

Athletic Department Staff Manual

Lander University

6/1/2016



2016-17 Athletic Department Staff Manual

Updated June 1, 2015

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This manual was developed to help each coach understand and operate within the guidelines, policies, and procedures of the Athletics Department. Questions can be directed to the Vice President/Director of Athletics or any other athletics administrative staff. Coaches are expected to administer the program ethically, within the guidelines of the university, the NCAA, and efficiently, within the parameters of their individual budgets.

The manual will not duplicate information and forms readily available in other formats; each coach is also expected to be knowledgeable of, and to operate within the policies and guidelines published in the NCAA Manual and University publications such as the Lander Manual for Administration and Staff, the Purchasing and Procurement Manual, the University Catalog, the Student Handbook and the Student-Athlete Handbook.

Philosophy and Purpose of the Intercollegiate Athletics Program Lander University

The dual purposes of the intercollegiate athletics program at Lander University are to promote the role of the athletics program as it supports the stated mission of the University and to promote the academic achievement and whole development of each student-athlete who represents the University. Further, the program reflects the Statement of Purpose in assisting athletes to "develop skills and ideals conducive to positive physical and mental health" and, further, to "provide cultural opportunities for the University's constituents." Toward these ends, it is the intention of the athletics administrators to shape a program characterized by honesty, integrity, fairplay, and the highest ideals of amateur athletic competition and academic achievement.

Because it encourages broad student, faculty, administration, staff, and community participation, the athletics program is grounded in the expectation that intercollegiate athletes at Lander University will emphasize academics first; academic progress of players will be a primary aim of the program. Further, student-athletes are expected to meet their academic responsibilities as students progressing toward degree completion; to be positive role models for the institution, both on and off campus; and to strive toward becoming effective, contributing members of society.

As an integral part of the total education offering at Lander University, the athletics program is under the control of the administration of the institution and the Athletics Committee. Standards relating to admissions, academic standing, and academic progress of student-athletes are all subject to, consistent with, and often are even higher than standards exacted by the institution of all other students.

Reaffirmed by the Lander University Board of Trustees, March 3, 2015
Reviewed by the Lander University Board of Trustees, June 6, 2010
Approved by the Lander University Board of Trustees, June 6, 2006
Reviewed by the Lander University Athletics Committee, November 11, 1994

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Operational Principles

The program of intercollegiate athletics is organized and conducted as an integral part of the total education program of the University. The value of the program is measured by (1) its contribution to the educational objectives of the University; (2) the opportunities provided to individual student-athletes; and (3) its public relations value within the community.

The program of intercollegiate athletics is designed to provide important educational experiences fundamental to general education objectives, such as health, recreational, and experience in developing interpersonal relations through cooperation and teamwork, group interaction and leadership roles. An additional purpose of the intercollegiate program is to serve as a laboratory for the professional courses of those interested in careers in physical education and athletics.

The level of competition, the financial support, and the placement of intercollegiate athletics in the academic structure is dictated by, and in consonance with, the educational objectives of the University as well as being approved by the President.

Academic procedures, requirements, and standards are the same for all students. Athletics grant-in-aid for students will be left to the discretion of the coach for the sport granting these awards in accordance with the rules and regulations of the NCAA. The coach will evaluate the prospective athlete on his/her athletics ability and ability to meet minimum NCAA freshman and transfer eligibility requirements.

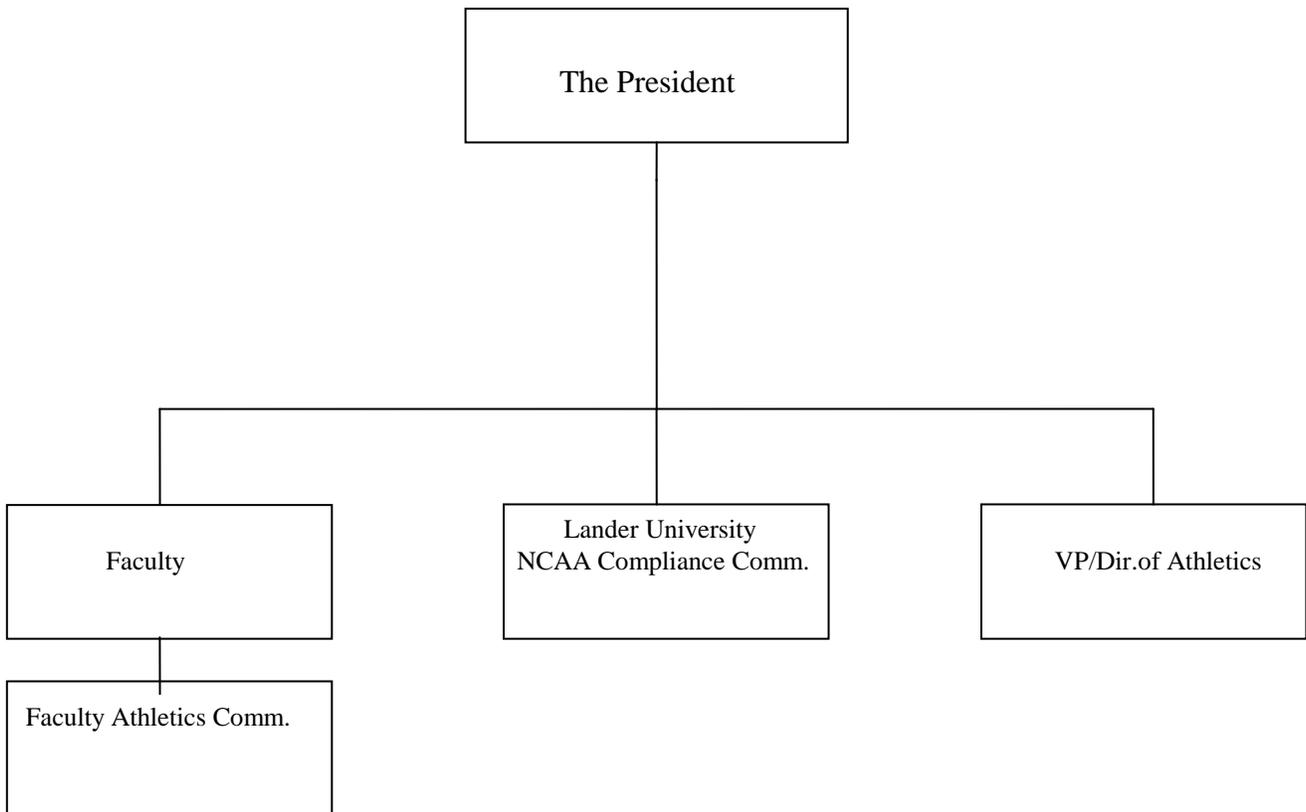
The intercollegiate athletics program provides wide opportunities for students to participate in many sports and competitions. The program is to be conducted for the benefit of the participant, with maximum concern for personal health, safety, and welfare. All players are afforded maximum protection while practicing for, or engaging in, competitive sports on the field and when traveling. Sound equipment, safe playing conditions, adequate facilities for training and medical attention are available at all times.

Coaches assigned to the intercollegiate athletics program shall have sufficient academic training and orientation to contribute fully to the educational objectives of the University. They will embrace and demonstrate the professional and ethical standards expected of members of the academic community and of the NCAA. Their value to the University is measured in terms of their contributions to the educational values and objectives of the intercollegiate athletics program within the University. Full allegiance must be given to the ethics of sports and strict adherence is expected to the principles, rules, and regulations of the National Collegiate Athletic Association. In pursuance of these policies and beliefs, the intercollegiate athletics program is organized within the Department of Athletics. The Vice President/Director of Athletics is directly responsible to the President. The Athletics Advisory Committee composed of administrators, faculty, and students, acts as a policy consulting body to the President and to the

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Vice President/Director of Athletics of the University on all matters pertaining to the intercollegiate athletics program.

Line of Responsibility for Athletics Oversight Committees



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Athletics Committee

MEMBERSHIP

The Athletics Committee shall consist of four faculty members, including the Faculty Athletics Representative, Chair; two students; two alumni; the VP/Director of Athletics; the Senior Woman Administrator and the head coaches of all Lander University intercollegiate teams. Except for the Vice President/Director of Athletics, who will serve as a voting member, the intercollegiate coaches will be non-voting members.

FUNCTION

The committee's purpose is to provide liaisons between the students, faculty, and administration concerning the athletics program of the University. The committee will ensure that the philosophy and policies of the athletics program are in harmony with the institution's Mission Statement and Statement of Purpose. The committee will also oversee athletic matters relating to institutional effectiveness, as mandated in the criteria stipulated by the Commission on Higher Education and on accreditation matters dictated by the Southern Association of Colleges and Schools.

PROCEDURES

The committee meets periodically at the call of its chair to perform its function as stated above.

The committee reports to the full faculty.

NCAA Compliance Committee

MEMBERSHIP

The NCAA Compliance Committee shall consist of the Lander University NCAA Director of Compliance, Chair; the Director of Admissions; the Director of Financial Aid; the Registrar and Director of Institutional Research; the Faculty Athletics Representative; the Senior Woman Administrator; and the Vice President/Director of Athletics.

FUNCTION

The committee exists to ensure the institution's compliance with all rules, regulations, and guidelines of the National Collegiate Athletic Association. The committee is responsible for determining that all applicable rules and regulations of the Association are followed in the institution's conduct of its intercollegiate athletics program. It will monitor all programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. The committee is responsible to determine compliance on the part of institutional staff, student-athletes, and other individuals and groups which represent the institution's athletics interest ensuring compliance with all applicable Association rules.

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PROCEDURES

The committee meets periodically at the call of its chair to perform its function as stated above.

The committee reports to the President.

Lander University Student-Athlete Advisory Committee

Selection, Responsibilities

The Student-Athlete Advisory Committee at Lander University is comprised of one member from each sponsored intercollegiate sport, the cheerleading squad, the dance squad, senior woman administrator and athletic training staff. Student-athletes are nominated by their respective head coach. These nominations are forwarded to the Vice President/Director of Athletics for final approval. Committee members are selected based upon their leadership potential, their academic and athletic success, and their willingness to serve their fellow student-athletes for the advancement of their sport, as well as the entire athletics program. Committee members will serve one full year and may be re-nominated by their coach for one additional year. Committee members are expected to take their responsibility seriously, attend the meetings on a regular basis, and be an active participant. Committee members should be knowledgeable not only of their sport but also of the other sports sponsored by the university and also be willing to learn about the overall operations of our intercollegiate athletics program.

Committee members should always hold themselves to a high standard and should always emphasize academic success, character, citizenship, and sportsmanship. Any committee member that fails to uphold the high standard of this position will be asked to resign and be replaced by another student-athlete from that respective sport. The committee will meet a minimum of one time a semester and more often if needed. Although there will be no restrictions on the discussions held at the meeting with the exception of personnel matters or other matters that deal directly with an individual student-athlete, the meetings should always be focused on what the committee can do to improve the intercollegiate experience of our student-athletes and to assist with the success of our total sports program.

Hall of Fame Selection Committee

The Lander University Hall of Fame was established in the fall of 1998 to recognize individuals that have played a significant part in the history of Lander University Athletics. Candidates for the Hall of Fame will be considered from the following three categories: players, coaches, and service.

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I. Candidates must meet the following criteria to be considered for membership:

A. Player

- Must have participated a minimum of two seasons and normally expected to have graduated.
- Recognized outstanding athletic accomplishments in his or her sport coupled with acceptable academic performance and good citizenship.
- Individuals may not be considered for selection until after 5 years of separation from the university.

B. Coaches

- Generally expected to have coached a minimum of 15 years at Lander.
- Demonstrated extremely high professional achievements while at Lander in their particular sport(s).

C. Service

- Significant contributions toward enhancement of a sport or the entire athletics program.
- Generally expected to be involved with the program for 10 years.

II. Nominations:

Individuals wishing to nominate a person for induction into the Lander University Athletics Hall of Fame should write a letter in support of the nominee and return to the Director of Athletics.

Nominations will remain active for two years.

III. Selection Committee:

The Athletics Hall of Fame selection committee shall be appointed by the Vice President/Director of Athletics in consultation with the president of the university. The committee will be comprised of the following positions:

1. Vice President/Director of Athletics
2. Athletics Director, Emeritus
3. Sports Information Director
4. Senior Woman Administrator
5. Bearcat Club Director
6. Representative from the Alumni Board
7. Representative from the Hall of Fame Membership

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8. At Large

9. At Large

Candidates for the Hall of Fame will be considered every other year beginning with Spring 1999.

Generally, no more than three members shall be inducted in any given year. No minimum number shall be elected each year.

V. ACADEMICS

A. CLASS ATTENDANCE

Students are expected to attend class as regularly scheduled and are responsible for consulting instructors' syllabi regarding attendance requirements. Instructors with specific requirements can hold students accountable for absences from the class. Consequences for violating attendance requirements will vary from instructor to instructor and may include failure of the course. Students who anticipate missing class must seek relief from attendance requirements at least one week prior to the date of absence. Students missing class are expected to consult with their instructor(s) to request permission to make up missed course work.

University Student Representatives (approved by the President) who must attend University-sponsored events will be given relief from an instructor's attendance requirements if they notify the instructor(s) at least one week prior to the event. University Student Representatives must meet the attendance requirements stated in the previous paragraph for all other absences.

Students may request attendance accommodations for documented disabilities by contacting The Office of Student Disability Service prior to the beginning of classes.

B. COURSE REGISTRATION

LU provides student-athletes with the privilege of early course registration. The Compliance Coordinator or Faculty Athletic Representative will notify all coaches as to the applicable registration dates and time. Student-athletes are responsible for removing all registration holds (i.e. business office, health services) prior to the day of registration. Those who are unable to register early due to holds, should contact the Compliance Coordinator immediately.

C. STUDY HALL PROGRAMS

Coaches are encouraged to conduct study hall programs for their team members, especially for those experiencing academic difficulty. Policies for study hall attendance are left to the discretion of the coaching staff. Study hall programs should always be monitored by the head, assistant or student-assistant coach. Facilities used for study hall programs should be left in good condition.

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VI. NCAA COMPLIANCE

A. ETHICAL CONDUCT

Individuals employed by, or associated with, a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall deport themselves with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member may include, but is not limited to the following:

1. Refusal to furnish information relevant to an investigation of a possible violation of a NCAA regulation when requested to do so by the NCAA or the individual's institution
2. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete
2. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid
3. Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in, or knowledge of or, matters relevant to a possible violation of a NCAA regulation
4. Receipt of benefits by an institutional staff member for facilitation or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g. "runner").

Athletics staff members may be suspended for a period of time without pay, or terminated if found to have been involved in deliberate and serious violations of NCAA regulations.

For more information regarding athletics staff members' obligations relative to ethical conduct, refer to Bylaw 10 in the NCAA manual.

B. RULES EDUCATION

The primary responsibility for the rules education process rests with the NCAA Compliance Coordinator. The Compliance Coordinator, during department meetings, will review any changes in NCAA legislation, recent interpretations and address questions from the coaching staff. Periodically, athletics staff members will be provided with written correspondence related to NCAA legislation. Staff members are encouraged to contact the Compliance Coordinator with any questions they may have.

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In addition, the athletics department will hold a mandatory orientation meeting for all student-athletes at the beginning of each academic year. The purpose of this meeting is to educate student-athletes regarding applicable NCAA, conference and institutional regulations.

C. COACHES' CERTIFICATION EXAM

The Coaches' Certification Exam is administered annually by the institution's Faculty Athletics Representative. Coaches are prohibited from participating in off-campus recruiting activities until they have passed the examination. The certification period is from August 1 to July 31.

Prior to the examination, the Compliance Coordinator will review with coaching staff members the relevant sections of the NCAA manual. Coaches, who do not successfully pass the exam, must wait thirty days before retesting.

D. RECRUITMENT OF STUDENT-ATHLETES

The active recruitment of prospective student-athletes is encouraged for all sports. LU has no specific limitations established as to where prospective student-athletes reside.

All applicable NCAA and conference regulations regarding recruiting must be followed. Coaches are expected to be thoroughly familiar with the recruiting regulations before engaging in the recruitment of any athlete. Recruiting expenses are a part of a sports budget and should be requested during the budget making process. Funds should be designated for mailings and phone calls, coaches' recruiting (contact and evaluation) travel and for recruit visitation expenses. Student-athletes may not be provided with expenses to recruit a prospect, except for those provided for as a student host. Additionally, LU may not direct or pay the expenses for student-athletes to call prospects.

All coaching staff members are required to document when they first contact a prospect after June 15 prior to their junior year in high school. These logs should be turned in at the beginning of each month to the Compliance Coordinator.

Coaches should submit their official visit documentation to the Compliance Coordinator within three days after the visit concludes. Receipts for meals, lodging, transportation, etc. should be attached to the "Official Visit Summary". If a student host is utilized during the visit, applicable receipts must be attached.

Only coaches who have passed the NCAA certification test may recruit off campus.

E. ELIGIBILITY CERTIFICATION PROCESS

The process of certifying eligibility is very time consuming. Due to the extensive regulations, several individuals on campus are involved in the certification process. These individuals are

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members of the institution's compliance committee. The committee includes the university Registrar, Faculty Athletics Representative, Director of Admissions, Financial Aid Director, Vice President/Director of Athletics, Senior Woman Administrator and Compliance Coordinator. However, the final decision regarding a student-athlete's eligibility rests with the Faculty Athletics Representative. The Faculty Athletics Representative has been designated as the institution's Chief Certifying Officer.

Freshmen eligibility decisions are rendered by the NCAA Initial-Eligibility Clearinghouse, with institutional oversight from the Registrar, Faculty Athletics Representative and Compliance Coordinator.

Transfer eligibility certification is monitored by the Director of Admissions with oversight provided by the Faculty Athletics Representative and Compliance Coordinator.

Continuing eligibility certification by the university Registrar, with the Compliance Coordinator providing interpretations as to applicable regulations.

F. PLAYING SEASON REGULATIONS

During the playing season, coaches are permitted a maximum of twenty-hours per week of countable athletically related activities, with no more than four hours of countable activity during a single day. Student-athletes must be provided with at least one day off during the week.

Outside of the playing season, coaching staff members are permitted to require a maximum of eight hours of weight training and conditioning activities per week, with no more than four hours in a single day. Two of these eight hours may be dedicated to individual skill instruction. These activities may be supervised by any member of the coaching staff. Student-athletes must also be provided with two days off during each week of this period.

Prior to the beginning of each academic year, each coach will be provided with a playing season declaration form. Any changes in the playing season declaration must be submitted in writing to the Vice President/Director of Athletics and Compliance Coordinator. Coaches should never change their schedule without prior approval from the Vice President/Director of Athletics and Compliance Coordinator.

For more information on playing seasons, please refer to Bylaw 17.

G. STUDENT-ATHLETE EXIT INTERVIEWS

NCAA regulations require that institutions conduct exit interviews from among its graduating student-athlete population. Student-athletes who have exhausted eligibility but that have not yet fulfilled graduation requirements are also interviewed.

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H. NATIONAL LETTER OF INTENT PROGRAM

The NLI Program is administered by the Collegiate Commissioners Association and is monitored by the NCAA Eligibility Center. Given that the NIL is a binding agreement that has the potential to adversely affect a prospect's eligibility; coaches are expected to fully explain the terms, conditions and penalties associated with it before signing a prospective student-athlete. An NLI, in order to be considered valid, must be accompanied by a written offer of athletic financial aid for one academic year. In addition, it must contain the appropriate signatures, be received by this institution, and then submitted to the conference within the prescribed time period(s).

I. SCHEDULING

Each coach shall schedule his/her games for the coming year while staying in contact with the Vice President/Director of Athletics. The NCAA rules will apply to the scheduling of athletic contests.

- a. It is imperative when scheduling that coaches keep in mind the number of days a student-athlete misses class. Budget will also dictate the number of contests that a program can play. Please consult your NCAA manual for guidance on scheduling regulations. No class time shall be missed for practice activities. No class time shall be missed for competition or travel during the non-championship segment.
- b. Sports schedules are to be turned into the Vice President/Director of Athletics, Compliance Coordinator, SID and Head Athletic Trainer.
- c. There should be no schedule changes during the season, except for changes due to weather.
- d. Each coach must review his/her schedule with the Vice President/Director of Athletics before completing the Athletic Agreement.
- e. An Athletic Agreement is completed for each athletic contest that the team will play in during the current season. As soon as the Vice President/Director of Athletics has approved a coach's schedule, the coach should complete a form for each event and turn it into the designated Administrative Assistant. Correct signatures will be obtained on the forms and these forms will be mailed to each of our opponents.
- f. As our opponents return the signed Athletic Agreement to LU, the coach should return these forms to the designated Administrative Assistant where the forms can be filed for departmental records.
- g. Coaches are not permitted to schedule competition on reading days or weekends prior to final exams.

VII. STUDENT-ATHLETE FINANCIAL AID

A. ATHLETIC GRANT-IN-AID

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It is the role of the Financial Aid Office to coordinate athletics aid with any other financial assistance for which a student-athlete is eligible. This coordination is to ensure that LU is in compliance with all NCAA, Peach Belt Conference and institutional policies regarding the awarding of financial assistance to student-athletes.

B. INSTITUTIONAL FINANCIAL AID

Institutional aid consists of scholarships, grants, tuition waivers, employee dependent tuition benefits, loans, certain types of employment arrangements and government and private grants for which the institution determines the recipient and the amount of aid received. Refer to the NCAA manual or consult the Compliance Coordinator or the Financial Aid Director to determine whether such aid is countable toward team equivalencies.

C. RENEWAL AND NON RENEWAL POLICY

In accordance with NCAA regulations, student-athletes must be notified by July 1 regarding the renewal, non-renewal or reduction of their athletic grants-in-aid. If the student-athlete believes the reduction or cancellation to be unjustified, he or she is entitled to a prompt hearing before the institution's regular Financial Aid committee. The request for a hearing must be submitted in writing to the Director of Financial Aid within two weeks of receipt of the award notification. The notification of renewals, non-renewals and reductions must come from the institution's financial aid authority and not from the athletics department.

D. GRADUATION OR CANCELLATION OF SCHOLARSHIP

During the period of the award, the institution shall not increase a student-athlete's grant-in-aid if such an increase is based on an athletics reason. It is permissible to increase the grant-in-aid, provided the institution can demonstrate that the increase is unrelated to an athletics reason (e.g. a special circumstance).

In addition, athletic grants-in-aid may be increased before the period of award begins. Under NCAA regulations, the period of award begins with the first day of practice or the first day of class, whichever is earlier.

The institution may reduce or cancel a student-athlete's grant-in-aid during the period of the award, if the student-athlete voluntarily withdraws from the team for personal reasons, renders himself or herself ineligible for intercollegiate competition, fraudulently misrepresents any information on an application, letter of intent or financial aid agreement, or engages in serious misconduct warranting substantial disciplinary penalty. The grant-in-aid cannot be reduced or cancelled during the period of the award based on an injury or illness, athletics performance or for any other athletics reason.

E. PROCEDURE FOR REMOVING STUDENT-ATHLETES FROM SCHOLARSHIP

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If a coach desires to recommend that a student-athlete's athletics grant-in-aid be terminated, either during the period of the award, subject to applicable to NCAA regulations, or for the ensuing academic year, he or she must notify the Vice President/Director of Athletics. The Vice President/Director of Athletics will notify by mail the Director of Financial Aid that the coach is recommending termination of the student-athlete's athletics grant-in-aid.

F. APPEAL PROCEDURE

If a student-athlete believes the decision to terminate the athletics grant-in-aid is unjustified, he or she may request a hearing before the institution's Financial Aid Appeals Committee. If the student-athlete requests a hearing, the Financial Aid Director will make the necessary arrangements with the appeals committee. The decision of the committee will be final.

G. PELL GRANT POLICY

NCAA regulations now permit student-athletes to receive full grants-in-aid in addition to a full Pell Grant without consideration to the institution's cost of attendance. It is incumbent upon coaching staff members to ensure that prospective student-athletes are fully aware of the amount of athletics aid they will be receiving, excluding the PELL Grant. If a coach expects the student-athlete to use part or all of the PELL Grant to defray educational expenses, he or she should make certain the prospect and/or parents understand the terms of the agreement.

A full grant-in-aid as described by NCAA regulations consists of room, board, tuition, fees and course related textbooks. Notice that Pell Grants are not considered part of the full grant-in-aid.

VIII. Responsibilities of the Staff

The following information reviews the professional responsibilities of each Athletics Department employee. These requirements are established by the Vice President/Director of Athletics, in consultation with the University President and within the guidelines of University Human Resources. Lander University is an Equal Opportunity, Affirmative Action Employer. Policies regarding non-discrimination and equal opportunity are published in *The Lander Manual for Administration and Staff*.

Hiring Procedures – Vice President/Director of Athletics and Coaches

All athletic personnel are hired according to the University's policies and procedures. Background checks are made with the NCAA Compliance and Enforcement Department to ensure that the prospective employee is in good standing with the NCAA. Prospective employees who have been sanctioned by the NCAA or a NCAA Member conference for serious rules infractions will not be considered for employment at LU.

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Vice President/Director of Athletics

The Vice President/Director of Athletics, who reports directly to the President, is responsible for directing, administering, supervising and controlling all aspects of an intercollegiate sports program at Lander University, directly or through delegation, and maintaining academic and program standards which will reflect favorably all aspects of the mission statement of the institution. Teams in the athletics program currently include women's basketball, softball, golf, soccer, tennis, and volleyball and men's basketball, baseball, golf, soccer, and tennis.

In shaping an athletics program which promotes the welfare of both the institution and of the student-athletes, the Vice President/Director of Athletics meets weekly with the President's Council, sits as *ex officio* member of the Athletics Committee (to which he provides information and data), is a member of the institution's NCAA Compliance Committee, and participates actively in professional activities associated with the Peach Belt Conference, the National Collegiate Athletic Association, and the National Association of Collegiate Directors of Athletics.

I. Organizational Duties:

- A. Makes, disseminates, monitors, and enforces policies that provide for an effective, efficient, and honest program of intercollegiate athletics;
- B. Presents prioritized requests to the President regarding personnel needs, facility needs, and policy changes;
- C. Evaluates sports programs and recommends modification to the respective coach and/or President;
- D. Develops and implements an ongoing plan to enhance athletics within the university and the greater community;
- F. Is responsible, as Coordinator of the Horne Arena and Jeff May Complex for coordinating all activities of the arena and complex and ensuring its proper use, protection and maintenance.

II. Administrative Duties:

- A. *Funding and Finances*
 - 1. is responsible, within university guidelines, for developing, administering, and monitoring the athletics budget, including determining allocations for each sport;

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2. authorizes and monitors the expenditures of all funds;
3. reviews lists of athletes with scholarships and coordinates with the offices of Institutional Advancement and Financial Aid;
4. coordinates all activities relating to purchasing, sales, scheduling, and financial accountability for concessions;

B. Policies

1. is responsible for supporting academic advisement and, through the Athletics Trainer, for implementing and monitoring drug education programs for athletes;
2. determines that practices, games, athletics travel, and events do not jeopardize the health, safety, or welfare of students, both athletes and others;

C. Public Relations and Information Dissemination

1. promotes the various sports within the athletics program and promotes cooperation between coaches;
2. provides information through meetings, seminars, policy manual updates, and memos regarding rules and regulations of the university, the PBC, and the NCAA;
3. develops and supports effective and timely sports information services;
4. engages in public services, including clinics, speaking engagements, alumni affairs, student activities, cooperative ventures with other institutions and community groups, and other activities which enhance the image of Lander University and its athletics program;

D. Records

1. prepares all PBC and NCAA forms as required and/or requested;
2. reviews--prior to practices or games--lists of squad membership, in consultation with the Faculty Athletics Representative, for submission to the Lander University Registrar for purposes of certifying eligible athletes; and provides scholarship data on squad lists for certification to the Director of Financial Aid;
3. validates, in consultation with the Faculty Athletics Representative, All-Academic and other special award lists;

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4. maintains accurate records of all Athletics Department business;
5. develops and maintains relations with athletes in all sports;
6. conducts, when possible, exit interviews with student-athletes transferring or otherwise leaving the university, and, where possible, maintains contact with former players so as to report accurately graduation rates and other data to appropriate agencies;

E. Recruiting and Compliance

1. ensures the recruitment of competent and academically able athletes in numbers and quality consistent with fielding competitive teams of athletes who are likely candidates to graduate from the university;
2. ensures, through the various channels devised for that end, compliance of the athletics program with all university, PBC, and NCAA and SACS guidelines and criteria;

F. Scheduling

1. arranges for competition for all teams by issuing and signing all contracts for competition;
2. administers, generally through delegation, all athletics events hosted by Lander University;

G. Contracting

1. executes contracts for event officials for home athletics contests;

H. Travel

1. coordinates team travel for special events, including conference and NCAA post-season play, overnight trips, and any trip involving air travel, ensuring that all travel is arranged according to institutional and state regulations;

III. Supervision and Evaluation Duties:

- A. supervises, directs, and evaluates coaches and staff members in the intercollegiate programs and the Athletics Office;
- B. hires, re-assigns, or dismisses employees, including student personnel, as necessary, in consultation with the President and in accordance with Human Resources policies of Lander University and the state of South Carolina.

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IV. Miscellaneous

A. The Vice President/Director of Athletics performs other duties as assigned by the President.

**JOB DESCRIPTIONS FOR ATHLETIC POSITIONS ARE IN VICE
PRESIDENT/DIRECTOR OF ATHLETICS'S OFFICE**

All inter-office forms are available in athletic office and on the web

IX. Medical Policies & Procedures

A. Physical Examinations

All student-athletes must be examined and approved for participation by a physician designated by the university and/or Team Physician before being permitted to practice or compete with an intercollegiate team. While the examination is effective for one year, the Team Physician and/or University physician designee may re-evaluate the athlete's fitness for participation at any time.

All incoming freshman and transfer student-athletes must complete a health history questionnaire before a physical examination is given. Upon satisfactorily completing the physical exam, the student-athlete will be allowed to participate. In the event the physician requires further examination and/or tests to determine clearance for play, it will be the financial responsibility of the student-athlete to pay for such examination and/or tests. Returning student-athletes will complete a health history review and then receive a physical examination only if their health history review warrants.

B. Limits of University Responsibility

The university's responsibility for medical treatment resulting from injuries sustained by the student-athlete is limited to:

- a) Those injuries that occur while participating as a member of an athletic team at Lander University in a regularly approved practice session or game and under the **SUPERVISION** of proper coaches.
- b) Those injuries while traveling directly to or from such regularly scheduled and approved practice sessions or games with other members of the team as a group, provided such group is at the time under the supervision of the proper coach.

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Responsibility for medical expenses resulting from injuries sustained as listed above is limited to:

- a) Those expenses resulting from medical services which have been authorized.
- b) Payment of authorized expenses not covered by the athletes or athlete's parent's personal insurance.

The University's policy and/or the University may deny claims for an injury that has resulted from a pre-existing condition (i.e., any injury that was incurred prior to enrollment as a student-athlete at Lander University).

If a student-athlete does not follow the procedures of reporting an injury to the athletic training staff, but decides to go to an outside physician without prior approval from the athletic training staff or Team Physician, the university insurance coverage is null and void. In order for a student-athlete to be covered for expenses of any athletic injury or illness, he/she must go through the athletic training staff or Team Physician by reporting the injury and the athletic training staff will make necessary arrangements with an outside physician.

C. Insurance

All student-athletes will be required to fill out an insurance form prior to the beginning of their season to show proof of accident/illness insurance. This must be done before they are allowed to practice or play. If a student athlete does not have primary insurance, then they must purchase a plan that covers intercollegiate athletic injuries. Those with Medicaid insurance must also purchase a primary policy. The university's athletic insurance requires that the athlete's or parent's insurance be utilized for primary coverage of medical and surgical expenses. The university's policy will pay no bills until all claims have been first submitted to the athletes or parent's policy. The university's policy will pay claims that are denied or paid in part, but only after a copy of the "Explanation of Benefits" form showing payment record and any outstanding bills are submitted by either the parents or providers of service.

Authorized medical bills are to be handled in the following manner:

- a) Submit all bills for medical services to the athletes or athlete's parent's insurance policy.
- b) If the student has no insurance or the athlete's policy does not pay the entire claim, the bills and the "Explanation of Benefits" form should be sent to the Head Athletic Trainer for processing.

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D. Injury and Illness Procedure

The student-athlete must report all athletic injuries or illnesses to a representative of the athletic training staff as soon as possible, so an early and thorough evaluation can be accomplished. The staff athletic trainer will make the necessary medical referral as indicated. If the athlete desires to see the school nurse, they must first come through the athletic training staff. Failure to do so may make the student-athlete become responsible for any medical bills that may be incurred.

In the event of an emergency or medical problem, outside of training room hours, contact a member of the athletic training staff for the necessary advice or assistance, regardless of the time of day. If unable to contact a member of the athletic training staff and you live on campus, go directly to Public Safety for assistance. Off campus residents should go to the emergency room at Self Regional Hospital.

In any case, the athlete should report the emergency incident to the athletic training staff as soon as possible. **The athlete is not permitted to seek medical attention without the prior authorization from the athletic training staff and/or Team Physician, except in cases of emergencies.**

E. Training Room Rules and Regulations for Athletes

The athletic training room is located in the basement of Finis Horne Arena. During your particular season, it is a busy facility, therefore, unless you are receiving treatment, being taped, or evaluated, please stay out so that the personnel can help those who need attention.

- a) The athletic training room is coed, so shorts must be worn at all times.
- b) There will be no loitering. Athletes will be examined, receive treatment, be taped and leave immediately.
- c) Cleats and spikes are to be taken off before entering, unless an emergency.
- d) NO profanity or horseplay permitted in the training room.
- e) NO food, drinks, tobacco or smoking of any kind in the training room.
- f) No athlete will be allowed to treat themselves.
- g) No athlete is permitted to get any OTC medicine out of the cabinets. Please ask a member of the athletic training staff for assistance.

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F. Treatments

Injured athletes must report for treatment according to the schedule identified by the athletic training staff. Failure of the athlete to keep treatment appointments will be turned in to the sports' appropriate coaches.

G. Injury Evaluations

The evaluation of injured athletes is the sole responsibility of the athletic training staff and Team Physician/university physician. When an injury occurs, the coaches should not get involved in any way in the evaluation, treatment or disposition of the athlete. Furthermore, coaches shall not screen injuries before they are seen by the athletic training staff.

H. Referrals to Medical Specialists

If, in the opinion of the athletic trainer and Team Physician, an athlete should be referred to a medical specialist for consultation due to an athletic injury, the following procedure will be followed:

- a) The athletic training staff and/or Team Physician will make the appointment with the consultant.
- b) Any expenses occurred (travel, mileage, etc.) will be the responsibility of the student-athlete.

I. Participation Following Injuries

Decisions regarding the return of an injured athlete to practice and competition will be the sole responsibility of the athletic training staff, Team Physician and/or university physicians.

J. Medication Policy

Student-athletes will not be permitted to enter the cabinets and retrieve OTC medications. All medications must be dispensed by the athletic training staff. Prescription medications will only be paid for by the athletic training department for **only injuries** that are sustained during the traditional and non-traditional season of competition for that particular student-athlete.

K. Emergency Procedures

In the event of an injury that requires immediate transportation to a medical facility, the following procedure should be used:

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- a) Begin immediate first aid
- b) Call campus security and inform them of your need for an ambulance. Give your name, location, and the status of the emergency. They will call for the ambulance.
- c) When the ambulance arrives, someone (athletic trainer) should accompany the athlete to the hospital.
- d) The athletic training staff should be notified as soon as possible.

Emergency phone numbers are located on all training room phones.

L. End of the year questionnaire

At the end of the school year, each student-athlete will be required to fill out an end of the year questionnaire. This questionnaire will address any medical problems that the student-athlete may still be experiencing after their season has been completed. Failure to completely disclose any continuing injury will make the student-athlete financially responsible for any medical treatment that might occur as a result of the injury.

M. Non-emergency Transportation

Transportation for non-medical emergencies will be arranged through the athletic training staff. Should the athletic training staff not be available, it should be arranged through Public Safety. Under no circumstances should a student athletic trainer transport an athlete in a personal vehicle.

N. Off-Season Athletic Training Coverage

Due to staffing reasons, off season coverage of practices (fall baseball, fall softball, spring soccer, spring volleyball) will not be covered for athletic training purposes. If outside competition is played, then it is the responsibility of the coach to notify the athletic training staff well in advance so this could be given adequate athletic training coverage

O. Procedures regarding handling, cleaning and treatment of facilities and athletes exposed to blood and other potentially infectious materials.

The following recommendations are designed to further minimize risk of blood-borne pathogen transmission in the context of athletic events and to provide treatment

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guidelines for care givers. These are referred to as "universal precautions," but some additions and modifications have been made as relevant to the athletics arena.

- a) Pre-event preparation includes proper care for existing wounds, abrasions, cuts or weeping wounds that may serve as a source of bleeding or as a port of entry for blood-borne pathogens. These wounds should be covered before competition takes place.
- b) The necessary equipment and/or supplies important to compliance with universal precautions should be available to health care givers. These supplies include appropriate gloves, disinfectant bleach, antiseptics, bio-hazard containers, sharp containers, bandages and/or dressings.
- c) When a student-athlete is bleeding, the bleeding must be stopped and the open wound covered with a dressing sturdy enough to withstand the demands of the particular sport. Participants should be removed from the event as soon as practical. Return to play is determined by appropriate medical personnel. Any participant whose uniform is saturated with blood, regardless of the source, must have that uniform evaluated by medical personnel for potential infectivity and changed if necessary before return to competition.
- d) During an event, early recognition of uncontrolled bleeding is the responsibility of coaches, officials, student-athletes and medical personnel. In particular, student-athletes should be aware of their responsibility to report a bleeding wound to the proper medical personnel.
- e) Personnel managing an acute blood exposure must follow guidelines for universal precautions. Latex gloves should be worn for the direct contact with blood or body fluids containing blood. Hands should be washed after glove removal.
- f) Any surface contaminated with blood should be cleaned in accordance with the following procedure: With gloves on, the spill should be contained in as small an area as possible. After the blood is removed, the surface area of concern should be cleaned with an appropriate decontaminant.
- g) Proper disposal procedures should be practiced to prevent injuries caused by needles, scalpels and other sharp instruments.
- h) Any equipment or uniforms soiled with blood should be handled and laundered in accordance with hygienic methods normally used for treatment of any soiled equipment or clothing. This includes provisions for bagging the soiled items in a manner to prevent secondary contamination of other items or personnel.

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P. Heat Policy

Recommendations for practices in the heat/humidity:

- Wear light colored, loose fitting clothing
- Drink at least 17 oz. of water 1-2 hours prior to exercise
- Modify activities according to heat index
- Take water breaks every 15-20 minutes
- Make sure student-athletes are acclimatized (physiological adjustment to the heat)
- Practice early in the day or later in the evening

FYI

The highest heat indexes are usually between 1 and 7 pm.

Acclimatization takes about 7-10 days and is a slow progression increasing in intensity and duration.

Most adverse heat reactions occur in the first few days of practice.

Athletic Training Staff will monitor environmental conditions during the day and make recommendations on continuing practices with modifications or cancellation of practice. If the National Weather Service issues a Heat Advisory with Heat Index surpassing 100, practices will not take place during the window of the Heat Advisory

Q. AED Policy

Due to recent events where athletes have died as a result of sudden cardiac death, Lander University Athletic Training now has three automated external defibrillators (AED). The brand of AED we have is the Phillips Onsite. Technical support is thru Southeastern Emergency Equipment from whom the device was purchased. The AED is very user friendly and can be used by any staff athletic trainer, athletic training student, coach or athletic department administrator certified in AED usage by either the American Red Cross or American Heart Association. EMT or higher certification also meets the criteria for usage. Following is the guidelines for usage by an AED certified staff member. Of note, remember the highest risk group we will deal with is probably the fan in the bleachers. Be prepared for a spectator to go into cardiac arrest and do not hesitate to use our AED on a spectator.

- When AED is not in use at an athletic event or practice, the AED's will be stored in the storage room located in the Cheezem/Wimmer Athletic Training Room.
- Have the AED on site at each athletic facility or practice venue. Since we have three units, the Head Athletic Trainer or Assistant Athletic Trainers will determine the designation of the AED's. When selecting the site of the AED's, the following must be taken into consideration:
 - Whether the sport is High Risk or Low Risk as denoted by the NCAA (high risk sports should have precedent over low risk sports). At Lander

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University, men and women's basketball are the highest risk followed by men and women's soccer, followed by, baseball, softball and volleyball. Lowest risk sports are cross country, men and women's tennis and golf.

- The total number of participants and/or fans as the specific venues.
- All home contests will supersede practices, unless EMS is onsite. If EMS is onsite and activity is going on at another site, our AED's should be at the non-EMS covered site.
- Remember Title IX; women have an equal right to all athletic medical equipment. When deciding on location, do not locate the AED at the male site always. Use the above criteria for decision-making, not gender.
- When it is determined by following the primary survey of standard first aid (ABC's) that a cardiac emergency is taking place, the AED should be used only after calling Public Safety at 388-8911 and having them enact the EMS system. Another athletic training staff member, coach, athlete or bystander can perform this action.
- After EMS is enacted, position supine, open the airway, begin rescue breathing and apply chest compressions in the correct sequence until the AED is in place.
- Apply the pads to the bare chest of the athlete in a fashion described on the pads or on the cover of the AED.
- Turn on the AED by pressing the on button
- Clear everyone from touching the victim to allow the AED to monitor the heart rhythm. Make sure the victim is not lying in water.
- After rhythm analysis is completed follow instructions of AED to deliver shock, begin CPR or monitor vitals until EMS arrives (again make sure no one is touching the victim when shock is delivered).

Remember the AED is a fragile device. Care should be used when handling the AED. It should not be dropped, shaken or stored where it could get wet or exposed to extreme heat. There is also a battery check on the exterior that should be checked periodically. As long as there is a green flashing light in the window, the batteries are charged.

Priority AED usage will be based on the following conditions:

- Competitions/Scrimmages have priority over practices.
- Home games have priority over away games.
- Team Priority
 1. Men's Basketball
 2. Women's Basketball
 3. Men's Soccer
 4. Women's Soccer
 5. Baseball
 6. Softball
 7. Cross Country
 8. Volleyball

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9. Tennis

10. Golf

Parameters used to determine priority include:

- Sudden cardiac death (SCD) occurs in male athletes' more than female athletes.
- SCD occurs in black athletes more than any other race of athletes.
- Men's basketball has the highest reports of SCD.
- Blunt injuries to the chest may also cause SCD.

R. Lightning Policy

The keys to lightning safety are education and prevention. Education begins with background information on lightning and an understanding of the basic physics of lightning. Prevention should begin long before any athletic event. The first preventive measure to mitigate the lightning hazard is for the coaching/athletic training staff to check the weather report each day before a practice or event. In this way, the staff will be aware of the possibility of a storms forming or moving in to the area during the day.

Second, the coaching/athletic training staff should be aware of the signs of nearby thunderstorm development. Lightning and thunder activity in the local area are the alarms for the coaching/athletic training staff to begin monitoring thunderstorm activity, such as direction of movement and distance to the lightning flashes. It is imperative to understand that thunderstorms can become threatening in as little as half an hour. Furthermore, coaching/athletic training staff should know the location of the safe shelter closest to the athletic site and how long it takes to reach that shelter. Safe shelter is defined as (1) any sturdy building that has metal plumbing or wiring, or both, to electrically ground the structure, i.e., not a shed or shack, and (2) in the absence of a sturdy building as described above, any vehicle with a hard metal roof (i.e., not a convertible or golf cart) with the windows rolled up.

Third, the coaching/athletic training staff should be aware of how close lightning is occurring. The "flash-to-bang" method is the most common way to estimate how far away lightning activity is occurring. Simply stated, count the seconds between seeing the lightning "flash" and hearing the clap of thunder ("bang"). Divide this number by five to determine how far away (in miles) lightning is occurring.

For practical purposes, the Lander University Athletic Training Department uses a Sky Scan device to detect lightening in the area. Should the device go off in the 8 – 20 mile range, then play should be halted and athletes and spectators moved to a safe area. Only after 30 minutes have passed since last lightening activity in the 8-20 mile range should activity resume.

Coaches that do not have an athletic trainer present on site should use the following process in determining how close lightening is:

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1. If the “flash-to-bang” interval is decreasing rapidly, **and** the storm is approaching your location, or if the “flash-to-bang” count approaches thirty (30) seconds, all outdoor intercollegiate activities must cease. All persons must immediately leave the athletic site and seek safe shelter. The locker room shower and plumbing facilities **do not** provide safe shelter and should not be used at this time.
2. Stay away from tall or individual trees, lone objects (e.g. light or flag poles) metal objects (metal fences, or bleachers), standing pools of water, and open fields. Avoid being the tallest object in a field. **Do not** take shelter under a single tree.
3. If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees, or in a dry ditch. Crouching with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body’s surface area. **Do not lie flat!**
4. If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch (as in No. 3) to minimize your body surface area.
5. Allow 30 minutes to pass after the **last** sound of thunder or flash of lightning before resuming any intercollegiate athletic activity.
6. Do not use telephone unless there is an emergency. People have been struck by lightning and killed while using a land-line telephone.
7. Lightning strike victims **do not carry** an electrical charge. CPR is safe for the responder and has been shown to be effective in reviving lightning strike victims.
8. Pay more attention to the lightning threat than to the rain. It need not be raining for lightning to strike; lightning can strike far from the rain shaft.

The onus of removing a team or individuals from an athletic site in the event of dangerous and imminent lightning activity is on the coach supervising the activity. The safety of any team or student-athlete ultimately rests with that coach. Whenever possible, the full-time certified athletic training staff will advise the coach supervising the activity as to the danger and proximity of the lightning threat. However, the responsibility still remains with supervising coaches to remove their teams or individuals from a field or event site.

With the information and background on lightning presented in this policy, the coach or athletic trainer, or both, can make an intelligent and safe decision regarding the removal of a team or individuals from an athletic site or the stopping of play during dangerous thunderstorm activity. In addition, any individuals who feel they are in danger of any lightning activity have the right to leave a field or event site to seek safe shelter.

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S. Concussion Management Plan

Lander University is committed to the prevention, identification, evaluation and management of concussions. Per NCAA guidelines, Lander has developed a plan so any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by an athletics healthcare provider with experience in the evaluation and management of concussions. Those student-athletes diagnosed with a concussion shall not return to activity for the remainder of that day. Medical clearance shall be determined by the team physician or their designee according to the concussion management plan.

What is a Concussion?

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can also result from hitting a hard surface as the ground, ice or floor, from players colliding with each other or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.

Signs and Symptoms

Observed by Coaching staff

Appears dazed or stunned
Confused about assignment or position
Forgets plays
Unsure of game, score or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Show behavior or personality changes
Can't recall events before hit or fall
Can't recall events after hit or fall

Report by student athlete

Headache or “pressure” in head
Nausea or vomiting
Balance problems or dizziness
Double or blurry vision
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy or groggy
Concentration or memory problems
Confusion
Does not “feel right”

Plan

All student athletes on baseball, softball, men's soccer, women's soccer, men's basketball and women's basketball will undergo preseason baseline testing with the ImPact concussion management software. No student athlete will be allowed to practice until this is completed. Other student-athletes will be tested by Impact only after sustaining a concussion and their data will be compared to normative data since there was no baseline testing done on these individuals.

If a student-athlete exhibits signs and symptoms of a concussion during practice/game, the student athlete **will be removed** from the practice/game to be examined by the Lander University Athletic Training staff and/or team physician. If an athletic trainer is NOT present at the time of the injury, the student athlete should be removed from practice/game by the coach and the athletic training department should be notified as soon as possible to take over the care of the injured student athlete. If this is during an away game and there is no Lander athletic training staff available, the host institution should be consulted for proper evaluation. If the student

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athlete is diagnosed with a concussion by medical personnel, the student athlete will not be allowed to return to the practice/game and will be closely followed by the Lander University Sports Medicine staff. The student athlete will be referred to the Lander University team physician as soon as it is practically possible after the injury has occurred. If on the advisement of the attending physician the student athlete should be withheld from class or accommodations made, the proper professors will be notified as soon as possible. If the student athlete shows any signs of worsening neurologic status further evaluation to include CT scan of the brain or other advanced imaging will be considered. The student athlete will be monitored on a daily basis for changing signs and symptoms. Once the student athlete no longer exhibits any signs and symptoms of concussion, the student athlete will be examined by the team physician and re-tested with the Impact concussion management software to test neurocognitive function. This will determine availability to start progressing with a functional protocol. If the student athlete is within acceptable limits of baseline testing data, the student athlete will undergo a gradual functional progression of activity to prepare them for return to sport. The student athlete will continue to be monitored for any return of signs and symptoms during the functional progression. Should symptoms return, then the student athlete will be re-evaluated by medical personnel. Should student athlete no longer have signs and symptoms after undergoing functional progression, the student athlete will be allowed to return to sport. Final authority for return to play will reside with the team physician or physician's designee.

The student-athlete will be cleared for return to play when they exhibit no signs/symptoms of concussion at rest, no sign's symptoms of concussion during functional protocol and post injury Impact testing is within baseline limits.

Functional Protocol:

Day 1: Walking for 20-30 minutes at a rate of 2-1/2 miles per hour

Day 2: Jogging for 20-30 minutes

Day 3: Running for 20-30 minutes

Day 4: Performing sports specific practice drills

Day 5: Return to contact sports, if no sign/symptoms of concussion at rest and post injury Impact testing is within baseline limits.

If headaches or other symptoms occur, during any step, the activity needs to be stopped. The athlete should then wait 24 hours and start at the previous level again.

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Lander University Head Injury Information Sheet

This is a medical follow-up sheet for your health and safety. You have sustained a head injury known as a concussion. Often, signs of head injuries do not appear immediately after trauma, but hours later. The purpose of this fact sheet is to alert you to the symptoms of significant head injuries, including those symptoms which may occur several hours after you leave the athletic training room.

You will need to be checked for the following symptoms every two hours for at least 12 hours. A roommate or teammate has agreed to monitor you until you can follow up with your athletic trainer or team physician.

- Difficulty remembering recent events or meaningful facts
- Severe or worsening headache, particularly at a specific location
- Bleeding or clear fluid dripping from the ears or nose
- Mental confusion or strangeness
- Weakness or numbness/tingling in either arms or legs
- Abnormal drowsiness or sleepiness or inability to be awakened
- Convulsions
- Unequal pupil size
- Persistent ringing of the ears
- Slurring of speech
- Persistent vomiting
- Change in behavior or inability to concentrate
- Severe dizziness
- Double vision
- Seizures
- Incontinence

The presence of one or more of the above listed symptoms indicates your head injury may be severe and requires medical attention. **If you experience any of these symptoms or have any questions, call your ATC. If he/she is unavailable, seek medical help by calling public safety at 388-8222 or going directly to the emergency room at Self Regional Hospital.**

Adam Weyer	864-378-9456
Justin Clinkscates	864-378-2067
Sophia Bonadies	571-723-1448

- You cannot drink any alcohol or take any painkillers or any other meds that may alter awareness.
- You cannot drive a car until cleared by your athletic trainer or team physician
- You must go to the athletic training room tomorrow and get re-evaluated by your ATC or team physician.

Athlete's Signature

Date

Certified Athletic Trainer's Signature

Date

Responsible Monitors: I have read and understand the information in this sheet. I agree to monitor _____ for any worsening symptoms or changes in consciousness. I understand that I need to wake him/her up every two hours and make sure they do not drive, drink, or take pain meds. I will make sure they get medical help if needed and check in with the ATC tomorrow.

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T. Sickle Cell Trait Testing

Sickle cell disease is an inherited blood disorder that affects red blood cells that carry oxygen through our bodies. Persons with sickle cell disease produce sickle-shaped blood cells and this is caused sickling. Sickling prevents blood and oxygen from flowing to all parts of the body and can cause series medical problems or even death. Sickling can occur within the first 2-3 minutes of exercise and such conditions as infection, overexertion, dehydration, stress, heat, asthma and high altitude can make sickling worse.

Definition of Sickle Cell Trait: Carrying the sickle cell trait means that you carry enough genetic material to pass on the trait to your children. If you have children with someone else that has the sickle cell trait, the child could develop sickle cell disease. People with the sickle cell trait usually do not get the disease, but under extreme conditions, especially dehydration and high altitudes, some sickling can occur.

NCAA legislation has been adopted that requires institutions, as part of the medical examination required before athletic participation to include: 1) documented results of a sickle cell solubility test or 2) the student-athlete declines the test and signs a written release. In order to participant in athletics at Lander University, you must show documented results of a sickle cell solubility test or sign a written release. In the event you have a positive test for the trait or disease, you will be provided additional information on how to minimize the risks associated with participation in athletics.

Should you choose to be tested, testing is to be completed **PRIOR** to your arrival on campus. All newborns are screened at birth for sickle cell trait. Contact your family physician, pediatrician or Health Department to obtain copies of these results

U. Emergency Action Plans

Attached are the various emergency action plans for the venues that Lander University utilizes for practice and competition.

Emergency Plan Horne Arena at Lander University

In the event of an emergency in the Horne Arena, the following procedure will be utilized to make sure things run smoothly and expediatly.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the athletic training room during practices and contests. AED will be located at with athletic training kit during practices.

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3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.
4. If an emergency arises during practice, the student athletic trainer will notify the Cheezem-Wimmer Athletic Training Room. Public Safety will then be notified and EMS will be called.
5. EMS will enter the Horne Arena through the bank of doors on Wilson Street. The student athletic trainer on hand will coordinate the arrival through that entrance.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Vice President/Director of Athletics of situation.

Emergency Action Plan Dolny Stadium at Jeff May Complex, Lander University

In the event of an emergency at Legion Stadium, the following procedure will be utilized to make sure things run smoothly and expeditiously.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the home dugout if needed.
3. Automated emergency defibrillator will be on hand for all spring practices/games and located in the home dugout.
4. If an emergency arises during practice, EMS will be summoned by the coach by dialing Lander Public Safety at 388-8222. If staff athletic trainer is on hand, then they will notify LUPD.
5. If EMS needs access to the field, they will need to enter the field through the drive through gate located out in left field. This can be accessed from the plaza area. If access is needed in the stands, then access will be made off of Graydon Street

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before they reach the parking lot. Lander Public Safety will coordinate getting EMS to the correct location. Lander Athletic Training will let Public Safety know where to send EMS.

6. Once EMS arrives, they will take over the scene, with assistance from the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify Vice President/Director of Athletics of situation.

Emergency Action Plan Doug Spears Field at Jeff May Complex, Lander University

In the event of an emergency at the softball field, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the home dugout if needed during practices and contests. AED will be located in home dugout during practices. Gates leading to the fields will remain unlocked during all practices and contests.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office. If no officer is available, then Public Safety will be notified by the athletic training staff.
4. If an emergency arises during practice, the coach will notify the Lander Public Safety if a staff athletic trainer is not present. Public Safety will notify EMS.
5. EMS will enter the field at from the main parking lot at the end of Graydon Street. Entrance onto the field is located in center field beside the scoreboard. Public Safety will coordinate getting EMS to the gate if they need access onto the field.
6. Once EMS, they will take over the scene with assistance from the athletic training staff.

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7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify Vice President/Director of Athletics of situation.

Emergency Action Plan

Van Taylor Soccer Complex at Jeff May Complex, Lander University

In the event of an emergency at the Soccer field, the following procedure will be utilized to make sure things run smoothly and expeditiously.

1. During contests/in-season practice, staff athletic trainer on hand will coordinate the emergency plan. During out of season practice, coach should activate emergency plan if no athletic trainer is available.
2. Emergency equipment (splints) will be available on the home bench during practice and contests and the gate entering the field will remain unlocked during the practice and contests. AED will be located at home bench area for practices/games.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.
4. If an emergency arises during in-season practice or contest, the staff athletic trainer will notify Lander Public Safety. If emergency arises during out of season practice, coach will notify Lander Public Safety and athletic training staff.
5. EMS will enter the soccer facility thru the gate behind Wellness Works off of Ellison Avenue. Entrance onto the field is located adjacent to the scoreboard on the right. Entrance into the stands is on the left. Lander Public Safety will coordinate EMS to the right location.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.

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9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Vice President/Director of Athletics of situation.

Emergency Plan PEES Building at Lander University

In the event of an emergency in the PEES building, the following procedure will be utilized to make sure things run smoothly and expeditiously.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the athletic training room during practices and contests. AED will be available at the equipment checkout for cardiac emergencies.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.
4. If an emergency arises during practice, the student athletic trainer will notify the Cheezem-Wimmer Athletic Training Room. Public Safety will then be notified and EMS will be called.
5. EMS will enter the PEES building through the bank of doors adjacent to the soccer field. The student athletic trainer on hand will coordinate the arrival through that entrance.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Vice President/Director of Athletics of situation.

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Emergency Action Plan Joe Cabri Tennis Courts at Jeff May Complex, Lander University

In the event of an emergency at the Tennis courts, the following procedure will be utilized to make sure things run smoothly and expediently.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the athletic training room during practices and on site during contests. AED will be on-site for matches.
3. During contests, the staff athletic trainer will notify Public Safety dispatch that an emergency has occurred and that EMS is needed.
4. If an emergency arises during practice, the coach will notify a staff athletic trainer. Coach will notify Public Safety and they will notify EMS.
5. EMS will enter the complex thru the main entrance on Bearcat Boulevard. Once they enter they will need to park on the right beside the tennis courts so they access the courts. Lander Public Safety will coordinate their arrival.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Vice President/Director of Athletics of situation.

V. Lander University Department of Athletics

Substance Abuse Policy

Recognizing that drug and alcohol abuse in college athletics is of national concern and could endanger the health, development, and well-being of some of the university's student-athletes, the Lander University Department of Athletics has developed this policy of drug education, testing and counseling.

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The purposes of the Lander University Department of Athletics Substance Abuse Policy are as follows:

- a. To provide appropriate substance abuse education for all facets of the Lander University athletic community.
- b. To identify those athletes who are involved in substance abuse so that they may receive the professional help and support which they need.
- c. To deter athletes from involvement in substance abuse.
- d. To give athletes another reason to say “NO” to substance abuse.
- e. To convey the message that Lander University believes that the process of chemically-enhanced athletic performance is unethical, and will not tolerate such behavior.
- f. To enhance the safety and well-being of Lander University athletes and their opponents.

SUBSTANCE ABUSE EDUCATION

The Athletic Department discourages any use of tobacco, illegal drugs, or alcohol abuse. The use of alcohol, tobacco, and other drugs at Lander University athletic events and activities associated with them is prohibited by the Athletic Department. The Vice President/Director of Athletics must approve any or all exceptions in writing.

The Athletic Department will conduct an Alcohol, Tobacco, and other Drug educational session two times yearly for all student-athletes. The initial session will, at a minimum, contain a review of the Athletic Department and University policy including resources and referral information. Additional educational sessions will be provided on related topics.

The Athletic Department will incorporate for staff a yearly review of department and University policy on Alcohol, Tobacco, and other Drugs in a meeting prior to the beginning of the fall semester. Additional information provided will include resources and referral services to enable the athletic department staff to engage in informed, responsible decision making regarding the use and abuse of alcohol, tobacco, and other drugs by their student-athletes.

The Athletic Department will conduct random drug screening of student-athletes in order to identify those who use or abuse any banned substances. The Vice President/Director of Athletics may add any student-athlete who is identified for reasonable cause to the random screening list.

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Alcohol

Lander University will not tolerate or illegal or otherwise irresponsible use of alcohol. This included drinking while under the legal age and purchasing alcohol for use by a minor.

Alcoholism is a progressive disorder with serious consequences.

A student-athlete who consumes alcohol will be held accountable for any alcohol related incident in which he/she is involved. In such cases, the student is subject to university, Athletic Department or team disciplinary action whether or not there are legal implications.

If a student-athlete is involved in an alcohol related incident, no matter if there are legal or non-legal consequences, the student-athlete will be subjected to the following consequences. Please note these consequences are cumulative in nature.

First Offense

Student-athlete meets with Vice President/Director of Athletics, Head Coach and Asst. AD for Sports Medicine to explain the situation. The student-athlete is referred to the on campus counseling center for evaluation and any follow up meetings. The length of these sessions will be determined by the on campus counseling center. Student-athlete is informed of next consequences if there is any other alcohol violation.

Second Offense

Student-athlete meets with Vice President/Director of Athletics, Head Coach and Asst. AD for Sports Medicine to explain the situation. The student-athlete is again referred to the on campus counseling center for evaluation and any follow up meetings. The length of these sessions will be determined by the on campus counseling center. Student is immediately suspended for 10 days from all athletic activities and 10% of future scheduled contest. These will be next regular season contests that are to be played in that particular sport. Student-athlete is informed of next consequence if there is any other alcohol violation.

Third offense

Student-athlete meets with Vice President/Director of Athletics, Head Coach and Asst. AD for Sports Medicine to explain the situation. Student-athlete is permanently dismissed from his/her athletic program and loses any athletic aid.

More serious offense involving alcohol i.e., DUI are subject to more serious consequences as decided by the Vice President/Director of Athletics and Head Coach. Student is also subjected to any discipline action as outlined in the Lander University Student handbook for any level of offense.

Tobacco

Tobacco use often results in physical dependency in the form of nicotine addiction. The negative effects of tobacco abuse are well documented in the high incidence of oral, lung, and other forms of cancer.

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NCAA legislation prohibits the use of tobacco products by all athletes, coaches, athletic trainers, managers, and officials, in all sports during practice and competition. In addition, Lander University prohibits tobacco use by student-athletes, staff, and spectators on and in close proximity to the grounds of all athletic facilities at all times. Any staff member or student-athlete representing the athletic department in an official capacity at any time is prohibited from the use of tobacco products. Violations of this policy are subject to disciplinary sanctions by the head coach, Vice President/Director of Athletics, and head athletic trainer.

SUBSTANCE ABUSE PROGRAM DESCRIPTION

Urinalysis will be used to detect possible prohibited drug use through a screening program. However, other types of tests may be utilized to determine the presence of alcohol, tobacco, and other drugs. The testing based on urinalysis will be implemented as follows:

- **Random Screening:** All student-athletes listed on official team rosters will be eligible to be screened. At least 10% of members from each team will be selected by a computer generated random draw.
- **Individualized Reasonable Suspicion Screening:** Any student-athlete may be added to the random sample for drug screening when in the judgment of the Vice President/Director of Athletics there is reasonable cause to suspect the student-athlete is engaged in the use of any prohibited substance. Reasonable Suspicion may be based on information from any source deemed reliable by the Vice President/Director of Athletics, including, but not limited to: 1. Observed possession or use of substances that appear to be prohibited, 2. Arrest or conviction for a criminal offense related to possession, use or trafficking of prohibited substances, 3. Observed abnormal appearance, conduct, or behavior, reasonably interpretable as being caused by the use of prohibited substances. Upon receipt of such information, the Vice President/Director of Athletics shall confer with University legal and medical representatives in determining whether there is reasonable cause to suspect a student-athlete is engaged in use or abuse. If reasonable suspicion is found to exist, the Director of Athletics will add the student-athlete to the next random list for screening and they will be notified in the same manner as other student-athletes.
- **Positive Test Follow-up Screening:** Any student-athlete who tests positive will automatically be added to the random list for screening and will be notified in the same manner as the rest of the group. The student-athlete will be tested at each test session for the remainder of their eligibility at Lander University.

Substance Abuse Testing

- All student-athletes (and a parent or guardian if student is under 18) will sign a consent form prior to becoming an active member of any team roster. This form will explain the

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alcohol, tobacco, and other drug policy and drug screening program outlined in this document. Consent to this policy is a prerequisite of participation in the athletic program at Lander University.

- The Vice President/Director of Athletics and/or Head Athletic Trainer will select two dates per semester for drug screening.
- A computer generated random draw will be preformed to select a minimum of 10% of the student-athletes from each team for each drug screening.
- The student-athletes to be tested will be notified where and when to appear for the test. It is then the student-athlete's responsibility to be present for testing. If an athlete fails to report to the test, it will be considered a positive test and will be re-tested at the next test session in consultation with the Vice President/Director of Athletics, Head Athletic Trainer, Head Coach and Director of Counseling.
- An outside certified agency will conduct the tests in the Lander University Horne Arena according to Federal Department of Transportation guidelines. Any or all NCAA banned drugs may be tested for. Certified collectors will collect the urine sample. The student-athlete will witness the agency representative prepare the samples and will sign the appropriate paperwork acknowledging the sample is his or hers.
- The samples will be transferred to the testing lab according to the chain of custody set forward by the agency.
- The Medical Review Officer of the outside agency will make initial notification of positive tests. The Head Athletic Trainer will be notified via secured fax or mail. The Head Athletic Trainer then notifies the Vice President/Director of Athletics verbally. The Vice President/Director of Athletics will then notify the respective Head Coach. The Head Athletic Trainer will notify the student-athlete.
- In the case of a positive test, the student-athlete will be given the opportunity to have a portion of the original sample retested.
- Substances to be testing for:
 - a. Amphetamines
 - b. Methampetamines
 - c. Cannabinoid (Marijuana)
 - d. Cocaine
 - e. Opiates (Heroin and other opium derivatives)

Actions Resulting from a Positive Test

The following are the minimum penalties to be enforced by the Athletic Department. Additional penalties may be developed and imposed at the discretion of the individual team coaches. However, specific team policies must be in writing and must be distributed to all team members prior to that sport's first practice.

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- First Confirmed Positive Test
 - Required meeting with Vice President/Director of Athletics, Head Coach, and Head Athletic Trainer
 - Parental notification by phone and follow up in writing
 - Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended
 - Suspension from all team activities for ten days and no competition for 2 contests; The scheduling of the suspension/games missed will be at the discretion of the Vice President/Director of Athletics in consultation with the Head Coach and Head Athletic Trainer. For those sports that have less than 10 contests, the student-athlete will miss only 1 contest.
- Second Confirmed Positive Test
 - Required meeting with Vice President/Director of Athletics, Head Coach, and Head Athletic Trainer
 - Parental notification by phone and follow up in writing
 - Permanent dismissal from all Lander University Intercollegiate Athletic participation

Confirmed positive tests are cumulative through eligibility regardless of how much time lapses between positive tests.

If the individual student-athlete does not fulfill the requisite sanctions, he/she forfeits the right to participate in the Lander University Intercollegiate Athletic Program.

Self-Disclosure

The University and the staff of the Athletic Department encourage any student-athlete to voluntarily seek assistance from a staff member whenever he or she feels they have a problem with alcohol or other drugs.

The following procedure will be followed if a student-athlete voluntarily discloses a problem:

- Referral to Head Athletic Trainer
- Head Coach and Vice President/Director of Athletics are notified if not already
- Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended
- Automatically placed on the screening list the following school semester

NOTE: A self-disclosure referral does not count as a first positive drug test

FALSIFICATION OF TEST RESULTS

Any attempt to falsify test results by providing false information, altering a urine sample, manipulating test results, or any other conscientious effort to circumvent the process will result in

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an automatic suspension from participation in the athletic program for a period of not less than one (1) year.

SELECTION OF A LAB

An appropriate lab will be selected based upon the following basic criteria:

- a. Ability to provide appropriate initial screening procedures (immunoassay, thin-layer chromatography, etc.) AND confirmatory testing using gas chromatography and mass spectrometry.
- b. Documented accuracy rates with respect to false-positive results.
- c. Appropriate chain of custody plan which will minimize the possibility of inaccurate results.
- d. Availability of confirmation affidavits from analysts/toxicologists upon request.
- e. Convenience with respect to sample storage and transportation, and prompt reporting of test results.
- f. Cost

W. Sports Information Policies and Procedures

The following policies and procedures must be followed to ensure adequate and accurate information is obtained. This information is readily accessible to the media. Any questions should be directed to the Sports Information Director (SID).

I. Publicity

- 1) It will be the responsibility of the coach of each sport to meet with the Sports Information Director prior to the season and plan the season's publicity program.
- 2) The coaches shall report all scores and statistics to the SID as soon as possible after each contest.
- 3) All statistics and records for all sports will be kept in the SID office.
- 4) All schedules will be officially released by the Sports Information Director.

II. Policies and Procedures

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- 1) Pre-season pictures of individuals and teams are to be arranged as soon as possible.
- 2) Coaches are to have each player complete a sports information questionnaire at the beginning of each season. These are to be turned in to the Sports Information Director as soon as possible.
- 3) Release of schedule should be accompanied by a prospectus of season prior to the first contest.
- 4) Weekly news releases during the season will discuss what happened last week and what is upcoming.
- 5) Feature stories will be released when the coach and SID see fit.
- 6) Pre-event releases will be sent out whenever possible.
- 7) Hometown releases on all athletes will be done during the year. Preferably wait until something good has happened.
- 8) Coaches are responsible for instigating medial guides or other promotional materials since it will be paid for from their budget.
- 9) Up to date profiles on all coaching staff should be maintained.
- 10) Publicize athlete signing by news release only.
- 11) Have season schedules printed and distributed prior to the season.
- 12) Coaches are required to inform the SID of the following: the signing of a recruit; a player leaving the squad; a player injury; any roster changes; any starting lineup change; any uniform number change; any public appearances by the team or the coach; the completion of the upcoming season's schedule as soon as it is finalized.

X. Policy for Reporting Violations

Lander University is committed to operating its athletic program in a manner which is consistent with the letter and the spirit of the NCAA, the Peach Belt Conference, and University rules and regulations. To achieve that commitment, Lander has instituted a compliance program which will combine the training and education of coaches, staff and students; the review and modification of athletic department and University operating procedures to ensure compliance with those rules; and prompt institutional response when rule violations do occur.

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Lander University's position is that no violation is so minor that it need not be reported. Lander encourages employees, inside and outside the athletic department, to be aware of and to report all NCAA rules violations. This policy for reporting rules violations is part of an overall rules education and compliance program at Lander University that strives to bridge the academic and athletic areas in a reasonable manner. In responding to a rule violation, Lander University will examine such factors as whether the violation is intentional, whether an advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether an athlete's eligibility is affected, whether violations are recurring, and what can be done to ensure compliance in the future. Lander University's goals in responding to a potential rules violation will be to encourage communication; to seek consistency and accountability; and above all, to send a strong message that Lander University is serious about rules compliance.

Lander's compliance goals are to educate coaches, staff, and students in their responsibilities under the rules, to develop efficient and responsible operating procedures within the athletic department and the University which guide staff in their efforts to work within the rules, and to respond to each rule violation so that the circumstances which led to the violation can be corrected.

Lander has an ongoing Compliance Committee, chaired by the Compliance Coordinator, and represented by staff from the various academic areas involved with athletic eligibility (Admissions, Records, Financial Aid), along with the President, the Vice President/Director of Athletics, and the Faculty Athletic Representative. The Committee meets regularly to review NCAA rules and to monitor compliance procedures. The President also has regularly scheduled meetings with the Vice President/Director of Athletics and the Compliance Coordinator. Coaches and staff involved with athletic eligibility are regularly involved in conference and NCAA rules-education seminars. Lander requires that coaches keep accurate documentation on phone calls, recruiting trips, and practice sessions. Student-athletes are involved in rules education sessions.

Coaches, staff members, and student-athletes at Lander University have an obligation to report any violations or potential violations of NCAA or Peach Belt Conference rules. All suspected NCAA violations will be investigated by the Vice President/Director of Athletics and the Compliance Coordinator, with their findings and recommendations going to the President, and the NCAA Enforcement Division, if necessary. Outlined here are the specific Lander policies concerning the reporting of a suspected violation and conducting the investigation of the alleged violation.

A. Who may Report a Violation

1. Any individual (an athletic staff member or coach, a student-athlete, a university employee, or a member of the community) may report an alleged, rumored, or suspected violation.
2. The individual may report the alleged, rumored, or suspected violation verbally or in writing.

B. To Whom Shall an Alleged Violation be Reported

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1. If an alleged or rumored or suspected violation is conveyed to any athletics department staff member, the staff member is required by NCAA regulations to notify the Vice President/Director of Athletics so that an investigation may begin.
2. Individuals other than athletic department staff members may report an alleged violation to any or all of the following persons:
 - a. Vice President/Director of Athletics
 - b. The Compliance Coordinator
 - c. The Faculty Athletic Representative.

C. Conduct of the Investigation

1. The Vice President/Director of Athletics is responsible to initiate and conduct the investigation of the alleged violation when notified of an alleged violation. The Vice President/Director of Athletics will immediately inform the President, the Compliance Coordinator, the Faculty Athletic Representative, and the coach involved that an investigation of the alleged infraction is under way. It is important that the Compliance Coordinator is kept fully informed of the status of the investigation by the Vice President/Director of Athletics by means of oral and written communication of relevant procedures, interviews, and documents relevant to the case. If the allegation is against the Vice President/Director of Athletics, the President shall direct the Compliance Coordinator to conduct the full investigation and report the findings directly to the President.
2. The Vice President/Director of Athletics will maintain a written record of all documents, chronology, and interviews concerning the alleged violation. The written record, to be included in the investigation report, will consist of the following:
 - a. Date the alleged violation was reported to the Vice President/Director of Athletics and by whom the violation was reported.
 - b. Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation, especially the name of the coach and the student-athlete involved.
 - c. Chronology of all actions taken by the Vice President/ of Athletics and the Compliance Coordinator in the investigation of the alleged violation. This should include dates of interviews, documents, and calls for possible rules interpretations to the Peach Belt Commissioner and the NCAA office.

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- d. A formal report and recommendation by the Vice President/Director of Athletics, with a rationale for concluding whether the allegation was or was not a violation of NCAA regulations. This report should be given to the President, the Compliance Coordinator, and the Faculty Athletic Representative.
- e. The Compliance Coordinator will review the report and recommendation of the Vice President/Director of Athletics, and make an independent report and recommendation to the President of the University.
- f. If the Vice President/Director of Athletics and Compliance Coordinator's recommendations to the President agree that a violation has occurred, the President will direct the Vice President/Director of Athletics to report the infraction immediately to the Peach Belt Commissioner and the NCAA. The Vice President/Director of Athletics will send copies of these letters of notification to the President, the Compliance Coordinator, the Faculty Athletic Representative, and the involved coach or staff member.

D. Information to be included in the Self-Report by the Vice President/Director of Athletics

The NCAA Enforcement Division recommends that the following information be included in the report of a violation:

1. The date and location of the violation.
2. The identities of involved student-athletes and coaching staff members.
3. The means by which the institution became aware of the alleged violation; such as a letter, a phone call, a conversation, or a newspaper story.
4. The reasons why the violation occurred, such as lack of knowledge of a rule or poor monitoring.
5. A list of corrective or punitive actions taken by the University.
6. The institution should indicate clearly whether it believes a violation occurred and the specific legislation it believes has been violated.

E. Alleged Violations at Other NCAA Member Institutions

1. If an individual at Lander University has knowledge of an alleged violation that has occurred at another NCAA institution, one should report the alleged violation to Lander's Vice President/Director of Athletics or

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Compliance Coordinator, who then are required to report the allegation to the Vice President/Director of Athletics of the other school, and the NCAA, if necessary.

2. The Lander Vice President/Director of Athletics should discuss the violation with the accuser and may then contact the Vice President/Director of Athletics at the accused institution to request that the alleged violation be investigated. The Lander Vice President/Director of Athletics may contact the Peach Belt Conference Commissioner and request that the Commissioner contact the accused institution.

F. **Policy on Repeated Violations at Lander University**

Reported violations by coaches or other members of the athletic department staff can result in the following disciplinary action taken by the Vice President/Director of Athletics or the President of the University.

Minor Violations: Not allowed to recruit on or off campus; completion of a supervised rules education program; temporary suspension of coaching duties; reassignment of other duties within the athletic department.

Major Violations: Suspension from coaching duties including recruitment; loss of coaching duties; termination of employment.

The Vice President/Director of Athletics will conduct an inquiry with the individual involved, along with the Compliance Coordinator, the Faculty Athletic Representative, the President to ascertain the severity of the violation and whether or not it is a repeated violation by the individual. The appropriate action will be taken based upon the findings of this inquiry, and the recommendation of the Compliance Coordinator. The Commissioner of the Peach Belt Conference may be called in, on consulting basis, if the violation warrants the Commissioner's involvement.

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XIII. Title IX Policy

It is the policy of Lander University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, pregnancy, religion, sex, veteran's status, and genetic information in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities and programs including obligations of Title IX.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

**Title IX of the Education Amendments of 1972 Implementing Regulations
20 U.S.C. § 1681 & 34 CFR 106**

<http://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>

To ensure compliance with Title IX, the President of the University has designated the following as the Title IX Team for Lander University:

Jeannie McCallum has been designated **Title IX Coordinator**. Jeannie is also the Director of Human Resources and the EEO/ADA Coordinator for employees. The Coordinator has the primary oversight responsibilities for developing, adopting and/or assuring the dissemination of the University's nondiscrimination policy and for making the policy available to the Faculty, Staff, Students, and Public.

Tracy Clifton has been designated as the **Title IX Deputy Coordinator for Students**. Tracy Clifton has been designated as the Title IX Deputy Coordinator for students. She is located within the Office of Student Affairs and will disseminate the policy to students as required.

Kent Atkins has been designated as the **Title IX Deputy Coordinator for Athletic Programs and Activities**. Kent is also Assistant Athletic Director for NCAA compliance and internal operations and will make the policy available to student athletes and athletic staff as required and ensure full compliance with the NCAA.

Everyone shares in the individual responsibility and obligation to ensure and protect our campus community is free from any form of illegal discrimination. This includes all students, employees and any other individual on our campus. All individuals are expected and required to report any concerns immediately.

Download the Title IX Complaint Form or email to TitleIX@lander.edu

How to contact the Title IX Staff:

Jeannie McCallum
Title IX Coordinator
Office of Human Resources
511 Willson Street
864.388.8053
jmccallum@lander.edu

Tracy Clifton
Title IX Deputy Coordinator
for Students
Grier Student Center GC-346
864.388.8055
tclifton@lander.edu

Kent Atkins
Title IX Deputy Coord
for Athletic Programs
Horne Arena
864.388.8818
katkins@lander.edu

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Below are additional associated resources and links:

- Lander University Gender Misconduct Policy and Reporting Requirements
- Statement of Rights of the Alleged Victim Statement of Rights of the Accused
- Lander Student Handbook
- Code of Student Conduct Lander Athletic Handbook
- Lander Staff Handbook Lander Faculty Handbook
- Individuals with inquiries concerning the application of Title IX may also contact the Office of Office for Civil Rights
U.S. Department of Health and Human Services, Region IV (Ala., Fla., Ga., Ky., Miss., N.C., S.C., Tenn.)Atlanta Federal Center, Suit3B70, 61 Forsyth Street, S.W. Atlanta, GA 30303-8909 404-562-7886
OCR.Mail@hhs.gov (for non-privacy related inquiries)

Gender Based Misconduct Policy

Policy Statement

It is the policy of Lander University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, pregnancy, religion, sex, veteran's status, and genetic information in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities and programs including obligations of Title IX.

Lander University is committed to creating a safe, respectful, and non-threatening environment for members of the university community and guests.

It is expected that all individuals on campus and associated with the Lander community treat each other with respect and professionalism and to conduct ourselves in a manner that does not infringe upon the rights of others. **The university will not tolerate gender based misconduct.**

Everyone shares in the individual personal responsibility and legal obligation to protect our campus community from any form of illegal discrimination.

This policy has been developed to reaffirm those principles and to provide recourse for those affected individuals whose rights have been violated.

All individuals are expected and required to report any concerns immediately to a Title IX Coordinator. When an allegation of misconduct is brought to an appropriate administrator's attention, and an individual is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated, remedy its effects, and to enforce discipline when needed.

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Be advised that sexual harassment, including sexual violence, is a form of discrimination; and is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

Policy Applicability and Dissemination

All students, faculty, staff, contractors, board members, guests, and any other individual(s) are subject to this policy.

- Students - The Vice President of Student Affairs shall ensure this policy is distributed to all new students and is responsible for conducting ongoing training as needed to all students.
- Employees - The Director of Human Resources shall ensure this policy is distributed to all new employees and is responsible for conducting ongoing training as needed to all employees.
- Athletic Staff and Students - The Director of Athletics shall ensure this policy is distributed to all athletic staff and students and is responsible for conducting training as needed .
- Annual Training - The Title IX Coordinator or its designee shall provide this policy on its website, provide dissemination, and responsible for general oversight of Title IX Compliance.

Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with policy guidelines. Other, lesser sanctions may be imposed, depending on the circumstances.

Prompt Attention.

Complaints of discrimination or sexual harassment are taken seriously and will be dealt with promptly, thoroughly, impartially, and equitably.

Where discrimination is found to have occurred, the institution or unit where it occurred will act to stop the discrimination or sexual harassment, to prevent its recurrence, to remedy its effects, if any, and to discipline those responsible.

Confidentiality and Reporting

Lander University understands that confidentiality is important. However, confidentiality cannot be guaranteed. **The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals**

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reporting or accused of discrimination or sexual and will maintain confidentiality to the extent reasonably possible.

Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where Lander University is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

Depending on individual's role at the university, there are differing reporting responsibilities and abilities to maintain confidentiality based upon laws and policy.

Reporting Responsibilities – 2 Groups

1) Individuals with COMPLETE confidentiality

Certain positions that possess legal privilege granted by the state and are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others.

These individuals include the following professional positions: and can be accessed through the Lander University Wellness Center:

1. On-campus licensed mental health counselors
2. On campus health service providers or Registered Nurses
3. Off-campus rape crisis resources

This privilege exists only within the context of counseling and health services sessions.

These resources will provide anyone impacted by a sexual assault and/or harassment with a safe and confidential environment to discuss concerns and to become aware of possible procedures or outcomes for recourse. Individuals to seek assistance from these confidential resources shall be advised that their discussions in these settings are not considered reports of sexual assault or harassment.

Campus counselors are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential. A victim may seek assistance from these university officials without starting a formal process that is beyond the victim's control, or violates her/his privacy.

2) Individuals with FULL legal reporting requirements

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The university considers ALL OTHER EMPLOYEES (this includes RA's and all other employees) to be deemed "responsible employees" which holds a legal obligation to FULLY and IMMEDIATELY report any allegations, observations, or violations in entirety including names. Notice to you is the official notice to the institution.

You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Failure to take the above action to properly report, prevent the occurrence, or stop known discrimination or harassment may be grounds for disciplinary action up to and including termination or expulsion.

Supervisors' Managers and Administrator's' Responsibilities

Every supervisor and manager has the responsibility to take reasonable steps intended to prevent acts of discrimination or sexual harassment, which include, but are not limited to:

1. Monitoring the work and school environment for signs that discrimination or harassment may be occurring;
2. Refraining from participation in, or encouragement of actions that could be perceived as discrimination or harassment (verbal or otherwise);
3. Stopping any observed acts that may be considered discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
4. Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of sexual harassment, pending investigation.

If any employee receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the employee is required to immediately and fully report the situation to a Title IX Coordinator.

Failure to take the above action to properly report, prevent the occurrence, or stop known discrimination or harassment may be grounds for disciplinary action up to and including termination or expulsion.

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Relationship to Freedom of Expression

Lander University is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination or sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom. It compromises the integrity of our institution, the tradition of intellectual freedom and the trust placed in our institution by the campus community.

Complaint and Investigation Procedure

This section provides the complaint and investigation procedure for complaints of discrimination or sexual harassment, including sexual violence (except that complaints against students may be referred to student disciplinary processes).

The President has designated the following administrators as Title IX Coordinators and to receive complaints.

[Download the Title IX Complaint Form](#) or email to TitleIX@lander.edu

Lander University's Title IX Staff:

Jeannie McCallum
Title IX Coordinator
Office of Human Resources
511 Willson Street
864.388.8053
jmccallum@lander.edu

Tracy Clifton
Title IX Deputy Coordinator
for Students
Grier Student Center GC-346
864.388.8055
tclifton@lander.edu

Kent Atkins
Title IX Deputy Coord
for Athletic Programs
Horne Arena
864.388.8818
katkins@lander.edu

The President has designated the Title IX Coordinator as the primary investigating officer for general oversight. All Title IX complaints received by Deputy Coordinators are required to be communicated promptly to the Title IX Coordinator.

Filing a Complaint

[Download the Title IX Complaint Form](#)

1. Employees

- a. An employee who believes that he/she has been subjected to discrimination or sexual harassment by anyone may choose and is encouraged to promptly tell the person that the conduct is unwelcome and ask them to stop. However, this is not a requirement if you believe it may be confrontational.. An employee is not required to do this before filing a complaint. You reserve the right to file a complaint. Any person who receives such a request to stop any inappropriate and unwelcomed behavior or conduct must immediately comply with it and must not retaliate against the employee.

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- b. The employee may file a discrimination or sexual harassment complaint with one of the Coordinators. A supervisor/manager has a responsibility to report any misconduct observed or reported, even if the individuals involved do not report directly to you, the supervisor.

2. Students

- a. A student who believes that he/she has been subjected to discrimination or sexual harassment by anyone may choose and is encouraged to promptly tell the person that the conduct is unwelcome and ask them to stop. However, this is not a requirement if you believe it may be confrontational. You reserve the right to file a complaint. A student is not required to do this before filing a complaint. Any person who receives such a request to stop any inappropriate and unwelcomed behavior or conduct must immediately comply with it and must not retaliate against the employee.
- b. The student may file a discrimination or sexual harassment complaint with one of the Coordinators. A supervisor/manager has a responsibility to report any misconduct observed or reported, even if the individuals involved do not report directly to you, the supervisor.
- c. If the student feels uncomfortable about discussing the incident with this individual, the student should feel free to contact any Title IX Coordinator directly.

Investigation and Resolution

1. Upon receipt of a complaint, Lander University will conduct the investigation based on established guidelines in a prompt, thorough, impartial, and equitable manner.
2. The person subject to the complaint with information shall be provided information as to the nature of the complaint.
3. While not required, both the victim and the accused shall have the equal opportunity to choose an independent advisor present for assistance, support, and advice the independent advisor may be brought into the process at any time at the request of the alleged victim or perpetrator.
4. In connection with any such disciplinary hearings/actions, the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint, and if any

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- appeal is provided, to appeal the decision. Students may appeal; grievances as stated and outlined in the guidelines of the handbook.
5. In most cases, a prompt, thorough, impartial, and equitable investigation should be completed within 45 calendar days of receipt of the complaint.
 6. The standard for evaluating complaints shall be a preponderance of the evidence.
 7. At the completion of the investigation, appropriate determinations will be made regarding the resolution of the matter, and depending on the circumstances, both parties may be informed concurrently of the resolution. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken, as applicable, in accordance with the Gender Misconduct Policy and other applicable policies as defined, but not limited to the Faculty, Staff, Athletic or Student Handbook.
 8. In the event actions are taken against an individual, such matters generally remain confidential under those sections, except that final decisions following hearings or appeals of professional employees are subject to public records. Student matters generally remain confidential under FERPA.
 9. When discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA permits the institution to disclose to the alleged victim the final results (limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging a sex offense, the Celery Act requires that the accuser and the accused must be informed of the outcome.
 10. In the event a student is found to have engaged in sexual harassment of another student, the institution shall disclose to the student who was harassed, information about the sanction imposed on the student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

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Student Sanction Statement [click here for student sanctions information](#)

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary **probation to expulsion**, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of **suspension or expulsion**.*

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from disciplinary probation **warning to expulsion**, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Retaliation [Download the Title IX Complaint Form](#)

Retaliation against an individual who in good faith complains of alleged discrimination or sexual harassment or provides information during an investigation is against the law, will not be tolerated, and may be grounds for discipline up to and including termination or expulsion. Intentionally providing false information is also grounds for discipline up to and including possible termination or expulsion.

"Retaliation" may include, but is not limited to, conduct as the denial of adequate personnel to perform duties; frequent replacement of members of the staff; frequent and undesirable changes in the location of an office; the refusal to assign meaningful work; unwarranted disciplinary action; unfair work performance evaluations; or a reduction in pay.

An employee who believes that he or she has been subjected to retaliation may file a retaliation complaint with one of the Title IX Coordinators.

A student who believes that he or she has been subjected to retaliation may file a retaliation complaint with one of the Title IX Coordinators.

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Complaints of retaliation under Title IX are required to be promptly communicated to the Primary Title IX Coordinator.

Non-Employees and Non-Students [Download the Title IX Complaint Form](#)

Individuals who are neither Lander employees nor Lander students and who believe they have been subjected to discrimination or sexual harassment by a Lander employee during the employee's work hours or by a Lander student on campus or at a Lander-sponsored event may utilize any of the complaint processes set forth above in this section.

False Reports

Because discrimination and sexual harassment frequently involve interactions between persons that are not witnessed by others, reports of discrimination or sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting discrimination or sexual harassment under this policy.

However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the applicable disciplinary procedures, up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual **Campus Security Report**.

This report helps to provide the community with a clear picture of the extent and nature of campus crime. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student/campus activities. Information shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

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Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that Lander University is required to issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

CONSENSUAL RELATIONSHIPS

Sexual harassment and/or the assignment or suggestion of rewards and punishments on the basis of sex or sexuality have no place in the work of the University and are prohibited.

For the protection of our university community, no employee shall enter into a sexual or romantic relationship (consensual or otherwise) with a student, staff member, or faculty member when the work of one is directly evaluated or supervised by the other. In cases where there is a pre-existing sexual or romantic relationship, effective steps – including initial disclosure by the direct evaluators or supervisors to their unit heads – must be

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taken to ensure unbiased evaluation or supervision of the student, staff member, or other faculty member.

If complaints occur and are substantiated, employees will be subject to disciplinary action, up to and including termination or nonrenewal. All complaints will be adjudicated with due process for all parties in accordance with university policies, federal, state, and local laws.

Complainants are protected from retaliatory acts and are not to be discouraged from reporting in good faith any concerns regarding sexual harassment or favoritism. However, malicious or frivolous claims of harassment or favoritism are prohibited, and, if substantiated, will result in disciplinary action against the complainant. Disciplinary actions may include termination, nonrenewal, probation, suspension, expulsion, or other appropriate action.

Students serving as teaching assistants and resident assistants are also professionally responsible for students, and therefore fall under this policy. Students found in violation of this policy will be subject to sanctions as outlined herein, and if appropriate, sanctions within the Student Conduct Policy.

SEXUAL VIOLENCE –RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below are suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. The following are suggestions

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which may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the university never assumes a student is in violation of university policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)

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3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

SEXUAL HARASSMENT

- Is unwelcome, gender-based verbal or physical conduct that is,
- Is sufficiently severe, persistent or pervasive that it,
- Does unreasonably interfere with, deny or limit someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- Is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include:

- A. An attempt to coerce an unwilling person into a sexual relationship
- B. To repeatedly subject a person to egregious, unwelcome sexual attention
- C. To punish a refusal to comply with a sexual based request
- D. To condition a benefit on submitting to sexual advances
- E. Sexual violence
- F. Intimate partner violence
- G. Stalking
- H. Gender-based bullying

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation

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(mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Invasion of sexual privacy;
2. Prostituting another student;
3. Non-consensual video or audio-taping of sexual activity;
4. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5. Engaging in voyeurism;
6. Knowingly transmitting an STI or HIV to another student;
7. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.
8. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN GENDER-BASED)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

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ADDITIONAL APPLICABLE DEFINITIONS:

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

1. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want.").

1. **Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
2. **NOTE:** There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
3. In order to give effective consent, one must be of legal age.
 - a. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
 - b. This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.

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Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/> Use of alcohol or other drugs will never function as a defense to a violation of this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

For reference to the pertinent state statutes on sex offenses, please see [insert reference here].

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Here are some of the most commonly asked questions regarding University's sexual misconduct policy and procedures.

1. Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the university's obligation to fully investigate allegations of sexual misconduct.

Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused student may lead to conduct action by the university.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy. If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence that a felony has occurred, local police will be notified.¹ This does not mean charges will be automatically filed or that a victim must speak with the

¹ If this is your policy. Felony reporting is required in some locales. This practice of automatic reporting without victim consent is to be avoided if possible, and likely would violate FERPA. Many campuses are negotiating Memoranda of Understanding (MOUSs) with local law enforcement agencies to clarify reporting expectations. Often, anonymous reports will be enough to satisfy local law enforcement.

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police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

2. Will my parents be told?

No, not unless you tell them unless you are under age in which we are legally required to share this information with your parents. Whether you are the complainant or the accused student, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, in a life-threatening situation, [or if an accused student has signed the permission form at registration which allows such communication].

3. Will the accused know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused has the right to know the identity of the complainant/alleged victim. If there is a hearing, the university does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

4. Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the university's legal obligations depending on what information you share with different university officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

5. What do I do if I am accused of sexual misconduct?

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. Students may contact the Student Conduct Office and employee may contact the Office of Human Resources, which can explain the university's procedures for addressing sexual misconduct complaints. You may also want to talk to a

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confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.²

6. Will I (as a victim) have to pay for counseling/or medical care?

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc. [In this state, victims may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution].

7. What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's [Prosecutor's] office. You may want to retain an attorney if you are the accused student or are considering filing a civil action. The accused student may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

8. What about changing residence hall rooms?

As a student, if you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused student to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and room changes for the accused student can usually be arranged quickly. Other accommodations available to you might include:

- a. Assistance from university support staff in completing the relocation;
- b. Arranging to dissolve a housing contract and pro-rating a refund;
- c. Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- d. Taking an incomplete in a class;
 - Assistance with transferring class sections;
- e. Temporary withdrawal;
 - Assistance with alternative course completion options;
- f. Other accommodations for safety as necessary.

² Note here if your institution provides advocates for accused students. If you provide victim advocates, remember the mandate to provide gender equity for the accused student under Title IX.

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9. What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing.³ The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to Hospital and law enforcement or Security can provide transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate Him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: The hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

10. Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the university's response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the university does

³ Specify here the nearest local hospital with an appropriate SANE program.

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not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

11. Will the use of drugs or alcohol affect the outcome of a student's sexual misconduct conduct complaint?

The use of alcohol and/or drugs by either party will not diminish the accused student's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused student.

12. Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

13. What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's student conduct office or victim advocate's office. The institution provides advisors who can help you to define and clarify the event(s), and advise you of your options.