



2016-2017
Department of Athletics
Policy and Procedure Manual

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Dear Athletics Department Staff Member:

The TCU Athletics Department Policy and Procedure Manual, in conjunction with the TCU Handbook for Faculty and University Staff, provides the framework of working knowledge regarding specific TCU policies and procedures. Please use the information in these documents to ensure cooperation with all TCU protocol.

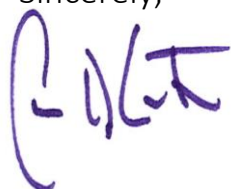
Please review specifically the sections of the TCU Mission Statement, the Department of Athletics Mission Statement, and the NCAA. This information as well as compliance with all NCAA regulations should comprise the foundation of your contribution to the Department of Athletics.

For Athletics Department staff members who maintain responsibilities of student-athlete supervision, please be sure to consult the TCU Student-Athlete Handbook for applicable policies and procedures. Please also ensure an annual review of the Student-Athlete Handbook with all student-athletes.

Changes and additions to the Athletics Department Staff Handbook will be sent by e-mail and posted on the introduction page of the on-line version of this handbook. Should you encounter a situation that is not specifically addressed in these handbooks, please consult the appropriate Department of Athletics staff member for clarification.

Our Department can only be as good as each individual who comprises the whole. The commitment you have made to TCU will assist our entire Department in attaining the success that we all strive to achieve. We appreciate and value the contributions you make to the success of our Department and to TCU.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Del Conte". The signature is stylized and written in a cursive-like font.

Christopher M. Del Conte
Director of Intercollegiate Athletics

1. TEXAS CHRISTIAN UNIVERSITY OBJECTIVES

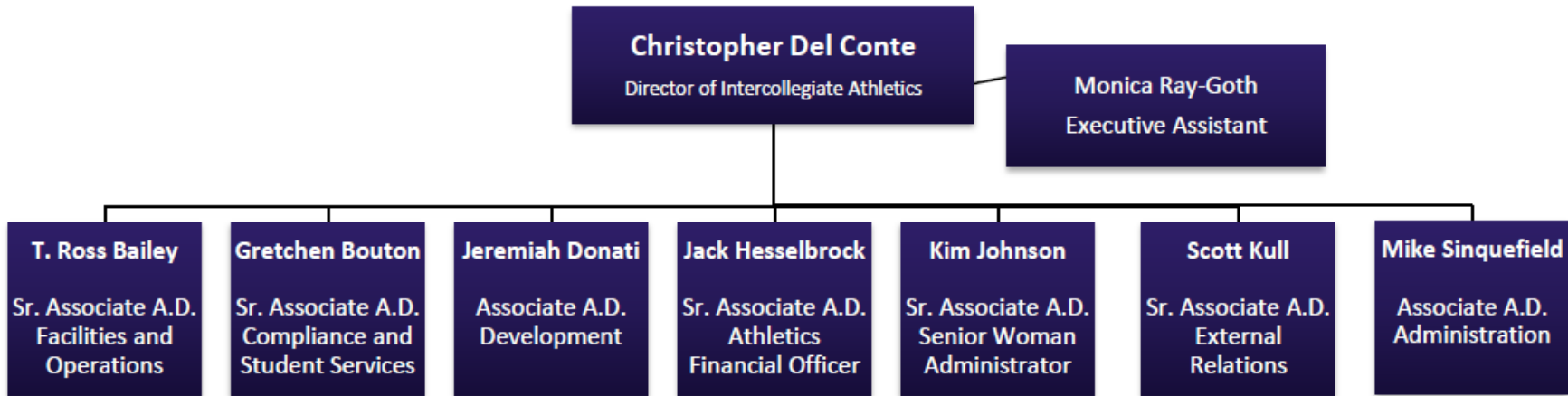
- 1.1 **MISSION STATEMENT.** To educate individuals to think and act as ethical leaders and responsible citizens in the global community.
- 1.2 **VISION.** To be a prominent private university recognized for our global perspective, our diverse and supportive learning community, our commitment to research and creative discovery, and our emphasis on leadership development.
- 1.3 **CORE VALUES.** TCU values academic achievement, personal freedom and integrity, the dignity and respect of the individual, and a heritage of inclusiveness, tolerance and services.

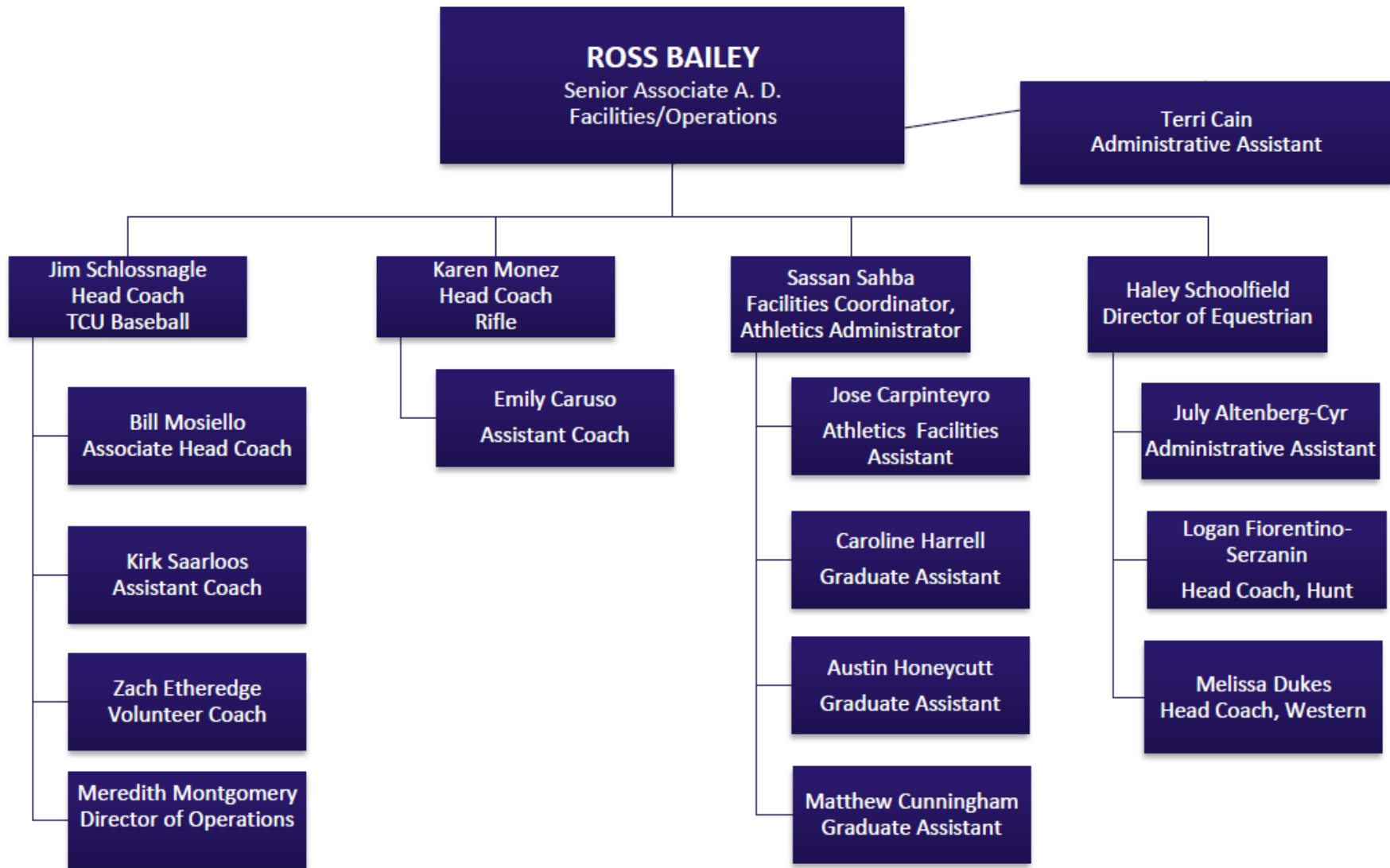
2. TCU DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

- 2.1 **MISSION STATEMENT.** The TCU Department of Intercollegiate Athletics will:
 - a. Educate individuals to think and act as ethical leaders and responsible citizens in the global community.
 - b. Guide, inspire, and support our students in their pursuit of excellence academically, athletically, and socially.
 - c. Commit to provide equitable opportunities for all student-athletes and athletics department personnel, including women and ethnic minorities.

TCU

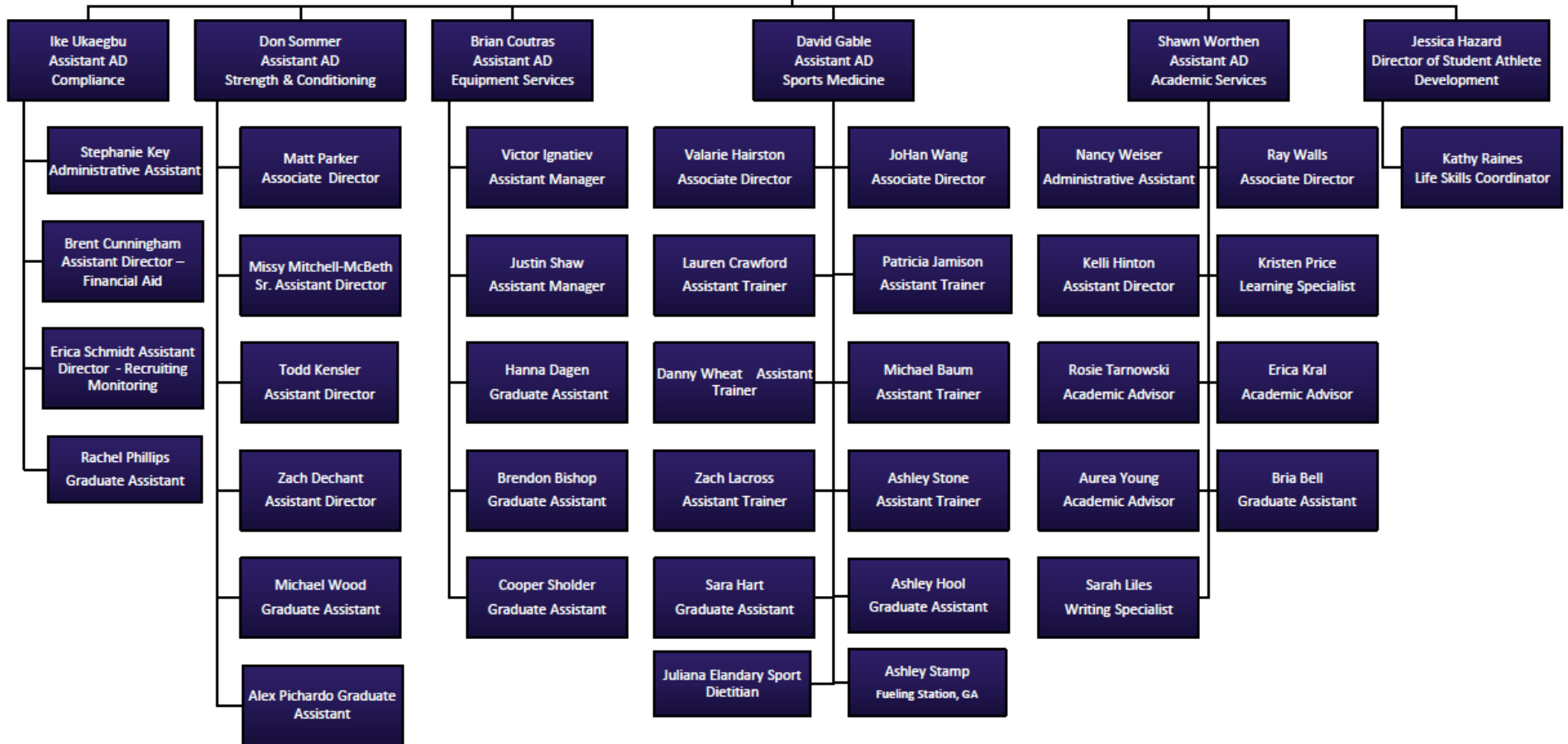
ATHLETICS

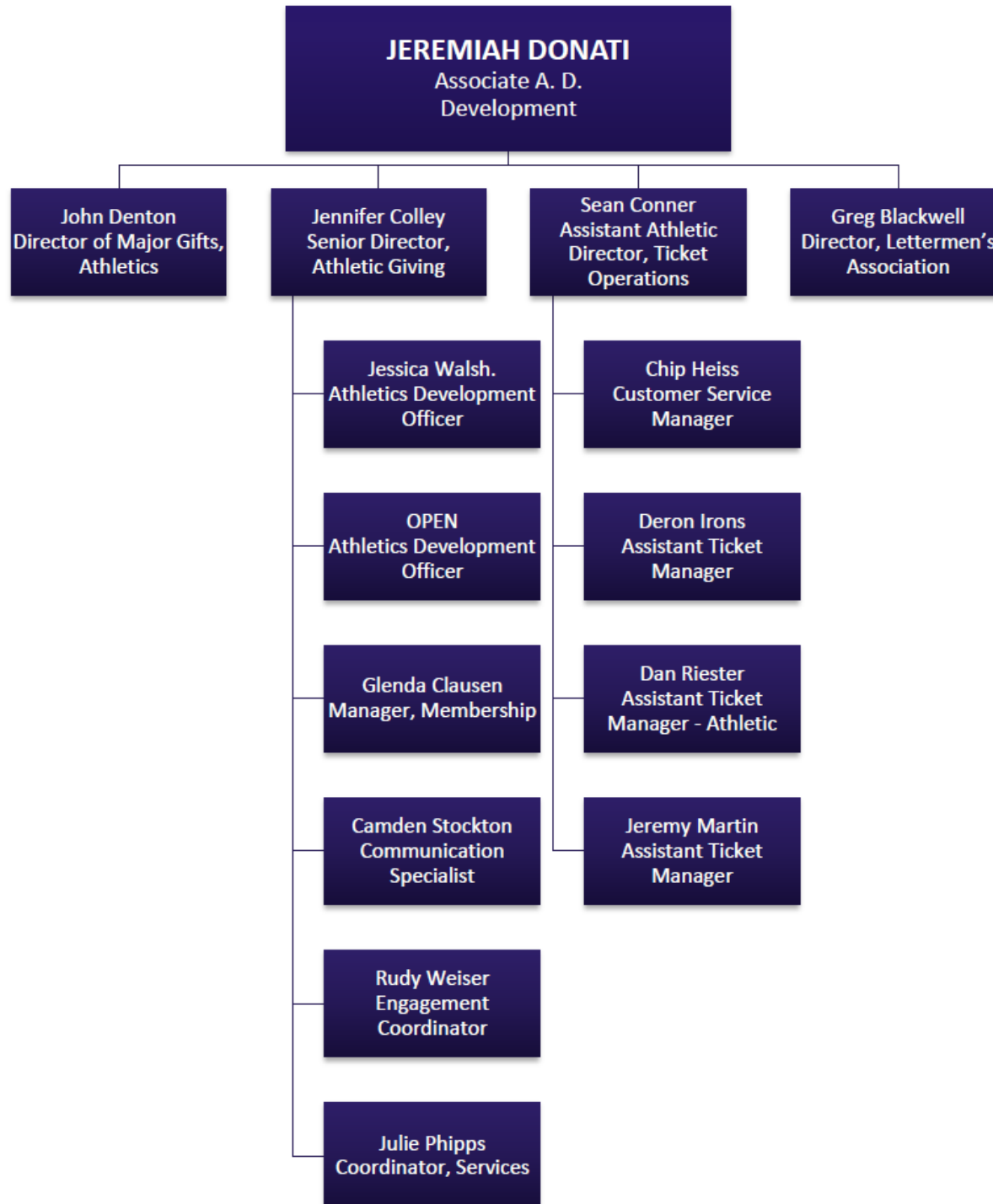




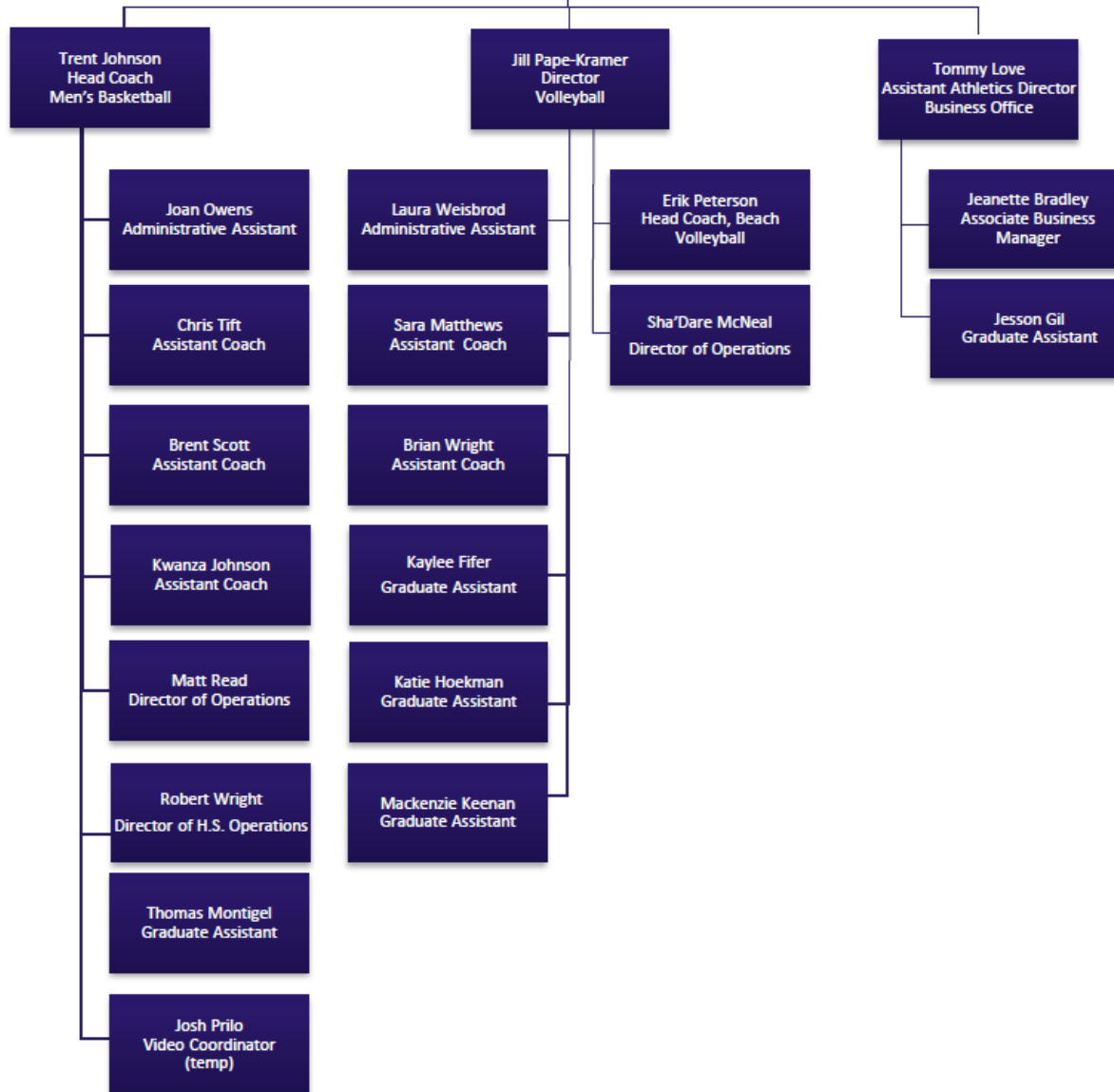
GRETCHEN BOUTON

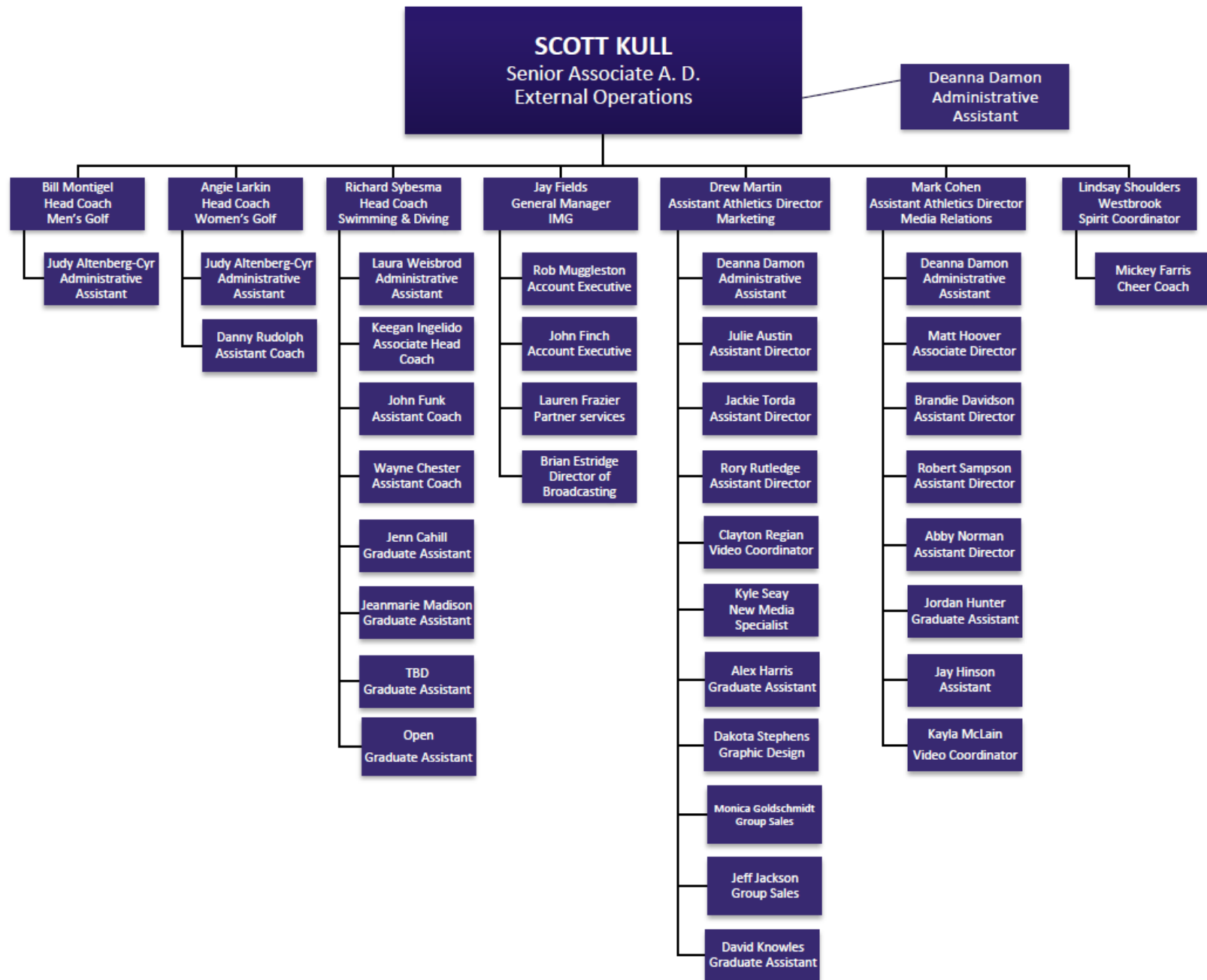
Sr. Associate AD
Student Services

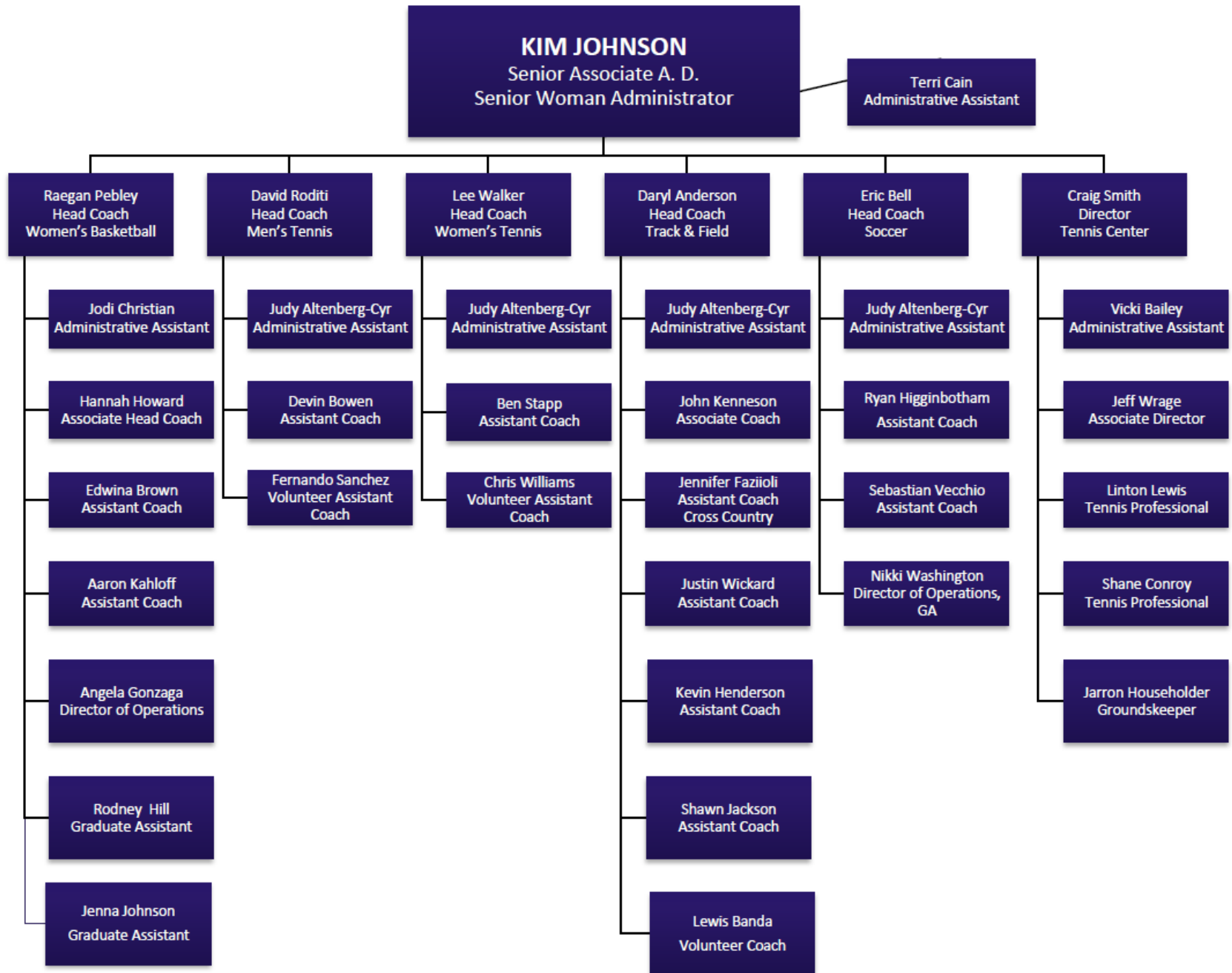




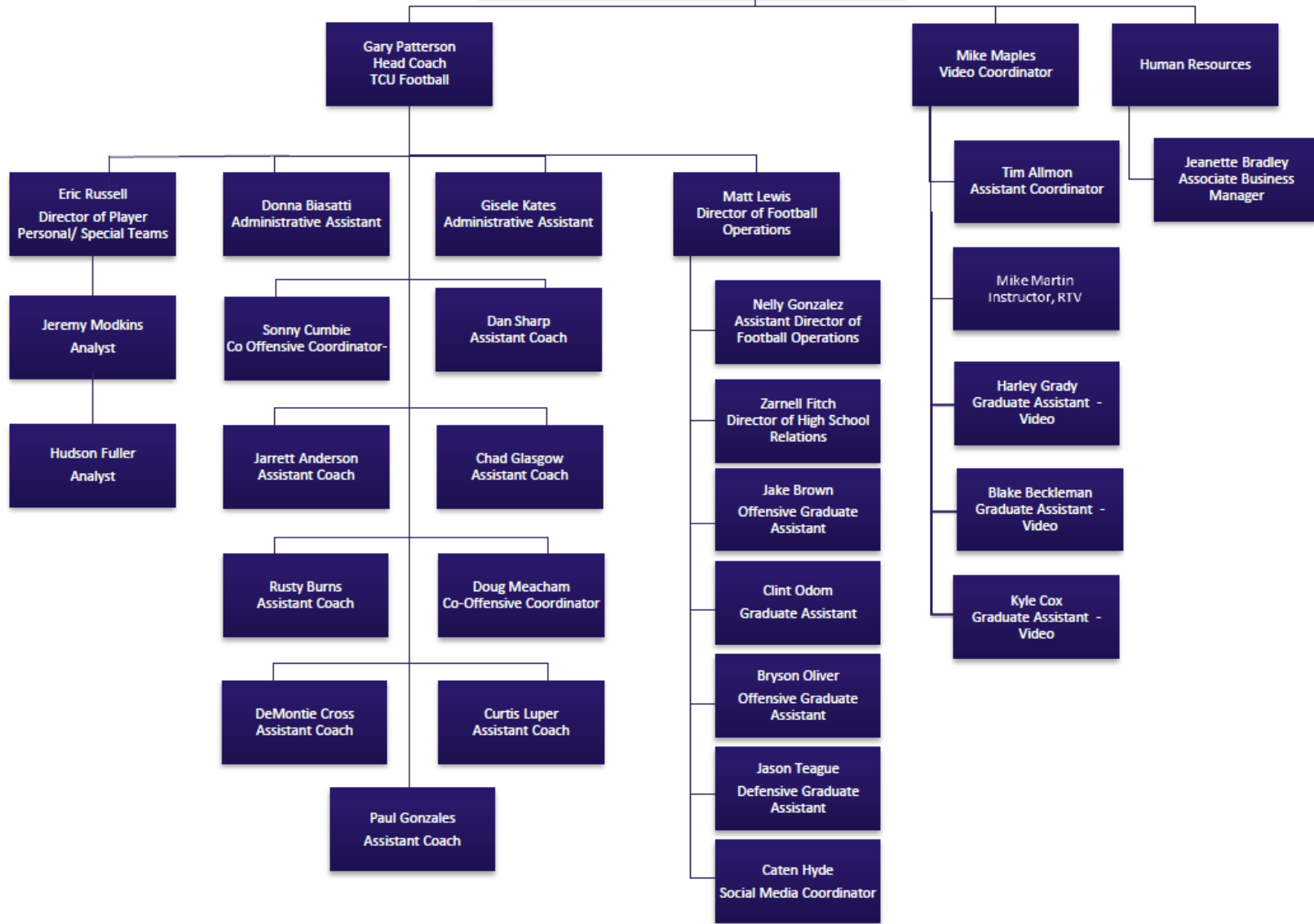
JACK HESSELBROCK
Senior Associate A.D.
Athletics Financial Officer







MIKE SINQUEFIELD
Associate A. D.
Administration



3. BUSINESS OPERATIONS

The following Athletics Business Operations policies and procedures have been designed to ensure fiscal accountability and integrity of the TCU Department of Intercollegiate Athletics. All Athletics Department staff members are expected to comply with these regulations. For questions or further information regarding Athletics Business Operations, please consult the Assistant Athletic Director for Business and Finance. The provisions herein are current only at the time of publication and may be reviewed, amended, or revoked following reasonable opportunity for consultation with the Athletic Director and the Senior Associate Athletic Director for Internal Relations. Even though the following policies and procedures were submitted to Department officials for verification, the chance for errors remains. If errors are found, please notify in writing the Athletic Business Office.

- 3.1 BUDGET PREPARATION.** The TCU fiscal year runs June 1 through May 31 annually. Preliminary budget preparation begins in October and must be submitted to the Athletics Business Office upon request. All head coaches and unit heads are responsible for budget preparation for their areas of supervision.
- 3.2 BUDGET CONTROL.** All head coaches and unit heads are responsible for budget control for their areas of supervision. The TCU Financial Services Office provides access to budget information through PeopleSoft Financial. Request for access to PeopleSoft Financial may be obtained through the Athletics Business Office. Educational training is mandatory should access be approved.
- 3.3 FINANCIAL SERVICES FORMS.** Below are forms required for various business situations and must be requested for each business transaction. All are located on the Financial Services web page at www.vcfa.tcu.edu/242.asp. TCU Athletics Employees do not have the authority to sign anything on behalf of TCU.
- a. **TCU Reimbursement Form.** Required for all out of pocket expenses. Cash may not be given to another TCU employee to cover their expenses or mileage. They are required to complete their own reimbursement.
 - b. **Contract Routing Form.** Required for any type of contract, agreement, quote acceptance etc. that binds TCU to a financial obligation. At no time is an athletic department staff member authorized to provide a signature of authority. These are processed through the Athletic Department Business Office.
 - c. **Departmental Check Requisition Form.** Required for any type of payment that requires mailing of supporting documentation.
 - d. **Departmental Purchase Order Request Form.** Required for any type of purchase when a vendor requests a purchase order to guarantee payment at time of order. This does not guarantee payment. The vendor will mail an invoice that needs to be submitted for payment.
 - e. **Honorarium (Payment for Services) Request Form.** Required for any payment to a non TCU Employee that has provided a service and requires payment. This most likely applies

to game day officials.

- f. **Visitor Travel Expense Form.** Required when there are out of pocket expenses incurred by any visiting individual that has provided a service to TCU. Original receipts are required as well as detail for mileage.
- g. **Request for Credit Application Form.** Required when requesting direct billing privileges with a vendor.
- h. **Form W-9/Tax Exemption Certificate Form.** Required when vendor is setting TCU up as a vendor; also required when requesting exemption for state hotel occupancy tax.

3.4 PURCHASING. All orders of equipment and supplies should be approved by the supervising Associate Director.

- a. **Purchase Orders.** When a vendor requires a purchase order, the requisition must be filled out and sent to the Athletics Business Office along with the financial documentation for the amount requested. The **Departmental Purchase Order Request Form** is located at www.vcfa.tcu.edu/242.asp. A hard copy will be sent to you electronically. This is forwarded by you to the vendor. **This is not the payment but a guarantee of payment. The invoice will need to be processed upon receipt.**
- b. **Direct Billing.** If a vendor allows direct billing, request an application and submit with the **Request for Credit Application Form** located at www.vcfa.tcu.edu/242.asp to the Athletics Business Office. Financial Services will notify the requesting department contact once the direct billing application has been submitted to the vendor. **It is the policy of the University to request direct billing for all vendors.**
- c. **Paid Receipt.** Any purchases made by an individual are to be submitted for reimbursement following the reimbursement procedure. **All receipts must be the original and must be itemized.** The University reserves the right to deny payment of receipts when the payment is made to an existing University vendor. It will be the responsibility of the purchaser to obtain the proper invoice should their claim be denied.

3.5 REIMBURSEMENT. It is the policy of the TCU Athletics Department to reimburse TCU employees for properly authorized, necessary and reasonable expenses incurred in the conduct of university business. Reimbursement for university related travel and/or expenses must be approved by the supervising Associate Director. The process of reimbursement approval begins with the online Reimbursement form (www.vcfa.tcu.edu/242.asp). Reimbursements must be submitted using the online Reimbursement form. Itemized original receipts for all expenses must accompany the Reimbursement form. Reimbursements must be submitted within **two weeks** of completed expenditures and/or travel. The form must be personally signed and dated by the individual incurring the expense and by the individual's immediate supervisor. Signatures of the department supervisor and the Assistant Athletic Director for Business and Finance are required on all reimbursement forms. All reimbursements that exceed \$500 must also be approved by the departmental Associate Athletic Director. In their absence, the signature of the Athletic Director is accepted. In their absence, the

Associate Athletic Director for Operations is accepted. No other combination of signatures is accepted. TCU Athletic Department staff traveling on business are responsible for complying with the university's reimbursement policy. The University Handbook is located at http://www.tcu.edu/flash_images/Faculty_Staff_Handbook.pdf

- 3.5.1 Documentation.** Original supporting documentation (not copies) is required for all reimbursements.
- a. Original receipts are required for all purchases; credit card statements showing the charge are not considered sufficient documentation.
 - b. When payment is made with credit card, should the itemized receipt not show record of payment, then the credit card statement is required.
 - c. Names and purpose of business must be documented for all entertainment, meals for others and gifts. When gifts are given notation of University affiliation is required.
 - d. Expenses attached to future events or travel may not be reimbursed until after the event or travel has taken place. An advance may be requested to cover future expenses if needed. Following cash advance guidelines is required.
 - e. When renting a vehicle for company business, the original rental agreement must accompany the rental receipt.
- 3.5.2 Expense Advance.** A TCU full time Athletic Department employee may request an "expense advance" for university related expenses in lieu of using personal funds. This advance will be charged to the employees account receivable (EAR) and must be cleared by the submission of a completed reimbursement form. Any advance drawn in excess of the actual expenses incurred should be returned to the cashiers University Business Office within five working days. The cash returned receipt must be attached to the reimbursement form when submitting for expense reconciliation. Expense advances not settled within 30 days after the expense is incurred may be deducted from the person's paycheck and could be considered as taxable income. All advances are to be settled per trip request. Expense advances may be drawn in either of two forms:
- a. **Cash Advance.** A cash advance is available from the cashier's window in the University Business Office. Cash advances are charged to the employee who requests and signs for the funds. A cash advance requires prior approval by the immediate supervisor, Compliance Department, the Athletics Business Office, and requires a minimum three business day advance notice prior to the date the funds must be received. An advance may not be picked up by a third party.
 - b. **Check Advance.** Check advances require the same approval process as cash advances. When requesting checks in lieu of cash, the process must be completed with approval a minimum of ten days prior to the date the funds must be received. Checks are dispensed in the same fashion as a cash advance with the exception being they are only available for pick up according to the Accounts Payable check run timeline.

3.5.3 Meals and Lodging. TCU Athletic Department staff will be reimbursed for reasonable food and lodging expenses incurred in connection with university business when expenses are filed on a reimbursement form. The university will not reimburse excessive expenses if, for personal reasons, the individual elects to dine or stay at a premier establishment. When expenses for food or lodging appear excessive, the person may be requested by the University Director of Financial Services or another reviewing party to justify the perceived excess. The detailed portion of a bill for lodging must be submitted with the reimbursement form. Expenses for alcohol will not be reimbursed. Meals provided for others, or group meals, must also be reported on the reimbursement form. Also included must be the business nature and names of attendees. TCU reimburses meals and lodging “per receipt”. The Athletics Department does not reimburse the cost of meals for departmental meetings.

3.5.4 Gratuities. The university will not authorize the reimbursement for gratuities that exceed 20% of the meal or service unless it is restaurant policy. If that is the case, additional documentation from the restaurant is required. Tips in excess of \$25 must be acknowledged with the recipient’s signature, legibly printed name and social security number. If they will not comply with University policy, the gratuity should be withheld.

3.5.5 Travel Authorization Requests. All travel must be approved by the immediate supervisor and for coaches, the Compliance Department. For Coaches the process of approval begins with your immediate supervisor via the Travel Authorization Request web page.

a. **Air Travel.** A TCU Athletic Department employee who elects to travel by commercial airline will be reimbursed at a rate no greater than the most economical unrestricted coach fare available from a major carrier. When the schedule permits, the traveler should explore the availability of discount air fares.

b. **Airport Parking.** Airport parking will be reimbursed. You are encouraged to seek out the most economical option. Mileage reimbursement for use of a personal vehicle for transportation will be allowed to/from the individual’s home to/from the airport.

c. **Automobile Travel.**

1. **Rental Vehicle.** TCU Athletic Department employees may rent a vehicle if a public airline carrier is not available, if rental is more economical, or if the rental will increase the efficient use of the traveler’s time. The use of a rental car must be for Athletics Department business and not for the convenience of the individual. A rental contract and the detailed receipt must be attached to the reimbursement form. The cost of rental should be limited to that of a medium-sized car. The University’s fleet liability carrier offers physical damage coverage on rental cars used for university business and rented in TCU’s name. For details regarding which optional insurance coverage to waive, contact the TCU Risk Management Department. The rental of GPS devices, expedited check in, premium vehicles and higher and other upgrades according to the University

handbook are considered personal choices and are not subject to reimbursement.

2. **Personal Vehicle.** Reimbursement for the expense of using a personal vehicle for university travel will be limited to the authorized mileage rate in effect on the date of travel. When commercial air transportation is available but the individual elects to drive a personal vehicle, the total reimbursement may not exceed the cost of the most economical unrestricted coach fare in combination with the value of a rental car available.
3. **Impermissible Vehicle.** As of August 2001, the University has banned the use of 15 passenger vehicles. When renting 12 passenger vans, confirm it is not a 15 passenger van with the backseat removed to convert it into a 12 passenger van.

3.6 NON-REIMBURSABLE TRAVEL EXPENSES. Expenses that are not directly related to or required for official university travel but incurred for the personal use of convenience of the traveler will not be reimbursed (e.g. personal entertainment such as pay TV movies or magazines and newspapers; snacks in the airport, first class passage instead of coach or economy; excessive personal phone calls; mini bar in room, etc.).

3.7 STATE SALES TAX AND STATE HOTEL OCCUPANCY TAX. The university is exempt from Texas sales tax. TCU Athletic Department employees should review expenses as they are incurred to verify that sales tax has not been assessed. An exemption certificate can be requested by completing the **Form W-9/Tax Exemption Certificate Form** located at www.vcfa.tcu.edu/242.asp . In the case of hotel taxes, the university is exempt from Texas hotel occupancy tax. The **Form W-9/Tax Exemption Certificate Form** located at www.vcfa.tcu.edu/242.asp is required. The university is not exempt from the city portion of the hotel occupancy tax. Although not required to do so, some other states may also honor the university's exemptions. These forms should be submitted to the hotel at the time of making the reservation and verified at check-in. Financial Services will provide the hotel with the required forms once the request form has been submitted.

3.8 SHARED EXPENSES. When expenses of an individual or activity are shared by TCU and any other entity, detailed explanations of expenses and allocations are required. In a shared expense situation, copies of supporting documentation are acceptable if the original documents are not available. It must be stated which entity received the originals. The total reimbursement from TCU and all other sources should not exceed the cost of the activity.

3.9 TRAVEL EXPENSES AS INCOME. Any travel advance not cleared in a timely manner as required by the IRS must be reported by TCU as additional compensation on the employee's W-2 form.

3.10 TRAVELING WITH COMPANIONS. Expenses for non-employees who accompany coaches or staff on university business must be excluded from the Reimbursement form and from university credit card charges, unless written approval from the Director of Athletics or

appropriate Associate Director of Athletics is obtained. Spousal travel, even if approved, is subject to federal taxation.

- 3.11 DEPARTMENT ISSUED AUTOMOBILES.** Athletics Department automobiles are issued to eligible staff members upon approval by the Director of Athletics and Senior Associate Athletic Director. Automobile usage must be limited to Athletics Department business only. Unauthorized use may result in financial charges or a revoke in privileges. Staff members are responsible for monitoring mileage allowances. Monetary penalties will be applied for overuse. The primary use of the vehicle is intended solely for University business purposes. Upkeep and maintenance are the responsibility of the staff member to whom the vehicle is issued. Maintenance logs are to be available upon request. A Maintenance Schedule form must be kept on file in the office of the Associate Director of Athletics for Operations. A copy of the maintenance log is an EXCEL file located on the Athletics Common N Drive under **forms\vehicle maintenance log**. Accidents, major repairs, and other problems must be reported immediately to the Associate Director of Athletics for Operations. **All accidents must be reported to Risk Management within 24 hours and an accident form must be completed and turned into the Athletic Department Business Office.** The incident form is located on the Risk Management website at www.saf.tcu.edu under Downloadable Forms. At the completion of employment or contract, automobiles, maintenance logs and all related accessories must be returned to the Athletics Business Office in the condition in which they were issued. Failure to adhere to proper return procedures may result in financial reimbursement.
- 3.12 DEPARTMENT ISSUED CELL PHONES.** Athletics Department cell phones are issued to eligible staff members by the Athletics Business Office following approval of the supervising Associate Director. Unauthorized use of department issued cell phones may result in charges or a revoke in privileges. Staff members are responsible for monitoring usage and reimbursement to the Athletics Department will be expected for overages due to personal usage. Monthly statements are forwarded to each user and must be initialed and returned to the Athletics Business Office with payment attached if applicable. Cell phone maintenance or service problems are to be reported to technical support by calling the Verizon Support number – 800-922-0204. Replacement for lost or damaged cell phones and/or accessories is the responsibility of the staff member to whom the phone has been issued. Replacements must be ordered through the Athletics Department Business Office. At the completion of employment or contract, cell phones and all related accessories must be returned to the Athletics Business Office in the condition in which they were issued. Failure to return phones or to return phones in issued condition may result in charges.
- 3.13 DEPARTMENT ISSUED CREDIT CARDS.** Athletics Department credit cards are issued to eligible staff members by the Sr. Associate Director of Athletics. Credit card and gasoline credit card usage must be limited to Athletics Department business only. Unauthorized use may result in charges or a revoke in privileges. Staff members are responsible for monitoring usage. At the completion of employment or contract, credit cards and gasoline credit cards must be returned to the business office.

3.14 OFFSET PRINTING ORDERS. Offset printing orders must be approved by the immediate supervisor and the Athletics Business office. The process of approval begins with the Offset Printing Order form. An online form can be found on the Printing Services website. All requests for stationary, business cards and other print material must be approved prior to order.

3.15 RELOCATION EXPENSES FOR NEW HIRES

3.15.1 PRIOR TO THE MOVE. In limited and special circumstances, the Athletics Department will provide for the travel expenses of the employee and spouse, if applicable, to travel to Fort Worth, Texas on one occasion for the purpose of a “house hunting trip.” Covered expenses will be considered from the new employee’s current place of residence to Fort Worth and return. Typically, expenses incurred such as air (or ground) transportation to and from Fort Worth and lodging while in Fort Worth are arranged by the department or, if arranged by the employee, may be reimbursed by the department. Expenses for meals while in travel status may be reimbursed to the employee after the employee submits the actual receipts to the Athletics Business Office. The length of time spent in travel status for this purpose will be determined by the Sr. Associate Athletics Director/Athletics Financial Officer.

3.15.2 TEMPORARY HOUSING. In limited and special circumstances, new employees may be provided with temporary housing immediately after their move to Fort Worth. Temporary housing arrangements will be made directly by the Department and must be approved in advance by the Sr. Associate Athletics Director/Athletics Financial Officer. Temporary housing expenses will include room and tax only. All other expenses incurred by the employee during the period of temporary housing are considered a personal expense and are not reimbursable.

3.15.3 MOVING HOUSEHOLD GOODS. Per University relocation policy, the Department of Athletics will assist exempt employees with reasonable expenses associated with moving personal household goods from their current residence to a new residence in Fort Worth, TX. The department will require the new hire to submit 2 quotes from moving vendors: one from a vendor contact provided by TCU and one from a vendor of the new hires choice. Each vendor is to submit a quote for services. TCU will select the provider, once selected; they will receive a confirmation of maximum guarantee price (GMP) and letter of authorization to proceed with the relocation from TCU, and will be set up as a direct bill to TCU. Once the GMP has been determined, any additional expenses are the new hire’s responsibility. TCU will not pay third party charges incurred during relocation; including but not limited to vehicles, appliances, special crating, etc. without prior approval. TCU will not pay for any storage of personal items. Should the new hire wish to move belongings into storage, TCU will not pay for an additional move from storage to a residence. TCU will pay for one move of personal belongings. Expenses that exceed the new hire’s maximum spending allotment will not be reimbursed without approval from the Director of Intercollegiate Athletics. Maximum spending allotments are identified below.

- a. Head Coaches: Per employment contract/Athletic Director Approval
- b. Assistant Coaches: \$10,000
- c. Administrative/Operations Positions: \$8,000
- d. Athletic Director: Per employment contract/Chancellor Approval
- e. Associate Athletic Directors: \$10,000
- f. Assistant Athletic Directors: \$8,000
- g. Other Exempt Staff: \$6,000

New hires do have the option to move themselves; i.e. truck rental, etc. In this case, the new hire will be responsible for paying all expense them submitting to TCU for reimbursement. This shall include mileage, hotel accommodations in route, applicable meals, truck rental and associated costs if a self-move is selected, the same maximum spending allotments are applied.

4. HUMAN RESOURCES

- 4.1 **PERSONNEL.** The Department of Human Resources provides all information regarding personnel issues. The Sr. Associate Athletics Director/Athletics Financial Officer and the Associate Business Manager will assist in personnel policy and issues. Any potential employee regardless of status must complete a background check and be considered employable by the University.
- 4.2 **NEPOTISM.** No family member may work in the direct department as another family member. No family member may work in the same department or under the direct supervision of another family member. A TCU employee may not make, or hold a position in which the employee would reasonably be expected to make an employment decision concerning the employee's relative, a person in the same household as the employee, or concerning a person with whom the employee has a romantic or amorous relationship. Unpaid internships and unpaid employment are to be approved by the Athletics Director.
- 4.3 **NEW EMPLOYMENT.** All employment requests (exempt, non-exempt and temporary) lasting more than 30 days must be posted on the TCU Human Resources website. All employment opportunities must be posted for a minimum of five consecutive business days (Saturday and Sunday are excluded). All exempt, non-exempt, temporary and volunteer staff members must consent to a background check by submitting a dated consent to release form. This is facilitated by the Associate Business Manager in the Athletic Business Office. This must come back favorable prior to the first day of employment. Volunteer staff members must be set up as non-paid associates with their immediate supervisor serving as the sponsor.

- a. All employment requests are to be processed through the Athletics Business Office with the Associate Business Manager.
 - b. All hiring paperwork is processed by the Associate Business Manager.
- 4.4 ATHLETIC DEPARTMENT ORIENTATION PROGRAM.** On the employees first day of TCU employment, all new staff members will attend a departmental orientation with the Associate Business Manager. The new employee will need their valid driver's license and social security card (not a photo copy). Please allow a large portion of the first day to be spent completing paperwork in athletics and HR, obtaining their ID and general familiarization of the Athletic Department and University buildings they will be frequenting.
- 4.5 INSTITUTIONAL ORIENTATION PROGRAM.** The Department of Human Resources provides an orientation program for all full-time employees. The appointment will be scheduled by the employee their first day of employment. Orientation must be completed within 30 days of the hire date. Failure to complete orientation will result in no medical and dental benefits until the following open enrollment period. Coverage begins the first day of the month following the hire date. The supervising Department Head will oversee a departmental orientation.
- 4.6 VACATION/SICK LEAVE AUTHORIZATION.** Leave time must be requested to the supervising Associate Director of Athletics. This process is completed through the Employee Self-Service page located in www.my.tcu.edu.
- 4.7 PERSONAL INJURY NOTIFICATION.** In the event of an injury, notification must be made to the Department of Risk Management and to the supervising Associate Director of Athletics as soon as possible. Personal Injury Notification forms may be obtained on the Risk Management web page www.saf.tcu.edu under Downloadable Forms / Work Injury Report.
- 4.8 EXIT INTERVIEW.** An exit interview is requested of all Athletics Department employees at the conclusion of service to TCU. The exit interview should be scheduled through the supervising Associate Director of Athletics.
- 4.9 PAYROLL**
- 4.9.1 PAYROLL SCHEDULE.** Exempt Staff Members are paid on the last day of each month. Non-Exempt Staff Members are paid bi-weekly. Payroll calendars are available on the TCU Human Resources webpage. Non-Exempt pay periods run from Saturday through Friday.
- 4.9.2 NON-EXEMPT PAYROLL.** All hours are to be recorded by non-exempt full time staff members on the internal timesheet. Any hours worked over 40 per week are to be documented as overtime with an Additional Pay Adjustment Sheet. The immediate supervisor is to approve all overtime pay. The Additional Pay Adjustment Sheet is to be turned in to the Associate Business Manager no later than the Monday following the end of a pay period.

- 4.9.3 DIRECT DEPOSIT.** TCU is a mandatory direct deposit facility. Direct Deposit must be set up after receipt of the TCU employees ID number. This will be given after completion of employment paperwork with Human Resources. Direct Deposit is activated from the TCU Employee Self-Service webpage.
- 4.9.4 TEMPORARY EMPLOYMENT.** In addition to a returned favorable background check, all temporary employees are required to complete paperwork at Human Resources prior to or on their first day of employment. Paysheets are to be submitted at the end of each pay period according to the University Bi-Weekly Payroll Calendar. Paysheets must be submitted no later than the Monday following the end of a payroll period.
- 4.9.5 GRADUATE ASSISTANT EMPLOYMENT.** The employment of graduate assistants is approved by the Sr. Associate Athletics Director/Athletics Financial Officer. Graduate assistant staff is defined as personnel who assist in the Athletics Department on a part-time or full-time basis while being provided with graduate assistant financial aid by the Athletics Department. Graduate assistant staff must abide by Athletics Department, TCU, Conference, and NCAA rules and regulations. A statement of job responsibilities and a financial aid contract must be signed and retained in the Athletics Department.
- 4.9.6 STUDENT EMPLOYMENT.** All new students to TCU must visit Career Services and complete their hiring paperwork. Their original Social Security Card and an official government issued ID is required. The original Personnel Data Form (PDF) is to be submitted to the Athletic Departments Associate Business Manager for processing.
- 4.9.7 VOLUNTEER COACHES.** A volunteer staff member is defined as personnel who assist in the Athletics Department on a part-time or full-time basis while receiving no remuneration from the Athletics Department. Volunteer staff must be registered with the Head Coach or the Director of the applicable sports program or unit, and must be approved by the supervising Associate Director of Athletics. Volunteer staff must abide by Athletics Department, TCU, participating Conference, and NCAA rules and regulations. A statement of job responsibilities must be signed and retained in the Athletics Department.
- 4.10 DISCRIMINATION AND HARASSMENT.** TCU is committed to providing a positive learning and working environment free from discrimination or harassment based on race, color, religion, sex, national origin, ethnic origin, disability, age, gender, sexual orientation, covered veteran status, or any basis protected by law. TCU's policy prohibiting such discrimination applies to employment, all educational programs and activities which it operates, and admission to these programs and activities. Harassment can be verbal, visual, physical or communicated in writing or electronically. Harassment can occur under the guise of humor, and even when one person does not have authority over the other. Resources for sexual harassment and LGBTQ can be found by accessing the following links:

<http://diversity.tcu.edu/lgbtq-resources/>
<http://www.tcu.edu/files/Faculty-Staff-Handbook.pdf> (pg 71-77)

5. FACILITIES

5.1 **WORK ORDERS.** Work orders must be approved by the Associate Director of Athletics for Operations. The process of approval begins with a written or electronic request to the Associate Director of Athletics for Operations. The Associate Director will forward all requests to the appropriate university office.

5.2 FACILITY RESERVATIONS

5.2.1 **External Groups.** Reservations for campus athletic facilities are processed by Conference Services. The external group will be responsible for all fees associated with facility rental.

5.2.2 **Internal Groups.** Reservations for campus athletic facilities are processed by Conference Services. The internal group or sport will not be responsible for a facility fee for their sport's primary competition venue; other fees (e.g., housekeeping) may be applicable. If a facility is not the primary competition venue for a sport program, facility fees will be incurred.

6. STUDENT-ATHLETE

6.1 **STUDENT-ATHLETE ROOM, BOARD AND PER DIEM ARRANGEMENTS.** The following policy ensures appropriate and equitable provisions for student-athletes from all sports programs during pre-season, vacation and championship periods.

6.1.1 **PRE-SEASON.** School not in session, student-athletes required on campus.

- a. **On-campus Housing.** Dorms must be used when available. If dorms are not available, appropriate accommodations will be provided.
- b. **Off-campus Housing.** On-campus housing or daily housing stipend will be provided. [Athletic aid for off-campus housing does not begin until first day of school. Of-campus kids get to move into their dorms. Off-campus kids get stipends.]
- c. **Dining.** Meals will be provided. Per Diem not applicable.

6.1.2 **SEMESTER BREAK VACATION.** School not in session, student-athletes required on campus.

- a. **On-Campus Housing.** Dorms must be used when available. If dorms are not available, appropriate accommodations will be provided.
- b. **Off-Campus Housing.** If athletically-related aid does not cover housing, on-campus housing or daily housing stipend will be provided.

- c. **Dining.** Meal or per diem will be provided.

6.1.3 SPRING BREAK VACATION. School not in session, student-athletes required on campus.

- a. **On-Campus Housing.** Dorms must be used when available. If dorms are not available, appropriate accommodations will be provided.
- b. **On-Campus Dining.** Meal or per diem will be provided.
- c. **Off-Campus Housing.** If athletically-related aid does not cover housing, on-campus housing or daily housing stipend will be provided.
- d. **Off-Campus Dining.** Meal or per diem will be provided.

6.1.4 POST-SEASON. School not in session, student-athletes required on campus.

- a. **On-Campus Housing.** Dorms must be used when available. If dorms are not available, appropriate accommodations will be provided. [Athletic aid for off-campus housing does not extend past the last day of school. On-campus kids remain in their dorms. Off-campus kids get stipends.
- b. **Off-Campus Housing.** On-campus housing or daily housing stipend will be provided.
- c. **Dining.** Meal or per diem will be provided.

6.2 FIFTH YEAR/MEDICAL WORK PROGRAM. For those student-athletes who are athletics aid recipients at Texas Christian University and have either exhausted their eligibility or have been declared incapacitated by injury and are no longer medically able to participate in intercollegiate athletics but have NOT graduated, to require their participation within the TCU Athletic Department by serving as interns, volunteer employees or student-workers on community service projects. The Athletic Department will assign tasks, taking into consideration the student-athlete's academic major and/or areas of interest. The Athletic Department work assignment will take priority over any other employment the student may obtain outside of academic requirements. If students have to work an internship for academic credit the hours will have to be coordinated with the work assignment. Athletics aid will be renewed per semester based on meeting the required standards. Please note that failure to meet any of the above standards could result in forfeiture of 5th year/medical athletics aid. In addition, failure to attend class and perform as expected may result in forfeiture of monthly stipend checks (if applicable). Fifth year/medical athletic aid does not apply to summer school unless approved by the Summer School Committee and Director of Intercollegiate Athletics.

6.2.1 CRITERIA AND IMPACT ON STUDENT-ATHLETE’S TIME. The following are minimum criteria for receiving 5th year/medical athletics aid.

- a. Must complete an Academic Plan with Athletics Academic Advisor, which outlines graduation by the end of the tenth semester.
- b. Must register ONLY for courses required for graduation.
- c. Must complete and submit the Application and Contract for 5th Year Grant-in-Aid, along with Degree Completion Work Assignment and Terms & Conditions form.
- d. Must have maintained a cumulative GPA of 2.0 by the conclusion of the student-athlete’s eighth semester.
- e. Must maintain a 2.0 GPA per semester and pass each course with appropriate grades as required by college/major.
- f. Must complete assigned work/internship hours per week and adhere to supervisor’s work conditions/rules.
- g. Must meet with Athletic Academic Advisor at least once per month.

The amount of hours required per week shall be predicated on equivalency of the athletics aid award. For each semester the student-athlete receives athletics aid, the number of hours per week required shall be assigned as follows:

Equivalency Award	Work Hours Required per Week
.01-.25	4
.26-.50	8
.51-.75	12
.76-1.00	18

The impact on a student-athlete’s time will be minimal. During a student-athlete’s participation years, NCAA rules governed weekly athletically-related activities with the 20/8 rule. With eligibility exhausted or being medically unable to participate, student-athletes now have that amount of time available to participate in this program. Student-athletes who have academic-related internships will be provided accommodations as decided by the Director of Intercollegiate Athletics.

6.3 CRIMINAL CHARGE OF STUDENT-ATHLETE. The case of all criminally charged student-athletes will be reviewed, regardless of the nature of the crime, the location (on- or off-campus) of the crime, or the enrollment status. The Director of Athletics should be contacted immediately should a student-athlete be arrested. The athletics participation of a student-athlete who is charged with a crime will be reviewed by the Director of Athletics, head coach and the supervising Sr. Associate Director of Athletics.

Criminal charges designated as a felony will be reviewed by committee. Athletics participation by a student-athlete charged with a felony will be placed on a leave of absence from all athletics related activities, except those of an academic nature, until the committee meets and agrees upon a designated course of action. The committee will be requested to meet within 24 hours of notification of any incident involving a felony. The committee will be convened by the Director of Athletics. Recommended committee participants include the Chancellor/Provost, Dean of Students, University Legal Counsel, Faculty Athletics Representative, Sr. Associate AD/Student Services and the supervising Sr. Associate Director of Athletics.

6.4 STUDENT-ATHLETE EXIT INTERVIEWS. Exit interviews are conducted for all student athletes who have exhausted eligibility or have chosen to withdraw from their respective sports program. The supervising sport administrator, Faculty Athletics Representative and/or Director of Athletics conduct the exit interviews. Interview information is confidential.

6.5 STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC). The Student-athlete Advisory Committee is sanctioned by the National Collegiate Athletics Association (NCAA) and designed to provide student-athletes a forum for involvement in the Athletics Department. The SAAC meets monthly during the traditional academic calendar year and is responsible for the New Student-Athlete Party, the All Sports Banquet and one department-wide community outreach project annually. SAAC representatives review department policy and discuss NCAA legislation, and serve as the department's student-athlete speakers' bureau.

7. COMMITTEES

7.1 ATHLETICS APPEALS COMMITTEES. The Athletics Appeals Committees serve as entities outside the Department of Athletics to conduct hearings in the event of student-athlete appeals. The Transfer Release Appeal Committee is chaired by the Associate Provost for Academic Affairs and the Grievance/Appeal Committee is chaired by the Vice Chancellor for Campus Life. These committees are responsible for hearing appeals related to athletics issues, except for those issues regarding financial aid. Financial aid appeals are made to the University's Financial Aid Appeals Committee. The Athletics Appeals Committees are comprised of University faculty and staff who are not employed by the Athletics Department.

7.2 ATHLETICS COMPLIANCE COMMITTEE. The Athletics Compliance Committee meets on a monthly basis during the traditional academic calendar year to discuss and review the

Department's compliance policies and procedures. The committee consists of the following members: Director of Athletics Compliance (chair), Associate Director of Athletics/Senior Woman Administrator, Faculty Athletics Representative, and Director of Athletics.

7.3 PROFESSIONAL SPORTS COUNSELING PANEL. The Professional Sports Counseling Panel is sanctioned by the National Collegiate Athletic Association (NCAA) and designed to assist student-athletes concerning issues related to professional sports careers. TCU's Professional Sports Counseling Panel consists of four faculty members, one academic administrator, and the Director of Football Operations. For a complete list of responsibilities of this panel, please refer to NCAA Bylaw 12.3.4.

7.4 UNIVERSITY COMPLIANCE ADVISORY COMMITTEE. The University Compliance Committee meets bi-annually and on an "as necessary" basis to review the Athletics Department's compliance policies and procedures. The committee includes representatives from the university's offices of Admissions, Financial Aid, Information Systems, and the Registrar, as well as Athletics Department representatives from Athletics Academics and Athletics Compliance.

8. DEPARTMENT MEETINGS

8.1 ALL STAFF MEETING. The Department conducts a monthly staff meeting in which all Athletics Department staff members are expected to attend. Meetings generally run during the traditional academic calendar year, September through May. An All Staff Meeting schedule will be issued by semester. Meeting conflicts should be reported to the Athletics Director's Executive Administrative Assistant prior to any absence.

8.2 COMPLIANCE MEETING. The Department conducts a monthly educational series concerning NCAA, conference and university compliance issues. All sports programs are expected to attend. Meetings generally run during the traditional academic calendar, September through May. A Compliance Meeting schedule will be issued by semester. Meeting conflicts should be reported to the Director of Athletics Compliance prior to any absence.

8.3 HEAD COACHES MEETING. The Department conducts a monthly meeting for all head coaches. Such meetings will occur during the academic calendar, September through May.

9. TEAM TRAVEL

9.1 SQUAD SIZE. During non-conference competition, head coaches may determine independently the number of student-athletes who travel, subject to NCAA rules. Effective with the start of conference competition, head coaches must adhere to applicable conference squad size rules. Squad sizes for post-season travel are determined by sponsoring agency (e.g., NCAA, Big 12). In instances where the governing agency limits squad size, but not the travel party, the Director of Athletics must approve

additional traveling student-athletes.

- 9.2 TRAVEL PARTY.** Team travel is reserved for personnel with duties required for practice and/or competition or adherence to NCAA rules. Sport administrators and the respective senior staff member who supervises the department should consult to determine staffing needs for each sport. They should give consideration to the role of the support staff during team travel, department responsibilities on campus, and fiscal responsibility when approving support staff travel.
- 9.3 TRAVEL ITINERARY.** Head coaches or their designee should submit a travel itinerary to the Compliance Office, the Athletic Academic Services Office and their respective sport administrator prior to departure from campus. The team travel itinerary can be found on the following link: http://grfx.cstv.com/photos/schools/tcu/genrel/auto_pdf/2014-15/misc_non_event/TeamTravel.pdf
- 9.4 ALCOHOL.** Department of Athletics employees are prohibited from consuming alcohol in the presence of student-athletes in conjunction with any intercollegiate athletics activity. These activities include but are not limited to:
- a. Traveling to or from a site of competition.
 - b. Presence at all team meals or snacks.
 - c. Presence at all social athletic events, on or off-campus.

TCU will not reimburse employees for alcohol purchase in conjunction with official institutional business where student-athletes are not present, such as recruiting travel, coaches' meetings or national conventions.

- 9.5 COACHES TRAVEL WITH STUDENT-ATHLETES OUT-OF-SEASON.** Student-athletes with remaining eligibility occasionally compete out-of-season, particularly during summer vacation periods, and do not represent TCU during said competition. In limited and special circumstances, and subject to approval by the Athletic Director, TCU will provide expenses for coaches to accompany student-athletes to these competition sites. Special circumstances include participation in established national championship events, competition for which participants may directly qualify for the Olympic Games, Pan American Games, World Championships, and World Cup.
- 9.6 TRAVEL MODES.** In preparation of team travel for regular season and conference championship travel, head coaches should utilize ground transportation when competing within 350 miles of campus and air transportation when competing at sites more than 350 miles from campus, with exceptions for special circumstances. Travel modes for post-season championships will be determined by the NCAA. When determining the mode of air transportation for team travel, head coaches or their designee should work with the respective sport administrator to determine if commercial or charter transportation should be arranged. The following criteria will be reviewed to determine

if said air travel should be charter or commercial:

- a. Travel party size
- b. Weekday travel that causes prolonged class absence
- c. Equitable distribution of the benefit

10. ATHLETICS EQUIPMENT

10.1 ORDERING OF EQUIPMENT AND APPAREL. The Athletics Equipment Office staff must be used when ordering equipment and apparel. Advanced planning is requested to ensure timely delivery.

10.2 DISTRIBUTION OF EQUIPMENT AND APPAREL. The Athletics Equipment Office will facilitate the distribution of equipment and apparel to student-athletes.

10.3 EQUIPMENT AND APPAREL INVENTORY. Throughout the entire academic year, Head Coaches are required to maintain a running inventory of all apparel and equipment distributed to all student-athletes and Athletics Department staff members. At the conclusion of the year, Head Coaches must submit a copy of the Apparel and Equipment Inventory Form to the Athletics Compliance Office.

10.4 RECEIPT OF ORDERS. Orders of supplies and equipment must be received by the Athletics Equipment Office. Please notify the Athletics Equipment Manager of all supplies and equipment orders that may come through the Equipment Office prior to arrival.

10.5 REPAIR OF EQUIPMENT AND APPAREL. Repair of equipment and apparel is the responsibility of the Athletics Equipment Manager. Please thoroughly check all equipment and apparel upon receipt and notify the Equipment Manager regarding any problems.

10.6 LAUNDRY. The Athletics Equipment Office will facilitate all laundry processes with each sports program. Head Coaches are expected to communicate needs and services for laundry in a timely manner to the Athletics Equipment Manager.

10.7 ORDERING OF AWARDS. Letter awards, jacket, blanket, watch, and ring, are ordered through the Athletics Equipment Office. The Athletics Equipment Manager will notify head coaches of ordering periods for such awards. Head Coaches are expected to ensure all student-athletes are appropriately sized by the Athletics Equipment Office for such awards. The Athletics Equipment Office will assist in the ordering of other awards as needed. For further information concerning awards, please refer to the Letter Winner award policy and the Championship award policy in the Awards section of this handbook.

11. AWARDS

11.1 LETTER WINNER AWARDS. Athletics Department policy regarding letter winner awards includes the following policy. (Policy Category: Student-Athlete Awards Policy Issue: Letter Winner Awards Date: January 23, 2003, Updated May 2009, Revised Spring 2014). The following policy governs the type of award that may be issued to student-athletes for the purpose of lettering. All head coaches determine a student-athlete's achievement of a letter.

- a. First year letter winner award: Letter Jacket
- b. Second year letter winner award: Letter Blanket
- c. Third year letter winner award: Watch
- d. Successful completion of eligibility, graduation and letter award: TCU ring

11.2 LETTER WINNER AWARDS DISTRIBUTION. All head coaches will submit a list of letter winners to the Athletics Equipment Manager at the conclusion of the season. The Equipment Manager will provide all head coaches with dates and times for student-athletes to be sized for rings. Sizing will take place at the end of each semester. The Equipment Manager will order all awards and distribute the awards to the head coach upon delivery.

11.3 CHAMPIONSHIP AWARDS DISTRIBUTION. Awards associated with conference and post-season championships will include the following distribution policy:

- a. Head Coach
- b. Assistant Coaches (certified by NCAA)
- c. Department personnel involved in the daily operation of the sports program
- d. Student personnel involved from the beginning through the end of the season in the daily operation of the sports program
- e. Eligible Student-athletes listed on official team roster

Head coaches should receive approval from their respective sport administrator before ordering conference and post-season awards. Only one championship award will be distributed to athletics staff members and student personnel per year.

11.4 BOWL GIFTS FOR STUDENT PERSONNEL. A bowl package will be provided to all student personnel involved in the daily operation of the football program. The package will reflect a value of a minimum of 50 percent of the student-athlete bowl package.

12. MEDIA RELATIONS

- 12.1 PURPOSE.** The purpose of the Athletics Media Relations Office is to publicize and promote TCU athletics and its student-athletes. The office accomplishes this through establishing relationships with media and by means of the website, social media, publications, releases and coordination with governing bodies such as the NCAA and the Big 12 Conference. The Athletics Media Relations Office attempts to provide fundamental publicity for all sports programs at TCU. The office is responsible for publications, news releases, statistics, maintaining the university's Athletics Department website (www.GoFrogs.com) and many of the sports' social media outlets. Furthermore, the office is responsible for setting up all student-athlete and coaches' interviews, coordinating all news conferences and media luncheons and hosting the media for each sporting event. The office has a responsibility for the athletics department of compiling and maintaining historical data on athletics events in electronic, written and pictorial form. The office is charged with the responsibility of handling certain special events, including regular season and conference tournaments and NCAA postseason competition.
- 12.2 SOCIAL MEDIA.** The Athletics Media Relations Office is responsible for handling the social media accounts for most of the sports programs. In some cases, this also includes the accounts for head coaches. The media relations contacts work with the student-athletes in their assigned sports on social media training for their personal accounts.
- 12.3 STATISTICS.** The Athletics Media Relations Office is responsible for and disseminates statistics on all TCU sports teams. Per NCAA policy, the home team is the official statistician. Also per NCAA policy, any discrepancy regarding statistics on a road game must be brought to the host institution's attention via the Athletics Media Relations Office. Statistical changes may only be made with the approval of the host institution and in consultation with the conference office and NCAA.
- 12.4 REPORTING OF EVENTS.** The Athletics Media Relations Office will staff each home event and travel with teams when approved by departmental administration.
- 12.5 INTERVIEWS.** The Athletics Media Relations Office is the liaison for all interview requests involving coaches and student-athletes. Proper protocol, similar to other institutions, is that media representatives contact the Athletics Media Relations Office for all interviews. No contact is to be made to student-athletes, coaches or administrators without first contacting media relations. The office will arrange all approved interviews at places and times convenient to both parties. If a media representative schedules an interview with a student-athlete through his or her coach, the coach should inform the Athletics Media Relations Office. Interviews with student-athletes will never conflict with class time, practices or team meetings. Cell phone numbers of student-athletes are never released to the media. Cell numbers of coaches and administrators are provided only when permission is granted.

12.6 RELEASES. The Athletics Media Relations Office attempts to increase publicity for each sports program by regularly disseminating information through use of email, the website, social media, phone and other forms of communication. Toward this end, the Athletics Media Relations Office constantly looks for interesting feature angles about TCU teams and student-athletes to pitch story ideas. The cooperation and input of all coaches and student-athletes is an integral part of this process.

12.7 COOPERATION AND COMMUNICATION. The Athletics Media Relations Office regards regular contact and discussion with individual coaches as a necessary and invaluable aid in publicizing TCU. Any problems should be resolved in an atmosphere of mutual cooperation.

13. STRENGTH AND CONDITIONING

13.1 SAFETY. Student-athletes shall not work out in the weight room without proper supervision. Proper supervision shall be defined as university strength and conditioning coach established by the Department of Athletics and the associated governing bodies (NCAA, CSCS, CSCCA).

13.2 ACCESS. The Strength and Conditioning Department staff are available for team workouts at times mutually agreed upon with coaching staff members. Coaches should make arrangements with the staff for workouts beyond the normal hours of operation. While the Physical Performance Center was established primarily for student-athletes, Department of Athletics staff may use the facility for individual workouts if they do not interfere with scheduled team activities. Department staff should be dressed in appropriate TCU-branded apparel during said workouts. Family members of department staff (e.g., spouse, children, siblings, etc.) are prohibited from using the Physical Performance Center. Former student-athletes and special guests to campus (e.g., TV personalities/analysts) may use the Physical Performance Center (PPC) and other athletic venues if they sign the Participant Release and Indemnity Agreement <http://www.saf.tcu.edu/Stud-Part%20Release%20and%20Indem%20Agreement.pdf> prior to facility use and do not interfere with scheduled team activities. Workouts in the PPC should be scheduled and coordinated with the Assistant Athletic Director for Strength and Conditioning. The use of additional athletic venues, such as the Walsh Performance Center, should be scheduled and coordinated with the Assistant Athletic Director for Sports Medicine.

13.3 RECRUITING. Tours of the weight room for recruits shall be arranged with the Strength and Conditioning Department staff twenty-four (24) hours in advance. If the staff is unavailable, the supervising Associate Director of Athletics may choose to conduct the tour.

13.4 FACILITY MAINTENANCE. Each team's strength coach will designate a pride patrol at the end of workouts in the facility in which they are lifting and or conditioning daily. This patrol will police the area for cups, bottles, towels and other trash that is left in the

facility. It is the responsibility of the team utilizing the facility to leave it recruiting and donor ready. The staff member on duty shall serve as the point of contact that day for security or scheduling. The staff member shall be responsible to make sure that the facility is secured at the end of normal operating hours.

14. TCU ATHLETICS COMPLIMENTARY TICKET POLICY

14.1 REGULAR SEASON HOME EVENTS

14.1.1 TRUSTEES. All current and former Board of Trustees members may request and receive two (2) complimentary season tickets to football, men’s and women’s basketball and baseball. Trustees may sign-in at the pass gate for admission to all other TCU athletic events.

14.1.2 ATHLETICS DEPARTMENT STAFF. All current athletics department staff members may request and receive two (2) complimentary hard season tickets to football. In addition, athletics department staff may receive one (1) complimentary hard season ticket for each dependent child living in their household. Based on availability, athletics department staff members may sign-in at the pass gate for single game admission to all other TCU athletic events and receive up to the same quantity of tickets as issued for football hard season tickets. Volunteer assistant coaches are only eligible to receive two (2) season tickets for the sport in which they volunteer. They are not eligible to request additional single game tickets for their sport or receive tickets for any other sports. Athletics Department Staff is considered to be all full or part-time staff (including graduate assistants/interns) and anyone approved as staff by the Athletics Director (i.e. team doctors, faculty representatives, etc.).

14.1.3 COACHING STAFF OF SPORT IN SEASON. All coaching staff members will receive either four (4) complimentary season tickets or the number needed for immediate family members in household. Coaching staffs may receive extra home game tickets issued per single game. These tickets must be requested through a pass list and are available to the coaching staff only. Support staff (i.e. video, strength, sports medicine, administrative assistants, etc.) is not eligible for these additional tickets. Pass lists must be submitted with a deadline of three (3) hours prior to game time. Once the deadline has passed, handwritten or late additions will be reviewed on a case-by case basis. These tickets will be distributed on a single game basis and the guest must present photo ID for the ticket at the pass gate. No tickets will be distributed in advance of game. Each coach may submit requests for:

- | | | |
|----|------------------------------------|-----------|
| a. | Head Coach | 20 guests |
| b. | Assistant Coach | 4 guests |
| c. | Graduate Assistant (football only) | 2 guests |

- d. Volunteer Coach 0 guests

14.1.4 DONATIONS. Season tickets to any sport will not be offered as a donation or prize for an outside organization requesting such a donation. All distribution of complimentary tickets must first be approved by the TCU Athletics Compliance Office. Non-profit organizations may request complimentary tickets distributed through the Project Purple program. No additional complimentary tickets will be distributed without prior approval of the Associate Athletics Director for External Operations. External and non-profit organizations may request tickets for auctions or other fundraising activities. All requests must be submitted to the TCU Athletics Marketing Department at least two weeks prior to the event. Requests submitted without two weeks' notice may be subject to refusal. Tickets for premium games will not be offered to external and non-profit organizations.

Football

- a. Limited to 300 tickets per year.
- b. Requests will not be filled until the schedule has been officially released.
- c. Each request is limited to a max of two (2) tickets per organization and no more than one (1) request per organization.
- d. The first 150 requests will be filled on a first-come, first-served basis.

Baseball, Men's and Women's Basketball

- a. Limited to 50 tickets per year per sport.
- b. All requests will be issued a non-premium game as determined by TCU Athletics.
- c. Requests will not be filled until the schedule has been officially released.
- d. Each request is limited to a max of two (2) tickets per organization and no more than one (1) request per organization.
- e. The first 25 requests will be filled on a first-come, first-served basis.

14.1.6 AUTOMOBILE DEALERS. Dealerships providing cars for athletics department staff use may receive up to four (4) season tickets per vehicle donated with ticket value up to \$5000 per car. Tickets for away games and/or post-season events must be purchased at regular face value.

14.1.7 STUDENT-ATHLETES. Pass lists must be submitted no later than 48 hours prior to start time of all football games and four (4) hours prior to start time for all other events. Once the deadline has passed, handwritten or late additions will be reviewed on a case-by case basis. These tickets will be distributed on a single game basis and the guest must sign for the ticket at the pass gate. No tickets will be distributed in advance of game. Student-athletes may receive complimentary tickets for their sport in the following quantities:

Home Game

- a. All eligible student-athletes 4
- b. Student Trainer/Manager 2

14.1.8 VISITING PROSPECTS. Visiting prospects may receive up to three (3) complimentary tickets for prospect and guests that attend with them. The pass list must be submitted to

the ticket office no later than 24 hours prior to start time of all football games and three (3) hours prior to start time for all other events. The total number of tickets used by the sport may not exceed:

- a. Football recruits 300 per football game
- b. Non-football recruits 150 per football game
- c. All other events 30 per game

14.1.9 HIGH SCHOOL COACHES. High school coaches may receive up to two (2) complimentary tickets for coach and guest that attend with them. The total number of tickets used by the sport may not exceed:

- a. Football 400 per game
- b. All others 40 per game

These tickets will be distributed on a single game basis and the guest must present a photo ID for the ticket at the pass gate. No tickets will be distributed in advance of game.

14.2 ROAD GAMES AND POST SEASON EVENTS

14.2.1 ATHLETICS DEPARTMENT STAFF. For away games and post-season events, if tickets are available, all current athletics department staff members may request up to the same number of tickets as received for football home games.

- a. Tickets are not limited to immediate family only.
- b. The staff member must be working or attending the event.
- c. The staff member will be required to sign for the tickets at the event as tickets will not be issued in advance. If the staff member has game duties and is unable to sign for his/her tickets once the gates open, the guest name can be provided to the ticket office staff and the guest may sign for the tickets.
- d. If tickets are requested but never picked up and the allotment of tickets issued to TCU is sold-out, staff members will be required to reimburse the department the cost of the unused tickets.
- e. Tickets are not to be given to prospects or prospect-age guests unless the guest is a family member of the staff member.

Volunteer assistant coaches are not eligible to receive tickets for away game or post-season events. Athletics Department Staff is considered to be all full or part-time staff (including graduate assistants/interns) and anyone approved as staff by the Athletics

Director (i.e. team doctors, faculty representatives, etc.).

14.2.2 COACHING STAFF. For away games, complimentary tickets are limited to total number of complimentary tickets allotted per the game contract. No additional tickets will be requested from the host school without the prior approval of the sport administrator. These tickets must be requested through a pass list and are available to the coaching staff only. Support staffs (i.e. video, strength, sports medicine, administrative assistants, etc.) are not eligible for these additional tickets. Pass lists must be submitted through the website with a deadline of three (3) hours prior to game time. Once the deadline has passed, handwritten or late additions will be reviewed on a case-by- case basis. All tickets will be distributed on a single game basis and the guest must present photo ID for the ticket at the pass gate. No tickets will be distributed in advance of game. For post-season games, the participating coaching staff may receive complimentary tickets in the following quantities:

- | | | |
|----|-----------------|----|
| a. | Head Coach | 10 |
| b. | Assistant Coach | 6 |
| c. | G.A. | 2 |
| d. | Volunteer Coach | 0 |

These tickets must be requested through a pass list and are available to the coaching staff only. Support staffs (i.e. video, strength, sports medicine, administrative assistants, etc.) are not eligible for additional tickets. Pass lists must be submitted through the website with a deadline of three (3) hours prior to game time. Once the deadline has passed, handwritten or late additions will be reviewed on a case-by case basis. These tickets will be distributed on a single game basis and the guest must present photo ID for the ticket at the pass gate. No tickets will be distributed in advance of game.

14.2.3 STUDENT-ATHLETES. Pass lists must be submitted no later than 48 hours prior to start time of all football games and four (4) hours prior to start time for all other events. Once the deadline has passed, handwritten or late additions will be reviewed on a case-by case basis. These tickets will be distributed on a single game basis and the guest must sign for the ticket at the pass gate. No tickets will be distributed in advance of game. Student-athletes may receive complimentary tickets for their sport in the following quantities:

- | | | |
|----|---|---|
| a. | <u>Away Game (football travel squad only)</u> | |
| | All eligible student-athletes | 4 |
| | Student Trainer/Manager | 2 |

- | | | |
|----|--|--|
| b. | <u>Away Game (all other sports travel squad only)</u> | |
| | Limited to total number of complimentary tickets allotted per game contract. No additional tickets will be requested from the host school to take care of pass lists without | |

the prior approval of the sport administrator.

- c. Post Season (all sports)
 - All eligible student-athletes 6
 - Student Trainers/Managers 2

15. ATHLETICS COMPLIANCE

The Athletics Compliance Policy Manual is considered a section of the Athletics Department Staff Handbook and is located on the Athletics Department's website:

http://grfx.cstv.com/photos/schools/tcu/genrel/auto_pdf/2012-13/misc_non_event/TCUCOMPLIANCEMANUEL.pdf

16. ATHLETICS ACADEMIC SERVICES

The Athletics Academic Services Policy Manual is considered a section of the Athletics Department Staff Handbook and is located on the Athletics Department's website:

<http://gofrogs.cstv.com/handbooks/fall-10-aaso-manual.pdf> (Requires password).

17. SPORTS MEDICINE

The Sports Medicine Policy Manual is considered a section of the Athletics Department Staff Handbook and is located on the Athletics Department's website:

<http://gofrogs.cstv.com/handbooks/sports-med-08.pdf>

18. ATHLETICS DEPARTMENT EVACUATION PLAN

- 18.1 **JOHN JUSTIN ATHLETIC CENTER (JJAC).** The Academic Center is located on the first floor of the John Justin Athletic Center. Two exits exist both of which egress into adjacent areas. The Academic Center can be exited via the front door of the JJAC and via the far west door of the Academic Center. Evacuees should gather in the parking lot (Lot 1) on the west side of Amon Carter Stadium. No one should re-enter the building unless directed to do so by the floor deputy or building manager. The floor deputy and or one of the athletic administration staff will notify students, employees and visitors of an emergency and the need for evacuation.

The Athletic Administration wing is located on the second floor of the **John Justin Athletic Center (JJAC)**. Exit from this area is quickest through the west door located down the corridor behind the Athletic Directors office. Exit can also be accomplished via the southernmost doors of the Heritage Center. Evacuees should gather at the goal post on the football practice field. No one should reenter the building unless directed to do so by the floor deputy or building manager. This area is open basically to the athletic administrators and their guests only. Notification will be via the floor deputy and other administrators.

The Football Offices are also located on the second floor of the John Justin Athletic Center (JJAC). Multiple student-athletes often occupy this space. The coaches and administrative assistants must be able to notify the student-athletes and insure that they leave the building in case of an emergency. They should exit via one of three exits on the south side of the building and gather on the football practice fields.

18.2 AMON G. CARTER STADIUM (AGCS)

- **Frog Alley.** East side of the stadium which is external to the stadium but is used to host a number of pre and post-game activities. This area functions as a pedestrian walkway on a daily basis. Vehicular traffic is limited to service vehicles and emergency equipment only. Emergency exit from Frog Alley is a result of the patrons dispersing into the adjacent parking lots.
- **East Stands.** The east side of AGCS stadium has an open air lower section, a concourse walkway and an upper seating bowl. Multiple vomitories with double wide stair cases provide ingress and egress from the upper deck to the concourse. Five exits from the concourse empty onto Frog Alley. No closed spaces other than rest rooms and concession stands are located on the east side of the stadium.

South End Zone, Meyer-Martin Athletic Center, Walsh Center

- These physical structures comprise the south end zone area of AGCS. The South end zone seating is where the general admission seating is located. Emergency exiting is back to the south concourse and then patrons exit to either the east or west primary gates for the stadium.
- The suites and club seats located in the MMAC have emergency exit via a stairwell to the lower concourse or the patrons can exit to the rear of the building to the practice fields or to the concourse of DMC.
- The athletic training room, equipment room and the home football locker room exit to the south concourse.

The West Side of AGCS is comprised of the following areas:

- Service level, visiting team or field level, 100 level of seating, 200 level of seating, club seating, Founders level suites, champions level suites and the writing press level, upper electronic press, 300 level seating and 400 level seating.

EMERGENCY EXITS

- The 100 level seats and the Founders Club and suites on the west side exit to the concourse and out into the Founders Plaza and the former lot 1 area west of the stadium.
- Exits for the Founders club are located at the main entrance and on each end of the club.
- The service level exits to lot 2 on the west side of the stadium, the field level can exit to the field or exit down the ramp or stairs to the service level and out to lot 2.
- The 200 level seats are accessed via the stairwells from the main concourse. The club seats at the 200 level are accessed via the escalator, the elevators, ramp or stairs. Emergency exit is via the ramps or stair cases.
- The working press has the same exit options as the patrons on the same levels. The electronic press on the upper level of the press box will exit via the stairs or ramps.
- The suites exit in an emergency to the ramps or stairs.

- 18.3 SAM BAUGH INDOOR PRACTICE FACILITY (BAUGH).** There are four (4) emergency exits as well as eight (8) rollup doors. The rollup doors should not be used for emergencies. Evacuation may be made to the east or west of the facility.
- 18.4 DANIEL-MEYER COLISEUM (DMC).** The DMC Sports Medicine Office, Compliance Office, Frog Club, Ticket Office, Media Relations and Marketing Offices are located in Daniel-Meyer Coliseum. Evacuation from the coliseum should be conducted according to floors. **The basement or playing floor** level should exit via the north doors. These groups should gather in the walkway area adjacent to Amon Carter Stadium. This group of evacuees would include the Women's Basketball, Locker Room and the Men's Basketball Locker Room as well as the Sports Medicine staff located in the adjacent athletic training facilities. The coaching staffs, floor deputy or sports medicine staff will make notification. **The concourse level** should be exited via the ring of exit doors located around the coliseum, each office area and or meeting room should gather outside the perimeter of the building at a safe distance for further instructions.
- 18.5 SCHOLLMAIER BASKETBALL PRACTICE COMPLEX (SBC).** Offices and locker rooms for the men's and women's basketball staffs as well as a weight training facility. No team locker rooms are located in this facility. The building is one floor in design. Exit may be via the front doors, the side entry into DMC or via the emergency exit doors in the weight training area.
- 18.6 LUPTON BASEBALL STADIUM.** Located on the southwest portion of the campus on the Worth Hills campus. The offices are spread throughout the facility. The head coach is located on the concourse level in a suite and the asst. coach / recruiting coordinator is in the meeting room on the same level. The athletic trainer and other assistant coaches are located on the team level. The umpire's locker room is used daily by support staff as a dressing facility. The visiting locker rooms are not used except on game day. The main locker room for the baseball team is located on the third base side of the facility. In the event of an emergency, the groups should gather in center field. This is a common practice amongst baseball teams and would be a generally recognized location. The stands are open air and in the event of an emergency during a game or event, the patrons would be notified of an emergency by means of the public address system and instructed to exit to the parking lots or other designated areas. In the event of an emergency with a facility, the CSC personnel, TCU PD, FWPD and FW FD will secure the immediate area until the appropriate personnel determine the extent of the emergency (TCU Physical Plant, FW PD).
- 18.7 MEYER MARTIN ATHLETIC COMPLEX (MMAC) AND SOUTH END ZONE SUITES.** To evacuate, use the emergency stairs located on the east end of the facility. The Daniel-Meyer Coliseum concourse can be used for evacuation if no emergency is declared in the coliseum.
- 18.8 ABE MARTIN ACADEMIC ENHANCEMENT CENTER.** Evacuate to the south of the building

out towards the football practice fields.

- 18.9 RIFLE RANGE.** The range foyer area should be evacuated via the single main door to the north. The range should be evacuated via the double doors on the east side of the range. The groups shall gather in the parking lot to the east of the range. Do not send staff or participants to the west because the source of the “issue” could be the large ice plant run by the physical plant.
- 18.10 JANE JUSTIN FIELD AT GARVEY-ROSENTHAL SOCCER STADIUM.** This area includes both the stands for the public and the team facility. The stands are open air and in the event of an emergency during a game or event, the patrons would be notified of an emergency by means of the public address system and instructed to exit to the parking lots or other designated areas. In the event of an emergency with a facility, the CSC personnel, TCU PD, FWPD and FW FD will secure the immediate area until the appropriate personnel determine the extent of the emergency (TCU Physical Plant, FW PD). The stands should empty into the parking lot just west of the stadium. The home team and visiting team should exit south onto the game field and then assess the situation. The power and fire access is located on the north side of the building so exiting towards the physical plant is not recommended.
- 18.11 PHYSICAL PERFORMANCE CENTER (PPC).** Emergency exit out of the Physical Performance Center upper level is via the stairs. DO NOT USE the elevator in the event of an emergency. Staff and student athletes should utilize the main north and south doors to exit to the front of DMC and or the Morris practice fields to the south. Patrons should not exit to the Sam Baugh Indoor Practice Facility.

TCU ATHLETIC FACILITIES

Baseball

Practice/Competition Venue	Lupton Stadium
Physical Address	3700 Berry Street
Emergency Equipment Available	DDI Sports Chair, Spine Board w/ Head Immobilizer
Emergency Communication	TCU Pressbox (817) 257-7966

Basketball

Practice/Competition Venue	Daniel-Meyer Coliseum/Schollmaier Complex
Physical Address	2900 Stadium Drive
Emergency Equipment Available	DDI Sports Chair, Pneumatic Air Splints, Ambu Bag
Emergency Communication	TCU Locker Room, 817-257-7105

Football

Competition Venue	Amon G. Carter Stadium
Physical Address	2900 Stadium Drive
Emergency Equipment Available	Scoop Stretcher, AMBU bag
Emergency Communication	

Practice Venue	Morris Practice Fields
Physical Address	3550 Bellaire Drive North
Emergency Equipment Available	DDI Sports Chair, Spine Board w/ Head Immobilizer
Emergency Communication	

Practice Venue	Sam Baugh Indoor Practice Facility
Physical Address	3000 Stadium Drive
Emergency Equipment Available	
Emergency Communication	

Rifle

Practice/Competition Venue	TCU Rifle Range
Physical Address	3150 Bellaire Drive North
Emergency Equipment Available	None
Emergency Communication	

Soccer

Practice/Competition Venue	Garvey Rosenthal Stadium
Physical Address	3600 Berry Street
Emergency Equipment Available	DDI Sports Chair, Spine Board w/ Head Immobilizer Pneumatic Air Splints
Emergency Communication	

Swimming/Diving

Practice/Competition Venue	University Recreation Center
Physical Address	3005 Stadium Drive
Emergency Equipment Available	DDI Sports Chair, Spine Board w/ Head Immobilizer Pneumatic Air Splints
Emergency Communication	

Tennis

Practice/Competition Venue
Physical Address
Emergency Equipment Available
Emergency Communication

Bayard Friedman Tennis Center
3609 Bellaire Drive North
Pneumatic Air Splints

Track & Field

Practice/Competition Venue
Physical Address
Emergency Equipment Available

Emergency Communication

Lowdon Track Complex
3750 West Berry Street
DDI Sports Chair, Spine Board w/ Head Immobilizer
Pneumatic Air Splints

Volleyball

Practice/Competition Venue
Physical Address
Emergency Equipment Available
Emergency Communication

University Recreation Center
3005 Stadium Drive
DDI Sports Chair, Pneumatic Air Splints

Weight Room

Practice/Competition Venue
Physical Address
Emergency Equipment Available
Emergency Communication

Physical Performance Center
3005 Stadium Drive
AED