



TEXAS TECH UNIVERSITY
Department of Intercollegiate Athletics
Operating Policy and Procedure

PREFACE

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

ADDITIONAL SOURCES OF INFORMATION ARE:

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
<http://www.depts.ttu.edu/studentjudicialprograms/conductcode.php>
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

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14.0 EQUIPMENT, TRAINING, WEIGHT ROOMS, NUTRITION AND VOLUNTEER CHAPLAINS

14.1 EQUIPMENT

The following sets forth the Department of Intercollegiate Athletics policy for ordering, receiving, issuing and maintaining inventory of team equipment and apparel:

- **SPORTS OTHER THAN FOOTBALL**
 - The equipment rooms for all Sports Programs other than Football are supervised by the Unit Supervisor – Equipment and Apparel, who reports directly to the Senior Associate Athletics Director / Chief of Staff. The Unit Supervisor – Equipment and Apparel is responsible for ordering, maintaining, issuing, and inventorying all team athletic equipment and clothing (soft goods); working in conjunction with the head coaches and equipment managers of all Sports Programs other than Football.
 - Equipment for all student-athletes must be issued through the centralized equipment room in accordance with NCAA, Big 12 and University rules.
- **CENTRALIZED ORDERING SYSTEM**
 - All orders for sports other than Football will be processed through the centralized system, the Unit Supervisor - Equipment and Apparel. The Sports Programs will directly work with the Under Armour sales representative on selecting equipment and apparel and then place orders through the Unit Supervisor. See Football procedures set forth below.
- **CENTRALIZED RECEIVING SYSTEM**
 - All orders will be received in the centralized system by the Unit Supervisor – Equipment and Apparel. The Unit Supervisor will notify the Sports Program when orders have been received.
- **MAINTAIN CENTRALIZED PERPETUAL INVENTORY SYSTEM**
 - All orders received by the Unit Supervisor will be logged in and a perpetual inventory system will be maintained for each Sports Program.
- **SECURITY AND CONTROL OF EQUIPMENT AND APPAREL**
 - All equipment and apparel will be secured in a locked area that is accessible only by the Unit Supervisor – Equipment and Apparel and the related staff.

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- DOCUMENTATION OF ISSUANCE OF EQUIPMENT AND APPAREL TO SPORTS PROGRAMS

The following procedures are to be used when receiving and issuing athletic apparel and footwear:

- Once orders are received they are checked against the original orders and confirmations to make sure that all items are accounted for.
 - All items are then entered into inventory system and placed into storage according to the sport that they were ordered.
 - Each sport program will designate in writing the staff that are approved to receive equipment and apparel.
 - As each sport (coach, athlete, or administrator) requests an item or items the equipment manager shall document a date, person, brief description of item, then have that person sign for each item issued to him or her.
 - The Unit Supervisor or related staff shall then log the issuance of such items into the inventory system within 1-2 business days.
 - At the first of each month the inventory should be counted and approved by the Unit Supervisor and an inventory report will be provided to each coach or administrator.
 - At the end of each sports season all equipment and apparel shall be retrieved from athlete(s) and inspected for damages and or repaired.
 - Equipment is then cleaned, sanitized and stored accordingly.
 - The Unit Supervisor will meet with each coach or coaches to review the equipment needs for the following year.
- DOCUMENTATION OF EXCHANGES AND RETURNS OF EQUIPMENT AND APPAREL
 - All exchanges and returns of equipment and apparel will be documented and records retained for a period of 3 years.
 - DOCUMENTATION OF DISPOSAL OF EQUIPMENT AND APPAREL
 - All equipment disposals must have the approval of the Sports Program and Sport Supervisor for such sport. Documentation shall be maintained to support all equipment and apparel disposals.

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- SPORTS PROGRAMS' RECORD KEEPING OF EQUIPMENT AND APPAREL FROM THE CENTRALIZED STORAGE AREA
 - All equipment and apparel issued to Sports Programs shall be used for Texas Tech Athletics business purposes. No items may be provided for personal use.
 - Each sports program will be responsible for maintaining records for equipment and apparel issued.
 - The sports program coach or designated staff member assumes responsibility for equipment/apparel upon receipt from the central storage area. This responsibility includes compliance with university, Big 12 and NCAA rules. The sports program will maintain records of all equipment and apparel issued from the central storage area that is adequate to satisfy the Compliance Office. A report of all records will be submitted annually to the Compliance Office.

- ANNUALIZED INVENTORY CONDUCTED BY INDEPENDENT STAFF
 - Annually, a complete inventory of all equipment and apparel will be conducted by the Unit Supervisor – Equipment and Apparel. Such inventory will be conducted with oversight by Deputy Athletics Directors and CFO and will be subject to annual audit by the Texas Tech Office of Audit Services.
 - The perpetual inventory system will be adjusted to actual inventory counts and discrepancies must be documented. Such discrepancies must be approved by the Deputy Athletics Director / CFO.

- FOOTBALL EQUIPMENT AND APPAREL
 - Football equipment and apparel will follow the same policy and procedures as set forth above but will be separate from the centralized system and will have a separate location for its equipment and apparel.
 - The equipment rooms are supervised by the Equipment Manager, who reports directly to the Associate Athletic Director/Football Operations. The Equipment Manager is responsible for ordering, maintaining, issuing, and inventorying all athletic equipment, clothing and supplies.
 - Equipment for all student-athletes must be issued through the equipment rooms in accordance with NCAA, Big 12 and University rules.

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14.2 ATHLETIC TRAINING ROOMS

The Senior Associate Athletics Director/Sports Medicine supervises the staff and the operations of the athletic training rooms. The athletic training facilities at Texas Tech University are for the care and treatment of student-athletes. The Texas Tech athletic training staff must take strict precautions to ensure compliance with all Federal and State Laws in the application of this treatment. Only the team physicians are responsible for diagnosing injuries and prescribing the appropriate treatments. The team physician will give referrals, if it is deemed necessary.

Athletic trainers and student athletic trainers are under the supervision of the Sr. Assoc. AD/Sports Medicine. All guidelines for athletic trainers are issued in writing by the Sr. Assoc. AD/Sports Medicine and must be followed at all times. Athletic trainers and student athletic trainers must follow the policies and guidelines for operations and for conduct set forth by the Sr. Assoc. AD/Sports Medicine and the respective head coach when they travel with that respective team.

14.3 STUDENT-ATHLETE PHYSICALS

All student-athletes must be given medical clearance through a physical examination before participating in intercollegiate athletics. The athletic training staff will arrange for all student-athletes to undergo physicals from team physicians. It is a head coach's responsibility to make sure all student-athletes in their sport have completed a physical.

14.4 WEIGHT ROOMS

Athletic Training Center

Strength and Conditioning coached, for all sports except football, supervise the operation of the weight room and reports directly to the Sr. Assoc. AD/Sports Medicine. The purpose of weight rooms is to provide strength-training opportunities for student-athletes to enhance their athletic performance and prevent injuries.

Weight rooms are to be used only by current student-athletes and staff or other individuals approved by the Director of Athletics. Off-season workouts will be conducted in compliance with all NCAA Bylaws. The Associate Athletic Director/Compliance will monitor the off-season program.

Football Strength and Conditioning Center

The Head Strength and Conditioning Coach for football supervises the strength and conditioning program for football and oversees the weight room in the football building and reports to the Sr. Assoc. AD/Sports Medicine.

14.5 NUTRITION

The Senior Associate Athletics Director/Sports Medicine supervises the overall program for nutrition, with the Director of Nutrition as the **only** person authorized to purchase supplements for any program. Samples may NOT be provided to any student-athlete without the express permission of the Director of Nutrition. Additionally, the Associate Athletics Director/Compliance will review all requisitions submitted by the Director of Nutrition.

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14.51 NUTRITIONAL SUPPLEMENT ORDERING POLICY

The following procedure must be followed:

- 1 The sport discusses the nutritional supplement request with the Director of Nutrition.
2. If the Director of Nutrition approves the nutritional supplement as permissible, a requisition is completed and must be signed by the Director, by the Assoc. AD/Compliance and by the Sr. Assoc. AD/Sports Medicine as well as the sport's supervisor.
- 3 The completed and signed requisition is forwarded to purchasing in the Athletic Business Office to confirm that the supplement is approved and place the order.

Please note:

- A supplement may have been permissible last year and not permissible this year. The banned substance list can change at any time during the year.
- Nutritional supplements may not be ordered by a sport. All nutritional supplement ordering must be done by the Athletic Business Office using the procedure described above.

Do not order supplements and then complete the requisition.

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14.6 VOLUNTEER CHAPLAINS

Background: Although the term “chaplain” has traditionally denoted a person with inter-denominational and inter-faith responsibilities, it is not always perceived in such a manner. In addition, a chaplain is typically considered as a person who primarily provides faith-based resources and services. Although this policy permits a volunteer to provide such services, any person involved in such activities should keep a broad perspective, and facilitate the availability of the entire range of religious and non-religious counseling services available at TTU and the Lubbock community.

Given: (1) the potential adverse consequences to student-athletes who either subscribe to a faith different from that of a chaplain or hold no faith conviction; (2) the presence of a chaplain of a particular faith tradition could implicitly endorse one religion over another; and (3) concerns about the potential for coercion or discrimination, this policy has been established.

Policy: A head coach may be allowed, under the guidelines set forth in this policy, to authorize participation by a volunteer chaplain to counsel student-athletes on a voluntary basis and to assist student-athletes in obtaining access to faith resources of their choice. A volunteer chaplain may not be compensated with any State, University, Athletics Department, Red Raider Club, or TTU Foundation funds other than being provided access to the necessary Athletics Department facilities (locker room, meeting rooms, offices, etc.) and activities (games, practices, meetings, etc.) as required to provide the specific services requested. Any volunteer chaplain given special access to TTU student-athletes with the purpose of providing any form of religious or faith-based support should be provided with a copy of this policy and receive annual and regular, ongoing NCAA and conference rules education training.

The Athletics Department acknowledges the extremely diverse and vibrant religious communities present on the TTU campus and within the Lubbock community. These resources include an array of registered student organizations on campus with religious objectives, and a significant number of active churches and faith communities in the surrounding community representing a range of religions and denominations. The Athletics Department also recognizes that many of our student-athletes are faced with challenges deriving from their status as student-athletes. For example, given their public profile, student-athletes sometimes have needs for heightened confidentiality related to sensitive issues. Further, their commitments to TTU often include schedule inflexibility. These types of unique challenges can make it more difficult for student-athletes to find faith resources in times of need.

For these reasons, the Athletics Department finds it reasonable to allow coaches to affiliate with a volunteer chaplain with the specific purpose of helping student-athletes gain access to and become connected with the existing faith communities, religious resources, and counseling services on the TTU campus and throughout the Lubbock community. Any such volunteer should not focus on any particular denomination or faith, but should facilitate student-athlete access to already-existing resources. The volunteer chaplain should have inter-faith and inter-denominational responsibilities.

The Athletics Department also recognizes the University’s obligation to protect against discrimination on the basis of race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, and Vietnam era or special disabled veteran status, as per TTU operating policies. The Department further recognizes the obligation to protect all of our student-athletes against coercion toward religion or a particular religious viewpoint, as well as coercion away from religious faith or practice.

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A volunteer chaplain given special access to student-athletes to provide religious or faith-based counseling is explicitly prohibited from:

- pressuring student-athletes to choose a particular religion or denomination
- pressuring student-athletes to choose religion over non-religion
- coercing students to participate in any type of religious activity
- leading any mandatory team activities with religious content, including prayer or religious studies
- discriminating against any student-athlete as prohibited by University policy

Further, a volunteer chaplain who is given special access to student-athletes to provide religious or faith-based counseling:

- should be available to all student-athletes as time permits
- is required to maintain the confidentiality of student-athletes (this reinforces the volunteer chaplain's role as a safe resource for student-athletes to seek guidance of their choice without fear of discrimination from coaches or others)
- is required to receive annual and regular, ongoing NCAA and conference rules education training
- should be available to meet the faith needs of student-athletes of all faiths equally, and not only those who share his or her particular denomination or faith
- may engage in voluntary religious activity with student-athletes seeking such engagement outside of team functions.

The following mechanisms will also be employed to guard against the potential for abuses or coercion by any volunteer chaplain given special access to student-athletes to provide religious or faith-based counseling:

(1) Student athletes will be informed that the services of a volunteer chaplain will be available to them at beginning-of-the-year team meetings, including new student athlete orientation. Head coaches, student athlete advisors, and Student Athlete Advisory Council members will also be briefed on these services and asked to be a source of information relating to the services. Any instances of coercion or pressure, or patterns of discrimination associated with this service, may also be reported to these individuals, along with TTU Athletics Compliance staff, Athletics Department administrators, the Faculty Athletics Representative, members of the Athletics Council, or TTU Student Counseling Center staff members.

(2) Although the volunteer chaplain service is available to all student-athletes, it is anticipated that most services will be provided to football student-athletes.

(3) Exit surveys of graduating and other student-athletes leaving the university will be expanded to cover perceptions of the volunteer chaplain.