letter from the prescribing physician that documents the student-athlete’s medical history demonstrating the need for
regular use of such a drug. The letter should contain information as to the diagnosis (including appropriate verification), medical history and dosage information. In the event a student-athlete tests positive, the Head Athletic Trainer in consultation with the Team Physician will review the student-athlete’s medical record to determine whether a medical exception should be granted.

**Reasonable Suspicion Screening**

A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a banned substance. Such reasonable suspicion may be based on observed behavior or objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may be found, but not limited to 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior.

**Team Rules**

Apart from the drug testing program, the Head Coach of each intercollegiate sport will have their own team rules and requirements which include prohibitions concerning the use of drugs. Individual team rules and sanctions may be more comprehensive and/or restrictive than those listed in Table 1 in this policy. Each Head Coach will have the necessary authority to enforce these rules. A student-athlete whose system contains drug residues may not be capable of performing sports activities and may detract from team performance and/or be a hazard to himself/herself and others. Accordingly, Head Coaches may properly take positive drug test results into consideration along with any other indications of drug use, as a factor in determining whether, and to what extent, a particular student-athlete should be permitted to practice, workout, or compete in his/her sport. The Head Coach will consult with the Head Athletic Trainer and Director of Athletics in such cases.

**Counseling**

Student-athletes will be referred to the professional counseling services provided by the University at no charge. The Athletic Department will not assume financial or other responsibility for continuing treatment and rehabilitation of student-athletes with drug usage or drug dependency problems who seek outside services. The Athletic Department will encourage and be supportive of student-athletes who participate in such rehabilitation programs but will not assume any responsibility for these programs or for any physical, mental, or emotional damage or disability suffered by a student-athlete related to alcohol or drug usage.

**Table I. Classification for the Department of Intercollegiate Athletics Drug Testing Program**

There are four possible levels in which a student-athlete may be placed in the Department’s drug testing program: Level 0, 1, 2, 3. All student-athletes enter the program in category 0 (i.e., assumed to be drug-free and/or never have had a positive test). A positive test will result in entry into one of the other three levels as defined below:
Level 0: No history of a positive test for banned substances.

Level 1:

Qualifications:

1. At least one positive test for banned substances; and
2. Clinical assessment shows only occasional use without evidence for physical or psychological dependence.

Resulting Actions:

1. Student-athlete may be subject to mandatory counseling.
2. Student-athlete will be subject to increased frequency of testing.
3. Student-athlete may be subject to coach/team sanctions and will be warned of the consequences of future positive tests or failure to comply with either future drug testing procedures or professional counseling procedures.
4. Test results confined to Head Athletic Trainer and the head coach for that sport.
5. Parents/guardians may be notified and kept informed of progress.

Level 2:

Qualifications:

1. At least one positive test and determined by a professional substance abuse counselor to be a regular user with physical or psychological dependence; or
2. Two or more positive tests within a nine-month period.

Resulting Actions:

1. Student-athlete will enter counseling, the frequency of which will be determined by a professional substance abuse counselor.
2. Student-athlete will be subject to increased frequency of drug testing.
3. Student-athlete will be subject to team/coach sanctions and will be warned of the consequences of future positive tests or failure to comply with either future drug testing procedures or professional counseling procedures. At a minimum, a suspension equal to the greater of one competition or 10% of the scheduled contests in the Student-athletes sport will be issued.
4. Parents/guardians will be notified and kept informed of progress.

Student-athletes may revert to Level 1 by repeated negative tests over a nine-month period and if the student-athlete shows satisfactory progress reports from professional counseling sessions.

The Director of Athletics shall be notified by the Head Coach of those student-athletes who enter Level 2.

Level 3:

Qualifications:
1. Student-athlete will have tested positive after having been placed in Level 2; or
2. The student-athlete does not fulfill the professional counseling requirements.

Resulting Actions:

1. Student-athlete will enter professional counseling, the frequency of which will be determined by a professional substance abuse counselor.
2. Student-athlete will be subject to increased frequency of testing.
3. Student-athlete will be subject to increased team/coach sanctions. Furthermore, the individual will be given a final warning of the consequences of a positive test while in Level 3.
4. Student-athlete may be suspended indefinitely from participation in practice, team meetings, training and competition until effective treatment is instituted and clinical improvement can be established. The Head Coach and Director of Athletics will initiate any suspension actions. The Head Athletic Trainer will initiate treatment and assessment.
5. Parents/guardians will be notified and kept informed of progress.
6. A student-athlete who tests positive after being placed in Level 3 will not have his/her athletic financial aid renewed and will be dismissed from the team.

The student-athlete may revert to Level 2 by repeated negative tests over a 12-month period and if satisfactory progress is shown in the counseling sessions.

The Director of Athletics will be notified of all student-athletes who enter Level 3.

Individual Team Drug Screen

There may be times that an entire team is tested. This may include but is not limited to the following reasons:
- Prior to post season competition.
- Suspected widespread use of/or association with banned substances by team members.

Appeals

Student-athletes who test positive will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Request must be in writing and received by the Director of Athletics.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case and the advocate or other representative may only advise the student-athlete. If the student-athlete chooses to bring an attorney as his/her advocate or representative, the Director of Athletics may request the university general counsel to be present. The meeting should take place no more than seventy-two (72) business hours after the written request is received. The student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final, other appeal processes of the University notwithstanding.
Test Results Security

It has been agreed by the President of the University and the Director of the Office of Student Rights and Responsibilities that they will not be entitled to request information as to result of drug tests of any student-athlete, nor to use any information of evidence as to such test results, for any disciplinary purposes whatsoever. The Department of Athletics will make every effort to keep all such test results confidential, except to the limited extent otherwise provided above, and will oppose the disclosure thereof to any other person within or outside the University.

NCAA Drug Testing

All student-athletes may be tested by the NCAA at any time during the year and especially during championship competition.

A student-athlete who as a result of a drug test administered by the NCAA is found to have used a substance on the list of banned drug classes, shall be declared ineligible for further participation in postseason and regular-season competition during the time period ending one calendar year after the collection of the student-athlete’s positive drug-test specimen. The student-athlete will also be charged with the loss of a minimum of the equivalent of one full season of competition in all sports. (see 31.2.3 in the NCAA Manual) The student-athlete will remain ineligible until he/she tests negative and their eligibility is restored by the NCAA following the year long ban.

Alcohol Policy

The SFA Athletic Department does not condone the illegal or otherwise irresponsible use of alcohol. It is the responsibility of every member of the university community to know the risks associated with alcohol use and abuse. This responsibility obligates student-athletes to know relevant university policies and federal, state and local laws and to conduct themselves in accordance with these laws and policies. This policy extends to the recruitment of prospective SFA student-athletes. Prospective student-athletes visiting campus and socializing with current students are expected to participate in all activities without the influence of alcohol. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of Texas state liquor laws. Likewise, it is illegal for anyone to supply alcoholic beverages to persons under the age of 21.

The Athletic Department will issue a positive drug test result to any student-athlete upon conviction or plea of guilty to the following, or its equivalent:

1. Driving under the influence (DUI/DWI) or other motor vehicle violations involving alcohol or drugs
2. Public intoxication
3. Drunk and disorderly

Other violations of law or university policy involving alcohol or drugs, including possession, will be reviewed by the Director of Athletics and may be grounds for a positive test result or suspension.

Use of Tobacco
The use of tobacco products is prohibited for all Athletic Department personnel (e.g. coaches, student-athletes, athletic trainers, managers) in all sports during practice, competition, travel and in any other capacity while officially representing SFA.

NCAA by-law 11.1.5 prohibits the use of all tobacco products during competition. This includes any celebratory activity occurring at the end of a competition. The Director of Athletics or his/her designee will sanction those who violate this tobacco policy on a case-by-case basis.

SFA
7/2013

STUDENT ATHLETES: LIGHTNING POLICY

Certified Athletic Trainers are responsible for recommendations to coaches in the event of inclement weather. Communicate daily regarding recommendations for safe practice-competition environments for student-athletes. This includes all environmental conditions - heat, humidity, rain and lightning. As inclement weather conditions arise, review protocol. Check the weather reports daily before any practice or event. Consult local weather (NOAA weather channel). Beware of signs of nearby thunderstorms development. Establish methods to communicate to all team members in the event of hazardous weather. Ensure that all players/coaches understand what a warning indicates, and what to do.

A commercial lightning detection system is the preferred warning method for nearby lightning. In the event such a system is unavailable, the “Flash-to-Bang” method should be used to assist in determining if activity can be continued safely. Determining the “Flash-to-Bang” Time. To use the flash-to-bang method, count the seconds from the time lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring. For example, if the count is 15 between seeing the flash and hearing the bang, 15 divided by five equals three, therefore the lightning flash is approximately three miles away.

If the time is less than 30 seconds (6 miles) cease all activity- including indoor pools.

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<tr>
<th>SPORT</th>
<th>DESIGNATED SAFE SHELTER</th>
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<tr>
<td>SOFTBALL</td>
<td>Locker Room</td>
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<td>BASEBALL</td>
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<td>FOOTBALL</td>
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<tr>
<td>WOMEN’S SOCCER</td>
<td>Locker Room or Restroom Facility at Soccer Field</td>
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<td>TRACK &amp; FIELD</td>
<td>Locker Room</td>
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<tr>
<td>CROSS COUNTRY</td>
<td>Consult with Trainers regarding appropriate safe Shelters</td>
</tr>
<tr>
<td>GOLF</td>
<td>Club House, Public Restrooms, Identified Shelters</td>
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<tr>
<td>TENNIS</td>
<td>Locker Room</td>
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SFA
7/2008

STUDENT-ATHLETE: ATTENDANCE POLICY
Student-Athletes are expected to attend class on a regular and punctual basis. In any university course, professors have discretion over whether or not to accept excuses. Further, course instructors establish specific attendance policies to which student-athletes must adhere. The University recognizes the legitimacy of intercollegiate competition while striving to minimize the number of classes missed due to competition. Absences due to personal reasons unrelated to athletics competition and not in accord with the University’s attendance policy may significantly affect grades.

Arrangements for taking any examination or completing work assignments affected by team travel are the student-athlete’s responsibility. Instructors are aware of the problems involved in scheduling athletic competitions, and are usually willing to provide some flexibility if the student-athlete requests consideration in advance. Student-athletes should identify themselves to their professors as early as possible in each course and provide professors with their team and travel schedule to eliminate potential conflicts.

Additionally, class attendance will be regularly monitored by Athletics staff (Assistant Athletic Director for Student Services and coaching staff). Professors routinely provide information to the Assistant Athletic Director for Student Services regarding missed classes and concerns they may have about academic performance.

Each head coach will be responsible for enforcing class attendance and deciding penalties for unexcused and excessive absences. Penalties could include additional study hall time, loss of game participation and loss or reduction of athletic scholarship.

SFA
7/2007

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS STUDENT GRIEVANCE PROCEDURES

The Department of Athletics of Stephen F. Austin State University is committed to resolving all complaints or grievances brought to its attention in the most equitable fashion possible for all persons concerned. It is the expectation of the Department that attempts be made to resolve any complaints or grievances via the informal procedures outlined below. However, if a satisfactory resolution of the problem proves impossible through the informal mechanism, formal grievance procedures may be employed.

NOTE: If you have a complaint about a decision regarding your athletic grant-in-aid, the process for grieving that decision is set forth in the “Scholarship Renewal / Non Renewal Process.”

Informal Procedures

Any student-athlete with a complaint or grievance involving an athletic team, coach, department official, or policy should discuss and attempt to resolve the complaint or grievance with the person(s) involved. All persons involved in the process should make every attempt to resolve the problem as promptly as possible. In the event that a satisfactory resolution cannot be reached by the parties involved, the following actions may be taken by the grievant.

1. The grievant may consult informally and confidentially with a third party with whom she/he feels comfortable. Among those who might serve as resources are coaches, faculty athletic representative, academic counselors, members of the Athletic Department administration, members of the Athletic Council or other staff members. With the aid of that person, the grievant may attempt to identify
other approaches to resolving the problem. After consultation, the grievant should make an additional attempt to resolve the problem with the person(s) involved.

2. If no satisfactory resolution of the complaint or grievance can be achieved, the grievant may request that the resource person call together the persons involved in an attempt to facilitate an informal resolution.

3. At the discretion of the Director of Athletics, the Director or his designee may schedule a meeting with the grievant in a final attempt to resolve the problem informally. The Director, or his designee, may also wish to contact the person(s) about whom the complaint is being lodged.

4. If a meeting among those involved is not feasible or if the parties are unable to resolve the complaint or grievance to their satisfaction, the grievant may use the formal grievance procedure.

NOTE: The grievant is required to employ the informal procedure prior to taking formal action.

**Formal Procedure**

Should the grievant wish to employ formal means to resolve a complaint or grievance, the following action should be taken:

1. The grievant should notify the Director of Athletics of his/her grievance in writing, outlining the complaints, the persons involved and any other pertinent information.

2. The Director of Athletics or his designee should conduct a preliminary interview with the grievant. The Director, or his designee, may also wish to contact the person(s) about whom the complaint is being lodged.

3. The Director, or his designee, shall conduct a formal meeting involving the grievant, the person(s) about whom the complaint is made and any other relevant parties. Each party may also be accompanied by an adviser.

4. Within a reasonable time period after the formal meeting, the Athletic Director, or his designee, shall notify the grievant, in writing, of the decision.

**Formal Appeal**

Should the grievant be unsatisfied with the decision of the Athletic Director, or his designee, and only if substantial new facts have been discovered that were unavailable at the time of the initial formal meeting, he or she may take the following steps:

1. Within 14 days after receipt of a written decision, the grievant should notify the Chairman of the Intercollegiate Athletic Council in writing, that he or she wishes to appeal the decision and notify the Chairman of the Intercollegiate Athletic Council of the substantial new facts which were unavailable at the time of the meeting.

2. After receiving the request for appeal the Chairman of the Intercollegiate Athletic Council shall conduct a formal meeting to hear the appeal.

3. Within a reasonable time period after the appeal meeting, the IAC Chair shall notify the grievant, in writing, of the IAC Chair’s decision. The decision of the IAC Chair shall be final.

SFA
7/2006

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS TRANSFER RELEASE POLICY
A student-athlete who wishes to transfer to another NCAA institution should meet with the respective sport head coach to request a transfer and receive a release to contact other schools. If approved, a Permission to Contact Letter, will be prepared by the Associate Athletic Director for Compliance upon notification by the head coach. This release will only give institutions permission to contact the student-athlete about transferring.

If the request to permit other institutions to contact the student-athlete is denied, the student-athlete will be informed in writing by the Director of Athletics and given the opportunity to request, in writing, a hearing conducted by the Athletic Appeals Committee made up by the Associate Athletic Director for Compliance, Assistant Athletic Director for Academics and the Senior Woman Administrator. The hearing will be conducted and written results provided to the student-athlete within 15 business days of receipt of the written request for hearing. The student-athlete shall be provided the opportunity to actively participate in the hearing. If the hearing is not conducted or written results are not provided within the 7 business day window, permission to contact the student-athlete is granted by default and a written permission will be provided.

In the event that the student-athlete is also seeking a One-Time Transfer Exception release, the student-athlete must present a cumulative minimum overall GPA of 2.600 for immediate issue. If the student does not have a cumulative minimum overall GPA of 2.600 a decision to grant or deny the request will be made in writing by the Director of Athletics. If denied, the student-athlete will be provided a hearing upon written request. The hearing will be conducted by the Athletic Appeals Committee. The hearing will be conducted and written results provided to the student-athlete within 15 business days of receipt of the written request for hearing. The student-athlete shall be provided the opportunity to actively participate in the hearing. If the hearing is not conducted or written results are not provided within the 15 business day window, permission for the release shall be granted by default and written permission will be provided.

Once a transfer request is granted a student-athlete’s status with the team is at the discretion of the head coach. The head coach will determine if continued participation in practice and competition is in the best interest of the team. If the student-athlete has already voluntarily removed themselves from the team the Director of Athletics, after consulting with the head coach, will decide if athletic financial aid should be withdrawn. Other services and benefits (e.g., academic support services, access to athletic facilities, training room) will be determined on a case by case basis by the Director of Athletics in consultation with others in the athletic administration staff.

To provide increased transparency and address student-athlete concerns, this policy will be included each year in the SFA Student-Athlete Handbook.

SFA
7/2016

**STUDENT-ATHLETE: EMPLOYMENT**

Earnings from a student-athlete’s on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s cost of attendance or in the institution’s financial aid limitations, provided:
(a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;

(b) The student-athlete is compensated only for work actually performed; and

(c) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services

**Employment Guidelines**

The student-athlete who decides to seek employment must be advised that he/she is seen as a representative of the University and is expected to behave responsibly and perform the job to the best of his/her ability.

The following rules apply to all types of student-athlete employment:

1. The student-athlete must perform useful work
2. The rate of pay is to be the regular rate of pay for such duties.
3. Hours paid must be equal to actual hours worked.
4. Transportation to the job site may only be provided if such transportation is made available to all employees.
5. Student-athletes are responsible for complying with employment rules and are to report any irregularities in employment compensation or benefits to their Head Coach or the Associate Athletic Director for Compliance and Student Services.

SFA
7/2010

**STUDENT-ATHLETES: PROMOTIONAL ACTIVITIES**

The Department of Intercollegiate Athletics adheres to all University, Southland Conference, and NCAA rules and regulations related to student-athletes' participation in promotional activities. NCAA rules specifically state when and under what conditions such activities are permissible, and they must be strictly followed when evaluating potential promotional activities for Stephen F. Austin State University student-athletes. The Associate Athletic Director for Compliance is responsible for evaluating and approving all requests for promotional activities before submitting them to the Director of Athletics for final approval.

**Adherence to Related NCAA Regulations**

Specifically, NCAA Bylaw 12.5 states that a member institution or recognized entity thereof (i.e., fraternity, student government organization, etc.), a member conference, and noninstitutional charitable, educational or nonprofit agencies may use the student-athlete's name, picture or appearance to support its charitable or educational activities, or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the Director of Athletics gives his/her written approval to the activity.

- The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the
reproduction of the sponsoring company’s regular trademark or logo printed on materials such as pictures, posters or calendars. The company’s emblem, name, address, telephone number and Web site address may be included with the trademark or logo. Personal names, message and slogans (other than an officially registered trademark) are prohibited. (Specifically, student-athletes may not appear as commercial spokesmen or representatives for companies. Furthermore, no monetary compensation other than for allowable expenses may be made to the student-athlete.);

- The name or picture of a student-athlete with remaining eligibility may not appear on an institutions printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity’s officially registered trademark or logo also appears on the item.

- The student-athlete does not miss a class to participate in the activity;

- The student-athlete’s name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;

- Any commercial items with the names or pictures of student-athletes may be sold only at outlets controlled by the charitable or educational organization or the University; and,

- All monies derived from the activity or project go directly to the member institution, charitable organization, or educational/nonprofit agency. However,

- The student-athlete is permitted to receive legitimate and normal expenses from the University, charitable organization or educational agency related to the activity, provided participation takes place within the state or, if outside the state, within a 100-mile radius of the campus.
Any commercial items with names, likenesses or pictures of multiple student-athletes (other than highlight films or media guides) may be sold only at the member institution at which the student-athletes are enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete’s name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold.

The Associate Athletic Director for Compliance is responsible for evaluating requests by University, charitable or educational entities desiring to use SFA student-athletes to promote their causes or requesting a student-athlete as a speaker. Each organization requesting participation of student-athletes in promotional activities must submit a request, in writing, to the Assistant Athletic Director for Compliance. If the request meets NCAA requirements, it is forwarded to the Director of Athletics for approval.

Summer Sports Camps Promotions

A student-athlete's name, picture and institutional affiliation may be used by a privately owned summer sports camp in its brochure only to identify the student-athlete as a staff member. The student-athlete's name or picture may not be used in any other way to directly advertise or promote the camp.

SFA
7/2009

DEPARTMENTAL STAFF: CONDUCT AND ETHICS

Stephen F. Austin State University has established a tradition of integrity and ethical conduct at all levels of University life. In accordance with this tradition, all employees involved in the intercollegiate athletics program are expected to represent the University in an honorable manner at all times with the understanding that Texas governmental entities are run under an open government system, and all public employees are subject to review at any time.

Governing Authorities

- Standards of ethical conduct for staff members are established and enforced by the Department of Intercollegiate Athletics, the University, the State of Texas, the Southland Conference and the NCAA. All staff members are:

  - Subject to such rules and regulations, as outlined in Stephen F. Austin State University Academic and Non-Academic Employee Handbooks and the University Policies and Procedure Manual;

  - Subject to the rules and regulations of the NCAA and the Southland Conference which govern ethical conduct, use of banned substances, gambling activities and other forms of misconduct, as outlined in the NCAA Manual and the Rules Governing Athletics and All Participation of the Southland Conference;

  - Subject to various standards of conduct established by State of Texas legislation and apply to employees of Stephen F. Austin State University; and are expected to comply with the general ethical guidelines set forth in this Manual and any Additional Departmental publications addressing staff conduct.
Departmental personnel are requested to contact the Director of Athletics or, in his absence, the Associate Athletic Director for Compliance regarding the interpretation or clarification of any applicable regulation.

**Business Ethics**

It is the policy of the Department of Intercollegiate Athletics to conduct its business in an ethical manner and to ensure compliance with all rules and regulations applicable to the University, as well as other governing authorities.

To achieve this goal, employees should have a practical, working knowledge of the rules and regulations within their area(s) of responsibility. Supervisors should educate their employees concerning these regulations and inform them of acts which might lead to violations. Any employee who has knowledge of a violation should report it to his/her supervisor, the Director of Athletics and/or the President of the University.

Staff members are expected to exercise care in the use of personnel, capital equipment and supplies, and funds entrusted them, and are not to use Departmental time, facilities, or property for other than officially approved University business. Tickets, favors and entertainment provided by Departmental employees must be consistent with NCAA and Southland Conference rules and regulations, and accepted University practices.

Departmental personnel may not accept gifts, payments, entertainment, privileges or other favors which might influence future decisions made by the Department. All gifts and payments received or disbursements made on behalf of the Department must be fully and accurately reflected in Departmental records.

In addition, staff members may not engage in activities that would place them in a conflict of interest situation or disclose confidential information concerning the Department or confidential information acquired by reason of his/her official position without proper authorization. (See Policy 510B, Coaches and Administrators: Outside Employment and Promotional Activities in this Manual for more specific information.)

Furthermore, staff members are to conduct their personal business so as not to bring attention or discredit to themselves or to the Department. The Department of Intercollegiate Athletics will not act as a collection agency or be involved in determining the validity of contested debts on behalf of its members.

**Personal Conduct and Responsibility**

Members of the staff are expected to establish and maintain a standard of behavior which brings credit to themselves and to the Department. The following guidelines for personal conduct, while not all inclusive, have been established for staff members:

1. Act with judgment, discretion and integrity both on and off the job.
2. Represent the University and the intercollegiate athletics program with dedication, enthusiasm and loyalty;
3. Treat all persons with courtesy, friendliness and respect for their personal dignity;
4. Not discriminate against any individual by reason of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity, or gender expression;
5. Dress appropriately in the office and on the field; and
6. Maintain scheduled office hours throughout the year, including off-season periods and student vacation breaks.

Coaches and Departmental personnel have a direct and vital impact on the behavior, personal development and quality of life of University students and student-athletes. Accordingly, coaches and staff should conduct themselves in a manner consistent with the University's philosophy, and the athletics program. (See Policy 101 in this Manual for Department's Philosophy and Objectives.) The primary efforts of staff members should be focused on meeting the goals and attending to the interests and well-being of student-athletes.

Although specific responsibilities are described in individual job descriptions (see Section 300 in this Manual), general responsibilities are as follows:

- **Recruiting**

  Coaching and Departmental staff members are to adhere to established recruiting guidelines, as stated in Policy 502A in this Manual, and are not permitted to recruit student-athletes under false or misleading pretenses, or by offering inducements that are violations of any governing authority's regulations.

- **Academic**

  The Primary objective of the athletics program is to help each student-athlete complete a degree within five (5) years. Every effort is made by the University and the Department of Intercollegiate Athletics to offer a program, based on Departmental, University, Conference, and NCAA rules and regulations, that will achieve this objective.

  Recognizing the importance of the educational experience, staff members are expected to contribute to the academic development of all student-athletes. Guidelines for assisting student-athletes in fulfilling their academic requirements are specified in Policy 503A, Student-Athletes: Academic Policy, in this Manual.

- **Athletic**

  The physical well-being of the student-athlete is of utmost concern to the University and the Department in developing training and coaching guidelines for the athletics program. Rules for individual sports are established by the coaches within the parameters set by the Department, the University, the Conference, and the NCAA. Coaches are encouraged to formulate rules for team training that are feasible, based on the coaches' and trainers' experience and their professional judgment; and that are tailored with the student-athlete's individual situation in mind.

- **Employment**

  Athletic staff members should follow guidelines concerning outside employment and promotional activities, as delineated in Policy 510B, Coaches and Administrators: Outside Employment and Promotion Activities, in this Manual. Moreover, employment agreements and contract negotiations are to be entered into with integrity, and employees are to abide by related employment guidelines, as specified in Policy 510A, Coaches and Administrators: Employment Contracts.
Sportsmanlike Conduct

Coaches and staff are to act as positive role models in demonstrating sportsmanlike conduct. The criticism of sports official is considered totally unethical, either before, during or after a contest. Established channels of communication and procedures for protesting an official's ruling are to be followed by staff members.

Additionally, coaches and staff are expected to formally instruct student-athletes on positive approaches to sportsmanlike conduct. The Director of Athletics is charged with ensuring that staff and directed to provide, and follow through by discussing, appropriate techniques and encouraging sportsmanlike conduct among student-athlete, as outlined in Policy 501, Student-Athletes: Conduct and Ethics

Gambling and Bribery

In order for the Director of Athletics, the Head Coaches and Departmental staff to fulfill their responsibilities to educate student-athletes regarding illegal gambling and bribery, in accordance with NCAA guidelines (see Policy 501, Student-Athletes: Conduct and Ethics), the following comprehensive program exists:

Counseling the student body and particularly student-athletes as to the seriousness of the gambling problem; (This includes a review of applicable federal, state and local laws, as well as the posting of informational literature in dormitories and locker rooms.)

Informing students that they are required to report any solicitation to become a party to sports bribery or gambling activities, and that failure to do so, if determined after due process, may result in suspension or expulsion from the University;

Educating squad members as to the nature and prevalence of gambling and bribery in intercollegiate sports; (To help student-athletes better understand the consequences of participating in illegal activities, Head Coaches are encouraged to review the plight of student-athletes who have become involved in gambling or bribery activities.)

Implementing security measures to prevent potential bribers or gamblers from contacting student-athletes on campus, especially before major competitions; and

Denying press credentials to representatives of any organization which regularly publishes or promotes the advertising of tip sheets or other materials used to encourage gambling on college athletic events.

Illicit Drugs and Alcohol Abuse

University policies related to the use of illegal drugs and alcoholic beverages have been established by the Board of Regents in compliance with state and federal law. Specifically, all University employees (full-time and part-time faculty, staff and students) are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession and/or use of a controlled substance or alcoholic beverage in the workplace or from reporting to work under the influence of alcoholic beverages or illegal drugs. Furthermore, no University funds appropriated for travel or entertainment may be expended for alcoholic beverages.

Compliance with University policies governing alcoholic beverages and illegal drugs is a condition of employment for all University employees. It is the intent of the University to strive to achieve a drug-free
campus and to comply with state and federal regulations regarding prevention programs established to eliminate the illegal use of drugs and alcohol abuse.

Agents

It is essential that coaches educate student-athletes regarding the NCAA rules related to professional sports and the consequences of rules infractions concerning agents. (These rules are explained in detail in Policies 501, Student-Athletes: Conduct and Ethics and 502C, Student-Athletes: Eligibility, in this Manual.) NCAA rules permit a Head Coach to represent, directly or indirectly, a student-athlete in the marketing of his or her athletic ability or reputation to a professional sports team or organization, provided no compensation or gratuities are received for such activity and all such activities are reported to the Director of Athletics or the Associate Athletic Director for Compliance.

Enforcement

Coaches and Departmental staff members are to uphold the principle of institutional control of, and responsibility for, all intercollegiate sports in conformity with applicable rules and regulations. Violations of University, Southland Conference, or NCAA rules and regulations can result in sanctions against individuals, as well as the University. Therefore, every effort must be made to ensure adherence by the staff and student-athletes to all such rules and regulations.

• Interpretations Process

When faced with a question of concern regarding NCAA rules and regulations, the following process should be followed:

Step 1: Utilize the NCAA Manual. If the information in the Manual does not clearly answer your question move to Step 2.

Step 2: Contact the Associate Athletic Director for Compliance. Staff members should not hesitate to call and ask questions. If the Associate Athletic Director for Compliance and Student Services is not available, move on to Step 3.

Step 3: Contact one of the following people: the Director of Athletics; or the Assistant Athletic Director for Academic Services.

• Reports and Investigations of Violations

It is the duty of every institutional staff members or student to immediately report to the Associate Athletic Director for Compliance any alleged or suspected violations of Conference, or NCAA rules. If the Associate Athletic Director for Compliance is not available, violations should be reported directly to the Director of Athletics.

The Associate Athletic Director for Compliance elicits the following information:

1. The nature of the incident or violation;

2. Names of student-athletes, coaches, staff members, alumni or representatives of the institution involved.

3. Dates and places in which the violations are thought to have taken place;
4. Sources of information including names and addresses of the individuals involved; and

5. Any available supporting evidence and possible leads to other evidence.

The above information is then reviewed to determine if the offense is a Level 1 or 2 violation or a Level 3 or 4 violation. If warranted the Director of Athletics notifies the President of the University that an investigation of an NCAA rules violation has begun, and outlines the procedures to follow.

In the case of a Level 3 or 4 violation, the Associate Athletic Director for Compliance and Student Services conducts the investigation, securing necessary information from all appropriate personnel. Upon completion of the investigation, corrective and disciplinary actions are taken. When the violation involves an eligibility issue, the student-athlete(s) in question is immediately declared ineligible until further notice by the NCAA. In all other cases, meaningful corrective and punitive measures are taken against those individuals involved. A self-report letter including all relevant information is then sent to the NCAA through the Southland Conference Office.

In the case of a Level 1 or 2 violation, the University General Counsel represents the Department. The investigation is conducted only by individuals who are not employed by the Department of Intercollegiate Athletics. The findings of the investigation are reported to the President of the University. A self-report letter including all relevant information is then sent to the NCAA through the Southland Conference Compliance Committee for review.

Hearing and Appeals

Staff members having knowledge of any alleged violations of applicable governing rules or regulations are to cooperate with the proper authorities by furnishing factual information and assistance, as requested.

During official hearings or inquiries, the University and the NCAA strive to protect the individual rights of the accused party. If investigative findings result in proposed disciplinary actions, the accused party has the right to appeal through the appropriate channels.

Violations

Departmental staff found in violation of regulations are subject to disciplinary or corrective action as designated by the Director of Athletics, the Southland Conference Compliance Committee and/or the NCAA Infractions Committee. The University additionally reserves the right to issue corrective action (including dismissal) when necessary.

SFA
7/2016

DEPARTMENTAL STAFF: HIRING

Stephen F. Austin University is committed to achieving an adequate representation of well-qualified men, women and minorities in all operational areas and at all employment levels. As a reflection of this commitment, the Department of Intercollegiate Athletics recruits and employs the most qualified applicants available, consistent with the requirements of the position and the long-range objectives of the Department. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Furthermore, every effort is made to allow existing employees the opportunely for advancement within the Department or University and to place new employees in
positions which best utilize their abilities and in which they are able to achieve both personal satisfaction and career opportunities.

Within the Department, the Director of Athletics coordinates the hiring process and ensures compliance with the University's policies for recruiting, interviewing and selecting applicants. Supervisors wishing to fill an existing vacancy or create a new position should contact the Director of Athletics for approval to initiate the hiring process. Staff members involved in the hiring process are expected to comply with established University procedures for selecting candidates. All related activities are subject to the approval of the University's Director of Human Resources.

For additional information, see the University's Affirmative Action Policy 411.1.

Equal Employment Opportunity

State and federal laws, as well as institutional policies, provide for equal employment opportunities for all individuals seeking employment with Stephen F. Austin State University, regardless of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity and gender expression. (See Policy 102, commitments, in this Manual, for additional information.) Additionally the University is committed to more than simply non-discrimination in its compliance with U.S. Statutes and Executive Orders. By asserting the need for even-handedness in employment decisions, the University recruits a diverse group of individuals, while assisting all employees to prepare for advancement.

Affirmative Action

The Department also follows the University's affirmative action policy, which requires making additional efforts to recruit, hire and promote qualified minorities, women, veterans and disabled individuals.

Nepotism

The University restricts the hiring or appointment of a candidate for a University position of employment, if the candidate is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to a University officer or employee responsible for the hiring and/or supervision of the candidate, as detailed in University policy 11.16, Nepotism.

Additionally, no relative of a member of the Board of Regents may be employed in any position within the University, unless the relative has been continuously employed in the position for a period of thirty (30) days prior to the appointment of the related Regent.

Employment of Foreign Nationals

The University abides by regulations of the U.S. Citizenship and Immigration Services in the hiring of employees.

New Staff Positions

Departmental administrators (e.g., Directors, Supervisors, etc.) who wish to create a new position within their area of responsibility must provide the Director of Athletics with a position justification. A job analysis questionnaire must also be completed for Human Resources who will develop the job description for the department. This information is used to justify the position to the President.
The position justification should specify the position to be filled, describing primary and secondary responsibilities, as well as the required/desired preparation, qualifications and experience. The justification should provide the rationale for the position's creation, as well as describe how this position will help meet the needs of the Department and the hiring unit. In requesting the creation of a new position, the Director of Athletics retains final Departmental approval.

The President must approve the creation of a new position. Human Resources determines the position's classification and pay level, based on the position's scope of responsibilities and job duties. The University has adopted a Compensation Plan which designates uniform titles and grants equitable compensation for employees engaged in comparable work. The Director of Human Resources is responsible for the administration of the Plan. Once a position for appointment is approved, the appropriate hiring procedure may be initiated.

Filling An Existing Position

When an existing position becomes vacant, the supervisor for the position must decide whether the position is to be filled. If the position is to be filled, it must be approved by the Director of Athletics.

Recruitment Assistance

Recruitment to fill positions at SFA is a service provided by the Office of Human Resources. Vacant positions are posted on-line with non-exempt positions being posted for a minimum of 5 day and exempt positions posted for a minimum of 10 days.

Prior to publication, employment advertisements for exempt positions must be approved by the Director of Human Resources and the Office of Public Affairs. In addition to listing the positions on-line, Human Resources also lists the position with the Texas Workforce Commission.

National searches are conducted for open coaching and some administrative staff positions. The Intercollegiate Athletics Council acts in an advisory capacity to the President and the Director of Athletics in the selection of Head Coaches for football and men's and women's basketball.

Candidates for other positions may be recruited using contacts with professional organizations and advertisements in national and local publications

Interviews

In compliance with Affirmative Action guidelines, all candidates are to be treated equally and allotted equal interview time. A well planned interview, that begins in a timely manner and provides the candidate an opportunity to represent him/herself appropriately, as well as one that allows the supervisor an opportunity to obtain the necessary job-related information, is important to the recruitment process.

Supervisors are advised to develop questions ahead of time and to ask follow-up questions based on the candidate's responses. The same questions should be asked of each candidate to provide a basis of comparison and an opportunity to select the most qualified candidate. The interview questions must be approved by Human Resources prior to the start of the interview process. As a matter of courtesy, candidates should be given a time-frame in which they can expect an employment decision and all candidates should be informed when the decision is made.

Selection
The requesting supervisor, after consultation with the Director of Athletics makes a recommendation to hire the best qualified candidate and indicates his/her choice. The Director of Athletics must approve the recommendation and clearance must be obtained from the Office of Human Resources prior to offering the position to the applicant. A criminal history check must be run on the final candidate before the hiring offer can be completed.

All written and on-line records must be maintained on each applicant as well as other materials related to the hiring process including the required hiring matrix and any other notes taken during meetings. These records must be kept in the department for two years and one day from the close of the search and are subject to audit. In addition, copies of all related materials are retained in the personnel file of the new employee in the Director of Athletics’ Office. The Administrative Assistant to the Director of Athletics ensures that the following forms are completed and processed according to University specifications:

- Letters of offer and acceptance (exempt employees only);
- Electronic Personnel Action Form (EPAF) on all employees;
- Job description (all employees)

**Probationary Period**

All newly hired non-academic employees must serve a 180 calendar days probationary period. This probationary period is an extension of the selection process and is used to determine an employee's suitability for the position. During the probationary period the University (e.g., Department) is free to terminate an employee at any time upon written notice.

One month prior to the completion of the probationary period, the Office of Human Resources forwards a New Employee 180-Day Evaluation form to the supervisor. The supervisor is responsible for evaluating the candidate objectively and recommending the continuation of employment or termination. The evaluation form is submitted to the Office of Human Resources with a copy retained in Departmental files. Before deciding on termination, the decision must be reviewed by the Director of Human Resources. If employment is to be terminated, an EPAF should be completed.

Newly hired, probationary employees do not have grievance rights unless they believe they have been the victim of discriminatory conduct or have had their constitutional rights violated. However, any employee who believes his or her legal rights with respect to employment have been violated by a dismissal action may appeal through the Office of Human Resources.

**Transfers**

Employees may apply for transfer to other positions within the Department or University. The procedure utilized for a transfer to a vacant position is the same as that for external applicants. Salaries for transfer employees are the same or higher than the minimum advertised level.

**Temporary Positions**

Requests for temporary employees, to assist the Department during peak operations or to substitute for absent employees, require advanced planning and are processed through the Director of Athletics’ office, in conjunction with the Office of Human Resources. Written justification for the temporary hiring of an employee should be included in the request. All requests for temporary hiring are to receive the prior approval of the Director of Athletics.
Dual Employment

Employees who are already employed in a position within the Texas government must receive prior Board approval before assuming an additional State Job, and are obligated to inform both employers of the intent to accept additional employment with the state. Additionally, specific limitations are placed upon leave accrual, state payroll deductions and employee benefits. The Director of Human Resources is responsible for informing employees of these limitations.

New Employee Orientation

All newly hired employees are to receive orientation to assist them in performing their assigned duties. It is the responsibility of each department within the University to require their new employees to participate in the New Employee Orientation program. The program consists of two parts:

1. The formal, group session conducted by Human Resources staff during the first three days of employment. At this session new employees complete certain employment documents, receive detailed information about SFA, receive a New Employee Orientation packet, attend mandatory EEO and Safety Training; and

2. Individual employee orientation conducted by the employee's immediate supervisor, to be completed within the first six (6) weeks of employment.

The Office of Human Resources provides a "New Employee Orientation Checklist" to the supervisor to insure that all essential information is covered during the individual orientation. The completed checklist is returned to the Office of Human Resources for inclusion in the employee's personnel file upon conclusion of the orientation.

The orientation process may be modified by the supervisor to fit the employee's needs.

SFA
7/2016

DEPARTMENTAL STAFF: PERFORMANCE EVALUATIONS

The Department of Intercollegiate Athletics adheres to the University's policies and procedures for conducting performance evaluations for its staff members. Each evaluation should be conducted in a fair and equitable manner. The Office of Human Resources assists the Department with its annual performance evaluation activities.

Staff members are encouraged to seek regular advice, counsel and feedback on their job performance. Although this feedback can be obtained from a number of sources, it should be sought primarily from the employee's immediate supervisor. Supervisors are encouraged to provide both positive and corrective feedback to assist the staff member in achieving the employee's maximum potential on the job and in meeting performance goals and standards set by the University, the Department, the employee's supervisor and the employee.

In addition to meeting or exceeding job performance standards, employees are also expected to display behavior consistent with University and Departmental policies and procedures. So that employees understand what is expected of them, it is the supervisor's duty to insure that his/her staff members receive an appropriate orientation to job responsibilities and Departmental procedures, as well as related on-the-job training.
Supervisors are also responsible for administering annual performance evaluations. These evaluations, in addition to pointing out exemplary job performance and work-related shortcomings, should offer suggestions for strengthening job performance and maintaining successful employment relationships. When problems are identified, either during the evaluation or at other times during the year, they should be addressed in person and in writing, in a constructive manner, as soon as possible.

**Evaluation Procedures**

All employees receive an annual performance evaluation. The Office of Human Resources contacts the Director of Athletics and sets the due date for the annual review. Employee evaluations are recorded on a performance appraisal form provided or approved by the Office of Human Resources.

Details concerning evaluation techniques and documentation procedures are available from the Office of Human Resources. Upon request, consultation and training on the appropriate method of evaluation are available from the Office of Human Resources.

Coaches’ evaluations are provided as a guide and communication tool between the department and each coach. Evaluations do not bind the University in the process of negotiating Head Coaching Contracts. Renewal or non-renewal of contracts is within the University’s discretion. Assistant Coaches serve in an at-will capacity at the pleasure of the Head Coach.

**Grievance Procedures**

Staff members who disagree with job-related performance criteria or methods of performance review may file statements of their objections with the Office of Human Resources. A copy of all registered objections is to be included in the employee’s permanent file, as well. Additionally, if a written performance evaluation is not completed within the designated time frame, the employee may request assistance from the Office of Human Resources to assure that the evaluation is completed in a timely manner. Additional information on Performance Appraisals can be found in SFA’s Policies and Procedures located on the University’s web page. (Policy E-57)

SFA
7/2008

**DEPARTMENTAL STAFF: VACATIONS**

The Department of Intercollegiate Athletics, in conjunction with the University, grants vacation leave to all employees, other than faculty with appointments of less than 12 months, as an opportunity for each employee to have a time for relaxation and recreation away from the job. The Administrative Assistant to the Director of Athletics is responsible for documenting the use of earned vacation leave for all Departmental staff.

Vacation time should be requested electronically, scheduled in advance, and taken at a time consistent with work requirements. Vacation time must be requested by logging into the staff member’s mySFA webpage and entering a leave request. Every effort is made to accommodate the vacation request, however supervisors may request that such leave be restricted to non-peak work periods.

**Rules for Use**

Eligibility for vacation benefits is granted after the completion of six (6) months of continuous, regular employment. Vacation time accrues from the employee’s official date of hire. The number of vacation hours is based on years of continuous service.
In keeping with the purpose of vacation, there is no payment in lieu of accrued vacation except in the event an employee terminates employment. If a staff member leaves the University after completing six (6) months or more of employment, and resigns, is dismissed or departs from State employment, he/she is entitled to be paid for all vacation time duly accrued at the time of separation. Accrued vacation time, approved for payment is paid after 30 days from the time of separation. This policy will not apply if alternative leave benefits were negotiated in a contract agreement with an employee.

Accrual Rates

The annual vacation rate of accrual is based upon the employee's number of total years of service with the State of Texas.

In general, vacation is granted at an hourly rate based on the total number of years of employment by the state. Based on this formula, employees accrue paid vacation leave as follows:

<table>
<thead>
<tr>
<th>Years of Total Service</th>
<th>Hours Accrued per Month</th>
<th>Max. Hours Carried Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 yrs</td>
<td>8</td>
<td>180</td>
</tr>
<tr>
<td>2 but less than 5 yrs</td>
<td>9</td>
<td>244</td>
</tr>
<tr>
<td>5 but less than 10</td>
<td>10</td>
<td>268</td>
</tr>
<tr>
<td>10 but less than 15 yrs</td>
<td>11</td>
<td>292</td>
</tr>
<tr>
<td>15 but less than 20 yrs</td>
<td>13</td>
<td>340</td>
</tr>
<tr>
<td>20 but less than 25 yrs</td>
<td>15</td>
<td>388</td>
</tr>
<tr>
<td>25 but less than 30 yrs</td>
<td>17</td>
<td>436</td>
</tr>
<tr>
<td>30 but less than 35 yrs</td>
<td>19</td>
<td>484</td>
</tr>
<tr>
<td>35 and over years</td>
<td>21</td>
<td>532</td>
</tr>
</tbody>
</table>

The net balance of unused accumulated leave, not to exceed the maximum cited above, may be carried forward for any employee from one fiscal year to the next.

The annual leave hours in excess of the maximum allowable carryover left at the end of a fiscal year shall be credited to the employee's sick leave balance. If the employee is on any type paid leave that extends into the following month, the accrual will not be posted until the employee returns to duty. An employee forfeits this accrual if he or she fails to return to duty.

Reporting Leave Taken

On a daily basis, non-exempt departmental employees are required to enter time worked, vacation, sick leave, comp time and furlough earned or taken using the TimeClock Plus web based system (www.tm.sfasu.edu/webclock30).

Departmental exempt staff is responsible for reporting leave taken through their mySFA account. This reporting should be done following leave taken. At the end of each month all exempt staff members are required to submit for approval by the Director of Athletics the leave time reported.
The Department of Intercollegiate Athletics adheres to a schedule of observed holidays established by the Board of Regents in accordance with State law. A regular employee, one who is employed to work a minimum of 20 hours per week for a period of at least four and one-half (4 1/2) months, eligible for paid holidays.

The Board of Regents approves the holiday schedule annually.

Additional holidays are published annually in the official University calendar. If a designated holiday falls on a Saturday or Sunday, the holiday is observed on either Friday or Monday, as determined by the University.

SFA
4/1996

DEPARTMENTAL STAFF: PARKING

All Department of Intercollegiate Athletics personnel must comply with SFA parking regulations. All faculty, staff, students and visitors who park on university property must have a university parking permit. Parking permits must be ordered online by logging into individual mySFA accounts. Staff members will need their vehicle information (vehicle license plate, make, type and color) when completing the application. It is important that staff members register any vehicle they may drive to campus. Permits will be mailed beginning August 1.

Staff members have the option of payroll deduction, either one time or multiple deductions or those who wish to pay for their permit with check or cash, or those who do not have computer access, may complete the application located online at http://www.sfasu.edu/controller/docs/business/parkingpermitapp.pdf, then remit the application and payment at the Business Office on the 2nd floor of the Austin Building. For multiple payroll deduction, the FY 2015 permit cost is divided into monthly payroll deductions beginning in October 2015. Employees with 12-month assignments will pay 1/12 of the cost monthly. Employees with less than 12-month assignments will pay a prorated amount monthly in relation to their contract/assignment period.

Departmental employees are solely responsible when parking citations are issued in violation of University parking regulations. Should problems arise concerning parking lot security or a parking-related problem, staff members may contact the Traffic and Parking Division, at Extension 7275.

Athletic Event Parking

All Departmental staff members, working personnel, officials and media are provided parking at football games. Parking permits, issued by the Associate Athletic Director for External Affairs each season, allow parking in the lot directly behind the fieldhouse designated as the Back Lot on the parking permits for those staff members who have game day duties, officials and the football coaching staff. All other staff members will be issued parking permits for the Raguet Street lot.

Assigned parking for Stadium parking for boosters, coaches, staff and support organizations are designated solely by use of a hang tag. Hang tags are allocated by the Department for all stadium parking. Window stickers are not valid for parking during athletic events.
Admittance to parking for basketball is by an approved list provided to University Police by the Associate Athletic Director for External Affairs. Designated parking for working staff is in the lot located directly behind the Coliseum.

See Athletic Events: Parking, Policy 605B in this Manual for additional information.

SFA
7/2014
DEPARTMENTAL STAFF: SEPARATION, DISCHARGE AND DISCIPLINARY MEASURES

It is the policy of the University and the Department of Intercollegiate Athletics to handle the termination of any employee in a fair, equitable and expedient manner. Separation refers to an employee's discontinuance of service by resignation or retirement of the employee, non-renewal of a contract, termination of at-will employment during probationary period or of Assistant Coaches and separation based on financial constraints, departmental restructuring, or other such conditions. Discharge refers to the dismissal or release of an employee by the Department. Disciplinary measures refer to the suspension or probation of an employee from duties with or without pay.

Disciplinary measures may be warranted when an employee does not meet required standards or work performance and employee behavior. Supervisors should concentrate on preventing serious personnel problems prior to seeking disciplinary actions. However, supervisors have the right to discipline and/or summarily discharge an employee for cause within the guidelines of the Office of Human Resources.

This policy applies to all regular, non-academic employees and may also be applied to the dismissal of an employee still within his/her probationary period. However, an employee found to be incompetent or who violates any rule, during his or her probationary period is dismissed without recourse as related to this policy. (See Policy 508C, Departmental Staff: Performance Evaluations, in this Manual for additional information.)

Detailed information related to separation, discharge, and disciplinary measures can be found in the Stephen F. Austin State University Policies and Procedures Manual or by contacting the Office of Human Resources.

Employee Separation

- **Office/Service**
  A two (2)-week written notice is expected from all employees who voluntarily terminate employment. All employees leaving the employment of the University are required to complete an Employee Checkout Form (see Appendix 508G-1). Proper notification insures the timely processing of the employee's final paperwork. (See Policies 508D, Department Staff: Vacations, and 508K, Departmental Staff: Leave Classifications, for more information.) Moreover, an employee who resigns with proper notice may be recommended for rehire if his/her performance was evaluated to be satisfactory.

- **Non-renewal of Contracts**
  Head Coaches who receive written contracts for specified terms are not subject to the discharge for cause procedures, except when a for cause discharge occurs during the contract term. Disciplinary measures may also be taken during the contract term. Separation based on a non-renewal of contract does not have to be for cause, and is within the sole discretion of the University. Decisions to non-renew contracts of Head Coaches are initiated by the Director of Athletics and approved by the President of the University.
• At-Will Employees

The following exempt, academic and non-academic employees serve at the discretion of the University and are considered at-will employees, whose employment may be terminated with or without cause at any time by the University or the employee.

- All positions reporting to the Board of Regents including but not limited to the President, General Counsel, and Director of Audit Services
- All Vice Presidents/Provost including Associate Vice Presidents/Associate Provost
- All Deans including Associate Deans
- All Directors, Associate Directors and Assistant Directors
- All Department Heads and Chairs
- All Coaches
- All charter school teachers
- All attorneys and auditors
- All grant funded positions
- All temporary staff employees

The head football coach and men’s and women’s head basketball coach may have a contract for employment which specifies additional limits or restrictions on their at-will status.

Detailed information regarding at-will employment can be found in the *Stephen F. Austin State University Policies and Procedures Manual* or by contacting the Office of Human Resources.

• Financial Constraints/Restructuring

Other than Head Coaches with fixed contract terms, the University reserves the right to separate employees due to financial constraints, departmental restructuring, and other such conditions.

**Suspension by the University President**

As stated in the *Board of Regents Rules and Regulations*, the President of the University, without prior notice or hearing, may suspend without pay and immediately remove from the University or assign to other duties with pay, any employee that:

1. Poses a continuing danger to persons or property;
2. Disrupts the orderly operation of the University;
3. Endangers the education of students; or
4. Has been convicted by trial court of any felony or a crime of moral turpitude.

In such cases, the President sets a hearing before the appropriate administrator or committee on the employee’s case as soon as is practical unless otherwise waived by the employee.

**Discharge**

Discharge of an employee for just cause may result from an employee's gross misconduct or documented incompetence or failure to fulfill employment responsibilities and commitments. (See Policy 508A, Departmental Staff: Conduct and Ethics, in this Manual for specific standards of expected behavior.) Any action to dismiss an employee requires the prior approval of the Director of Athletics, the Vice President of University Affairs, and the Director of Human Resources.
Discharge of an employee is considered a very grave action. Serious thought must be given to all circumstances in advance of this severe penalty. When appropriate, the employee should be placed on corrective disciplinary action, such as reprimand or suspension, prior to dismissal. Severe disciplinary conduct may, however, lead to discharge without the need for progressive discipline. Discharged employees are not recommended for rehire and are eligible for only those wages earned through the last day of work.

In the event an employee does not meet specified standards of work performance and behavior, corrective action, suspension or discharge may be warranted. Corrective action is taken for minor rule violations which have little or no effect on the continuity, efficiency and safety of University work. Suspension and/or discharge may result when prior disciplinary action has not produced corrective results and is recommended for habitual employee actions which include, but are not limited to, the following:

- Unauthorized, unexplained or inexcusable absence or tardiness;
- Failure to notify supervisor of absence at the earliest practical time;
- Failure to observe assigned work schedules;
- Soliciting or collecting contributions for any purpose, or selling or offering for sale any goods or service, on University premises in violation of University policy;
- Unsatisfactory work performance;
- Loafing or other abuse of time during assigned working hours;
- Interfering with any employee's work performance or duties by talking or other distractions;
- Circulating or distributing written or printed matter of University premises in violation of the University policy on petitions and handbills;
- Leaving regularly assigned work location without notifying immediate supervisor;
- Discourteous treatment of the public or other employees; and/or
- Failure to follow any reasonable instruction issued by immediate supervisor as related to job tasks or duties.

Major offenses which warrant written warning, and may result in immediate suspension and eventual discharge include, but not are limited to the following:

- Violation or failure to comply with state of federal laws;
- Sexual harassment of other employee or a student of the University;
- Foul or abusive language commonly understood to be offensive or insulting to any racial, religious or ethnic group;
- Any act that threatens the safety, health or well-being of another person;
- Failure or refusal to comply with a lawful request or to accept a proper assignment from an authorized supervisor;
- Inefficiency, incompetence or negligence in the performance of duties;
• Possession of narcotics, alcoholic beverages or other unlawful drugs on University property or while performing duties of employment;
• Soliciting or accepting bribes;
• Major NCAA violations;
• Release of confidential or other information not authorized for release;
• Conviction of a felony;
• Failure to use safety equipment or endangering employees or others by engaging in unsafe practices;
• Acts of unlawful discrimination;
• Possession of firearms, ammunition, explosive devices or illegal knives, without the written permission of the President;
• Unauthorized, unexplained or inexcusable leave for more than three (3) days; or
• Any other behavior not in the best interest of the Department or the University.

Disciplinary Measures

Corrective action is taken in the following progressive order, except in cases where, in the judgment of supervisory personnel, circumstances warrant taking immediate and more severe corrective action, including dismissal. Corrective actions include:

• Oral warning;
• Written reprimand;
• Counseling and corrective probation; and
• Suspension without pay, demotion or discharge.

The Staff Employee Counseling Record (PSO-11) (see Appendix 508G-2) is used for oral warnings and written reprimands. Supervisors are to record a complete and accurate written notation at the time of the verbal warning on a Staff Employee Counseling Record. The process for a written reprimand includes both a formal interview with the employee and an official memorandum to him/her emphasizing the negative effect of the employee's conduct or work performance on his/her record and upon his/her opportunities for advancement. If the supervisor does not have the authority to discharge the employee then the interview should be conducted by the

Departmental official who does have discharge authority. A written reprimand should include on the Staff Employee Counseling Record:

1. The names of everyone involved;
2. A description of the incident or unsatisfactory performance
3. Witnesses, when applicable; and
4. Actions taken.

Reference should include any prior oral or written reprimand(s) and the date(s) as well as, the employee's comments and his/her signature. If the employee refuses to sign the document, a witness, preferably another supervisor, should verify that the employee has read the reprimand and refuses to sign it.
A copy of the form is sent to the Director of Personnel to be placed in the employee's permanent record.

The Notice of Suspension (PSO-12) (see Appendix 508G-3) is used to document an employee's suspension without pay. Supervisors are to record a complete and accurate written account documenting the reasons for suspension. The form also indicates the date of return. In the case of an indefinite suspension or an ongoing investigation of an incident the employee is notified by mail of the date of return. A copy of the form is forwarded to the Director of Human Resources with an Electronic Personnel Action Form removing the employee from the payroll for the designated suspension period.

Non-Disciplinary Suspension

The University reserves the right to place employees on a suspension with pay pending investigation or review of a matter. Such an action is non-disciplinary in nature and does not affect the employee's disciplinary record. Should disciplinary action be necessary, it may then be taken in accordance with this policy.

Demotion

Supervisory personnel with the authority to discharge an employee also have the authority to demote an employee. Employees who cannot or will not carry out job duties for which they were hired or promoted, may be demoted to jobs more compatible with their abilities. The supervisor must first receive the approval of the Director of Athletics and the Director of Human Resources prior to demoting an employee.

Discharge

In cases other than serious offenses, discharge from employment should be utilized as a last resort. The supervisor with authority to employ a person also has the authority to discharge a person. Prior to the action, the discharging supervisor must review the situation with his/her immediate superior, the Director of Human Resources, and, in unusual circumstances, the General Counsel for the University.

Careful review of the employee's case insures that the decision to discharge has been reached objectively, properly documented and justified. Discharge of Department of Intercollegiate Athletics personnel must be approved by the President. Once approved, the employee is presented with a completed Notice of Discharge (see Appendix 508G-4) indicating the reason for the discharge and the effective date. The employee should be given an informal opportunity to refute the reason for discharge. If the explanation is unsatisfactory to the Supervisor, then they should proceed with the discharge. The employee may grieve this decision as outlined below. A copy of the form and an Electronic Personnel Action Request removing the employee from the payroll must be forwarded to the Director of Human Resources.

Due Process

The discharged or disciplined employee has the right to file a grievance, as defined in the Stephen F. Austin State University Policies and Procedures Manual. Employees separated due to non-renewal of contracts, termination of at-will employment or financial constraints/restructuring, may only grieve based on allegations of violations regarding legal or constitutional rights.

Exit Interviews

Exit interviews are required for all employees terminating employment with the Department whether through separation or discharge. Supervisors are responsible for conducting exit interviews to address
subjects related to the employee's departure and to allow the employee an opportunity to discuss the reasons for his/her leaving.

The supervisor uses the Employee Checkout Form to insure that all administrative details concerning separation are completed, including:

1. Arranging for final payment of the employee;
2. Verifying the employee's keys have been returned and all other Departmental property has been returned.
3. Explaining any conversion benefits under the University's group insurance plans;
4. Recovering or making arrangements for any debts or obligations due the University;
5. Determining the employee's availability for future employment, should the supervisor's evaluation recommend such employment;
6. Obtaining the correct address for mailing Internal Revenue Service Form W-2;
7. Providing letter(s) of recommendation, as applicable, and
8. Recovering the employee's credit/calling card(s) and staff identification card.

SFA
7/2013

DEPARTMENTAL STAFF: STAFF MEETINGS

The Department of Intercollegiate Athletics recognizes the value of maintaining open communication channels among its staff members. To generate such an environment and increase the effectiveness of overall Departmental administration, staff meetings are conducted on a regular basis. Three (3) groups have regularly scheduled meetings with the Director of Athletics, they are: the Administrative Staff; Head Coaches and Administrative Staff; and all Departmental Staff.

In addition to formal staff meetings, University and Departmental memorandums and e-mail may be employed to disseminate information of importance throughout the Department.

Senior Administrative Staff Meetings

Weekly meetings for Administrative Staff members are scheduled each Monday at 8:00 a.m. These meetings are held in the Champions Room. Those required to attend include the Director of Athletics, Associate Athletic Director for Compliance and Student Services, Assistant Athletic Director for Internal Affairs, the Senior Woman Administrator, Assistant Athletic Director for Student Affairs, Head Trainer, Assistant Trainer, Sports Information Director, Assistant Sports Information Director, Facilities Supervisor, Coordinator of Athletic Operations, Assistant Athletic Director for External Affairs, and Administrative Assistant to the Athletic Director.

The primary purpose of these meetings is to plan Departmental objectives, address concerns related to the operation of the overall Department and review immediate activities, as well as preview upcoming events. In addition, issues of major concerns may be presented to the Director of Athletics for discussion and resolution.

Administrative Staff Meetings
These meetings are held monthly and include all key administrators and the head coaches of each sport. These meetings enable the Director of Athletics to address areas of concern related to Departmental and University Policies and procedures, compliance issues, and student-athlete matters. The Director of Athletics routinely conducts these meetings.

Additional staff members may be invited by the Director of Athletics or the coaches to attend meetings which address specific subjects related to their areas of responsibility.

**Departmental Staff Meetings and Communication**

Departmental staff includes the total number of individuals working within the Department of Intercollegiate Athletics. This group meets once per semester with the Director of Athletics to address issues relevant to the entire department.

In addition to formal semester meetings, supervisory staff members are encouraged to conduct regularly scheduled meetings with staff members working within their area(s) of responsibility. These meetings are intended to help resolve problems, and to keep personnel up to date on policy changes. Departmental staff are encouraged to use their defined chain of command in order to have a concern presented at a regularly-scheduled staff meeting. The Director of Athletics is ultimately responsible for planning staff meeting agendas.

SFA
7/2013

**DEPARTMENTAL STAFF: SPECIAL EVENT ATTENDANCE**

Throughout the year, special events and functions are scheduled to increase public awareness of the intercollegiate athletics program. Individuals specifically responsible for the operation of these functions are required to be in attendance as a part of their administrative responsibilities. Additionally, Departmental staff members are encouraged to attend as many sponsored events and functions as possible to demonstrate support for the overall athletics program.

When invitations are required for admittance to events or functions, they are distributed through the Associate Athletic Director for External Affairs office. Staff members are asked to assist the in ensuring that each guest list is complete and includes all staff and coaches who should be in attendance. Therefore, Head Coaches or their designee are responsible for submitting guest invitation lists in writing prior to each scheduled event.

Complimentary admissions are provided to staff members invited or encouraged to attend events requiring admission.

SFA
7/2016

**ATHLETIC DEPARTMENT INCIDENT MANAGEMENT PLAN**

Stephen F. Austin State University educates individuals and groups to minimize behaviors that can cause accidents or injuries. Nevertheless, University-related crises will occur and must be managed efficiently and effectively. The following outlines the steps in Stephen F. Austin State University’s Athletic Incident Management Plan and establishes SFA’s Athletic Incident Management Team.

**Procedure**
The SFA Athletic Department will activate the Incident Management Plan whenever the following incidents occur:

**Sudden Death of a Student-Athlete, Coach or Staff Member**
- Death during practice, conditioning or competition
- Death during travel
  - SFA Athletics official business
  - Personal
- Non-athletic accidents
- Unknown medical anomalies
- Victim of a crime (homicide)
- Suicide

**Disability/Quality of Life Altering Events**
- Injury during practice, conditioning or competition
- Injury during travel
  - SFA Athletics official business
  - Personal
- Non-Athletic accidents
- Unknown medical anomalies
- Victim of a crime
- Spinal cord injury
- Severe head injury
- Injuries/illness resulting in severely diminished mental capacity or other neurological impairment that results in the inability to perform daily functions
- Irrecoverable loss of speech, hearing, sight, single or paired loss of limbs

**Incident Management Team**

The following individuals are members of the incident management team:
- Athletic Director
- Associate Athletic Director- Compliance & Student Services
- Assistant Athletic Director- Academic Services
- Senior Woman Administrator
- Head Athletic Trainer
- Health Clinic Director
- Sport Athletic Trainer
- Head Coach
- Director of Counseling Services
- Executive Director of University Marketing Communications
- Director of Athletic Media Services
- Dean of Student Affairs
- Additional personnel as deemed necessary by Athletic Director (i.e. Minister)

**Immediate Action Plan**

The following items are to be addressed immediately following an incident:
- Respect the dignity and legal rights to privacy of the individual and their family members.
- Immediate communication with the Incident Management Team.
- Coordinate plan for notification of parents/guardians
• Designate a single member to maintain communication with the family and assist in updating information and coordinating travel plans if necessary.
• Convene meeting with all witnesses and involved parties.
  o Review the incident
  o Instructions on not speaking with anyone about the incident outside of the team and incident management team
  o Instructions on how to access counseling/ministerial services
• Document all events including a detailed list of victims, witnesses and participants
• Collect and secure any or all available materials/equipment involved (i.e. helmet, game video, other equipment, etc…)
• Only members of the incident management team or individuals designated by the incident management team are to speak on the incident to family members, other staff members, student-athletes or coaches.
• Any/all communication with the media is handled through the Office of University Marketing Communications with assistance from the Athletic Media Relations Office or hospital spokesperson. All information deemed appropriate for release and approved by the incident management team for release will be cleared through the affected party and/or family members.

Chain of Command & Areas of Action

After being informed of an incident, the following individuals should be notified to commence their responsibilities:

Athletic Director
• Notifies or is notified by the Head Athletic Trainer of the incident
• Coordinates plan for notification of parents/guardians if not yet aware
• Designates athletic administration contact person
• Notify University President
• Notify senior staff
• Notify Faculty Athletic Representative
• If the incident is non-sport related, notifies Head Coach of Sport

Head Athletic Trainer
• Notifies Athletic Director, athletic training staff and insurance coordinator
• Notify Head Coach if incident occurs outside of practice or competition
• Communicate with General Counsel as applicable; secure documentation of events from everyone involved in the incident expeditiously.
• Communicate with Director of Athletic Media Services
• Communicate with team physician and Director of Health Services
• Provides applicable insurance information and contacts insurance carriers
  o Athletic Department Insurance Carrier
  o NCAA Catastrophic Center
  o Communicate with Dean of Student Affairs

Head Coach of Sport
• Notify Athletic Director and Head Athletic Trainer of the incident if not already aware
• Assist in notification of parents/guardians in coordination with other members of the Incident Management Team as applicable
• Notifies assistant coaches
• Notifies team members and assist in coordinating a team meeting
- Encourage student-athletes to not discuss the incident until cleared to do so by the Athletic Director
- Support student-athletes and facilitate Incident Management Team guidelines as outlined
- Help coordinate meetings with counseling and ministerial services as applicable

Team Physician
- Communicates with Incident Management Team on medical facts and events

Sport Athletic Trainer
- With athletic related incident, provide immediate medical care and activate the venue specific emergency action plan
- Notify Head Athletic Trainer regarding incident, who assists in coordinating athletic training support as indicated
  - Provide assistance at hospital
  - Arrange for coverage of site for other participants
- Notifies head coach regarding follow-up, information updates, meeting with student-athletes as well as other individuals involved

Senior Woman Administrator
- Coordinate with the Incident Management Team a person to be with the family at all times upon arrival; assist the family as needed; protect the family from outside persons seeking information.

Associate Athletic Director-Compliance & Student Services
- Provide guidance regarding payment of incidental expenses and interpretive support relating to NCAA regulations

Assistant Athletic Director-Academic Services
- Provide academic support services for student-athletes (i.e. withdrawal from school, test makeups etc…)

Executive Director of University Marketing Communications
- Participates in Incident Management Team
  - Responsible for all news releases

Director of Athletic Media Services
- Participates in Incident Management Team
  - Assists Executive Director of University Marketing Communications in release of media information

Director of Counseling Services
- Provide immediate grief support counseling to student-athletes and athletic department staff individually or as a team
- Provide any necessary follow-up counseling post-incident to student-athletes and athletic department staff

Dean of Student Affairs
- Notify Vice President for University Affairs
- Coordinate student body response
Faculty Athletic Representative
• Serve as the faculty liaison for the athletic department

Criminal Circumstances (Assault, Homicide, Suicide)

In the case of such incidents the following guidelines should be followed:
• Notify University Police immediately of incident involving possible criminal activity
• Include University Police on Incident Management Team

Away Contests

If the incident occurs off campus the following guidelines should be followed:
• Immediately notify the Athletic Director and Head Athletic Trainer
• Work with the local medical facility, host sports medicine staff, host athletic department or Police to assist in the process and gather information to update the Incident Management Team
• The sport athletic trainer or designated individual remains on-site after the team departs to coordinate communication and arrangements with SFA Administration until relieved by a University Representative. Based on individual circumstances, a sport coach and/or administrator may also have to remain on-site.

Incident Involving a Visiting Team on Our Campus

Should an incident occur on our campus involving a student-athlete, coach or other staff member from a visiting team the following guideline should be followed:
• Immediately notify Athletic Director and Head Athletic Trainer
• Assist visiting personnel as applicable

SFA
7/2014

AMOROUS RELATIONSHIPS

The purposes of this policy are: (1) to provide a safe and healthy environment for student-athletes so that they may reach their full potential as students and as athletes; and (2) to ensure that all coaches and other athletic department staff adhere to ethical practices and do not develop inappropriate relationships with student-athletes, regardless of their age or consent. Additional reference to university policies 2.11, Discrimination Complaints and 2.13, Sexual Misconduct.

Definitions

Coach: Any person serving as a head coach, assistant coach, graduate assistant coach, student coach or volunteer coach in the athletics department.

Staff: Any employee or student serving in the athletics department in an administrative, management, or support capacity, or in any capacity in which they supervise student-athletes or have responsibility for the provision of services or other benefits to student-athletes.

Supervisory control or authority: this includes any responsibility with the potential to affect the student-athlete’s participation in the athletics program, and includes the provision of direct services and benefits to the student-athlete, such as: training, health services, academic and student life program support, tutoring, counseling, eligibility determinations, program compliance, and control over the student-athlete’s team.
**Student-Athlete:** Any student of the university who is a member of a varsity athletics team as defined by university and NCAA regulations.

**Amorous Relationship:** Any sexual, romantic, or dating relationship.

**Scope and Requirements**

**Coaches & Staff:** This policy strictly prohibits amorous relationships between any coach or staff member and any student-athlete. Every coach and staff member has an ethical obligation to maintain a professional relationship with student-athletes and to place the well-being of student-athletes ahead of the coach or staff member’s personal interests. This responsibility includes the duty to provide a safe and healthy environment for the student-athletes to flourish, and to serve as a role model within the confines of a professional relationship. As a result, no amorous relationship between a coach or staff member and a student-athlete, regardless of the perception of consent by one or both participants, can exist without jeopardizing the professionalism of the coach-athlete relationship and creating a significant conflict of interest. The respect and trust the student-athlete places in a coach or staff member, and the vulnerability of the student-athlete in that relationship, make “consent” unreliable in this setting. Conflicts of interest are endemic to such amorous relationships, and the costs to the athlete, the team, the athletics program, and the university, necessitate a strict prohibition on amorous relationships between coaches or staff members and student-athletes.

Even when the coach or staff member has no direct professional responsibility for that student-athlete, other student-athletes may perceive that the student-athlete who has an amorous relationship with a coach or staff member may receive preferential treatment. Such relationships are incompatible with the ethical obligations of the coach or staff member and the integrity of the athletics program. Accordingly, this prohibition applies to such relationships between all coaches or staff members and all student-athletes in the intercollegiate athletics program.

**Enforcement**

**Reporting a violation:** Any person may allege a violation of this policy by contacting the Director of Athletics or any other Assistant Director or Senior Woman Administrator, or, if the person does not feel comfortable making the report to a person within the athletics department, to the Director of Human Resources. Any person receiving such a report must immediately notify the Director of Athletics. Any coach or staff member with information suggesting a possible violation of the policy must promptly report it to the Director of Athletics, and the failure to do so will be considered a violation of the athletics department policy. (If the report or information implicates the Director of Athletics in a violation of the policy, it should be directed to the Director of Human Resources instead. Additionally, any person who believes that he or she has been subjected to any form of sexual harassment may report the incident to any university official, administrator, or supervisor. Any person receiving such a report must notify the Title IX Coordinator and appropriate deputy coordinator(s). Reference policies 2.11, *Discrimination Complaints*, and 2.13 *Sexual Misconduct*.

**Investigation:** Upon receiving such a report or information, the Director of Athletics shall immediately notify the Director of Human Resources. The investigative procedure detailed in university policy shall be followed. The investigation shall include interviews with any coaches, staff, and student-athletes with relevant information, and shall provide any coach or staff member accused of violating the policy with an opportunity to respond to the allegations. In investigating a possible violation of the policy, the standard of proof to be used is whether it is more likely than not that the policy was violated (a “preponderance of the evidence” standard, not the higher standard of proof used in criminal proceedings, “beyond a
reasonable doubt”). Using this standard, the investigation will result in a determination of whether the policy was violated.

**Disciplinary Action:** If an investigation determines that a coach or staff member has violated the policy, that coach or staff member shall be subject to disciplinary action, up to and including dismissal. The Director of Athletics shall determine the disciplinary action to be imposed. Any disciplinary action shall be taken in accordance with applicable university policy.

**Confidentiality:** Complaints, reports and information relating to possible violations of this policy shall be handled as confidentially as possible without jeopardizing the enforcement of the policy, and the ability to conduct a fair investigation, or the safety of student-athletes and other persons connected with the athletics program. Information received in connection with a suspected violation of the policy shall be disseminated only on a “need to know” basis; that is, only when necessary to ensure compliance with the policy and/or to ensure the safety of student-athletes or other who come in contact with the athletics program.

**Retaliation:** Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of a violation of this policy, is strictly prohibited. Any persons taking retaliatory action in violation of this policy shall themselves be subject to discipline, up to and including dismissal.

SFA/2016

**NCAA & SOUTHLAND CONFERENCE RULES: REVIEW**

As mandated by the NCAA, the President of Stephen F. Austin State University ensures that an annual review of applicable NCAA and Southland Conference rules and regulations is conducted for all Departmental coaches, administrative staff members (as appropriate) and student-athletes.

**Rationale**

Stephen F. Austin State University is committed to conducting its overall intercollegiate sports program according to the official rules and regulations of the NCAA and the Southland Conference. These rules and regulations impact the operations of the intercollegiate athletics program in three (3) main areas: the playing of athletic contests, activities affecting the amateur status of student-athletes, and the administrative and financial operations of the Department of Intercollegiate Athletics.

Coaches are integrally involved in the above mentioned areas of Departmental operations, and as such, they must be familiar with all rules which either directly or indirectly affect the administration of their particular sport, to include recruiting, eligibility, academics, allocating athletically related financial aid, participating in postseason play, scheduling and all other areas involving student-athletes. This is essential, not only to prevent coaches from committing violations themselves, but to enable them to instruct and monitor student-athletes in matters under the jurisdiction of the NCAA and/or the Southland Conference as applicable. Additionally, as Departmental staff members, coaches must abide by a diverse set of regulations which affect personal conduct, squad limitations, publicity, expense reimbursement, outside activities, etc.

Administrative staff members, depending on their respective functions, are also affected by NCAA and Southland Conference rules and regulations. While in some instances only a few regulations apply to a particular staff member's duties or areas of responsibility, a thorough knowledge of all the rules and regulations allows each staff member to function within a system of checks and balances, which helps prevent unintentional violations.
Although student-athletes are made aware of applicable NCAA rules and regulations prior to entering the intercollegiate athletics program, it is crucial that they be informed of newly passed legislation which affects them, and also reminded of pre-existing regulations. The annual review not only provides the student-athletes with information concerning athletics participation, but also makes them aware of situations which might jeopardize their athletic and academic eligibility.

**Review and Education for Coaches and Staff**

The Director of Athletics believes that education of staff members, coaches and student-athletes regarding rules and regulations is vital to maintain an athletics program that remains in compliance with NCAA and Southland Conference rules and regulations. The Associate Athletic Director for Compliance conducts NCAA and Conference rules and regulations reviews on a bi-annual basis in August, and January. New rules and/or additional interpretations of existing rules are emphasized at this time. All coaches and administrative staff members are required to attend. Additionally, the Associate Athletic Director for Compliance circulates rules interpretations to staff members and coaches throughout the year, posts NCAA rules updates, reminders and compliance forms to the departmental website and holds monthly educational sessions each academic year with Head Coaches or designated staff members from each sport. Interpretations may be in response to specific questions, published interpretations, etc.

**Review for Student-Athletes**

At the beginning of the academic year and as needed throughout the year, the Associate Athletic Director for Compliance, with assistance from appropriate staff members, reviews applicable NCAA and Southland Conference rules and regulations with student-athletes and their coaches. The review must be completed each academic year before the first practice or any form of athletics participation by student-athletes. Generally, this review is held at the initial team meeting with attendance mandatory for each student-athlete. During the meeting, each student-athlete is required to sign an NCAA Student-Athlete Statement (see Appendix 502C-4). Failure to attend the review or sign this statement renders the student-athlete ineligible for intercollegiate athletics participation.

SFA  
7/2016

**NCAA CERTIFICATION OF COMPLIANCE**

Each year, the President of the University (the NCAA certifying Chief Executive Officer) is required to approve a Certification of Compliance for Institutions form with an attached Certification of Compliance for Staff Members of Athletics Department form, certifying institutional compliance with all applicable NCAA rules and regulations. These forms must be completed prior to an established deadline (i.e., September 15) in order to be eligible to enter a team or individual for participation in NCAA-sponsored meets and tournaments.

All continuing Departmental staff members, except clerical and facilities operations support staff, are required to sign the Certification of Compliance for Staff Members of Athletics Departments form, which affirms that all staff members have reported to the President of the University any knowledge of violations of NCAA legislation. The Director of Athletics may require other personnel to sign the form for internal use. The Associate Athletic Director for Compliance and Student Services coordinates the completion of the form, to include ensuring its timely execution, according to the following procedures:

1. The form is prepared in August, including the typed name and title of all Departmental staff members who are salaried on a regular basis (or who are performing a regular staff function,
even though they may not be classified as full-time staff), administrative and supervisory personnel, and returning coaches for all sports (regardless of the season of the sport).

2. Staff members are notified of the need for their signature by September 15th signing deadline and the name of designated contact person (i.e., Secretary to the Director of Athletics).

3. Each staff member identified on the form places his/her full signature (initials are not allowed) on the form and the date of execution, including the month, day and year and his/her race and gender. The signature must be executed by the staff member, not by a designate, and then initialed by a witness.

4. Once the form is complete with all required signatures, the Director of Athletics is given the original which is forwarded to the President for his signature.

5. The completed form is then maintained in the office of the Athletic Director.

SFA
7/2016

COACHES: EMPLOYMENT CONTRACTS AND APPOINTMENTS

The Department of Intercollegiate Athletics is committed to employing coaches and administrative staff members who are capable of performing as professionals in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship, are valued and expected (see Policy 101, Philosophy and Objectives). Employment contracts are negotiated within University guidelines by the Director of Athletics and the President of the University.

All SFA Head coaches are hired by letters of appointment or written contracts with terms specified in writing. The Head Football Coach's contract and Football Assistant coaching appointments are renewed on February 1 each year, all other contracts and assistant coaching appointments are renewed on September 1. Assistant coaching appointments in all sports are not for a specified term and serve at the pleasure of the Head Coach.

Employment Negotiations

The Department recruits and hires personnel who display a quality image in athletics, as well as foster academic success. In order to hire this type of individual, candidates may be recruited from other educational institutions. However, the University does not enter into negotiations with an individual who is under contract to another educational institution without first contacting that institution and securing permission. After negotiations have been completed, the selected candidate is not hired until he/she has been released from all contractual obligations with the other institution.

Likewise, if a coach under contract to Stephen F. Austin State University is contacted by another institution, he/she is expected to notify the Director of Athletics before entering into negotiations. Once negotiations have begun, the coach is also expected to keep the University informed regarding the status of those negotiations, and to fulfill all contractual obligations prior to employment by another institutions.

Commitment to the NCAA

The policies of the Department regarding employment contracts reflect both the philosophy of the University and of the NCAA. All contractual agreements and letters of appointment with coaches are to
contain a provision stipulating that the University has the right to terminate an employment contract with any staff member found in violation of NCAA legislation.

Recent NCAA regulations also require that all contractual agreements, including letters of appointment (not considered contracts), with full-time and part-time athletics department staff members include a clause requiring the employee to receive prior written approval from the President for all generated athletically related income and/or benefits from sources outside the University. The request must be in writing and include the amount of compensation to be received and the source of the income.

Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member and an institution shall include the stipulation that the staff member is required to provide a written detailed account annually to the chief executive officer for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically related income and benefits shall be consistent with the institution’s policy related to outside income and benefits for all full-time and part-time employees. Such sources of income shall include but are not limited to the following:

a) Income from annuities  
b) Sports camps  
c) Housing benefits  
d) Country Club benefits  
e) Complimentary ticket sales  
f) Television and radio programs  
g) Endorsements  
h) Courtesy Cars

Contract Provisions

All contracts must be in compliance with the applicable rules and regulations of Stephen F. Austin State University, the Southland Conference and the NCAA. The University recognizes its moral obligation, as well as its legal responsibility, to uphold all contractual agreements. Likewise, administrative and coaching staff members are expected to represent the University in a positive professional manner, while abiding by all applicable University, Conference and NCAA rules and regulations.

While appointments and contracts with individual staff members may vary according to duties and responsibilities, the sport involved, and the budget and revenue-producing capability of the unit, they all must:

- State clearly all salary and benefit agreements, as well as funding sources;
- Specify any special concessions or additional provisions that are to be included;
- Stipulate the duration of the contract/appointment; and
- Include an NCAA compliance clause.

All Coaches contracts must be reviewed by the General Counsel and are signed by the President with appropriate approvals.

Contract Renewal/Non-Renewal

Employment contracts with head coaches are reviewed annually. Multi-year contracts may be renewed prior to their expiration by recommendation of the Director of Athletics, with the approval of the President and the Board of Regents.
Non-renewal of head coaches' contracts is determined by the Director of Athletics with the approval of the President. Non-renewals are within the discretion of the University and may be with or without cause.

Head coaches whose contracts are not being renewed are notified in writing by the Director of Athletics prior to the recruitment and hiring of replacement staff.

**Appointments of Assistant Coaches**

Assistant Coaches do not receive employment contracts. They serve without a specified term at the pleasure of the Head Coach. Separation from such appointments may be initiated at any time by the Head Coach, with the approval of the Director of Athletics and the President.

SFA
7/2012

**COACHES AND ADMINISTRATOR:**
**OUTSIDE EMPLOYMENT AND PROMOTIONAL ACTIVITIES**

Department of Intercollegiate Athletics professional staff members and coaches are expected to comply with both University and NCAA rules and regulations related to outside employment and promotional activities. Moreover, the University and the NCAA have established certain policies requiring prior approval and the accurate reporting of athletically related outside employment, and promotional activities, as well as related income.

Coaches and professional staff members, particularly in those sports which receive a great deal of media attention, are often asked to make public appearances or perform other services for charity, as a community service, or for additional compensation. While they are encouraged to participate in such activities because they often present a unique opportunity for the individual to promote and clarify the goals of the athletics program, it is essential that staff members do not allow outside activities to interfere with their job responsibilities or place them in conflict of interest situations.

**NCAA Regulations**

NCAA legislation stipulates that all professional staff members as well as coaches (i.e., full-time head and assistant coaches) must report an annual detailed account of all athletically related income and benefits from sources outside the institution. (See Reporting Athletically Related Income on page 3 of this policy).

**University Regulations**

University policy requires that all salaried, full-time exempt employees in the Department of Athletics receive prior written approval from the President before engaging in outside employment. Request for Approval for Outside Employment forms (see Appendix 510B-1) are submitted to the Director of Athletics for preliminary approval, which is based upon the time required, the nature of the service, the potential for conflicts of interest and the contribution the activities may make to the professional advancement of the staff member. The request is then routed to the President of the University.

University employees who plan to engage in outside employment must adhere to the following guidelines as stipulated in University policy 11.19, Outside Employment, and quoted verbatim below:

“Outside employment, for purposes of university policy, is engagement in any activity other than for Stephen F. Austin State University for a fee, salary, or wages. Examples include: establishing or joining a firm, private business, or engaging in the private practice of some professional skill, or working at
another job. This policy applies to all full-time employees of Stephen F. Austin State University, including officers of the University Police Department.

University employees who propose to engage in outside employment must adhere to the following guidelines and any applicable laws.

1. Proper performance of the employee's university assignment is paramount and outside work will assume a position secondary to university duties.

2. The employee may not use any materials or facilities of Stephen F. Austin State University in the course of outside employment.

3. The employee will make a reasonable effort to assure that his/her outside employment is not identified with Stephen F. Austin State University.

An individual desiring permission to engage in outside employment must complete the Request for Approval for Outside Employment form and route it through administrative channels to the appropriate vice president (or president if no vice president oversees the office) for approval, prior to beginning outside employment. After initial approval of the outside employment, the employee will annually disclose or update such outside employment in the Employee Annual Conflict of Interest Disclosures. The department of human resources will provide a summary report of individuals approved for outside employment to the dean or director and appropriate vice president or the president by October 31 of each year. Further, if outside employment is agreed to in contractual form, the contract must be reviewed by the General Counsel prior to signing. Moreover, any such agreements currently in effect are not to be renewed at the end of the expiration of the current term (even if there is an automatic renewal (clause) without first being reviewed by the General Counsel.

Due to the unique environment of athletics where publicity and endorsements can lead to certain promotional types of agreements, all athletic staff must request advance written approval from the President for any source of income, benefit or agreement that uses, directly or by implication, SFA’s name, marks or logo or commits the University to use a specific product or brand in equipment and uniforms. Promotional endorsements or agreements that commit the University in any manner must be signed by the President and reviewed by the General Counsel. Agreements that accept outside compensation or gratuities (personal gain) from athletics shoe, apparel or equipment manufacturers in exchange for the use of such merchandise during practice or competition could create a conflict of interest for the athletic staff member unless reviewed and approved through appropriate channels.

General Guidelines

As employees of the University and, therefore, its representatives, coaches and Departmental administrators must be careful in accepting invitations for public appearances, choosing commercial sponsors or endorsing products. No athletic department employee may enter into any oral or written agreement, letter of understanding, contract, or any other arrangement that seeks to bind, obligate, or involve SFA or the Athletic Department in any transaction whatsoever. All such agreements will be disclaimed by SFA, unless the employee submits any contemplated arrangement to the Director of Athletics for development, processing and approvals, if warranted.

If an athletic department employee is determined to be involved in any such activities or arrangements without having obtained prior written consent of the Athletic Director, then SFA may, at its sole
discretion, (a) suspend the staff member, with or without pay, pending a final decision about the matter and/or (b) terminate the staff member’s employment.

All staff members making public appearances in a professional capacity are expected to familiarize themselves with the guidelines concerning conduct and ethics, found in Policy 508A, Departmental Staff: Conduct and Ethics in this Manual. Additionally, prior to making speeches or statements which contain information about Departmental policies or procedures, staff members should consult the Director of Media Relations or the Director of Athletics. This ensures that all information is accurate and appropriate.

The Associate Athletic Director for Compliance may be consulted to clarify or advise coaches and/or staff members concerning permissible outside activities.

**Reporting Athletically Related Income**

As stated previously, coaches and administrators must report annually all athletically related income from sources outside the University to the Director of Athletics. As required by NCAA rules and regulations, this information is reported to the President. Therefore any coach or professional staff member generating outside income must file, on or before September 15, an Athletically-Related Income Form (see Appendix 510B-2 for sample form) with the Director of Athletics and forwarded to the President. Sources of income include, but are not limited to:

- Annuities;
- Sports camps;
- Ownership interests;
- Speaking engagements;
- Television and radio programs;
- Complimentary ticket sales;
- Endorsements or consultation contracts with athletic shoe, apparel or equipment manufacturers;
- Extra compensation for postseason competition;
- Housing benefits (including preferential housing arrangements);
- Eating/Country Club memberships; and
- Consultations provided as an expert witness.

**Reimbursement**

In some instances, primarily speaking engagements, staff members may request reimbursement for travel and lodging expenses, as allowable under state regulations. The staff member must follow normal expense reporting procedures, as designated in Policy 405C, Disbursements: Travel and Entertainment Expenses, in this Manual. Reimbursement is approved, provided the staff member is not being reimbursed by the sponsoring organization, or receiving a fee.

SFA
7/2016

**SECRETARIAL SUPPORT SERVICES**

During periods of work overload or employment shortages, Departmental offices may recognize a need for additional secretarial support. Requests for temporary secretarial services are coordinated by the Director of Athletics with the Office of Human Resources.
A supervisor with the need for secretarial/clerical services should provide the Director of Athletics with a **written request**, which justifies the need for temporary help and specifies the anticipated length of the need for these services.

SFA
7/2007

**TRAVEL: INDIVIDUAL STAFF MEMBERS**

Official travel is defined as that which means an absence from the city or town where one normally works for the purpose of conducting University business. Departmental staff travel covers all approved business travel by individual staff members including, but not limited to, activities such as recruiting; training; staff development; and attending professional meetings, fund raising events, speaking engagements or sport's events. State of Texas policies and procedures are the same for all types of travel, although staff members must also abide by any additional Departmental, NCAA, and Southland Conference rules and regulations.

The Assistant Athletic Director for Business Affairs monitors all travel and business expense reimbursement forms for conformity with University guidelines and ensures that expenses are within designated budget allocations. For travel expenses to be approved for reimbursement, they must be:

1. Actual and reasonable in cost;
2. Supported by original receipts;
3. Consistent with reasonable living standards and an appropriate representation of the University at the activity; and
4. Necessary for the performance of University business

Travel expenses that are reimbursed by another institution or organization are not reimbursed by the Department and should not be processed through University reporting systems. In general, non-reimbursable expenses are defined as any social, personal or non-essential expense. (For detailed information on travel reimbursements, see Policy 405C, Disbursements: Travel and Entertainment Expenses, in this Manual.)

**Travel Requests and Travel Advances**

All official travel by Departmental staff must be approved in advance and in writing, regardless of whether the University or Department incurs any expense related to the travel. Travel plans must be submitted to the appropriate secretary or administrative assistant in a manner which allows the input of desired travel into the university’s travel module (TEM). Once the information is submitted through the TEM module, travel can be approved and expenses authorized upon completion of travel.  See Policy 405C, Disbursements: Travel and Entertainment Expenses, in this Manual, for detailed information on travel approval and advances.

The purpose of this form is to authorize the trip, encumber the funds, request travel advances and provide insurance coverage.
Detailed instructions and examples of completed Travel Authorization forms can be found in the Stephen F. Austin State University Business Policies and Procedures Manual.

**Non-Reimbursable Travel**

Travel requests may be approved on a non-reimbursement basis for purposes that do not conflict with other University policies and are approved in advance of travel through appropriate procedures as outlined above.

Approval on a non-reimbursement basis may be given for travel that is:

1. Regarded as Official University business, but for which funds are not approved;
2. Associated with approved outside employment and consistent with the established travel guidelines.
3. Necessitated by faculty when providing consultant services related to the academic programs of SFA;
4. In compliance with the Leave of Absence policy of SFA;
5. Deemed consistent with SFA's mission of service, teaching and/or research;
6. Necessitated by personal business that can not otherwise be scheduled; and/or
7. Approved when annual leave is being used.

Moreover, in any event of absence from class, an instructor is not to dismiss class but is to arrange for an appropriate replacement. Only in extraordinary situations will travel be approved which results in an instructor missing the same class more than twice in succession.

**Travel Reservations**

Individuals should make their own travel reservations as far in advance of a planned trip as possible to ensure that travel discounts and suitable accommodations can be obtained.

An employee wishing to book an airline flight for authorized University and/or Department travel has the following options:

1. Direct purchase by employee using a personal credit card. Employee must submit a travel request form to the appropriate departmental secretary who in turn will enter the information into the university’s Banner system. Upon approval, employee may obtain ticket with personal funds and will be reimbursed upon completion of travel and the filing of a travel voucher.

2. Direct purchase by department. Employee must notify the Assistant Athletic Director for Business Affairs to request a ticket. Ticket is then purchased and a travel request form is filed
by employee. Assistant Athletic Director for Business Affairs will retain ticket receipts to reconcile University issued MasterCard central bill account for athletics air travel.

**General Business Travel**

Departmental staff are encouraged to participate in educational and/or professional conferences, conventions and other forms of training and professional development. However, some limitations have been placed on the amount of time that can be taken away from work and the reimbursable expenses allowed for such travel.

Further, the Department recognizes the public's interest in intercollegiate sports and encourages staff members to accept speaking engagements which will provide an acceptable forum to increase public awareness and support of the University's intercollegiate sports program, as well as to generate goodwill within the community, state or nation. However, staff members must make every effort to minimize expenses, as well as their time away from work, related to speaking engagements. When individuals accept fees for addressing various groups, travel expenses must be paid by the individual. For non-fee-paid speaking engagements, reimbursement of travel expenses is provided when attendance is first approved by the Director of Athletics. All requests for travel expenses related to a personal appearance or a speaking engagement must be approved in advance by the Director of Athletics. (See Policy 510B, Coaches and Administrators: Outside Employment and Promotional Activities, in this Manual for additional information.)

**Recruiting Travel**

Travel expenses for recruiting purposes must be within the approved budget for each sport. Therefore, the amount of recruiting, the mode of transportation used for recruiting and other related travel expenses are constrained by budgetary guidelines (see Policies 401A, Budget: Formulation, and 401C, Budget: Accountability, Control Reports and Revision, in this Manual for additional information).

Individual staff members are responsible for making their own travel arrangements and documenting specific information about travel, including high schools visited and contact with high school coaches and prospective student-athletes. (See Policy 502A, Student-Athletes: Recruitment, in this Manual for additional information.) A travel itinerary should always be given to the sport's secretary or the Associate Athletic Director for Compliance and Student Services.

The Associate Athletic Director for Compliance and Student Services monitors recruiting procedures to ensure compliance with NCAA and Southland Conference regulations regarding:

1. The number, the site and the dates of contacts made by athletic staff members with prospective student-athletes and their relatives; and

2. The cost and type of entertainment provided for prospective student-athletes during contact.

Specific information concerning acceptable recruiting practices is provided in the NCAA Manual (Bylaw 13) and the Rules Governing Athletics and All Participation of the Southland Conference.

The Department will not reimburse the expense of recruiting performed while on vacation. Any exception to this rule must be approved by the Director of Athletics PRIOR to the trip.
Allowances and Documentation

Department staff members are to use established ethical business practices when traveling on official Departmental business. Travel reimbursements are limited to actual expenses incurred for transportation, meals, lodging and related business expenses. Staff members are responsible for all expenses of spouses or other dependents who may accompany them on trips. Expenses requiring receipts are as follows:

1. Lodging;
2. Meals;
3. Travel by commercial carrier (airplane, bus or train);
4. Registration fees;
5. Car rental;
6. Taxi;
7. Parking, toll or tunnel charges; an
8. Gasoline charges

Miscellaneous expenses are subject to approval and must be supported by a receipt. Travelers are not reimbursed for movies, magazines, car washes, shoe shines, valet services or other such personal expenses.

Reimbursement of Travel Expenses

At the completion of travel, a State of Texas Travel Voucher (Appendix 405C-2) along with all receipts and other required documentation must be submitted to the Athletic Business Office. The Travel Voucher is designed to elicit a detailed account of travel expenditures, as required for reimbursement.

Extreme care should be used to differentiate between those expenses that are paid directly by the Department and those paid for by credit card or by funds obtained through a travel advance. For additional information, see Policy 405C, Disbursements: Travel and Entertainment Expenses, in this Manual.

The Travel Voucher is used not only to report all expenses associated with travel but also to reconcile and clear any funds advanced for a trip. In the event that funds which were advanced for a trip were not needed to cover official business expenses, the traveler must return the balance of the funds to the Athletic Business Office when submitting the Voucher. In addition, reimbursement for personal expenses that have been charged to the Department must be remitted before the travel clearance is complete.

TRAVEL EXPENSE GUIDELINES

The Department provides reimbursement for approved travel expenses which are within established policies and procedures.

In general, the State of Texas travel guidelines approve only coach class travel, using the most direct route to and from the travel site. Staff members may request preferred travel arrangements; however, the method of transportation is subject the approval of the Assistant Athletic Director for Business Affairs as dictated by budgetary limitations. Consideration is give to extenuating circumstances.

Air Transportation
Tourist, economy or coach class accommodations should be used. Special circumstances requiring first class service must be approved by the Director of Athletics.

Refer to Travel Reservations (601A:2) to book airline tickets.

**Personal Car Expenses**

When it is necessary for a staff member to use a personal vehicle, mileage is reimbursed at $0.40 per mile and limited to the equivalent cost of commercial air fare for the travel. Mileage is based on the shortest highway distance, including the use of all farm-to-market roads, and must be itemized on a point-to-point basis. Mileage is determined by Google Maps.

**Rental Cars**

The cost of rental cars is reimbursed only if the nature of the trip is such that the use of local transportation is not practical or would be more expensive. The rental cars are to be used strictly for Departmental business. Rental arrangements should be made in advance, when possible, and compact or standard-type vehicles requested. Additional charges for GPS equipment in rental vehicles are not reimbursable.

All rental receipts must be submitted with the State of Texas Travel Voucher. (For more information on reimbursements, see Policy 405C, Disbursements: Travel and Entertainment Expenses, in this Manual.)

**Ground Transportation**

Actual cost for local transportation, including bus, subway, toll or tunnel fees, taxi, etc. is allowable. Scheduled bus or limousine transportation to and from airports should be used unless it is to the Department's advantage for the traveler to use a taxi or other means of transportation.

**Airport Parking**

Airport parking is reimbursed upon submission of a parking receipt.

**Accident Reporting**

In the event of a vehicle accident, regardless of responsibility, the Departmental driver is responsible for submitting written notification of the accident to the Assistant Athletic Director for Business Affairs.

**LODGING, MEALS, REGISTRATION FEES, ETC., GUIDELINES**

State employees authorized to travel on official business must complete a State of Texas Travel Voucher for reimbursement. The State Comptroller's Office publishes an annual State of Texas Travel Allowance Guide to assist the state employees in the completion of travel vouchers.

Every effort should be made to minimize subsistence expenses. The employee is expected to obtain receipts whenever practical for all expenses. Expense documentation should include the following:

1. The name of the establishment on an imprinted receipt. If imprinted receipts are not available, the staff member should request a written receipt with the establishment's official stamp, bank deposit stamp or credit card imprinted receipt (without the card being inserted);
2. Transaction date;

3. The amount of the expense clearly itemized on the receipt;

4. A description of the item(s) purchased;

5. For lodging, the number of occupants, and

6. For entertainment expenses, names of individuals entertained, business affiliation of entertained and relationship to the Department, and reason for entertaining.

Additionally, expenses must be within reasonable and customary charges for the area visited; if not, expenses may be approved for payment and therefore would become the responsibility of the staff member.

Lodging

The cost of actual overnight accommodations is normally reimbursed at a rate consistent with State of Texas Travel Allowance Guide recommendations for in-State travel Federal Travel Regulations for out-of-State travel.

Accommodations should be made in advance to ensure satisfactory lodging and to obtain any discount rates available. Lodging guarantees are the responsibility of the individual staff member, who must cancel a reservation should schedule changes occur or assume responsibility for charges that result when reservations are not canceled. For in-state lodging, all staff members are required to present a Texas Hotel Occupancy Exemption Certificate upon check-in. No reimbursement will be made for state tax on in-state lodging.

Hotel receipts must accompany Travel Voucher reports. The employee must claim his/her expenses. If lodging is shared, each employee must have his/her own receipt.

Meals

Meals are considered a reimbursable expense when associated with University business. State of Texas Travel Allowance Guidelines must be followed for in-State travel and Federal Per Diem Rates guidelines for out-of-State travel, however, expense reports must reflect actual costs. If meals are provided as part of the registration fee for attending a convention or conference no per diem is allowed regardless if the attendee ate or not.

Current allowances for in-State meals are $36 per day.

Employees Traveling Together

When two (2) or more staff members travel together and share expenses (e.g., room, meals, taxi, car, etc.) it is recommended that one person pay the bill in full and submit the appropriate documentation with an explanation of what the total expense includes and a reference to the name of the other staff members. However, both parties are required to complete a Travel Voucher.

Combined Vacation/Business Trip
When individuals combine a vacation with a bona fide business trip, the Department reimburses only travel expenses incurred on the business portion of the trip.

**Spouse Travel**

Travel, meal and lodging expenses for wives or husbands who accompany staff members on a business trip are not reimbursable unless prior approval has been granted by the Director of Athletics. For lodging accommodations a single room rate is reimbursable and the incremental charge for double occupancy and meal is considered a personal expense.

**Personal Expenses**

Personal expenses which are not reimbursable are:

- Tips;
- Laundry
- Hair Care;
- Shoe shines; and
- Personal phone calls.

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7/2015

**TRAVEL: TEAMS**

The Department of Intercollegiate Athletics is committed to following all State of Texas, University, Southland Conference and NCAA rules and regulations related to transporting student-athletes to and from practice and competition sites. Since team travel represents a major expense to the Department, individuals involved in making such arrangements must strive to negotiate terms which are in the best interest of the University and the Department.

Head Coaches are responsible for developing competition schedules that will allow team travel to away competitions to comply within budgetary limits. These limits are set by the Assistant Athletic Director of Business Affairs during formulation of the budget for each sport. Coaches are then expected to remain within established budget limitations (for additional information, see Policies 401A, Budget: Formulation, and 401C, Budget: Accountability Control, Reports and Revision, in this Manual). Each sport's Head Coach or designated Assistant Coach coordinates team travel arrangements for all sports teams. The Assistant Athletic Director for Business Affairs should be consulted for advice and assistance in arranging team travel.

In general, travel arrangements include:

1. Developing the team itinerary;
2. Completing travel authorization paperwork;
3. Arranging for lodging and team meals;
4. Obtaining team travel advances and
5. Reporting all expenses and reconciling the cash advance with appropriate documentation upon completion of travel.
Each team’s Head Coach is responsible for setting conduct standards (e.g., dress, conduct, curfews, free time activities, etc.) during trips. Each team should be accompanied by a member of the coaching staff. When this is impossible, an adult representative of the Department must be present.

**Travel Requirements for Team Members**

In general, all team members must travel to and from an away event with their teammates and must stay with them at assigned lodgings. However, exceptions may be made for separate travel arrangements for a student-athlete to return from an athletic event at the discretion of the Head Coach, with the approval of the Director of Athletics.

**Separate Student-Athlete Travel**

For any student to travel separate from the team, he or she must submit a completed SFA Department of Athletics Request for Student-Athlete Travel form (see Appendix 601B-1). This form includes: event, date of travel, sport, name, name(s) of traveling companions and their relationship to the student-athlete, signature of the student-athlete and signature of the Head Coach.

Additionally, the form includes a liability waiver. The original is maintained on file with the Department. The Head Coach retains a copy of the waiver and the original accompanies the student-athlete. This form releases the Department and the University from any liability or risk involved in the alternate travel plans.

The completed request must be submitted to and approved by the Head Coach no later than 48 hours prior to the athletic contest listed on the form.

Circumstances calling for separate travel are typically one of the following:

- A student-athlete traveling at a different time because of academic commitments or competitive uniqueness, or
- A student-athlete wishing to spend time with parents/guardians.

Student-athletes, with prior approval to travel separately, may be reimbursed for expenses that are within NCAA rules and regulations. The Department may provide transportation expenses for a student-athlete to travel from campus to the site of a regular season contest and back to campus during the vacation period, even if the student-athlete does not travel with team, provided the student-athlete pays the difference in cost associated with traveling to another site. Regardless of route, the student-athlete must leave the event site within 48 hours of the conclusion of the event.

Additional information on this policy and other permissible student-athlete travel expenses is detailed in NCAA Bylaw 16, Permissible Awards, Benefits and Expenses for Enrolled Student-Athletes, in the NCAA Manual. Note: Student-athletes cannot accept free or discounted airfare for personal use (per NCAA regulations). This rule includes the offer of a free ticket when an overbooking occurs and a student-athlete volunteers to miss a scheduled flight.

**Official Travel Party**

Prior to the travel date, an official travel party list must be submitted to the Director of Athletics. Only persons with their names on the list may travel with the team. Only student-athletes who are eligible and who have been officially certified by the University to compete as per Southland Conference, and NCAA regulations may be allowed to travel.
In addition, while injured, an eligible student-athlete whose development might be enhanced through team travel may be allowed to travel on occasions approved by the Director of Athletics. Factors taken into consideration are NCAA regulations, budget duties and role performed by student-athlete during injury.

For all away games, schedules must be provided to the Athletic Business Office. Further, a listing by name and category must be submitted for each individual for whom travel expenses are provided. For charter flights, the Department must provide a flight manifest identifying by name and category each passenger on the charter.

The NCAA allows the University to provide travel expenses to the spouse of a student-athlete to accompany the player to a certified postseason football game, provided the student-athlete is certified eligible to participate. The use of Departmental funds for a student-athlete's spouse is subject to the prior approval of the Director of Athletics.

Travel Itineraries

Travel itineraries are developed by the Head Coach or an assistant coach for all sports. All itineraries are made in compliance with NCAA rules and regulations. Each itinerary must include the following information:

1. Official travel party list;
2. Departure date and time;
3. Mode of transportation and name of carrier (e.g., airline, bus, charter company, etc.);
4. Lodging accommodations;
5. Telephone contact number at destination; and
6. Anticipated time of return to campus.

Copies of the itinerary are distributed to the Director of Athletics and the Media Relations Office, who in turn may distribute the itinerary to other appropriate staff members.

Travel Requests and Travel Advances

The request for team travel and a travel advance must be submitted in the Travel & Expense module (TEM) two (2) weeks prior to travel to the secretary responsible for the sport involved. The secretary enters the information from the Travel Request form on-line into the University’s Banner Travel & Expense module (TEM) which will assign a travel authorization number to the document. TEM will then notify by email the Assistant Athletic Director for Business Affairs that a requisition requires approval. The AAD for Business will go on-line to review the requisition and either approve or disapprove. If approved, the request will be electronically forwarded to the President’s Office for final approval. If an advance has been requested, the secretary involved will contact the travel desk in the University Business Office to notify them of the requisition number and that an advance is needed. For more information, see Policy 405C, Disbursements: Travel and Entertainment Expense, in this Manual.

It is the responsibility of the Head Coach of each sport to ensure that adequate time is allowed for each team travel request to be processed. Generally, two weeks is the minimum amount of time especially when a travel advance is required. Failure to follow these guidelines could result in no advance funds available at the date and time of departure for the team involved.

In the event a travel advance was requested and received for team travel, a State of Texas Travel Voucher (Appendix 405C-2) must be completed by the appropriate department secretary who has been assigned to
that sport and turned in to the Assistant Athletic Director for Business Affairs along with all receipts and other required documentation.

Any Departmental staff member traveling with a team is considered a part of the team traveling party and is not required to submit a Travel Voucher for expenses. Employees traveling separately from the team but meeting the team at some point during the official travel, are required to file a separate Travel Request Form and Travel Voucher.

**Travel Accommodations**

All expenses incurred by a sport's team when traveling must be within budgetary constraints and Departmental, State, Southland Conference, and NCAA guidelines. Depending on the team size, the amount of required travel and related costs (e.g., transportation, lodging, meals), all or part of the travel accommodations may be let out for bid as described in Policy 404, Purchasing Procedures, in this Manual.

**Transportation**

The mode of transportation for team travel is selected by the Assistant Athletic Director for Business Affairs. Transportation for both men and women's teams is to be comparable. When choosing transportation, the following factors are considered:

1. Safety;
2. Expense;
3. Availability;
4. Distance; and
5. Number of travel days.

University Motor Pool vehicles (i.e., autos, vans, etc.) are used whenever feasible. Passengers, including the driver, in University owned vans are limited to 9 without cargo/luggage or 8 with cargo/luggage. Vehicles rented from non University fleet must be limited to 9 passengers (including the driver) and follow the limitations specified for University vans. Otherwise, University owned buses or charter buses are used when distance and time allow. (See Policies 412A, Department Motor Pool and 412B, University Motor Pool, in this Manual for more information.) Commercial and/or charter airline transportation is primarily reserved for traveling long distances or for minimizing the number of class and study days missed.

**Meals and Lodging**

Student-athletes are required to sign for the receipt of per diem funds if these amounts are provided to the student-athlete in lieu of meals.

Trainers or Head Coaches may arrange for sit-down meals for the team (e.g., pre-game meals) in lieu of giving a meal allowance. In order to secure the best possible rates, sit down meals must be arranged as far in advance as possible. All sit-down meals must be supported by a receipt showing the name of the establishment, the total cost of the meal and the number of people served. In addition, a signed list must be submitted with the voucher identifying who ate the meal.

The maximum allowable for meals and lodging for the team traveling unit is not to exceed:

- In-State Travel: $121 per person per day.
- Out-of State Travel: not to exceed the locality-based allowance for that location as established in the Federal Travel Regulations Guide. Localities not listed in the federal guide will have allowable based on the lowest flat rate established in that state.
The lodging rate for team travel may be averaged to determine whether lodging exceeds the state of federal per diem limits. This may allow coaches or trainers to stay in separate rooms without using discretionary funds to cover the additional costs for rooms exceeding the per diem limits. In instances when this occurs, the person in charge of the team travel must indicate the number of rooms and the total number of persons traveling to determine whether the average room cost is within the state or federal limits.

Example 1: 9 rooms are rented for $100 night. The state per diem limit is $85 night. The coach and the assistant coach stay in two rooms alone, but 14 students share the other 7 rooms. The average cost of the room is $56.25/night. (9 * $100 / 16 persons). Since this cost is less than the per diem limit of $85, no discretionary account is required.

Example 2: 8 rooms are rented for $135 night. The state per diem limit is $85 night. The coach stays in a room alone, but the team of 14 students share the other 7 rooms. The average cost of the room is $72/night. (8 * $135 / 15 persons). Since this cost is less than the per diem limit of $85, no discretionary account is required.

Example 3: 9 rooms are rented for $160 night. The state per diem limit is $85 night. The coach and the assistant coach stay in a two rooms alone, but the team of 14 students share the other 7 rooms. The average cost of the room is $90/night. (9 * $160 / 16 persons). Since this cost is more than the per diem limit of $85, a discretionary account is required to pick up the additional cost of $45.

Documentation to support these expenses will include a list of travelers staying in the rooms and the hotel receipts indicating the names of the travelers in each of the rooms. This average cost rule can only be used for team travel, and the rooms rented can be averaged only when the stays occur on the same night.

Student-athletes should be advised that all unapproved, in-room charges (i.e., pay per view movies, long distance phone calls, laundry, etc.) are to be their personal responsibility. Any approved miscellaneous expenses for student-athletes are to be substantiated with a valid receipt or detailed explanation. (For reimbursement information, see Policy 405C, Disbursements: Travel and Entertainment Expenses, in this Manual)

Weather Related Travel

In cases where team travel could be threatened by weather related hazards (i.e., flooding, snow/ice storms, hurricanes, etc) the Director of Athletics must be consulted by the Head Coach before departure from campus to determine if the trip should proceed. If the trip is determined to be a threat to the safety of the team members the Director of Athletics along with the Head Coach will contact the administration of the home team and/or conference office to inform them of the decision and begin efforts to reschedule.

Missed Class Days

Head Coaches are requested to carefully consider missed class days when scheduling travel departures and returns in order to minimize missed class days. Coaches should submit a Missed Class Day Declaration form each semester to the Associate Athletic Director for Compliance.

Team Entertainment

The Assistant Athletic Director for Business Affairs is authorized to approve reasonable expenditures for team entertainment when in travel status for away games. This authorization includes approval for team
members and for those individuals traveling with the team as members of the official travel party whose expenses are paid by the Department.

**Foreign Tours**

A coach who desires to plan a foreign tour for his/her sport must first secure the permission of the Director of Athletics, who presents the proposal to the President at least 60 days prior to the date of departure. Funds for such tours are not regularly budgeted items and require outside financial support. No foreign tour can be approved without funding in place prior to accepting any invitation.

The Associate Athletic Director for Compliance is responsible for certifying in writing that the conditions set forth in NCAA section 30.7 are met and must maintain the certification on file in the athletic department.

A tour may only be scheduled during the summer-vacation period between the spring and fall terms or during an academic year vacation period (other than a Labor Day vacation period). All travel to and from the foreign country must take place during such a vacation period.

The eligibility of student-athletes on the tour shall be governed by the following (see NCAA Bylaw 14.2.3.6):

- If the tour takes place during the summer, the student-athletes shall have been eligible for intercollegiate competition during the previous academic year or shall have been enrolled at SFA as a full-time student during the previous academic year and have established by the beginning of the tour that he or she is eligible for competition the academic year immediately following the tour; or
- If the tour takes place after the academic year has started, the student-athletes shall be regularly enrolled at SFA and eligible for intercollegiate competition.

It is permissible for an eligible incoming student-athlete to represent SFA on a foreign tour that begins after the permissible starting practice date in the sport involved or after the first day of classes on the student-athlete’s first regular term at SFA. An incoming student-athlete (freshman or transfer) may participate in practice sessions conducted in preparation for a foreign tour only if such practice sessions occur either: (See NCAA 30.7.2.1)

- On or after the first permissible practice date in the involved sport; or
- On or after the first day of classes of the student-athlete’s first regular academic term at SFA.

Not more than 10 days of practice are permitted prior to departure. Practice is prohibited outside the playing season one week prior to the beginning of final examinations for the applicable regular academic term through the conclusion of the final exam period.

A team shall not engage in a foreign tour in each sport more that once every four years. Teams are limited to a maximum of three (3) football games, ten (10) basketball games, or ten (10) contests or dates of competition in any other sport during and as part of the tour.

Teams shall not compete during the tour against other American teams (colleges or other U.S. teams) other than teams composed of U.S. armed forces personnel stationed at U.S. military bases in foreign countries.

**Transportation to Local Practice Fields and Facilities**

Departmental and University Motor Pool vehicles may be used to transport sports teams to SFA practice fields and facilities which are not within walking distance of the locker rooms.
Only University certified drivers may drive Departmental or University Motor Pool vehicles to and from the practice site for these purposes.

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TRAVEL: PROSPECTIVE STUDENT-ATHLETES

NCAA regulations permit the Department of Intercollegiate Athletics to finance only one (1) official campus visit for a prospective student-athlete. The Associate Athletic Director for Compliance and Student Services and the Head Coach of the designated sport, oversee the visit to ensure adherence to applicable rules and regulations.

Reimbursements for legitimate expenses associated with the official visit of a prospective student-athlete to the University are allowable if the visit is approved in advance by the Associate Athletic Director for Compliance and Student Services and if such expenses are in compliance with the rules and regulations of the Southland Conference, and the NCAA.

The Southland Conference Official Visitation Form (see Appendix 502A-10) is maintained during the official visit. This form lists persons accompanying the prospect, transportation, lodging, meals, itineraries and reimbursements made to the prospect. For additional information on procedures for official visits, see Policy 502A Student-Athletes: Recruitment, in this Manual.

Transportation, Meals and Lodging

The Head Coach or his/her designate prepares the necessary travel authorization paperwork for the official campus visit of the prospect. This individual works with the Assistant Athletic Director for Business Affairs to develop the itinerary, determine the mode of travel and make all travel arrangements according to Departmental policy and State guidelines.

Specific allowable expenses are as follows:

1. Actual round-trip transportation expenses by direct route from the prospect's home or school to the University by:
   a. Tourist or coach class airfare on commercial carrier; or
   b. Personal car mileage at .40 cents per mile.

2. Transportation to and from the nearest airport to the University.

3. Necessary and reasonable meal costs to and from the campus for the prospect (but not the prospect's family or friends). In men's and women's basketball, the actual round-trip costs for the prospect's parents or legal guardians (up to 2 people) to accompany the prospect on their official visit.

4. On-campus meal costs for the prospect, his/her parents or guardians, and spouse.

5. Accommodations for lodging in an on-campus facility or in a local commercial facility at a scale comparable with that required for normal student-life and only within a 30-mile radius of the campus.

Entertainment
The Associate Athletic Director for Compliance and Student Services and the Head Coach of the designated sport must ensure that entertainment of prospective student-athletes is in compliance with University, Southland Conference, and NCAA rules and regulations. Entertainment for prospects is confined by NCAA rules and regulations to the following:

1. During the 48-hour Official Campus Visit, entertainment may be provided only to the prospect and the prospect's parents or guardians or spouse and must take place only within 30 miles of the main campus.

2. Excessive entertainment is not permitted. Cash and the use of an automobile cannot be provided to the prospect. To ensure permissibility, the Associate Athletic Director for Compliance and Student Services should be contacted before providing entertainment other than admission to movies and athletics events or meals.

3. A maximum of $40 for each day of the visit to cover all actual costs of entertaining the student host(s) and the prospective student-athlete (and the prospective student-athlete's parents, legal guardians, or spouse), excluding the cost of meals and admission to campus athletic events. The cost of entertainment of an athletic department staff member who may accompany the prospective student-athlete is also excluded. The entertainment allowance may not be used for the purchase of souvenirs or other institutional mementos. The student host may receive an additional $20 per day for each additional prospective student-athlete the host entertains.

4. A prospect and his/her parents or guardian or spouse may be provided complimentary admission to a campus athletics event. Admission may not be provided for a prospect's friends.

5. The prospect and those in his/her party cannot be given any souvenirs, such as shirts, photographs, jerseys, etc.

For more detailed information, see Bylaw 13, in the NCAA Manual or the NCAA Guide for the College Bound Student-Athlete, and Policy 502A, Student-Athletes: Recruitment, in this Manual.

Advance Funds for Entertainment and Student Hosts

At least one (1) week prior to an official visit by a prospective student-athlete, the Head Coach, or designee acting as a sport's Recruiting Coordinator, may request funds for student host payment and entertainment expenses of prospective student-athletes. A University Purchase Voucher with the estimated amount required is completed by the requestor. This completed Voucher is approved by the Assistant Athletic Director for Business Affairs and forwarded to the University Business Office. A check is prepared in the name of the requestor by the University Business Office. The requestor may collect and sign for this check at that Office.

Reimbursement of Expenses to Prospect

All expenses related to a prospect's Official Campus Visit must be supported by receipts or other appropriate documentation, and all individuals involved in entertainment must be identified. The Associate Athletic Director for Compliance and Student Services, or the designated coach of the sport, is responsible for ensuring that all expense documentation is complete.

1. If the prospect traveled by personal car, the Department may reimburse the prospect in an amount equal to $.40 cents per mile. A University Purchase Voucher is completed in the name of the student or his/her parents, as appropriate, and approved by the Associate Athletic Director.
for Compliance and Student Services before being forwarded to the University Business Office. The University Business Office prepares a check and mails it to the prospect or his/her parents, as requested.

2. If a student host receives the $40 per day in cash to cover entertainment expenses, as allowed by NCAA rules and regulations, the receipt of such monies must be documented in writing on the Student Host Receipt, Instruction & Entertainment Report (see Appendix 502A-12).

If the designated coach has submitted a request for a cash advance to draw funds for anticipated cash expenses, the staff member must ensure that the use of such funds is fully documented on the Student Host Receipt, Instruction & Entertainment Report and that any unused monies are returned to the Athletic Business Office along with copies of receipts for all entertainment expenses within one and one-half (1 1/2) days of the completion of the official visit.

Post Visit

The Southland Conference Official Visitation Form, the Student Host Form, all Meal Reports and Receipts and PSA Exit Interview must be uploaded into ARMS Software, for approval by the Associate Director of Athletics for Compliance.

Unofficial Visits

Extreme care must be used to comply with University, Southland Conference, and NCAA rules and regulations related to the entertainment of prospective student-athletes on unofficial campus visits. For trips to the campus at the prospective student-athlete's own expense, benefits offered by the Department are limited to a maximum of three (3) complimentary admissions to athletics events on campus. In addition, when accompanied by a staff member, the prospect may be provided with transportation to a practice or competition site within a 30-mile radius of the campus. Unofficial visits should also be uploaded into ARMS software on the respective recruit’s activity page.

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SCHEDULING: EVENTS/SPECIAL EVENTS

Schedules are constructed for all sports in order to provide competitive equity while remaining within budgetary constraints and applicable University, Southland Conference and NCAA rules and regulations. Because of the popularity and revenue producing capability of the men's and women's basketball, and football programs, priority is given to the scheduling requirements of these sports. All schedules are subject to the final approval of the Director of Athletics.

Rules and Regulations

As a member of the NCAA and Southland Conference, Stephen F. Austin State University is bound by the rules and regulations governing playing and practice seasons (both traditional and non-traditional). Specifically, the NCAA has established limitations on times and dates for athletically related activities to ensure that athletics participation does not limit a student-athlete's ability to secure a well-rounded education. (See Policy 602B, Scheduling: Practices, for information on athletically related activities.) Regulations governing practice and competition schedules per sort are contained in Bylaw 17 of the NCAA Manual.
The Southland Conference scheduling procedures conform to NCAA guidelines; however, coaches are reminded that Conference games are to be scheduled and approved before the scheduling of any non-Conference event. The Conference Office constructs the schedules for sports requiring approval by the Conference membership. Once adopted, a Conference schedule may not be altered without the agreement of the athletics directors involved and the appropriate form submitted to the Southland Conference office for approval. For specific Southland Conference Scheduling and Competition regulations, see Section I, in the Rules Governing Athletics and All Participation of the Southland Conference.

**Declaration of Playing Season**

In compliance with NCAA rules and regulations, each Head Coach is required to complete the sport's Declaration of Playing Season form (see Appendix 602A-1) and submit it to the Associate Athletic Director for Compliance for review and approval prior to the start of the season. This form includes information on traditional and non-traditional segments for the sport and lists any exemptions.

The NCAA permits a change in the declared playing season at any time, provided the change is documented in writing and on file in the Associate Athletic Director for Compliance's Office.

**Schedule Construction**

The Head Coach of each sport is responsible for booking the non-conference portion of their sport’s competition schedule. All proposed schedules are to be submitted to the Associate Athletic Director for Compliance before approval by the Director of Athletics. In addition to NCAA and Southland Conference limitations, the following factors must be considered in the construction of schedules:

1. Income and expenses involved for each contest and the potential impact on the allocated budget;

2. Academic and holiday schedules (with special attention given to exam schedules);

3. Class absences required for each contest, including both home and away events;

4. Balance between number and spacing of home and away contests;

5. Caliber of opponents (balance between outstanding, average and weak);

6. Management of away competitions to minimize time away from campus and travel costs;

7. Availability of facilities for home contests.

8. Competition dates for other prominent sports, tournaments and meets and championships/bowl events;

9. Establishment of favorable reciprocal agreements and exiting commitments (see Contracts for Events below); and

10. Avoidance of conflicts with other home events.

The following information must be included on the schedule:
Absence From Class Policy

All student-athletes are expected to attend class regularly and arrive punctually. Students are expected to show appropriate cause for missing or delaying major assignments or examinations (i.e., participation in an away contest). For classes where absences are a factor in determining grades, the instructor is expected to provide his/her absence policy at the beginning of each semester. Student-athletes are responsible for making arrangements for missed assignments and classes prior to away game departure dates.

Master Schedule Construction

In developing a master schedule, the Director of Athletics, each appropriate Head Coach and the Coordinator of Athletic Operations establish a timetable for all sports. Scheduling of events must be communicated to the Coordinator of Athletic Operations who oversees the home game arrangements and facilities requirements. (See Policy 604A, Facilities: Use, for related information). The Coordinator of Athletic Operations shares schedule information with the necessary personnel. Since some of the facilities used by the department are also used for non-Departmental activities, it is important that every effort be made to ensure the master intercollegiate schedule is accurate.

Schedule Changes

Once approved by the Director of Athletics, a sport’s competition schedule is considered official, and may not be added to or changed in any manner without the change being approved by the Director of Athletics. Prior to approval, the Director of Athletics, the Assistant Athletic Director for Business Affairs and the Coordinator of Athletic Operations evaluate the requested schedule change to determine how the date, time change and travel schedule may affect the student-athlete and the overall master schedule for the intercollegiate athletics program.

All Conference schedule changes are subject to the timely notification and approval of the Conference Commissioner.

Cancellations

Cancellation of scheduled competition is permitted as circumstances require. The Head Coach, in conjunction with the Director of Athletics and Associate Athletic Director for Compliance, has been granted the authority to cancel an athletic event after reviewing all available options.

As time permits, a written notification of the cancellation or any other changes to the schedule is disseminated immediately by the Coordinator of Athletic Operations to the following:

1. Director of Athletics, Department staff and coaches;
The Coordinator of Athletic Operations also disseminates the information to the following:

1. Event workers, including ancillary services personnel;
2. the Cheerleading Coach, Pom Squad Coach, and the Director of the Band, as appropriate;
3. the Ticket Office;
4. the University Police Department;
5. the Concessionaires.

Contracts for Events

Game guarantees are not applicable to and contracts are not exchanged for Southland Conference competitions. Each Conference team is required to cover its own expenses with the home team covering all game expenses.

For all non-conference competitions, it is the policy of the University to honor all provisions agreed to in contracts entered into by the Department of Intercollegiate Athletics. A contractual document is required for all non-conference intercollegiate sports competitions whether or not a guarantee is involved. All game contracts are reviewed by the Director of Athletics for accuracy. The contract is then forwarded via iContracts to General Counsel for approval before being signed by the President.

Copies of all contracts are kept on file in the Director of Athletics’ Office and in the Procurement & Property Service Department.

SFA
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SCHEDULING: PRACTICES

Practice schedules are formulated by individual Head Coaches within guidelines established by the University, Department of Intercollegiate Athletics, Southland Conference, and NCAA rules and regulations (see Bylaw 17, NCAA Manual). Furthermore, each Head Coach is expected to give appropriate consideration to budgetary limitations, as well as the fair and equitable use of facilities by all sports. The Associate Athletic Director for Compliance and Student Services is responsible for monitoring compliance with all established guidelines.

Declaration of Playing and Practice Season

Each Head Coach is required to complete the sport's Declaration of Playing Season form (see Appendix 602A-1) and submit it to the Associate Athletic Director for Compliance and Student Services for a compliance review. Each form is kept on file in the Associate Athletic Director for Compliance's Office and includes information on number of competition dates, scrimmages, exemptions, first and last
practice, competition dates, etc. The information is entered into ARMS software by the Associate Athletic Director for Compliance which will then generate weekly CARA reports for each team.

**Playing and Practice Logs**

Per NCAA Bylaw 17, student-athletes who participate in practice sessions must be enrolled as full-time students at SFA and be academically and athletically eligible to participate. Furthermore, student-athletes are prohibited from participating in more than 20 hours of athletically related activities per week and must be granted one (1) calendar day per week devoid of all countable athletic activities.

Countable hours must be recorded on a daily basis (not to exceed four (4) hours per day) for each student-athlete, in team as well as individual sports. (See Bylaw 17 for the definition of countable and non-countable activities in the MCAA Manual.) CARA activities are entered on a daily and weekly basis in the ARMS software and then submitted for approval by the Associate Athletic Director for Compliance.

As deviations from the approved playing or practice schedule occur, the Head Coach is responsible for reporting the changes and the reason for the occurrence on the Playing/Practice Season log sheet.

The form must then be signed by the involved student-athlete(s) and the Assistant Athletic Director for Compliance.

**Pre-Season and Holiday Break Periods**

NCAA rules governing daily and weekly countable hour limitations are not imposed during pre-season practice which occurs prior to the first day of classes or the first scheduled contest (whichever is earlier), or during the academic year between academic terms when classes are not in session. However, other NCAA and Departmental rules do apply to practice during these periods. Therefore, prior to the actual dates of any pre-season practices, Head Coaches must obtain the Associate Athletic Director for Compliance's approval for scheduling practice during the above-mentioned time period. Approvals are not granted retroactively. See Policy 504A, Student-Athletes: Housing, and 504B, Student-Athletes: Food Service, for additional information on scheduling requirements for pre-season and holiday break periods.

**Conflicts**

Scheduling conflicts are to be resolved by the involved Head Coaches whenever possible. If necessary, the Coordinator of Athletic Operations may intercede to reconcile the conflict. Head Coaches dissatisfied with the resolution of the conflict may ask the Director of Athletics to intervene and provide a final determination of the resolution.

In general, when conflicts occur, priority is granted to each sport's team during its competitive season. Within the same season, conflicts are resolved through mutual agreement and concessions of the involved parties.

**Academic Class and Exam Conflicts**

Academic class and exam conflicts are handled by the Associate Athletic Director for Compliance and Student Services or the Assistant Athletic Director for Student Services with the student-athletes' academic requirements given priority over practice needs. Specifically, student-athletes are not
permitted to miss class time due to practice activities, except when related to an away-from-home contest in which practice is held on the road.

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EQUIPMENT & APPAREL: ATHLETIC

The Department of Intercollegiate Athletics is committed to providing and maintaining athletic equipment and apparel necessary for its sports programs. The Supervisor of Facilities and Equipment is in charge of football equipment and apparel while other sports have a designated staff member who is responsible for team equipment and apparel while ensuring compliance with applicable University, Southland Conference, and NCAA rules and regulations.

All athletic equipment is University property. With the exception of football, each head coach is responsible for documenting the issuance and return of athletic equipment. While it is understood that the nature of certain items (i.e., apparel) is expendable, such items are to be exchanged on a one-for-one basis. More specifically, student-athletes are not to be given items (i.e., work out clothes, sweat suits or running shoes) as this could be construed as a violation of NCAA rules related to permissible benefits. However, at the end of an individual’s collegiate participation, a student-athlete may retain athletics apparel items (not equipment), as allowed by NCAA rules. Due to the substantial inventory of and value associated with equipment and supplies, only authorized personnel may be allowed where equipment and apparel are stored.

**Purchase of Athletic Equipment**

Purchase requests for athletic equipment, apparel, supplies or services must be approved by the Head Coach of the designated sport and the Assistant Athletic Director for Business Affairs. All sports with the exception of the men’s and women’s cross country and track teams, are required to wear uniforms, practice apparel, shoes and equipment by the University’s official provider. This pertains to coaches and staff as well as all student-athletes. Order requests must include a description of the item, style, model, estimated cost and suggested vendor, if appropriate, for the desired equipment and apparel. The Department may refuse to pay for any athletic equipment which is not ordered by the established procedures. (See Policy 404, Purchasing Procedures, for a detailed account of University purchasing procedures.)

Major purchases of equipment, apparel and shoes (e.g., equipment for total season) are ordered during the off-season to ensure adequate delivery time. Every effort must be made to have large equipment orders ready to go out on bid well in advance of the sport's playing season.

All athletic equipment is shipped to the University's Central Receiving area and then brought to the SFA Fieldhouse. Following verification of the order with the shipping papers by the Assistant Athletic Director for Business Affairs, the materials are distributed to the sport, as appropriate.

**Inventory**

As noted in Policy 403B, Accountability: Inventory Control Procedures, a continuous inventory of all athletic equipment must be maintained in order to ensure accountability for University property. The head coach or designee for each sport is responsible for ensuring that all new equipment is logged into the inventory records prior to being issued.

The donation of new or used athletic equipment to any individual or organization is strictly prohibited without the prior approval of the Director of Athletics.

**Issuance of Equipment**
A student-athlete must complete the following procedures prior to being issued any athletic equipment:

1. Receive eligibility clearance from the Associate Athletic Director for Compliance the Assistant Athletic Director for Academic Services.

2. Receive physical clearance from the Athletic Training staff; and

3. Receive clearance from the designated Head Coach (i.e., the student-athlete must appear on the team roster).

All individuals who are issued athletic equipment are subject to the following rules:

1. Each individual is held responsible for all equipment and apparel that is issued for personal use. Any equipment or apparel that is lost, stolen or damaged will be charged to the individual. Any equipment that is not returned at the end of the season is billed through the University Accounts Receivable system and handled in the same manner as unpaid parking tickets or damage to the dorm room.

2. When traveling, each individual is responsible for ensuring that all articles are packed in his/her bag for the return to campus. Any articles that are missing are the financial responsibility of the individual.

Care and Storage of Athletic Equipment

Each student-athlete, manager and head coach is expected to properly store all equipment and apparel issued for personal use. Each student-athlete is required to place soiled athletic apparel in the proper receptacles after practice and competition. The Supervisor of Facilities and Equipment oversees laundry services in the fieldhouse and coliseum. Student-athletes are prohibited from placing any apparel items which are not issued by the Department (i.e., personal clothing) in the laundry bags. Individuals who willfully violate this policy are subject to disciplinary action.

Football Equipment Room Rules

Equipment Room rules for student-managers are as follows:

1. No chewing or dipping of tobacco products;

2. When assigned field duty, dress in the proper uniform with tools;

3. Be on time for work; exact hours worked should be recorded on a daily basis;

4. When unable to work as scheduled, each staff member must arrange for a substitute and obtain approval from his/her supervisor;

5. Maintain a clean Equipment Room, discard all trash and keep the floor clean;

6. Consumption of food in the Equipment Room is discouraged;

7. Put away all hampers before leaving at night; and
8. Always check windows, doors, etc., to make sure the Equipment Room, Locker Room and Storage sheds are secured daily.

Retention of Apparel and Equipment by Student-Athletes

Annual retention of Apparel and Equipment by student-athletes is permitted under certain conditions.

Apparel maybe retained at the conclusion of participation by a student-athlete if the apparel is no longer deemed reusable or would not be re-issued to another student-athlete in the next season. This would also extend to athletic shoes.

Equipment can be retained if the student-athlete purchases the equipment based on the current market value of the item. Another manner that equipment could be retained would be if it was part of that student-athletes annual participation award, and did not exceed the annual limits as established by the NCAA. Once again, the value of the award would be based on current market value.

In either situation, before a student-athlete is allowed to retain equipment, the head coach is responsible for insuring that all applicable rules and regulations are followed.

SFA
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VIDEO EQUIPMENT & PRODUCTION

The Athletic Department’s usage of video equipment is wide ranging to include video recording of team practice and competition, live video production of team competition, packaged video footage for rebroadcast via linear outlets as well as website content.

Video Equipment Purchase & Repair

Video equipment may be purchased by each sport as needed within each sport's budget. University purchasing procedures must be adhered to, as described in Purchasing Procedures, Policy 404 of this Manual. The security and maintenance of all video equipment is the responsibility of each sport's office.

The Assistant Athletic Director for Business Affairs coordinates the repair and maintenance of all video equipment with the University's Electronics Technician. Generally, sports are charged for parts only using an Interdepartmental Transfer (see Policy 404, Purchasing Procedures in this Manual for additional information). However, a sport may be charged an additional fee for service when warranted.

In the event that the Electronics Technician is unable to repair a piece of equipment, a request for service and repair using a recommended authorized repair service is requested by the Assistant Athletic Director for Business Affairs.

Costs for repairs or service are charged to each sport's budget.

SFA All Access

SFA All Access is the video and multimedia production department for SFA Athletics. The department is located in the SFA/ESPN3 studio on the first floor, south end of William R. Johnson Coliseum. An
ancillary office and studio is located on the third floor of the pressbox at Homer Bryce Stadium. The Coordinator of Athletic Video Production is responsible for overseeing all video operations and services for SFA Athletics. Only video staff members and student assistants who have been properly trained are authorized to use departmental video equipment. SFA All Access also shall maintain all multimedia content and any associated video content for the SFA Athletics website. SFA All Access does not staff or purchase equipment for coaches' "cut-up" video. The Coordinator of Athletic Video Production can advise individual sports concerning equipment purchases specific to their coaching needs, but each sport is responsible for its own coaches' video needs and equipment.

**Video Services**

All requests for video needs should be directed to the Coordinator of Athletic Video Production with appropriate advance notice. Appropriate advance notice is crucial to the completion of any project. This includes but is not limited to: Highlight Tapes, sport banquets, other banquets, reunions or gatherings that will need audio/visual content or support, commercials, interviews, national and local media requests, radio spots, and all video content for the videoboard in William R. Johnson Coliseum and Homer Bryce Stadium.

Any request for video services relating to recruiting must first be approved by the Associate Athletic Director for Compliance.

**ESPN3 Production**

SFA will fulfill the terms of the media contract with ESPN to produce live, home events for ESPN3.

The Coordinator of Athletic Video Production will be responsible for hiring and overseeing all full-time, student and intern staff members of SFA All Access, as well as hiring a capable freelance production crew to assist with video production on game days if needed.

The Coordinator of Athletic Video Production will also work directly with the Mass Communication Department on a curriculum for students to earn credit while working on ESPN3 productions.

**Request for Video**

All video requests from local & national media outlets, private parties, and public companies shall be directed to the Coordinator of Athletic Video Production. SFA All Access will handle all requests on a case-by-case basis. SFA Athletics does not make available copies of any sports athletic contests to the public, regardless of whether the contest was produced in house or by an outside entity. Video footage requests made by companies wishing to profit in any way from SFA Athletics athletes or employees footage, will be handled on an individual basis and the Coordinator of Athletic Video Production will consult with Associate AD for External Affairs to determine if the request is something the department would like to pursue.

SFA 7/2015

**FACILITIES: USE**

Policies and procedures governing Departmental use of athletic facilities are established and enforced through the cooperative efforts of the Coordinator of Athletic Operations, the Supervisor for Facilities
and Equipment, and the Head Coaches. Departmental staff members and student-athletes are expected to comply with all rules regarding facility use. Of primary importance is the prevention of injuries to student-athletes and spectators alike, and the maintenance of facilities and equipment in optimal condition. The Department of Intercollegiate Athletics' senior staff is charged with the responsibility of reviewing and determining the use of all of its facilities on an on-going basis.

The Coordinator of Athletic Operations coordinates the use of athletic practice and competition facilities for the intercollegiate athletics program. Athletic facilities' use is prioritized, with intercollegiate sports programs receiving first priority, followed by campus organizations and outside organizations. Within the athletics program, in-season sports are given top priority with revenue producing sports granted highest priority.

The Department controls the maintenance and use of all athletic facilities that are owned by the University. The Coordinator of Athletic Operations maintains a master schedule of all practice and event schedules and is responsible for disseminating notifications of any schedule changes to the Supervisor of Facilities and Equipment. (See Policy 602A and 602B, Scheduling: Events and Scheduling: Practices, respectively, in this Manual for additional information.) (Specific information regarding facilities usage during home events may be found in Policies 605A-E, related to Athletic Events in this Manual.) Department of Intercollegiate Athletics facilities include the following:

- Homer Bryce Stadium Complex
- William R. Johnson Coliseum;
- Track facilities
- Jimmy W. Murphy Wellness Center
- Soccer field
- Schlief Tennis Complex
- SFA Baseball & Softball fields at the Nacogdoches Baseball Complex

**Homer Bryce Stadium Complex**

Homer Bryce Stadium was originally completed in 1973, and since that time has undergone major improvements. The bowl-like construction seats 14,575 with additional festival seating on the steep grass banks increasing the capacity to more than 16,000. Since 1990, the stadium has had an artificial playing surface.

The pressbox contains two floors and a covered video deck. The first floor contains six suites and a club area with seating for 100. There is also a prep kitchen for catering support. The second floor includes working space for media, coaches, and game operations including a video control room.

The Fieldhouse is located at the north end of the Stadium and houses dressing rooms, meeting rooms and Departmental office space. The department’s sports medicine and academic center is located directly behind the Fieldhouse.

**William R Johnson Coliseum.**

The William R. Johnson Coliseum is home to both men’s and women’s basketball and volleyball teams with a seating capacity of 7,200 and features multipurpose scoreboards and video boards. The facility houses additional departmental administrative office space including both men’s and women’s basketball offices, volleyball office, training rooms, meeting rooms and hospitality room.
The Coliseum is also used as a concert venue, serves as SFA’s Commencement facility and hosts high school basketball and graduations.

A full color electronic message center is located adjacent to the facility which is used to advertise only the events schedule for the Coliseum and on campus.

**Track Facilities**

The Homer Bryce Stadium track is an all-weather synthetic surface. The pole vault runway is located at the north end of the stadium and the long jump, triple jump and high jump areas at the south end. The throwing event area is located just outside the stadium, on the northeast side and accommodates shot put, discus, hammer and javelin events. The track dressing room facilities are located on the ground floor of the fieldhouse.

**Jimmy W. Murphy Wellness Center**

This 8,000 square foot facility is located on the southwest corner of Homer Bryce Stadium and is used for strength training and conditioning of all intercollegiate athletic teams. The facility contains weight training equipment, dressing rooms and office space for the staff. Only intercollegiate teams, coaches and athletic support staff are allowed to use the facility.

**Soccer Field**

The women’s soccer field is located at the intramural field complex on Wilson Drive just south of Homer Bryce Stadium. The soccer field meets NCAA specifications and includes covered bench areas with scoreboards on each side of the field. The field is shared with Campus Recreation but is reserved for the women's soccer team during their competition season. The field is maintained by SFA Grounds personnel.

**Gerald & Candace Schlief Tennis Complex**

The complex is located at the corner of Wilson and Starr and includes 16 regulation courts and a pavilion for the women’s tennis team. The pavilion opened in 2008 and includes dressing rooms, office for the tennis coach, meeting room and storage space. The courts are maintained and scheduled by Campus Recreation. The pavilion belongs to intercollegiate athletics for use by the women’s tennis team.

**Baseball & Softball Fields**

Baseball and softball facilities for SFA teams are located inside the Nacogdoches Baseball Park Complex located on the west loop in Nacogdoches approximately 4 miles from the main campus. The University has a 20-year lease agreement with the City of Nacogdoches for use of these facilities which are maintained by the athletic department. The baseball facility includes a dressing room and office space for the baseball team, scoreboard, and a 750 seat bleacher system with a pressbox and sound system. The softball facility includes a 350 seat bleacher system, pressbox, sound system, and scoreboard. There is a small building used for a dressing room adjacent to the field. Both teams use a covered batting cage owned by the Nacogdoches Baseball Association.

**Outside Use of Athletic Facilities**

The Department of Intercollegiate Athletics’ facilities are for the primary benefit of the Department's programs, events and contests. The Department may permit the use of its facilities by both campus and outside groups, provided usage does not conflict with Department of Intercollegiate Athletics programs.
When available, athletic facilities may be scheduled according to the following prioritized organizational categories:

1. Camps conducted by coaches and the Department of Intercollegiate Athletics staff;

2. University departments or recognized student organizations conducting activities within their established role and scope, considered on a case-by-case basis by the Coordinator of Athletic Operations, and approved by the Vice President of University Affairs; and

3. Outside, non-profit groups as sponsored by the University (i.e., high school football state playoff games).

The Coordinator of Athletic Operations coordinates the use of athletic facilities and accepts all requests for their scheduling. The Coordinator of Athletic Operations negotiates rental agreements and contracts, on behalf of the University. The President retains the right to approve or deny all special requests.

Usage Fees and Rental Charges

Organizations allowed to use one of the Department's athletic facilities must first complete a facility use agreement form, and if appropriate, complete a contract before the date of the event. Usage fees and designated rental charges are assessed to the requesting organization (and/or individuals) based on individual requirements. Advance deposits may be required at the discretion of the Coordinator of Athletic Operations. Organizations and/or individuals using/renting Departmental facilities must obtain the required amount of liability and property damage insurance, as determined by the University. Usage fees and designated rental charges are subject to periodic review and change. (See Policies 402B, Receivables: Invoicing and Accounting and 412, Business Contracts in this Manual for more information.)

Preparation of Facilities for Use

The Coordinator of Athletic Operations ensures that all necessary preparations are accomplished for all competitive events and practices that appear on the master facility schedule, as well as for non-Department related events, as designated by the Facility Use Agreements.

Actual field setup and marking for soccer, baseball and softball are the responsibility of the head coach and his/her staff. This includes all lines and boundaries either painted or chalked. The baseball and softball staff are also responsible for mowing the playing surface and maintaining the infield.

Additionally, the Supervisor for Facilities and Equipment coordinates the custodial maintenance and preparation of each facility for schedule events. To ensure appropriate set-up and preparation of event sites, the Supervisor for Facilities and Equipment must have advance notice (actual lead time requirements vary with type of event).

The Coordinator of Athletic Operations contacts the necessary auxiliary personnel needed for the event and submits work orders to the University Physical Plant for any necessary event services (i.e. technicians for audio/video, stages, chairs, tables, etc.). The Supervisor of Facilities and Equipment submits work orders to the University Physical Plant for any necessary facility services (i.e. custodial, air conditioning and/or heat, electricians, plumbers, etc.).

Rules for Facility Use

The following rules are in effect for the use of all athletic facilities:
1. Pets are not permitted inside any facility and must be on a leash in outdoor play areas.

2. Fighting, rough-housing and abusive language or behavior are not tolerated.

3. Individuals may be held responsible for any damage to equipment beyond normal wear and tear.

4. Food and beverage consumption is limited to designated areas. Littering of all track, field and court areas is prohibited.

5. Designated building entrances and exits must be used. Use of fire exits during non-emergencies or to permit access of non-eligible patrons may result in the removal of both parties from the facility.

6. The Department reserves the right to close any facility or forbid use of its equipment without prior notice during emergencies.

7. The Department reserves the right to eject or to refuse entrance to any individual judges as a potential danger to the general safety of its patrons.

8. Person(s) stealing or damaging personal or University property in any facility are subject to immediate ejection and prosecution to the full extent of the law.

9. Use of facilities under the control of the Department of Intercollegiate Athletics is restricted to organizations and activities authorized by the Director of Athletics or his designate.

Safety Precautions

In order to ensure the personal safety of University students, staff and guests, requests for a facility's use are approved only if the planned use of the facility is within the limits of its seating capacity and its condition, as normally equipped. Posted safety and fire prevention regulations are to be followed, and all injuries, accidents, equipment failures, etc., are to be reported promptly.

Cancellations

Should a sponsoring organization cancel an event, it must contact the Coordinator of Athletic Operations immediately. The organization is liable for all costs incurred by the Department, as provided for in the facility use agreement.

Should an event be canceled due to circumstances beyond the control of the Department or the sponsoring organization and the Department agrees that it is impractical to proceed with the event, or should the campus or facility be declared off-limits by the University or State, the Department is not liable to the organization.

SFA
7/2010

FACILITIES: MAINTENANCE

The Department of Intercollegiate Athletics realizes that its public image, as well as the safety of participating student-athletes and spectators, is greatly affected by the condition of its athletics facilities. Therefore, every effort is made to ensure that the University's athletics facilities are properly maintained at all times.
The Assistant Athletic Director for Business Affairs, in conjunction with the Supervisor of Facilities and Equipment, oversees the maintenance and upkeep of athletic facilities. Specifically, the Supervisor of Facilities and Equipment is responsible for supervising the grounds crew in the upkeep and maintenance of the game field in Homer Bryce Stadium, football practice and track throwing fields and for supervising staff assigned to routine maintenance procedures of specific athletic facilities. All custodial, grounds (other than athletic fields), electrical, plumbing and electronic maintenance is coordinated through the University Physical Plant.

To ensure that all safety requirements are met and that routine maintenance and repairs are scheduled without interfering with practices and athletic events, Head Coaches and their staff are responsible for evaluating their facilities on a regular basis and reporting maintenance and repair needs to the Assistant Athletic Director for Business Affairs who may consult the Supervisor of Facilities and Equipment, as soon as problems are identified.

**Maintenance and Repair Requests**

All required maintenance and repair needs involving William R. Johnson Coliseum, Homer Bryce Stadium, the fieldhouse, stadium athletic training facility, academic center and Wellness Center must be reported to the Supervisor of Facilities and Equipment in a timely manner. Maintenance and repair needs for the soccer field, Shelton Gym (volleyball needs), Schlief Tennis Complex, baseball and softball facilities must be reported to the Assistant Athletic Director for Business Affairs. When possible, requests should be submitted on a routine basis to avoid the necessity for emergency service.

Work order request for routine maintenance, service or repairs for the facilities listed above should be submitted by email to the Supervisor of Facilities and Equipment for submitting work orders to the University’s Physical Plant. The Assistant Athletic Director for Business Affairs is responsible for submitting a work order to the University’s Physical Plant Operations to initiate physical plant services. The Supervisor of Facilities and Equipment is responsible for monitoring the completion of requested maintenance and repairs for those facilities designated.

Emergency repairs to athletic facilities may be called in by the Head Coach or designate to the Supervisor of Facilities and Equipment as they occur.

**Custodial Services**

The Department of Intercollegiate Athletics facilities have assigned building personnel from the University who are responsible for routine custodial services and the reporting of minor repairs. The Assistant Athletic Director for Business Affairs is responsible for scheduling an auxiliary crew through University services to perform major cleanup following athletics events. This crew functions under the supervision of the Physical Plant.

**Field Maintenance**

The Assistant Athletic Director for Business Affairs, in conjunction with the Supervisor of Facilities and Equipment, has developed specific criteria for the upkeep and maintenance of all Department of Intercollegiate Athletics practice and playing fields. Optimum playing and practice conditions require regular communication between the Assistant Athletic Director for Business Affairs, Supervisor of Facilities and Equipment, and each Head Coach to ensure that all maintenance and repair requirements are met.

**Equipment Maintenance**
The Department of Intercollegiate Athletics field grounds crew operates a variety of equipment in order to maintain athletic fields and grounds. Following equipment usage, football grounds crew staff are responsible for washing the equipment and reporting any needed repairs to the Supervisor of Facilities and Equipment. Baseball, softball and soccer grounds equipment repairs should be reported to the Assistant Athletic Director for Business Affairs.

Additionally, all mechanical equipment (e.g., automatic watering systems, tractors, trucks, etc.) should be inspected every six (6) months for worn parts including blades, belts, spark plugs etc.

**Facility Improvements / Special Projects**

Repairs or improvements requested in order to meet/maintain safety requirements are handled on a priority basis, as well as necessary emergency repairs. Requests for facility repairs or improvements to an athletic facility are submitted through the Assistant Athletic Director for Business to the Director of Athletics.

As feasible, repairs are handled by the Department's maintenance staff or the University Physical Plant Operations. Repairs requiring outside contractors are processed using the University's purchasing procedures for vendor selection. (See Policy 404, Purchasing Procedures, in this Manual for additional information.) Whenever possible, allocations for major capital repair projects should be submitted with the Department's annual budget request (See Policies 401A, Budget: Formulation and Policy 701, Expansion/Renovation of Facilities).

Once a major repair project is approved, the Assistant Athletic Director for Business Affairs, in conjunction with the Supervisor of Facilities and Equipment, is responsible for overseeing the completion of the project.

SFA
7/2014

**FACILITIES: STRENGTH AND CONDITIONING**

The Department of Intercollegiate Athletics' strength and conditioning program is designed to enhance the physical well-being of its student-athletes through strength training, flexibility, anaerobic conditioning, nutritional consultation, sports-specific physiological analysis and rehabilitation. The Director of Wellness Center manages the operation of the strength and conditioning programs and reports to the Director of Athletics. Facilitators are delegated responsibility for specific sports' training programs under the direct supervision of the Director of Wellness Center.

NCAA regulations and University liability insurance requirements restrict the use of Departmental strength and conditioning room facilities to enrolled student-athletes and approved staff. Specifically, the strength and conditioning rooms may not be used by high school students or unapproved guests. The Director of Wellness Center retains the right to refuse access to any individual wishing to use the facilities.

Strength and conditioning facility use is restricted to posted operating hours. The Director of Wellness Center retains authority to change hours of operation as necessary. Head Coaches are responsible for scheduling their team's work-outs with the Director of Wellness Center and for reporting team schedule changes as they occur. Scheduled team workouts take priority over individual training.

The strength and conditioning facility is generally available from 6:00 a.m. to 6:00 p.m., Monday through Friday.
Use of Weight Training Facilities

At the beginning of the academic year, each Head Coach is responsible for scheduling an orientation meeting for his/her team with the Director of Wellness Center. The orientation is designed to familiarize the coaching staff and the student-athletes with Strength and Conditioning policies and procedures. All rules and guidelines governing the facilities and work-outs are disseminated during the orientation. Student-athlete attendance is mandatory prior to being granted work-out privileges.

Release Form

The Department of Intercollegiate Athletics strength and condition facilities are provided for the exclusive use of currently enrolled, eligible SFA student-athletes and Departmental staff.

With the approval of the Director of Wellness Center and the Director of Athletics, other individuals may be granted access to the facilities on a limited basis, provided their training does not interfere with athletic program requirements. Individuals who may be provided privileges include:

1. Former SFA athletes and professional athletes who train in the area in their off-season;
2. Currently enrolled SFA student-athletes who have completed their eligibility but are continuing their education;
3. SFA faculty and staff members; and
4. Individuals approved by the Director of Athletics for facility use.

All individuals approved to use either facility are required to sign a Weight Room Release Form (see Appendix 604C-1), releasing the Department of Intercollegiate Athletics and its staff from liability in the event of injury or accident.

Rules of Conduct and Operation

All student-athletes, students and staff members who use the facility are required to comply with the rules of operation regarding conduct and equipment use. Violators of established rules are subject to discipline and possible suspension of training privileges. Respective Head Coaches are notified of all disciplinary actions. Although each facility may establish specific operational procedures, the following rules have been established to ensure a safe environment for both areas.

1. Only authorized personnel and currently enrolled student-athletes are allowed to use the strength and conditioning facility.
2. The strength and conditioning facility is locked at all times unless a trained and authorized supervisor is present. Student-athletes are to lift only when their sport is schedule or during open-lifting periods.
3. Student-athletes are to be mindful of the purpose of Strength and Conditioning Program and give maximum effort during workouts.
4. Present and former athletes using the facilities must have their program approved by the Director of Wellness Center. Any program revision must also be approved.
5. Student-athletes are to consult with the Director of Wellness Center, or designate, whenever they have a training question.

6. A coach must be on the floor of the strength and conditioning rooms when the training of individuals or teams is in progress.

7. Every athlete must wear a shirt, shorts or sweats and closed-toed shoes (i.e., no sandals or thongs) at all times. No one will be allowed to lift in street clothes.

8. Soft drinks, food and tobacco products are not allowed in the facilities.

9. Each weight is to be returned to the specifically marked place on the rack after use.

10. All dumbbells must be replaced in sequence on the rack after each use.

11. All lifters must use collars on all sets. Including warm-ups.

12. All lifters must use spotters.

13. All blocks, mats, straps, etc., used during workouts are to be replaced.

14. No rough-housing or improper conduct will be tolerated. Individuals are expected to be courteous to others and respectful of the facility.

15. No equipment is to leave the facilities for any reason.

16. Injuries of any type are to be reported immediately.

**Disciplinary Action**

Disciplinary actions are based on the severity of the rules of conduct or operation violation. As appropriate, the discipline may include physical workouts, required community service or suspension from the facility. The Director of Wellness Center consults with the sport's Head Coach when disciplining student-athletes.

SFA 7/2012

**ATHLETIC EVENTS: CONCESSIONS**

The exclusive right to operate the food concessions at football, basketball, baseball, softball, and track meets, and other special events as requested, has been awarded to ARAMARK, Inc. with imprinted apparel and non-apparel sales rights granted to the Department of Intercollegiate Athletics. The food concession contract is negotiated by the Vice-President for University Affairs with consideration given to the overall interests of the University.

Sales of imprinted apparel and non-apparel items at SFA athletic events and over the Internet are the exclusive right of the Department of Intercollegiate Athletics, and overseen by the Associate Athletic Director for External Affairs.

**FOOD SERVICE**
Exclusive rights to operate and maintain the food and beverage concessions for all events, is awarded on an open bid basis. The current fifteen (15)-year contract held by ARAMARK (hereafter Contractor) is set to expire August 31, 2021.

The Contractor will provide concessions service during all athletic events for football, and basketball, baseball, and softball. The Contractor will make available concessions services for other events as mutually agreed to by the parties. The food service area consists of four (4) concessions stands with eight (8) lines each at the NW, SW, NE and SE corners of the stadium concourse for football; two (2) stands for basketball, located in the north end of the Coliseum. A special trailer or tent to be provided at both baseball and softball venues.

The Assistant Athletic Director for External Affairs with the assistance of the Coordinator of Athletic Operations, provides the liaison function between the Department and the concessionaire, monitoring food service operations at specified events.

Terms of Agreement

The Director of Athletics, or their designee, will evaluate and must approve all prices for food sold in concessions, all food portions, and the type of service in each concessions service area.

The Contractor will comply with all reasonable requests and suggestions from the Athletic Department representative.

The University will provide the Contractor with use of the University’s concessions facilities.

Cash Sales. The Contractor will run all concessions sales through cash registers provided by the Contractor and will furnish the University with duplicate register readings. By the tenth of each Accounting Period, the Contractor will provide the University with a summary of all concessions sales during the preceding Accounting Period.

Commission Payments. By the tenth of each Accounting Period the Contractor will pay the University a commission in the amount of 15% of Net Receipts (gross receipts less applicable sales taxes) for the immediately preceding Accounting Period.

Minimum Guarantee. In addition to the other financial agreements between parties provided in this Agreement, the Contractor will guarantee the University a minimum $20,000 commission per contract year (the “Minimum Commission Guarantee”) for concessions. Before September 30 of each year, if the total amount of Commission Payments is less than the Minimum Commission Guarantee, the Contractor will pay the University any difference in the minimum guarantee and the total commissions paid for the immediately preceding contract year (12-month Accounting Period).

The concessionaire is responsible for the following:

1. All cost and expense of its operations including, but not limited to labor costs, taxes, inventory and supplies costs;
2. Staffing (e.g., hiring, supervision, etc.) of concession operations;
3. Operating in an efficient, courteous and businesslike manner during contractually designate times;
4. Selecting foods and beverages that appeal to the public;
5. Maintaining food service areas in a clean and sanitary condition;

6. Storage and security of all inventory; and

7. Adhering to all terms specified in the contractual agreement.

APPAREL & NON-APPAREL SALES

The Department of Intercollegiate Athletics imprinted apparel and non-apparel concession is under the direction and supervision of the Associate Athletic Director for External Affairs.

Event Sales

Stadium, Coliseum and baseball/softball field sales of imprinted apparel and non-apparel items are conducted by the campus Barnes & Noble bookstore at an approved location within Homer Bryce Stadium, and William R. Johnson Coliseum, and both baseball and softball parks.

SFA
7/2012

ATHLETIC EVENTS: PARKING

Parking is controlled at Stephen F. Austin State University football and basketball athletic events in order to provide a safe means of entrance and exit to the parking areas, as well as to establish a priority system which allows special parking privileges for those individuals whose financial support is vitally important to the intercollegiate athletics program. The Director of Athletics, the Associate Athletic Director for External Affairs, the Coordinator of Athletic Operations and the University Chief of Police meet prior to the start of football and basketball seasons to coordinate priority parking and general parking policies for athletic events.

The Stephen F. Austin State University Police control parking and traffic flow for campus lots with the assistance of game day attendants and security personnel. Limited priority parking is available in the parking area adjacent to the Stadium and Coliseum for select staff, present and past Board of Regents members, as well as donors to the SFA Varsity Club, based on membership classifications and availability. (See Policy 801, Special Fund Raising, in this Manual for more information.)

General public parking is provided in the lots located on the east side of the Stadium and in the parking areas adjacent to the Coliseum with the exception of the VIP lot.

Parking Passes

Parking passes or VIP parking privileges are issued to the following groups of season ticket holders:

- Varsity Club members, based on their levels of giving (see section below);
- Past and present Board of Regents members;
- Employees and game officials who are required to work the event; and
- Media representatives with SFA media credentials.

Parking lists are approved by the Director of Athletics and lists and/or passes are distributed by the Associate Athletics Director for External Affairs.

Departmental Staff Parking
Departmental staff assigned to work the games and appropriate coaching staff members, as designated by the Director of Athletics, are provided special parking passes for football and appear on the approved parking list for basketball, which grants them access to the designated lot. Other staff members may park in the east side Stadium lots, or by membership in the donor areas (as designated below).

**Varsity Club Member Parking**

Donors to the SFA Varsity Club are assigned special or reserved parking based upon their level of giving. Varsity Club members contributing from $250 up to $999 annually receive special parking passes for the Raguet Street parking lot adjacent to Homer Bryce Stadium. Donors contributing from $1,000 up to &1,999 receive preferred parking status at football games which is located in the southwest lot, and donors contributing above $2,000 receive Varsity Elite parking status which is located in the northwest lot at the stadium.

All donors who receive parking permits for football games also receive parking passes to the VIP parking area at the William R. Johnson Coliseum. In addition, donors contributing $250 or more receive VIP parking for home basketball games only. The parking lot nearest the north side of the Coliseum has been designated the VIP lot for basketball games. Entrance to the parking is controlled by the SFA Athletic Department with access granted via approved list and/or VIP lot parking permit.

**Media Parking**

A limited number of parking spaces are designated for media representatives in the Stadium's Raguet Street parking lot and the parking lot directly behind the Coliseum. Access to these lots during scheduled events is granted by presentation of approved credentials and checked against the parking list approved by the Director of Athletics and provided to University Police.

**Complimentary Parking**

Present and past members of the Board of Regents are granted complimentary parking privileges via a special window decal or a pass list at the entrance to the Stadium's northwest parking lot for football and the Coliseum's back parking lot for basketball. Other complimentary parking passes are issued at the discretion of the Director of Athletics and/or the President.

**Handicap Parking**

There are a limited number of handicap parking spaces available to all patrons. An approved State of Texas handicap parking permit is required for access to these spaces.

SFA  
7/2014

**ATHLETIC EVENTS: MUSIC AND ENTERTAINMENT**

Pre-game and half-time ceremonies are planned to reflect the pride and loyalty of the student body, faculty, alumni and fans of Stephen F. Austin State University who attend football and basketball games. Special ceremonies are also planned to provide opportunities to honor campus organizations, alumni and local groups for past achievements or current activities. Additionally, visiting teams and their representatives are routinely extended invitations to participate in half-time activities. Every effort is made to ensure that planned activities serve to enhance the game's atmosphere and heighten the
enthusiasm level of spectators without creating potential crowd control problems or disrupting the scheduled athletic event. Appropriate management of such activities requires open and direct communication among all parties involved in their production.

The Associate Athletic Director for External Affairs and the Coordinator of Athletic Operations are responsible for the coordination of all pre-game and half-time activities within guidelines established by the University, the Southland Conference, and the NCAA. The Associate Athletic Director for Compliance is responsible for ensuring that all activities are in compliance with Conference and NCAA rules governing music and entertainment at athletic events.

Pre-game and Half-Time Arrangements

The Associate Athletic Director for External Affairs, the Coordinator of Athletic Operations, and the Band Director review proposed half-time programs for content, staging, timing and related requirements, to ensure that programs are appropriate and meet Departmental standards. All ceremonies must adhere to established time constraints and are subject to the final approval of the Director of Athletics. Requests for special arrangements and presentations must be submitted to the Coordinator of Athletic Operations by a specified deadline prior to each season in order to be considered for inclusion in pre-game and/or half-time activities. The Coordinator of Athletic Operations liaisons with the Athletic Marketing Coordinator for football to ensure these activities run smoothly and on time.

Arrangements for pre-game and half-time ceremonies for football and basketball include, but are not necessarily limited to, the following:

1. Review and approval of requests by outside groups to participate in pre-game and half-time activities;
2. Preparation of timetables;
3. Reservation of locker rooms for performers;
4. Review of special needs and requests;
5. Dissemination of instructions to participants (e.g., time constraints, program content, etc.); and
6. Coordination with the public address announcer, event workers, and other support personnel.

The Coordinator of Athletic Operations arranges and conducts a meeting during the week prior to each home football games with all departments and organizations on campus who have game day responsibilities and duties. Those include: Physical Plant, University Police, Aramark, Ticket Office, auxiliary spirit groups, Alumni Association, and athletic staff. Information is exchanged at this meeting to assure a coordinate effort for game day operations.

The Coordinator of Athletic Operations serves as the game day liaison to all auxiliary spirit groups (i.e. band, cheerleaders, pom squad, etc.) and provides each group with information related to policies and procedures set forth by the Southland Conference, and the NCAA prior to the start of the season. Such information includes informing all participants of pertinent information regarding their group and/or
activity (i.e. designated performance areas, time limitations, performance restrictions, etc.). In addition, the Coordinator of Athletic Operations in cooperation with the Athletic Marketing Coordinator for football is responsible for making any necessary special arrangements for pre-game and half-time activities in addition to the routine activities provided by these groups.

The Coordinator of Athletic Operations oversees accompanying musical selections during pre-game and activities. Cheerleaders, Pom Squad, band members and the mascot are prohibited from coming onto the playing field at football games while play is in progress, as stipulated in the NCAA’s Football Rules.

**Half-time Activities**

In accordance with Southland Conference rules, the half-time intermission for all football games is limited to 20 minutes. Half-time entertainment is carefully scheduled to ensure that everyone involved is aware of the schedule and related time constraints.

**Basketball Events**

The Athletic Marketing Coordinator for basketball oversees the scheduling and staging of special pre-game and halftime activities for home basketball games, including establishing timelines and procedures pursuant with applicable University, Southland Conference and NCAA rules and regulations. Furthermore, if the game is televised, staging and time requirements may be adjusted to allow for television production needs.

The Coordinator of Athletic Operations oversees accompanying musical selections during pre-game and during the contest. Additional musical selections are coordinated with the Band Director. Cheerleaders, Pom Squad, band members and the mascot are expected to follow all applicable policies, as stipulated in the NCAA’s Basketball Rules.

The use of artificial noisemakers, airhorns and electronic amplifiers at Conference basketball games is prohibited. Additionally, bands may not play while the game is in progress. It is the responsibility of the home team to enforce the rules at all home contests.

**Conference and Tournament Events**

When hosting a Southland Conference Tournament, NCAA Championship, or other sanctioned postseason event, the Department of Intercollegiate Athletics complies with the rules and regulations governing the event. In general, at Conference and NCAA events, bands may play only when play is not in progress (e.g., pre-game, half-time, post-game and during time-outs). Furthermore, band instruments may not be played during a free-throw, throw-in, jump ball or other live ball situations during basketball
games; or from the time the offensive team breaks from the huddle until the completion of that play, during a football game.

**Official Tailgate Activities**

Stephen F. Austin State University allows students, alumni, and friends of the University to hold tailgate parties in conjunction with SFA home athletic events.

The Coordinator of Athletic Operations, and the Associate Athletic Director for External Affairs, oversees, coordination of official tailgate activities as a part of overall game day logistics.

The SFASU Policy and Procedures Manual authorizes consumption of alcoholic beverages at official tailgate activities and other events on the SFA campus, where authorized by the President. Kegs are not allowed at official tailgate activities.

All tailgate areas open at 8:00 a.m. on game-day regardless of game time. Tailgate space is claimed on a first-come, first-serve basis. All tailgate areas must be cleared by midnight or 3 hours following conclusion of the game, whichever is earlier. RV’s must depart by noon on the day following each home game.

Official tailgate activities are private parties and commercial activity of any kind is strictly prohibited. This includes advertising, the taking of orders, sales, donations, fundraisers, collecting and distributing literature, marketing applications or promotional materials.

No organization, department, business or individual may offer any food, non-alcoholic beverages, goods or services for sale (including donations and fundraisers) at official tailgate activities except those officially contracted by the University to provide such services.

All police services are coordinated by the Chief of the University Police Department, or his designee, in cooperation with the Intercollegiate Athletics Department. The Chief has the final authority over the placement and duties of his officers.

Individuals, groups and organizations hosting or participating in tailgate parties are responsible for their own conduct and are expected to respect the rights of others and the entire University community. Groups hosting tailgate parties are responsible for providing their own designated drivers.

At its discretion, the University may terminate or take other appropriate action against individuals, groups, or organizations whose conduct at tailgate parties is irresponsible, unreasonable, or inconsistent with University policies and regulations, ordinances and laws.

Tents and canopies must be secured and amenities including furniture, grills, generators or satellite dishes must be confined to each tailgate party’s area and may not obstruct sidewalks, drive lanes or pedestrian walkways. Driving or parking private vehicles on sidewalks and grass areas is not allowed.
All BBQ grills, propane or otherwise, should be attended to at all times. Hot coals must be doused and properly disposed of in designated coal dumpsters. Open pit fire devices are strictly prohibited. Cooking grease should be disposed of in proper containers.

Sound amplification equipment is strictly prohibited unless prior approval is granted.

Persons should be mindful of underground utilities and have those areas identified prior to staking tents or canopies.
Generators must be equipped with a noise reducing devise. Special care and consideration should be taken when managing fuel and extension cords.

Trash should be disposed of in trash receptacles located on-site or packed out. The disposal of grease, hot coals or hazardous materials onto the ground or into storm drains is prohibited.

University policy prohibits pets other than service animals.

RV owners are encouraged to minimize noise and disruption to others. Appropriate manufacturer approved mufflers or a cover are required to minimize noise from generators.

Cords, satellite dishes, etc. must be confined to each allotted RV space and cannot be stretched across drive lanes. Additional vehicles must be parked in a designated parking space.

The visiting team special event site is subject to all tailgate policies, rules and regulations.

SFA
7/2016

ATHLETIC EVENTS: STAGING

The Director of Athletics assumes overall responsibility for the staging of home athletic events to include both facility and game management operations. Game management activities are directly overseen by the Coordinator of Athletic Operations, who delegates specific staging procedures to Departmental personnel designated as home game management staff. For the sports of football, basketball, soccer, volleyball, softball, track, and baseball the Coordinator of Athletic Operations is designated to oversee the home game management staff as stipulated by Southland Conference rules. This individual is responsible for carrying out assigned duties in an efficient and proper manner.

Effective game administration requires continual cooperation and clear communication among the individuals, departments and agencies involved. Furthermore, strict adherence to stated procedures is required to ensure the safety of all spectators and participants and to guarantee that operations run smoothly during athletic events. To facilitate the effective management of home events held in Homer Bryce Stadium and the Coliseum, the Supervisor of Facilities and Equipment has specific game preparation procedures for each of these facilities. Individuals with managerial or support duties are responsible for familiarizing themselves with these guidelines. In addition, the Southland Conference has designated event management regulations related to public address announcements, sideline policing, clock operations, etc., for member institutions, which have been incorporated in event
management guidelines. Lastly, emergency evacuation and protocol plans have been developed for the Stadium (fieldhouse) and Coliseum and are kept on file and coordinated by the University Safety Officer. (See Appendix 605D-1 and 605D-2 for fire evacuation maps for the Coliseum and fieldhouse, respectively.)

**Preliminary Arrangements**

As soon as home athletic event schedules are determined, the Assistant Athletic Director for External Affairs, in conjunction with the Coordinator of Athletic Operations, begins to make necessary arrangements for the successful staging of these events. Before arranging for various auxiliary services, attendance projections are developed for scheduled events. (See Policy 602A, Scheduling: Events/Special Events, for additional information.) Staging requirements include (but are not necessarily limited to) the following:

1. Scheduling and supervision of ancillary personnel (e.g., ticket takers, gatekeepers, ushers, custodians, first aid personnel, etc.) and game management staff (e.g., officials, public address system announcers, scoreboard operators and statisticians);

2. Notifying the Concession Manager of scheduled events;

3. Arranging for police security and crowd control;

4. Arranging for transportation and traffic control;

5. Arranging for facility maintenance coverage with the Supervisor of Facilities and Equipment;

6. Coordinating request for special media services with the Media Relations Staff member assigned to the sport involved.

7. Coordinating visiting and home team locker room requirements;

8. Coordinating pre-game and half-time events;

9. Coordinating Cheerleaders, Mascot and Band performances with the Cheerleader Advisor and Band Director;

10. Coordinating video board production and video streaming with the Video Coordinator

11. Preparing and distributing the game day format and agenda;

12. Ordering refreshment for team locker rooms and the press box;

13. Preparing letters to visiting teams (sent a minimum of one (1) month prior to the event); and when necessary,

14. Securing alternative practice arrangements for sports displaced by an event.

**Facilities Management**
The Supervisor of Facilities and Equipment coordinates facility requirements with the University's Physical Plant management. This to ensure that all structural components of the required facility are in good working order (e.g., lighting, air conditioning, plumbing, etc.) The Supervisor of Facilities and Equipment with designated home game management staff workers is responsible for the preparation of the facility for competition, by performing such activities as preparing the locker rooms, setting up team bench areas, setting up the Coliseum area, etc.

The Coordinator of Athletic Operations ensures compliance with all applicable federal, state and local statutes, as well as University policies and procedures governing the operation of athletic facilities. This includes patron safety, fire prevention and food service requirements. For information regarding facility usage, see Policy 604A, Facilities: Use, in this Manual.

Event Staff

The number of game workers (e.g., ticket takers, ticket sellers, parking attendants, ushers, door guards, program sellers, concessionaires, etc.) required for each event is determined by the size of the anticipated crowd. The Assistant Athletic Director for External Affairs in conjunction with the Coordinator of Athletic Operations, determines the number and type of personnel needed and makes appropriate arrangements, as necessary, with Departmental personnel or the University for coverage, as follows:

1. Security coverage, traffic control and parking administration are provided by the University Police Department. The Athletics Department provides additional support personnel in parking areas, if necessary, and at the discretion of the Coordinator of Athletic Operations and the Assistant Chief of the University Police Department. Appropriate credentials and/or passes are provided to the press, special guests and other game personnel for easy identification; however, careful scrutiny of credentials is still necessary.

2. Facility preparation and clean-up operations are coordinated by the Supervisor of Facilities and Equipment with assigned facilities staff workers and auxiliary workers, as required. Time-tables and schedules are developed by the Coordinator of Athletic Operations in conjunction with the Supervisor of Facilities and Equipment, for the effective preparation and clean-up of facilities prior to competitions.

3. The University Ticket Office hires, trains and schedules ushers, ticket takers, and ticket sellers for athletic events.

4. Emergency medical services are provided by the Nacogdoches County Hospital District and arranged for by the Head Athletic Trainer.

5. Food service is scheduled with the concessionaire. The Assistant Athletic Director for External Affairs arranges for the set up of novelty sale booths, as appropriate. (See Policy 605A, Athletic Events: Concessions and Novelty Sales, in this Manual for additional information.)

6. Clock operators, ball persons, chain crew personnel and official foul secretaries are hired, trained and scheduled by the Texas Association of Sports Officials: Stephen F. Austin Chapter.
7. Communication arrangements (e.g., telephone for security and general operations, two-way radios, pagers, etc.) are managed by University Physical Plant/Electronics Division personnel.

8. Scoreboard and field microphone operations, click effects operators, message center operators, and video screen operations are handled by the Coordinator of Athletic Operations with the assistances of the University Physical Plant/Electronics Division.

9. Statistical crews and auxiliary press box personnel for media operations are under the supervision of the Media Relations Office.

**Game Officials**

The Coordinator of Athletic Operations serves as the game day liaison to the game officials and is responsible for providing adequate dressing and showering facilities, a secure pre-game meeting room, security to all officials until their departure, shower towels, complimentary cold drinks and game programs, where applicable, and other necessities pursuant to Southland Conference, and NCAA rules and regulations.

In the sport of football and basketball, the officials dressing room is locked by event personnel during the game.

**Press Box & Press Row Operations**

The Media Relations Director organizes press box and press row operations for home athletic contests to include preparation and mailing of press credentials and parking passes, compiling and distributing of statistical materials, filing post-game reports to media outlets, overseeing the installation of transmission facilities and arranging for outside statistical crews. Additional information on press box and press row arrangements is contained in Policy 607D, Media Coverage: Events in this manual.

**Prohibited Items**

SFA reserves the right to inspect all bags, blankets, coolers and any other containers of patrons entering an athletic event. Personnel are expected to behave in a positive and courteous manner, at all times. When necessary, security personnel may be asked to assist in the inspection of patrons’ belongings.

**Sign and Banner Policy**

Content of signage should show support for the team and may not contain vulgar, derogatory or unsportsmanlike language. Signs may not obstruct the view or endanger guests and may not be hung on stadium or arena walls. The athletics department reserves the right to move or remove items not meeting these specifications.

**Spectator Control**
All spectators, boosters and guests are prohibited from entering or being on the field without proper credentials. All public access to Homer Bryce Stadium should occur at the concourse level. The field will be closed to all spectators without credentials for a minimum of 15 minutes following the conclusion of the game. Additionally, in basketball, volleyball, softball and baseball, spectators, boosters and guests are prohibited from entering the floor or field and locker room area for a minimum of 15 minutes following the conclusion of the game.

**Guest Distractions**

Stephen F. Austin State University desires to provide a totally enjoyable experience for our fans and expects respect for fellow fans. Inappropriate conduct or activity should be reported to the nearest usher or police officer. Authorized officials will observe the conduct and request it to stop, if necessary. Further occurrence could result in removal from the stadium.

SFA
7/2010

**ATHLETIC EVENTS: POSTSEASON COMPETITION**

The Department of Intercollegiate Athletics encourages the appearance of its teams in postseason competition. Postseason play includes all Southland Conference postseason tournaments, NCAA championship bids, and other postseason events not sponsored by the SLC or NCAA.

Southland Conference tournament bids and NCAA championship bids do not require administration approval. Invitations to compete in postseason competitions not sponsored by either the SLC or NCAA must be approved by the Director of Athletics and the President. Once approved, the Assistant Athletic Director for Business Affairs in conjunction with the other Departmental staff members, as appropriate, is responsible for the coordination of all aspects of postseason event operations. The Director of Athletics retains the right to approve the Official Travel Party list.

**Preparations**

When competition is approved, the following steps are taken:

1. The Head Coach submits a list of participating student-athletes to the Associate Athletic Director for Compliance and Student Services, who initiates the certification of eligibility and ensures that the paperwork needed to comply with NCAA rules and regulations is completed. (See Policy 502C Student-Athletes: Eligibility in this Manual for additional information.)

2. The Assistant Athletic Director for Student Services is informed of the upcoming competition requirements and request faculty cooperation in the rescheduling of any exams and/or required assignments. However, it is the faculty member's prerogative regarding compliance with the request.

3. The Assistant Athletic Director for Student Services and the Head Coach discuss academic commitments and the need for any rescheduling of classes or practices with the student-athletes.
4. The Head Coach instructs players that participation in tournament or postseason competition is an honor which requires additional effort both athletically and academically.

5. The Assistant Athletic Director for Business Affairs coordinates budgetary concerns, as well as oversees travel advances and the disbursement of travel funds. (See Policies 405C, Disbursements: Travel and Entertainment Expenses and 601B, Travel: Teams, in this Manual for additional information.)

6. The Assistant Athletic Director of Business Affairs is also responsible for entering all required information into the NCAA’s on-line travel portal for those teams advancing to NCAA championships. This responsibility also includes coordinating with Short’s Travel on all transportation issues involving team travel.

**Departmental Staff Responsibilities**

The Associate Athletic Director for Compliance & Student Services is responsible for all NCAA and Conference compliance issues as they relate to postseason competition, and in conjunction with the Assistant Athletic Director for Business Affairs oversees all internal operations related to preparations for off-campus postseason competition. They are assisted by the following individuals as specified below:

1. The Media Relations Director coordinates requests for student-athlete or coach interviews, and oversees the Department's media and press requirements for the event.

2. The University Ticket Manager oversees additional ticket activities and sales operations related to the event.

3. The Assistant Athletic Director for External Affairs with assistance from the Coordinator of Athletic Operations assists with entertainment, promotional activities.

4. The Assistant Athletic Director for Business Affairs and a designated member of the coaching staff from the sport involved assists with the coordination of hotel arrangements, meals, transportation, and itinerary preparations.

**Hosting NCAA Postseason Competitions**

The Assistant Athletic Director for Business Affairs in conjunction with the Coordinator of Athletic Operations, is responsible for completing the required application paperwork, in order to host NCAA and/or Southland Conference Championship events.

If selected to serve as host, the Director of Athletics appoints the Coordinator Athletic Operations as the Tournament Host. Working in conjunction with the Media Relations Director and the Supervisor of Facilities and Equipment, he is responsible for ensuring that all requirements listed in the facility/site specifications are met. Additionally, the competition must be conducted and administered in accordance with the policies of the Southland Conference and/or NCAA, as applicable.

SFA
7/2012

**MEDIA COVERAGE: STAFF RESPONSIBILITIES**
The Media Relations Director is responsible for the operation of the Media Relations Office, which serves as the primary media contact for the Department of Intercollegiate Athletics. The Office responds to requests made by electronic and print media representatives for information and commentary on all aspects of the intercollegiate athletics program.

It is the Media Relations Office's primary objective to publicize all intercollegiate teams in the most professional manner possible, creating both interest and enthusiasm while maintaining a reputation for credibility and integrity. To do this, the Office relies on a steady flow of information from, as well as close communications with, coaches, administrators and student-athletes.

The Media Relations Director is charged with overseeing the Media Relations Office and coordinating staff assignments. Specific responsibilities and duties within the Office are delegated by the Media Relations Director to the Assistant Media Relations Director’s and the student assistants as defined in their respective job descriptions and assigned duties.

**Responsibilities of the Media Relations Office.**

The media-related responsibilities of the Media Relations Office are as follows:

- To write, edit, publish and/or disseminate all athletically-related material, in the following forms:
  1. The departmental website (www.sfajacks.com) where daily and weekly news releases and sports updates pertaining to individual student-athlete, coach or team activities;
  2. All current social media platforms including Facebook, Twitter, Instagram and YouTube.
  3. Event programs, as well as annual sports brochures for media purposes;
  4. Current team and individual statistic compilations;
  5. Current and historical files for all sports, including information on teams, individual student-athletes and coaches;
  6. Special interest stories related to student-athletes, coaches, teams or Departmental activities; and
  7. Master sporting event schedules for media on a yearly/monthly/weekly basis.

- To direct media activities at athletic events in the following ways:
  1. Serving as host to radio, television and print media representatives and providing all background information;
  2. Supervising credentials for sideline, press box and team practices;
  3. Coordinating publicity events and press conferences involving student-athletes, coaches and administrators;
  4. Providing requested materials to opponent's Media Relations Offices for both home and road games;
  5. Reporting contest results to media outlets;
6. Supervising the gathering of required statistics at home contests;
7. Coordinating the transmission of post-game information to the media;
8. Overseeing the maintenance of information and archives for all sports;
9. Coordinating the advancing and staffing of away events; and
10. Assisting in the preparation of Conference, and NCAA reports, as required.

• To provide additional services as required, to include the following:
  1. Assisting student-athletes in gaining post-season academic and athletic honors and/or publicizing the receipt of such honors;
  2. Providing student-athletes with interview guidelines;
  3. Assist student-athletes and coaches in preparing for scheduled interviews;
  4. Coordinating individual interviews and media conferences;
  5. Traveling with teams; and
  6. Assisting the administration with public relations campaigns.

Responsibilities of the Coaches

Coaches are expected to cooperate fully with the Media Relations Office to achieve favorable media coverage and provide for the production of quality brochures, media releases and event programs for their sports. Head Coaches' cell phone numbers will be released to known media representatives, unless the coach request in writing that his/her number be withheld.

The media-related responsibilities of Department of Intercollegiate Athletics' coaches are as follows:

1. To coordinate the completion of individual student-athlete publicity information forms on an annual pre-season basis;
2. To abide by the Buckley Amendment when releasing student-athlete information;
3. To participate in television, radio and print interviews, as requested.
4. To be courteous and cooperative with members of the media at all times, even during difficult situations;
5. To be honest when dealing with the media and to exercise sound judgment when commenting to the press on any topic;
6. To go through the Media Relations Office when scheduling media releases and restrict press statements to their specific sport;
7. To honor all deadlines when submitting information for rosters, schedules, publicity questionnaires and athletic event information;

8. To provide the Media Relations Office with all information pertinent to invitational and championships conducted at SFA, as soon as possible prior to the event;

9. To be on time for pre-arranged interviews and return calls to media members in a timely fashion;

10. To assist the Media Relations Office in setting up a time and place for either a press day or photo session for the team, prior to the opening of the sport's season and be available for team and individual pictures;

11. To ensure that student-athletes receive proper instructions and encouragement on appropriate interview techniques.

Stephen F. Austin State University receives regular media attention regionally and statewide. Therefore, coaches are reminded to think carefully prior to answering media questions dealing with subjects such as specific student-athletes, injuries or controversial topics. **Public statements or media releases regarding sensitive topics are to be approved by the Director of Athletics or Media Relations Director prior to release.** For additional information, see Policy 606B, Media Coverage: Interviews, Press Conferences and Press Releases.

**Privacy Rights of Student-Athletes**

All Department of Intercollegiate Athletics personnel are expected to comply with University and NCAA rules and regulations, as well as federal laws, regarding the release of personal information related to student-athletes and prospective student-athletes. Therefore, in accordance with University, NCAA rules and regulations and the 1974 Family Educational and Privacy Rights Act (Buckley Amendment), personal information about the student-athlete is not to be used or released unless the student-athlete has given his/her consent to the University for the release of such information for publicity use.

For specific information, see Policy 606B, Media Coverage: Interviews, Press Conferences and Press Releases in this Manual.

SFA
7/2016

**MEDIA COVERAGE: INTERVIEWS, PRESS CONFERENCES AND PRESS RELEASES**

Stephen F. Austin State University’s intercollegiate athletics programs generate public interest and media coverage both regionally and statewide. The Department of Intercollegiate Athletics is aware that its image directly affects the reputation of the entire University, and therefore urges all student-athletes, coaches and staff to exercise extreme caution when making any statements to the media. Specific policies and guidelines have been developed to assist student-athletes and Departmental personnel with the management of media interviews, conferences and reactions to specific news releases.

The Director of Athletics, working in conjunction with the Media Relations Director, Assistant Media Relations Director and the coaches, is ultimately responsible for determining which types of information and commentary are appropriate for media release. Coaches and student-athletes retain the freedom to speak with media representatives without supervision, but are restricted from providing privileged information concerning the Department of Intercollegiate Athletics and specifically its student-athletes.
Release of Student-Athlete Information

Departmental staff are expected to comply with University, Southland Conference, NCAA and Federal rules regarding the release of personal information concerning student-athletes and prospective student-athletes. As specified by these governing authorities, only the following information may routinely be released for legitimate purposes:

- Student-athlete's name and permanent address;
- Date and place of birth;
- Residency status, college, major and academic level;
- Most recently attended institution, dates of attendance at Stephen F. Austin State University, degree and awards received;
- Weight and height;
- History of participation in officially recognized sports and activities; and
- Citizenship.

In accordance with the 1974 Family Educational and Privacy Rights Act, personal information about the student-athlete is not to be released unless the student-athlete gives his/her written consent to the University for the release of such information for publicity purposes. A Student-Athlete Sports Information Questionnaire (see Appendix 606B-1) must be filled-out and/or updated by each student-athlete prior to the sport's season. The Head Coach is responsible for ensuring each team member's written release is completed and on file in the Sports Information Office.

Release of Telephone Numbers

The Media Relations Office does not provide the student-athlete's phone number to representatives of the media. However, when appropriate, the Media Relations Office may arrange for student-athletes to return calls to members of the media, at their expense.

Prospective Student-Athlete Information

The Media Relations Office retains sole authority to release the names of prospective student-athletes following the receipt by the University of a National Letter of Intent. Any premature or unauthorized disclosure of this information may result in NCAA sanctions against the school. Therefore, media inquiries regarding any verbal commitments to the University should produce a no comment response by athletic staff members. Persistent inquiries should be referred to the Media Relations Director.

INTERVIEWS

The Media Relations Office serves as the primary clearinghouse for interview requests and is solely responsible for the coordination of student-athlete interviews with legitimate representatives of electronic and print media. Although, all requests for interviews received by Department of Intercollegiate Athletics personnel should be referred to the Media Relations Office, coaches and administrative personnel have the right to schedule their own interviews.

The Media Relations Office may schedule interview sessions throughout the athletic season and academic year, based on media interests and intercollegiate athletics activities. In general, interview sessions for revenue sports are scheduled on a regular basis before or after practice, as designated by the Head Coach, with post-game interviews scheduled to follow the conclusion of each intercollegiate event. The Media Relations Office provides the following assistance with the coordination of interviews:
• Establishment of ground rules for interview, selection of location and formal introduction of participants;

• Preparation and release of background material relative to the interview;

• Appropriate guidance to individual(s) being interviewed with special focus placed on probable topics;

• Instruction to student-athletes regarding appropriate interview and media relations techniques;

• Coordination of interview process to ensure the avoidance of conflicts with class time, as well as team or school activities; and

• Special assistance to student-athletes and Departmental staff who may have specific problems with the media.

Coaches and Student-Athlete Guidelines

All Coaches and student-athletes are encouraged and expected to participate in outside media interviews in order to present a positive image of both the individual and the University. Telephone and in-person interviews of student-athletes are to be arranged through the Sports Information Office, at the convenience of both parties. Interview questions asked of student-athletes and coaching staff are to be answered honestly with tact and diplomacy.

Head Coaches are responsible for insuring that their student-athletes are instructed in the appropriate manner of addressing media representatives during interviews. While different guidelines may be required for different sports, coaches should include instruction on responding to both typical and high stress situations which may occur during or after a game.

Additional policies and guidelines concerning interviews are as follows:

1. All Interviews which may address any controversial issue or a matter under investigation are subject to the prior approval of the Director of Athletics.

2. Post-game interviews are conducted after a normal ten-minute cooling off period. In all sports, win or lose, coaches and student-athletes should be available to the press following an athletic event.

3. Media representatives are to be advised that interviews with student-athletes may not interfere with classes, practice time or other scheduled activities.

4. Calls from media representatives are to be returned promptly, to ensure that the story has appropriate comments from an SFA coach or student-athletes.

5. Off the record comments are not guaranteed to remain off the record. Questions of a sensitive nature should be referred to the appropriate administrator.

It is the Head Coach's responsibility to instruct his/her coaching and administrative staff regarding their responses to the media. Staff members should also be familiar with Sports Information Office policies. Coaching staff are expected to be courteous at all times, but they are not required to provide answers to all of the media questions.
PRESS CONFERENCES

Press conferences pertaining to the intercollegiate athletics program may only be called by the Media Relations Office or the director of the Director of Athletics. Coaches are not permitted to call their own press conferences.

In general, press conferences are scheduled on a sport-by-sport basis, depending on current media interest, with regularly scheduled football and basketball press conferences occurring after each competition during each sport's respective season.

PRESS RELEASES

The Media Relations Office is responsible for the writing, editing and distribution of all press releases pertaining to the intercollegiate athletics program at the University. Media releases are routinely distributed for staff hires or changes, major athletic events and personality features, as well as other newsworthy issues and items.

All releases are to be presented in a professional and newsworthy manner, providing appropriate statistical data, notes, quotes and other facts concerning the subject. Any staff member desiring to release an item to the public should first notify the Media Relations Office of the issue to be covered and then assist the Office in ensuring that the information to be released is factual, appropriate and serves to promote the best interests of the Department and the University. Any press releases which may be of a sensitive nature require the prior approval of the Director of Athletics.

SFA
7/2006
MEDIA COVERAGE: PUBLICITY MATERIALS

The Department of Intercollegiate Athletics produces publicity materials not only as a means of providing the media with vital information about the athletics program, but also to stimulate support for its athletics program from the University, fans and surrounding community. The Media Relations Office is charged with the responsibility of producing professional publicity materials of the highest quality in compliance with University, Southland Conference and NCAA rules and regulations.

Media Guides

The Media Relations Office is responsible for the production, within budget limitations, of annual media guides for each of the Department's intercollegiate sports programs. Media guides are on sale to the general public at the price of $12.00 per guide (subject to change).

Criteria governing the publication of a media guide are as follows:

1. The guide is formatted and sized according to individual sport requirements. The number of pages, use of photos, etc., is commensurate with the media's interest in the sport, budget constraints, and NCAA regulations. The number of guides printed is determined by historical media requirements and Departmental needs.

2. All production costs are derived from the individual sport's annual budget.

3. The University's purchasing and printing procedures are observed in the production of media guides (see Policy 404, Purchasing Procedures, and Policy 406, Printing, in this Manual).

4. The Media Relations Office develops publication timetables according to each sport's season and production requirements.

5. Media guides are distributed by the Media Relations Office.

Schedule Cards/Posters

Schedules must be officially approved by the Director of Athletics prior to the printing of any schedule cards or posters. (See Policy 602A, Scheduling: Events/Special Events in this Manual for additional information.) The marketing coordinator for the assigned sport is responsible for the production of schedule cards for various intercollegiate sports with final approval from the Associate Athletic Director for External Affairs.

Individual Game Programs

The Media Relations Office is responsible for the production of day-of-game programs and/or flip cards. The size of specific game programs and/or flip cards is determined by the sport's budget. The University's multi-media rights holder is responsible for coordinating advertising for all programs. All advertising must conform to University and NCAA guidelines. Program production (i.e., number and associated cost) is determined by the Media Relations office in consultation with the multi-media rights holder, the Associate Athletic Director for External Affairs, and approved by the Director of Athletics.
The Media Relations Director retains responsibility for the editorial content of all game programs and/or flip cards. The Director of Athletics has final approval over content.

**Photographs**

The Media Relations Office is responsible for maintaining an active file of photographs of student-athletes, members of the coaching staff and athletic administrators. In addition to posed team and individual photographs, game action sports photographs are included in the file for use in sports programs.

The Media Relations Director is responsible for scheduling photographic sessions for individuals and teams with each Head Coach prior to the start of the sport's season. Photo days are scheduled to meet each sport's publication requirements. Coaches should ensure that the entire team is present at scheduled photography sessions and that team members arrive promptly and are appropriately dressed.

All photographs are the property of the Department of Intercollegiate Athletics and are to be used for Departmental purpose only. Copies of photographs are made available to members of the media upon request without charge. Internal use of file photographs is determined by mutual consent between the Media Relations Office and the individual requesting the photograph. Per NCAA regulations, photographs and/or slides are not provided to any student-athlete unless considered a part of an approved athletic award.

SFA
7/2016

**MEDIA COVERAGE: EVENTS**

The Department of Intercollegiate Athletics recognizes the importance and benefit of comprehensive print and electronic media coverage of its intercollegiate sports programs. The Media Relations Office is responsible for providing maximum assistance to legitimate media representatives who cover the University's sports programs, so that they can perform their duties in a professional and timely manner.

The Media Relations Director, in conjunction with the Associate Athletic Director for External Affairs and the Director of Athletics, is responsible for establishing guidelines for media coverage of intercollegiate athletic events.

**Event Staffing**

The Media Relations Director is responsible for the coordination of staff coverage for all varsity events (home and away), as well as ensuring appropriate coverage to meet the publicity needs of each program on a seasonal basis.

Staff members may be assigned primary responsibility for specific sport(s) (i.e., men's basketball, volleyball, etc.) as well as receive individual coverage assignments, as they occur. Staff responsibilities related to event management may include, but are not limited to, the following:

- Reporting and recording results of events;
- Issuing press credentials to approved members of the media;
- Coordinating and monitoring activities in the press box and along the sidelines;
- Coordinating pre-game notes and post-game results of each event;
- Orientating security to media procedures; and
• Providing appropriate information and support services to any visiting team’s Media Relations Office.

Working Press Credentials

The Media Relations Office is responsible for issuing press credentials (e.g., sideline and press box passes) to approved members of the media (print and electronic). Press credential requests are approved by the Media Relations Director, in conjunction with the Director of Athletics.

Press credentials are only issued to individuals serving in an assigned working capacity for a legitimate news organization. Legitimate media agencies are considered to be one of the following:

• Newspapers, periodicals, radio and television stations regularly covering Stephen F. Austin State University sports;

• Media representatives approved by the visiting Media Relations Director;

• Agencies affiliated with the University;

• Representatives of television and radio networks/stations granted the right to televise or broadcast contests on a national or regional basis;

• National media agencies (print and electronic) covering a specific story on SFA athletics; and

• Media outlets within the region who do not regularly cover SFA athletics (subject to availability).

Season media passes are issued to established beat reporters and photographers on a sport-by-sport basis. Credential requests for individual games are to be submitted to the Media Relations Office, in writing on official letterhead, at least two (2) weeks in advance of the specific contest. Upon receipt and approval of the application, credentials are either mailed to the requestor or held at the Will Call window or at the designated media entrance.

Media Seating

Only working media members are granted credentials and allowed to access to designated media areas at various athletic events. An assigned seating chart is developed by the Media Relations Director to ensure orderly press box operations and assign prioritized seating, based on the media outlet’s importance and size.

Sideline and Floor Passes

During any athletic contest, only personnel with proper credentials are allowed on the sidelines in football or on the floor for basketball and volleyball. All other members of the media must operate from the designated media area.

Away Games
The Media Relations Office is responsible for obtaining working press credentials for members of print and electronic news outlets who regularly follow Stephen F. Austin State University teams on the road. Use of media credentials is a privilege and may be revoked if abused. Transferring of passes to friends, family members, and especially to children may result in loss of press credentials.

Enforcement

All media representatives are required to display proper credentials at all times during an event. Event staff personnel are authorized to remove any individual without proper credentials from a restricted media area.

Post Game Coverage

The designated Media Relations Office staff member assigned to the event coordinates post-game coverage of all home events. Post-game responsibilities include providing official statistics, arranging interviews with players and coaches, and providing general assistance to the media, as well as transmitting information to specified news agencies. Every effort is made to comply with the policies and requests of the individual Head Coaches.

Post-game interviews normally begin after the traditional ten (10) minute cooling off period. In general, media representatives are not permitted in the locker rooms.

Recordkeeping

It is the responsibility of the Media Relations Office to record, compile and maintain statistical and highlight data on all intercollegiate events. Additionally, final scores and statistics are reported to the Southland Conference, and the NCAA, as appropriate.

The Media Relations Office maintains complete files on individual student-athletes, as well as a daily clip file on the Department of Intercollegiate Athletics. Each student-athlete file contains a publicity questionnaire concerning past history, athletic and academic achievements, and personal information including the release form (see Appendix 606B-1). These files are updated with statistics, photographs, feature articles and other materials as they become available.

It is against Departmental policy to reveal any non-public, personal information to the media without the prior consent of the student-athlete. (See Policy 606B, Media Coverage: Interviews, Media Conference and Media Releases, for further information on releasing information on student-athletes to the public.)

Athletic Archives

At the end of each sport's season, archival data of a historical interest is retained and kept by the Media Relations Office in files located in the press box with selected archival athletics data stored on computer diskettes. Additionally, comprehensive sport brochure files are maintained by the Media Relations Office.

SFA
7/2010

MEDIA COVERAGE: TELEVISION AND RADIO PROGRAMS

The Department of Intercollegiate Athletics strives to maximize the amount of exposure it receives on television and radio as a means of increasing public support and generating revenue for the intercollegiate athletics program. The Media Relations Office monitors radio and television coverage to
ensure that the best interests of the Department and the University are served, and that NCAA, and Southland Conference rules and regulations are followed. The University’s multi-media rights holder is responsible for negotiating and administering radio and television contracts for the Department. All contracts for media coverage requiring the University’s signature must be reviewed by the University’s General Counsel prior to finalization.

Radio Contracts

The contracts for regional radio coverage of SFA football and basketball are held by Townsquare Media Group, which operate KYKS-105 (105.1 FM), KTBQ (107.7) and KSFA (860 AM). Contracts are negotiated on an annual basis with station management by the University’s multi-media rights holder.

Television Contracts

Contracts for most television network coverage of football games are part of the Southland Conference package, which are handled and negotiated by representatives of the Conference Office (See SLC ByLaw 9). SFA home contests not selected for presentation on a Southland Conference television program are telecast via ESPN3 and produced by the Athletic Department. Individual contracts for athletic event television coverage are negotiated by the Associate Athletic Director for External Affairs, in conjunction with General Counsel, as appropriate.

Departmental Responsibilities

Facility requirements stipulated in contracts for media coverage of Department of Intercollegiate Athletics sports include, but are not limited to:

- Broadcast booth facilities or seating assignments, as appropriate;
- Current and up-to-date listings of all appropriate sports' statistics;
- Credential preparation and distribution for all approved media personnel;
- Passes for approved media personnel;
- Food for media personnel, as needed, and
- Parking passes or assignments for media and promotional staff.

7/2016

MARKETING AND PROMOTIONS

The overall marketing and promotions philosophy of Stephen F. Austin State University, Department of Intercollegiate Athletics is to promote increased exposure and generate revenue opportunities while maintaining a positive public image. The Department's marketing focus is on activities which create a traditional hometown feeling and communicate the overall quality of the sports programs.

The Department has engaged Learfield Communications, Inc. through a wholly-owned subsidiary under the name “Lumberjack Sports Properties, LLC”. Learfield has exclusive world-wide multi-media rights to include the following:

- Football and Men’s Basketball Game Programs/Roster Cards.
- All other sports programs/roster cards.
- Official athletic publications.
- Homer Bryce Stadium advertising and sponsorship.
- William R. Johnson Coliseum advertising and sponsorship.
Other sports venues used for department events to include existing and future venues.
Radio & Television programming.
Athletic at-event impact.
Digital media sponsorship rights.
Mobil/Wireless advertising in all forms.

The Associate Athletic Director for External Affairs oversees the planning and coordination of all marketing and promotional activities, and ensures that these activities are appropriate within an educational environment. He also is the department’s liaison with Lumberjack Sports Properties, LLC. There are three marketing coordinators who are directly responsible for marketing plans and promotional activities for their assigned sports.

Promotional activities are designed to provide a total entertainment package to the Department's patrons. More specifically, the goal is to create a wholesome family atmosphere with something of interest for everyone, including color, music and a festive, upbeat environment. This requires careful coordination between the marketing coordinators, operations staff, video staff, Lumberjack Sports Properties, LLC, coaches, team, cheerleaders and the band.

Marketing Plan Strategies

All activities require careful coordination within the Department, Lumberjack Sports Properties LLC, and the full cooperation of the coaches.

An emphasis is placed on the marketing of programs with income producing or fund raising potential. Activities and items included in the overall marketing and promotions plan include, but are not limited to:

- **Ticket Sales:** Development and implementation of marketing and sales campaigns to maximize all ticket revenues. (Activities may include direct mail promotions and purchase appeals or trade-outs for radio, newspaper, television, outdoor/transit or other advertising to generate ticket sales.)

- **Special Event Marketing:** Marketing and promotions of SFA Homecoming, Southland Conference Tournaments and NCAA Championships, photo days and other related events.

- **Media Promotions:** Development of radio spots, commercials, bill boards, flyers and newspaper advertising.

- **Booster Support:** Support for coaches campaigns to promote associate booster groups, as well as communications with business and community groups to create support for these organizations.

- **Game Day Entertainment:** Coordination of special events and activities surrounding game attendance for all sports. (Activities include press conferences, tailgate parties, post-game gatherings, autograph sessions, special game days and other activities.)

For additional information on ticket sales, television/radio programs, game day entertainment and novelty sales, see policies 408B, 606E, 605C and 605A, respectively, in this Manual.

**Corporate Sponsorships**
Corporate sponsorships are administered through Lumberjack Sports Properties, LLC, and coordinated with the Associate Athletic Director for External Affairs.

Under no circumstances should a coach undertake a solicitation effort himself/herself, unless he/she has received prior approval from the Director of Athletics or his designate.

Advertising Guidelines

Only approved logos for the Department of Intercollegiate Athletics and Stephen F. Austin State University are to be used in advertising. Additionally, all advertising for Department-sponsored events must be approved by the Director of Athletics, in conjunction with the Associate Athletic Director for External Affairs and the designated marketing coordinator for the assigned sport.

The development of advertising copy邵ots for identified athletic events and special events is the responsibility of the designated marketing coordinator for the assigned sport, in conjunction with the Associate Athletic Director for External Affairs. Staff members are expected to know and adhere to Conference and NCAA regulations regarding such advertisements. The Assistant Athletic Director for External Affairs reserves the right to evaluate and approve the specifications for the advertisement, including but not necessarily limited to the following:

- The appropriateness of the advertisement
- The advertising medium;
- The advertisement copy;
- The size of the ad;
- The cost per run date; and
- The run dates.

Solicitation and Trade-Out Guidelines

The solicitation of advertising for the production of promotional materials is the responsibility of Lumberjack Sports Properties, LLC. Coaches and other Departmental personnel are discouraged from soliciting advertising unless prior approval has been granted from the Associate Athletic Director for External Affairs or his designee (to avoid any exclusivity rights and other contractual specifics).

Promotional Guidelines

The Department has specific procedures established for the promotional areas specified below.

- Display of Product, Product Likeness, Mascot or Displays Other Than Banners

A skill contest prize may be displayed on or just off the playing floor while a skill contest is being conducted or may be displayed in a public lobby area during the event for which it is to be awarded.
The mascot of a major sponsor may be allowed to appear at an athletics event provided all Departmental requirements and restrictions are followed.

The name and or logo of a skill contest sponsor may appear on a vinyl floor target used to define a throwing area during a skill contest (e.g., a logo in the center circle for a half-time free throw contest).

• Scoreboard Advertisement

Advertising of a permanent type displayed on scoreboards and other similar permanent signage is permitted.

Event-specific sponsor acknowledgements of a non-permanent nature may be displayed on digital electronic scoreboard displays.

• Free Distribution of Advertising

Product give-aways may be used as an event promotional technique, with or without the title sponsor's name, provided there is no element of chance involved (e.g., gift to first 500 attendees at the event).

• Use of Coaches or Other staff Member's Name or Image

Lumberjack Properties, LLC, holds property rights for any coaches' radio or television show. Because coaches are University employees, it is at the Department’s discretion and cost if coaches receive any additional compensation for appearances/endorsements related to the multi-media rights to include radio and television appearances. However, in the event a coach is asked to participate in a commercial, such participation will be subject to the coach and sponsor agreeing on compensation for such participation, and such fees shall be paid by the sponsor.

Lumberjack Sports Properties, LLC, will have the opportunity to make use of football and basketball coaches for sponsored events and sponsor interactions as mutually agreed upon by both parties during each athletic year at no cost.

Agreements related to the donation of a product(s) to the Department (e.g., shoes worn by basketball team, etc.) are made with the University, with the final approval of the President.

A coach is permitted to have a separate personal consulting contract with a sponsor provided the agreement conforms to NCAA, University and State regulations and does not trade on the wearing of the product by Departmental teams. All such contracts must have the prior approval of the University President. (See Policy 510B, Coaches and Administrators: Outside Employment and Promotional Activities, in this Manual for additional information.)

The use of the name or image of a coach may be approved provided the coach does not specify any affiliation with the University or a Departmental team.

• Display of Commercial Banners

Corporate banners may be permitted in designated facilities used for athletics events, as permitted by University regulations.
Any other type of display by corporations or sponsors requires the permission of the Director of Athletics within University regulations.

**Logo and Licensing Guidelines**

The Department of Intercollegiate Athletics has registered its trademarks, service marks and logos and has trademark ownership rights to them. The Associate Athletic Director for External Affairs acts as the Department's Licensing Coordinator.

All entities wishing to manufacture or sell products using the Department's marks must be licensed and pay royalties, with the exception of those producing goods for use by the Department that are not for resale.

SFA
7/2014

**MANUAL UPDATES**

Stephen F. Austin State University, Department of Intercollegiate Athletics Policies and Procedures Manual is designed to be a living document which can be revised and/or expanded to reflect Departmental changes. The organization of the Manual allows revisions and updates to be made without major disruption to the format. Policies are organized into sections by topic areas, beginning with Section 100: Statement of Purpose. Each policy within a section is number sequentially and titled (e.g., Section 100, Policy 101: Philosophy and Objectives).

All policies are individually paginated (i.e., self-contained); therefore, new policies or sections can be added sequentially and modifications can be made without interrupting the pagination of the entire Manual.

**Revision Procedure**

Administrative staff members are encouraged to periodically review existing policies and to discuss revisions or additions with those staff members who report directly to the administrator for the area of responsibility addressed by the policy. When revisions, additions or a new policy are required, no matter how minor, the administrative staff member should note, in writing, the proposed alteration. The written notification must include the section, policy, and page number, and a copy of the existing policy.

The proposed revision or addition is then presented to the Director of Athletics, who may discuss the modification with other administrative officials at a regularly scheduled Administrative Staff meeting and/or the Intercollegiate Athletics Council prior to making a final decision.

Once approved by the Director of Athletics the proposed change is forwarded to the President of the University, General Counsel, and to the Board of Regents for Final Approval. Upon approval by the Board of Regents each policy is officially revised by the Director of Athletics.

To ensure that no unauthorized modifications are made, only the Administrative Assistant to the Director of Athletics is permitted to disseminate the updated Manual material to Departmental staff. The updated Manual is also uploaded to the department's official website by the Director of Media Relations. Questions concerning revisions, additions, or the procedures for altering existing Manuals are to be directed to the Director of Athletics.

SFA
7/2016
EXPANSION/RENOVATION OF FACILITIES

The Department of Intercollegiate Athletics is committed to providing the finest facilities for its athletic programs. Therefore, the Director of Athletics, in conjunction with Administrative Staff and the Supervisor of Facilities and Equipment, conducts an annual review of all facilities utilized by the Department to determine their need for expansion or renovation. The Supervisor of Facilities and Equipment is responsible for facilities inspections on a routine basis and reports all identified problems to the Assistant Athletic Director for Business Affairs.

Head Coaches and administrative staff members may propose the expansion or renovation of a facility to the Director of Athletics throughout the year. These proposals are reviewed and prioritized by the Director of Athletics, the Assistant Athletic Director for Business Affairs, the Associate Athletic Director for Compliance & Student Services and the Supervisor of Facilities and Equipment. Such determinations are based on the impact the improvements would have on the University and the Department. Priority is assigned to projects meeting the academic needs of the University, with descending priority given to projects meeting the needs of varsity athletic teams and then to projects meeting the recreational needs of the student body.

After determining project requirements and estimated cost, the Director of Athletics submits recommendations for proposed projects to the President to coincide with annual budget preparations and the University capital projects submission deadlines. The Director of Athletics determines which facilities improvements are to be included in the proposed Departmental budget. All campus projects are subject to the approval of the President and the Board of Regents. (See Policy 401A, Budget: Formulation, in this Manual for additional information.)

Funds for expansion and renovation projects may be derived from several sources, including University operational funds, fund raising campaigns and reserve funds. The Director of Athletics and the University's President are responsible for determining the method of funding.

SFA
7/2006

EXPANSION/CURTAILMENT OF PROGRAMS

The Intercollegiate athletics program at Stephen F. Austin State University may be examined periodically with regard to possible sports programs expansion or curtailment. New sports may be added or a present program may be expanded or curtailed based on an evaluation process using the following criteria:

- NCAA Mandate;
- Title IX mandate;
- National trends;
- Southland Conference and NCAA sponsorship
- Availability of facilities;
- Proximity and quality of available competition;
- Interest level of participants and spectators;
- Funding demands, including the related need for support staff and travel;
- Availability of quality coaches; and
- History of the sport at the University (e.g., a club sport, intramural sport or prior varsity sport or prior varsity sport).
The Director of Athletics evaluates and makes recommendations for a program's institution, expansion or curtailment to the President. The recommendation should include the following information:

- Reasoning for the proposed change;
- Review of a particular sport's previous win/loss record;
- Review of a particular sport's previous financial history (i.e., expenses and revenues);
- Impact on facilities, as well as staffing; and
- Estimated cost savings or expense to be incurred.

The President of the University, who in conjunction with the Board of Regents, makes the final decision regarding the Director of Athletics' recommendation.

SFA
7/2007

SPECIAL FUND RAISING

The Department of Intercollegiate Athletics solicits financial support for its intercollegiate athletics program in accordance with University, Southland Conference and NCAA rules and regulations. Annual giving is coordinated by the Director of Athletic Development who reports to the Associate Athletic Director for External Affairs. Fund raising specifically for the Department must be coordinated through the Director of Athletic Development. Individual staff members and coaches who have opportunities for obtaining gifts or donations should work closely with the Director of Athletic Development. It is very important that all departmental fund raising presents a well-organized effort especially in communication between all involved.

THE SFA VARSITY CLUB

The SFA Varsity Club serves as the department's fundraising arm. The Director of Athletic Development is responsible for coordinating the operation of the SFA Varsity Club. The University's Office of Development and the Ticket Office assist the Director of Athletic Development in the areas of receipt of funds, funds deposit and record keeping. Support for Department of Intercollegiate Athletics activities is generated through personal contact with and solicitation mailings to alumni, parents, friends, corporations and foundations. See Appendix 408B-3 for a copy of SFA Varsity Club brochure.

Organization

All donations made to the SFA Varsity Club are tax exempt for all portions other than specific items considered as tangible benefits of value which the IRS would not credit towards the gift/donation deduction.

The SFA Varsity Club, under the direction of the Director of Athletic Development, will raise funds throughout the fiscal year.

Membership and Donor Benefits

Membership in The Athletic Fund Drive consists of approximately 500 members. Membership entitles the donor to benefits proportionate to the level of giving. Those membership levels and their benefits are as specified

Student/$50 - $99
- Tax deduction;
- Membership card
- Auto decal
- Football program recognition
- Invitation to weekly luncheons
- Invitation to special receptions
- Away game ticket information
- Postseason ticket priority

**Associate $100 - $249**

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Media Guides;
- Post Season ticket priority;
- Invitation to weekly luncheons;
- Membership Card;
- Automobile decal.

**Junior Varsity $250 - $499**

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Special football parking;
- Post Season ticket priority;
- Invitation to weekly luncheons;
- Membership Card;
- Automobile decal.

**Varsity $500 - $999**

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Chairback football seating;
- Special football parking;
- Post Season ticket priority;
- Invitation to weekly luncheons;
- Membership Card;
- Automobile decal;

**Purple & White $1,000 - $1,499**
• Tax deduction;
• Invitation to special receptions;
• Football program recognition;
• Away game ticket information;
• Special basketball parking;
• Media Guides;
• Chairback football seating;
• Preferred football parking;
• Post Season ticket priority;
• Special functions with head coaches;
• Invitation to weekly luncheons;
• Membership Card;
• Automobile decal;
• Two (2) football or two (2) basketball tickets.

Victory/$1,500-$2,499

• Tax deduction;
• Invitation to special receptions;
• Football program recognition;
• Away game ticket information;
• Special basketball parking;
• Media Guides;
• Chairback football seating;
• Varsity Elite football parking;
• Post Season ticket priority;
• Special functions with head coaches;
• Invitation to weekly luncheons;
• Membership Card;
• Automobile decal;
• Four (4) football or four (4) basketball tickets.

MVP/$2,500-$3,999

• Tax deduction;
• Invitation to special receptions;
• Football program recognition;
• Away game ticket information;
• Special basketball parking;
• Media Guides;
• Chairback football seating;
• Varsity Elite football parking;
• Post Season ticket priority;
• Special functions with head coaches;
• Invitation to weekly luncheons;
• Membership Card;
• Automobile decal;
• Four (4) football or four (4) basketball tickets.
All-American/$4000-$9999

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Chairback football seating;
- Varsity Elite football parking;
- Post Season ticket priority;
- Annual Champions Dinner;
- Special functions with head coaches;
- Invitation to weekly luncheons;

- Membership Card;
- Automobile decal;
- Six (6) football or Six (6) basketball tickets.

Champion/$10000+

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Chairback football seating;
- Varsity Elite football parking;
- Post Season ticket priority;
- Special functions with head coaches;
- Invitation to weekly luncheons;
- Personalized wall plaque;
- Membership Card;
- Automobile decal;
- Eight (8) football or Eight (8) basketball tickets.

Administration

The University's Office of Development serves as the fund depositor and bookkeeper for all funds raised by SFA Varsity Club. SFA Varsity Club monies received at the Department are forwarded to the Ticket Office where they are entered into the Varsity Club database and receipts and copies of the pledge card are forwarded to the Office of Development. Copies of the receipts and the original pledge card are returned to the Department where they are kept on file in the office of the Associate Athletic Director for External Affairs.

The Ticket Office deposits all SFA Varsity Club monies into the Departments' University account indicating allocation by coding the entries according to the request of donor.

Donors are receipted for the tax exempt portion of the donation, i.e., portion remaining after ticket allocations by the Office of Development. The receipt, accompanying letter of acknowledgement and
envelope are returned to the Department for signature by the Associate Athletic Director for External Affairs prior to being mailed to the donor.

Use of SFA Varsity Club funds are for non-budgeted items within the Department, e.g., summer school, fifth year scholarships, etc. To request use of these funds, standard University purchasing, travel request and scholarship procedures are followed. See Policies 404, Purchasing Procedures, 405C, Disbursements: Travel and Entertainment Expenses and 502D, Student-Athletes: Financial Aid for additional information.

Allocation of Donations

Depending on the donor's instructions on the membership brochure, a gift or donation may be designated as unrestricted, restricted or a gift-in-kind.

1. An unrestricted designation applies to any gift, which may be used for the general good of the Department. The Department may use unrestricted gifts or donations for any purpose as approved by following standard University purchasing or scholarship allocation procedures.

2. A restricted designation applies to any gift that must be used for a specific sport.

3. Gifts-in-kind are accepted by the Department with the approval of the Associate Athletic Director for External Affairs and/or the Director of Athletics. The value of the gift is based on the donor's invoice and fair market value as approved by the Director of Athletics. (See Appendix 402C-1 for a sample Gift-in-Kind Acceptance form.) The acknowledgement letter serves as a receipt for the gift.

The Department reserves the right to accept or refuse any gift or donation that may be offered. (See Policy 402C, Receivables: Receipt of Donations and Gifts-In-Kind, in this Manual for additional information.)

OTHER FUNDRAISING

Additionally, the Department receives special funds that have been donated to the University and/or the Department through the Stephen F. Austin Alumni Association or the Stephen F. Austin State University Foundation. Both the SFA Alumni Association and the SFASU Foundation Office will assist the Department with fund raising during the annual fund raising period. All funds raised specifically for the Department, are deposited directly into the Department’s account at the University with funds designated by code as restricted or unrestricted donations.

The Associate Athletic Director for External Affairs and/or the Director of Athletics must approve any fund raising activity that utilizes SFA Athletics in any way. In addition, these activities must be coordinated and supervised by the Director of Athletic Development.

Gifts and Donations

As allowed by the guidelines of the University, the Alumni Association and the SFASU Foundation may receive gifts and donations of money, securities, real property and personal property intended to benefit the University. Depending on the donor's instructions, a gift or donation may be designated as unrestricted or restricted.

1. An unrestricted designation applies to any gift that may be used for the general good of the University.
2. A restricted designation applies to any gift that must be used for a specific selected area within the University or for scholarship use.

3. Gifts-in-kind are accepted by the Alumni Association for the University. The value of the gift is based on the donor's invoice and fair market value as approved by the Director of Athletics.

The University reserved the right to accept or refuse any gift or donation that may be offered.

The SFA Alumni Association and the SFASU Foundation also solicits and receives gifts designated as but not limited to:

- Planned or Deferred Giving Donations;
- Endowed Scholarships

All the above gifts are acknowledged as cash contributions with an acknowledgement letter and a receipt returned to the donor.

SFA 7/2014

**NCAA GUIDELINES FOR REPRESENTATIVES OF ATHLETICS INTERESTS**

The Department of Intercollegiate Athletics recognizes the value of the support received from its alumni and friends. Booster organizations who seek to represent the University's athletics interests are expected to adhere to the policies and procedures established by the University for the governance of its intercollegiate athletics program. Furthermore, the Department ensures that all groups subscribe to the fiscal policies and procedures of the University and the Department of Intercollegiate Athletics.

Each individual associated with a booster organization is responsible for upholding all Southland Conference and NCAA rules and regulations concerning outside support of the intercollegiate athletics program. Departmental administrators and coaches must ensure that information concerning such rules and regulations is made available to alumni, friends of Lumberjack and Ladyjack athletics and members of booster organizations.

The Department publishes A Rules and Regulations Guide for Alumni and Friends of SFA Athletics. This publication outlines pertinent definitions used within athletics and important NCAA rules and can be found on the Athletic Department Webpage. The Associate Athletic Director for Compliance and Student Services is available for individual inquiries related to the area of representatives of athletics interests, referred to as boosters in the following policy.

**NCAA Regulations**

As friends of the University and supporters of its athletics program, the NCAA requires that boosters adhere to the same regulations as the coaches, administrators and staff members in the Department of Intercollegiate Athletics. Because of this, it is important that boosters be aware of the rules which govern athletics so that they can avoid unintentional rule violations.

The Associate Athletic Director for Compliance and Student Services ensures that boosters are informed of the NCAA rules regarding athletics representatives with updates to the website about rule changes as they occur. A summary of these rules is provided below.
Prospective Student-Athletes

Boosters must not be involved in recruiting activities. The NCAA rules involving prospects forbid booster:

1. to have any recruiting contact, whether in person, by mail or by telephone, with a prospect* or a prospect's relatives or legal guardians.

2. to contact an enrolled student-athlete at another four-year institution (or one who has withdrawn) to investigate the possibility of a transfer.

3. to be reimbursed or paid by the University to student or recruit prospects.

4. to be involved in arranging for, offering or giving financial aid or other benefits not permitted by NCAA regulations to a prospect or his/her relatives or friends, regardless of whether the benefit is available to other students.

5. to finance, arrange for or use non-permissible recruiting aids or promotional material, such as newspaper advertisements, bumper stickers or message buttons to publicize the Department's interest in a prospect.

6. to provide or arrange for the payment of transporting a prospect or his/her friends or family to visit the University.

7. to make any type of recruiting attempt during a casual, unintentional contact with a prospective student-athlete.

8. to entertain or provide transportation, tickets, gifts or other benefits to a high school, preparatory or two-year college coach.

Prospective student-athletes may not be treated in the same manner as enrolled student-athletes. Actions that are appropriate for enrolled student-athletes may be considered inappropriate offers or inducements (not to mention recruiting violations) if offered to a prospective student-athlete. The following actions are considered inducements that boosters should not offer to prospects under any circumstance:

- Cash or loans to the prospect or his/her family or friends;
- The promise of employment after college graduation;
- Special discounts on or co-signing for loans;
- Employment arrangements for a prospect's friends or relatives;
- Free or reduced-cost services, rentals or purchases of any type.

*A prospective student-athlete (prospect) is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. (NCAA Manual 13.02.11)

- Payment of any part of the registrations fees for a summer sports camp;
- Use of an automobile
• Transportation to or from a summer job or any other site;

• The gift of any tangible item or merchandise (e.g., clothes, cars jewelry, stereos, etc.);

• Guarantees of bail or bond;

• Free tickets to a prospective student-athlete or his/her family to University games or other athletic or non athletic events;

• Transportation (directly or indirectly) for the prospect or the prospect's family or friends to visit the University, or

• Free or reduced cost housing.

In addition to the inducements mentioned above, boosters may not offer (or promise) financial aid to a prospect, even for post-graduate education. All the financial aid that a student-athlete receives must be administered by the University.

If a prospect telephones a booster, the booster may be civil. However, boosters should refrain from making any attempt to recruit the prospect and refer the prospect to the Department of Intercollegiate Athletics should he/she ask any questions about the athletics program. Boosters may also view a prospect's athletics contest, but under no circumstances may boosters contact the prospect.

To be safe, boosters should consider all students beyond the eighth grade who participate in athletics as prospects and apply all NCAA recruiting restrictions when dealing with them. Boosters should also remember that a prospect remains a prospect even after he/she signs a National Letter of Intent and becomes an enrolled student-athlete only after the start of classes or the beginning of official team practice.

**Enrolled Student-Athletes**

With enrolled student-athletes, boosters must be primarily concerned with NCAA rules concerning awards, rewards and extra benefits. Essentially, what are considered inducements for prospects are extra benefits for enrolled student-athletes. It is especially important to avoid offering enrolled student-athletes an extra benefit because if a student-athlete accepts any benefit based on his/her athletic skill or as special consideration as an athlete, he/she loses all eligibility and cannot participate in intercollegiate athletics. In summary, the NCAA forbids boosters:

1. to provide a student-athlete with any benefit or special arrangement that is not authorized by NCAA legislation.

2. to provide a student-athlete with a gift or award in recognition of athletic participation.

3. to provide a student-athlete with tickets to an athletic, University or community event.

4. to pay the typing costs for required papers or purchase course supplies (e.g., calculators, art supplies) for an enrolled student-athlete.

5. to let a student-athlete use a copy machine if it is not also available to the general student body.
6. to pay for any expenses (e.g., room, board or transportation) for friends or relatives to visit a student-athlete at the University.

7. to pay a student-athlete's expenses to return home to receive an award.

8. to spend money to entertain a student-athlete or his/her friends or relatives.

9. to provide free transportation for a student-athlete to or from a summer job unless transportation is provided to all employees.

10. to provide special compensation to an employed student-athlete. Student-athletes may only be paid for work actually performed at the regular rate of pay for the duties performed.

11. to use the name or picture of an enrolled student-athlete to advertise, recommend or promote the sale or use of a commercial product or service of any kind.

In general, boosters should not provide student-athletes or their relatives or friends with favors, special treatment or arrangement that are not normally available to all students or expressly authorized by the NCAA.

The NCAA also restricts student-athlete participation awards to those approved and administered by the University, Southland Conference or other approved agency. Additionally NCAA limitations involve the maximum value and number of awards a student-athlete may receive, as described in Policy 505, Student-Athletes: Awards, in this Manual.

The NCAA does allow boosters to employ student-athletes when NCAA guidelines are followed and to establish or endow awards that are administered by the University. Boosters may be involved in some activities where they come into contact with student-athletes at the University. (NOTE: This applies to special circumstances and requires approval from or sponsorship by the University.) Boosters may also entertain teams when they travel to away events, with the approval of the institution.

**Rule Violations**

Violations of the above rules, even when unintentional or because boosters were aware of the existence of the rule, can cause severe hardship for the University and its student-athletes.

A violation of NCAA rules could cause an investigation of the University's athletics program and result in (but not be limited to) the following penalties:

- Reprimand and censure;
- Probation for one year or more;
- Ineligibility for one or more NCAA championship events;
- Ineligibility for invitational and postseason meets and tournaments;
- Ineligibility for television programs involving live coverage for the sport involved;
- Ineligibility of University staff to vote on NCAA legislation or serve on any of the Association's committees;
- Prohibition against recruiting for a specified time period in the sport involved;
- A reduction in the number of financial aid awards; and
- Prohibition against participating in outside competition for a specified time period for the sports team(s) involved.