

# Colorado Mesa University Athletics Handbook



Updated September 2017

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# **I. Department of Athletics**

## **Department of Athletics Statement of Philosophy**

The Colorado Mesa University collegiate athletics program exists to enrich the academic mission of the University. This is accomplished through a program designed to provide students the opportunity to develop fundamental principles of good sportsmanship and ethical conduct, to afford them the benefits derived from teamwork, to developing loyalty, close friendships and camaraderie, and to enhance their opportunities for academic success by being involved with a team. The collegiate athletics program compliments the academic mission by uniting physical fitness and mental growth, allowing for the development of leadership skills, as well as the many benefits of competition. Further, students become skilled in certain sports that offer the benefits of lifelong participation.

## **General Mission Statement**

The Department of Athletics is committed to providing a high quality, student oriented, athletic and physical education program that is an exceptional educational experience. The department will strive, in all endeavors, to provide a positive experience to all in our campus community.

## **Physical Education and Wellness Mission Statement**

Our mission is to champion the well-being of Colorado Mesa University Students by providing instruction, encouraging active participation, and promoting lifelong enjoyment of a variety of physical activities. We seek to enhance the college experience by providing opportunities for new friendships and by promoting a proactive approach to wellness in the dimensions of physical health, social interaction, and intellectual balance.

## **Collegiate Athletics Mission Statement**

The Department of Athletics will provide an environment that nurtures the academic, athletic and social development of the student-athlete. Our staff will provide instruction and guidance to give our student-athletes the opportunity to realize their full potential. We will endeavor to maintain a broad based program, within the constraints of budgets, personnel, facilities and available competition.

The department is committed to not only meeting, but exceeding the expectations and governing rules of the Rocky Mountain Athletic Conference, NCAA Division II and any other associations to which we belong. In acting as an extension of the University, we are committed to representing the University in a positive light, through the conduct of our staff and student-athletes. We will recruit to our athletic program individuals that are representative of the high standards set forth by the University, both academically and athletically. The Department of Athletics will offer athletically related financial aid to qualified student-athletes.

Although winning is important in athletics, the measure of success is not solely based on the win and loss record. Emphasis is placed on the development of self-discipline, commitment to team effort, enhancement of social skills, and good sportsmanship. In essence, we will strive to make students' involvement with the department a positive part of their University experience.

## **II. Goals and Objectives of the Department of Athletics at Colorado Mesa University**

- A. Provide the opportunity for each participant to develop physically, mentally, and morally.
  - 1. To insure a top training program for physical development.
  - 2. To emphasize and stress the importance of sportsmanship, fair play and team work.
  - 3. To encourage each participant to strive for the highest possible academic achievement.
  
- B. Provide a total athletic program for students.
  - 1. To offer sports to all students as budget and staff limitations allow.
  - 2. To continue to be in compliance with Title IX regulations relative to equal opportunity for participation, budget and staffing.
  
- C. Provide an athletic program that is totally integrated into the educational philosophy of Colorado Mesa University.
  - 1. To maintain a working relationship with students, faculty, administration the oversight committee and patrons in planning and developing programs.
  - 2. To continue in-service for staff to insure that the needs of the students and Colorado Mesa University are met.
  
- D. Provide high quality equipment for participants in the athletic program.
  - 1. To provide high quality equipment which meets the standards of NCAA requirements to ensure safe participation for all student-athletes.
  - 2. To plan purchasing for each activity so the student-athletes will have every opportunity to excel while maintaining a balanced budget.
  - 3. To continue to evaluate existing equipment relative to care and maintenance by staff, as well as students, by producing an updated adequate inventory at the end of each activity.
  
- E. Provide opportunities for student-athletes to exhibit skills and increase participation.
  - 1. To schedule events that will enhance participation of the majority of the student-athletes.
  - 2. To maintain a program to allow student-athletes to achieve specified skill levels.
  - 3. To continue to encourage student-athlete participation in any activity, as well as providing opportunities to associated groups for performance in athletic events. Cooperation between athletic groups and other University organizations is to be encouraged.

### III. Title IX Compliance Statement

#### Equal Opportunity and Equal Access to Educational Programs Statement

In compliance with federal law, including the provisions of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act as amended, the Genetic Information Nondiscrimination Act of 2008, the Colorado Mesa University does not discriminate against individuals on the basis of their age, sex, race, religion, ethnicity, national origin, disability, or military service, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. In addition, the Institution does not discriminate against individuals based on their sexual orientation, gender identity, or gender expression consistent with the Institution's nondiscrimination policy.

Inquiries or complaints should be directed by subject content as follows:

*Colorado Mesa University Employee Handbook*

<http://www.coloradomesa.edu/human-resources/documents/CMU-PPEH-AllSections.pdf>

*Employment-related EEO and discrimination – **Department of Human Resources***

*The ADA Coordinator and the Section 504 Coordinator for employment is **Department of Human Resources***

*The ADA Coordinator and the Section 504 Coordinator for students and academic educational programs is **Department of Student Services***

*The Title IX Coordinator is **Department of Human Resources/VP for Student Services***

*The ADA Facilities Access Coordinator is **Director of Facility Service***

## **IV. Institutional Compliance Committee Statement**

The following individuals will comprise the Colorado Mesa University Compliance Committee: Faculty Athletic Representative, Registrar's Office Representative, Financial Aid Office Representative, Senior Associate Director of Athletics/Internal & External Operations/Compliance, and/or Senior Associate Director of Athletics for Finance, and Assistant Director of Athletics-Student Success & Compliance.

This group will meet at a minimum of four times each academic year to review the institution's compliance procedures and environment. On a bi-monthly basis, the Compliance Committee will review each sport sponsored by the institution with a special emphasis directed at recruitment monitoring.

This Compliance Committee will also be advised of and involved with the investigative process of any possible NCAA violations brought to the attention of the institution. The investigative process will involve interviews of individuals involved, a compilation of all pertinent information concerning the possible infraction, notification to the Rocky Mountain Athletic Conference Commissioner's Office in written form, with the Commissioner of the RMAC notifying the NCAA of the possible violation. The Compliance Committee and/or the Compliance Coordinator will immediately notify, depending on the seriousness of the situation, additional members of the institution's administrative team i.e.; Vice President for Student Services, Vice President for Academic Affairs, and ultimately, the President of the University. All possible NCAA Rule Infractions will be immediately communicated to the Director of Athletics who will determine the course of institutional investigative action and institutional personnel to be involved in that process.

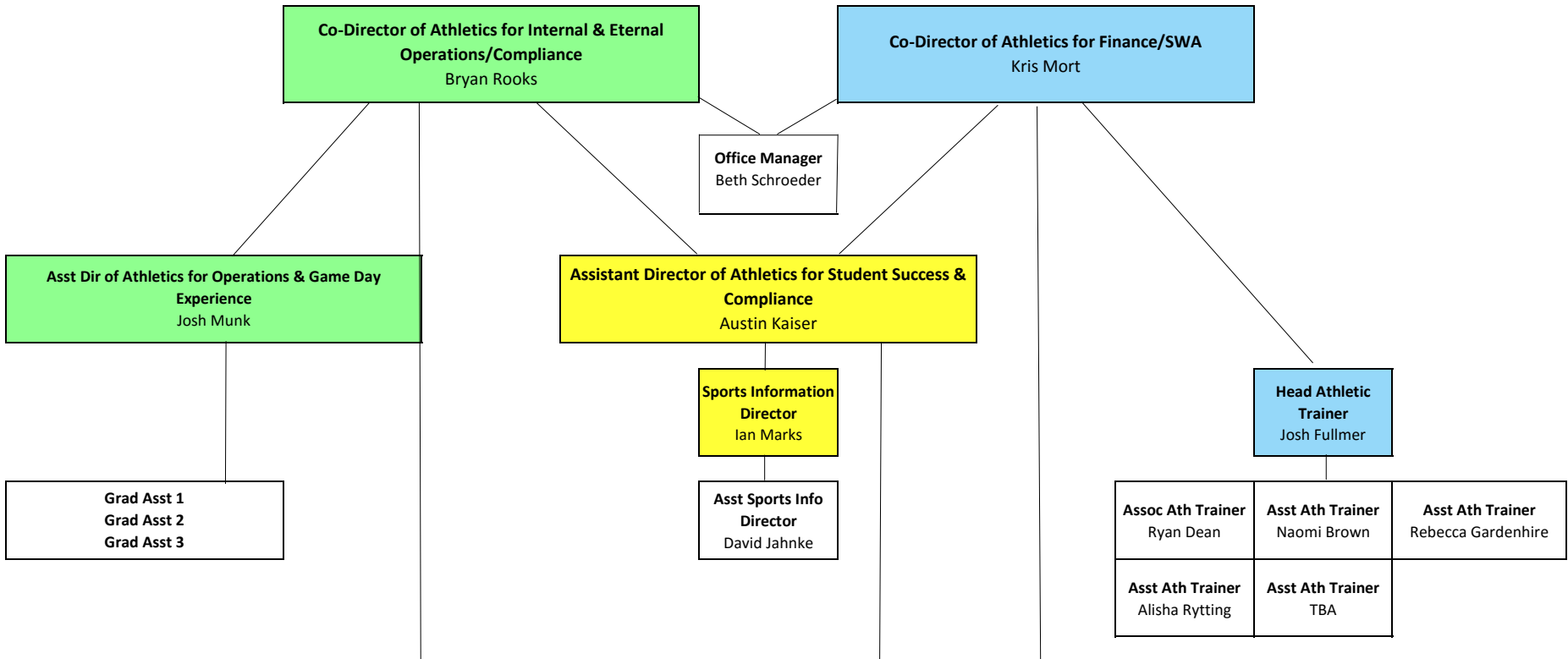
## **V. Job Descriptions and Responsibilities**

“An organization is a group of people working together toward common goals with clearly defined lines of authority, responsibility, accountability and communication.”

The administrative and staff positions of the Athletic Department are listed on the following pages, along with major areas of responsibility for each position. These responsibility areas are by no means inclusive for the total effective performance, but do serve as a basic representative outline and job description. Such a responsibility structure, we believe, will best facilitate all operations of the Athletic Department.

### **A. Contractual Employment**

1. An employee contract or personnel action form shall specify administrative, academic, and athletic responsibilities and the option to relinquish any one of these assignments is not the option of the employee.
2. Failure to comply with NCAA, RMAC and The Colorado Mesa University Policies and Regulations may be cause for non-renewal of employment.



MFB	MBB	WBB	MGO	MBA	M/W CC	M/W TF	MSO	WVB	WSO	WSB
<b>Head Coach</b> Russ Martin  <b>Asst Coach</b> Mike Chavez Ben Martin Tom Everson Jeromy McDowell Mac Alexander	<b>Head Coach</b> Andy Shantz  <b>Asst Coach</b> Michael Dominguez	<b>Head Coach</b> Taylor Wagner  <b>Asst Coach</b> Hannah Pollart	<b>Head Coach</b> Matt Ward	<b>Head Coach</b> Chris Hanks  <b>Asst Coach</b> Sean McKinney	<b>Head Coach</b> Matt Canterbury  <b>Asst Coach</b> Michael Nelson	<b>Head Coach</b> Matt Canterbury  <b>Asst Coach</b> Katrice Thomas Yasin Gulgan	<b>Head Coach</b> Todd Padgett  <b>Asst Coach</b> Stanley Schrock	<b>Head Coach</b> Dave Fleming  <b>Asst Coach</b> David Skaff	<b>Head Coach</b> Jason Clare  <b>Asst Coach</b> Danielle Thurman	<b>Head Coach</b> Bennie Garcia  <b>Asst Coach</b> Erik Kozel
WGO	MLA	M/W TE	WBVB	S & C	MWR	CHEER	M/W S&D	WLA	M/W TRI	Transportation
<b>Head Coach</b> Scott Hansen	<b>Head Coach</b> Vince Smith  <b>Asst Coach</b> Franc Cook	<b>Head Coach</b> Dan MacDonald  <b>Asst Coach</b> David Smith	<b>Head Coach</b> David Skaff  <b>Asst Coach</b> Dave Fleming	<b>Head Coach</b> Dan Linsacum  <b>Asst Coach</b> Ryan Swope Mark Ryan	<b>Head Coach</b> Chuck Pipher  <b>Asst Coach</b> Larry Wilbanks	<b>Head Coach</b> Connor Charlesworth  <b>Asst Coach</b> TBD	<b>Head Coach</b> Geoff Hanson  <b>Asst Coach</b> Logan Pearsall	<b>Head Coach</b> Abby Wiley  <b>Asst Coach</b> TBA	<b>Head Coach</b> Geoff Hanson  <b>Asst Coach</b> TBD	<b>Lead Bus Driver</b> Russ Cadman  <b>Full-time Driver</b> David Asay

## **VI. Administrative Staff**

### **A. Director of Athletics**

1. Supervise the organization and administration of the Collegiate Athletic Program.
2. Advise the President, on a regular basis, of the fiscal operations and activities of the Athletic Department.
3. Act as chief administrative officer of the Athletic Department. The Director may delegate specific responsibilities to assure an efficient and productive operation of the Department. Selection of all staff members will be based on accepted University recruitment policies.
4. Have direct working knowledge of the rules and regulations governing the operation of the Collegiate Athletic Program. Knowledge of the rules and regulations of the NCAA and RMAC as applicable to the men's and women's programs.
5. Supervise compliance of all staff members with the rules and regulations governing the operation of the Athletic Program.
6. Plan, develop and implement those specific policies, procedures, programs and methods designated to meet the general athletic philosophy and policies of the University.
7. Act as official spokesman for the Department on interpretations of University and external associations' rules, regulations and procedures.
8. Develop programs that will assure meaningful, enriching and rewarding experiences to all who participate and/or are involved in the program.
9. Plan and coordinate the fund-raising activities of the Department of Athletics.
10. Serve as a well-informed and aggressive representative to the RMAC Council of Director of Athletics.
11. Maintain open communicative channels with the University, RMAC Institutions, students, news media, faculty and staff.
12. Develop short- and long-range financial planning and coordinate with Institutional business operations.
13. Cultivate and solicit athletic and potential donors on an ongoing basis.
14. Develop and coordinate Mav Club organizations within Colorado and surrounding states. This includes speaking engagements, writing and mailing quarterly newsletters, and coordinating with Alumni Association meetings throughout the state.
15. Supervise maintenance of accurate records of all donations to the athletic program and appropriate acknowledgement of gifts.
16. Establish and administer benefits for athletic donors; host donors and potential donors at selected athletic events, home and away.
17. Work with the Sports Information Office to insure accurate information regarding athletic donors is placed on the CMU Maverick website.
18. Supervise advertisement sales, promotions and marketing efforts.
19. Develop short- and long-range plans for all athletic facilities.

## **B. Senior Associate Director of Athletics/Internal & External Operations/Compliance**

The Associate Director of Athletics/Internal Operations/Athletic Compliance reports to the Director of Athletics and has the responsibility of fulfilling requirements of the Institution and regulatory agencies and to uphold high ethical standards to reduce the possibility of being caught up in allegations of negligence, unethical conduct and invasion of privacy. The Associate Director of Athletics will act as a liaison between the Faculty Athletic Representative and Registrar in all academic eligibility issues.

The Associate Director of Athletics/Internal Operations/Athletic Compliance will monitor all athletic academic issues, assist in instituting and organizing programs and coordinating services to help in the retention, academic progress and graduation of the student-athlete. These services will be provided through existing campus programs and new programs developed by the Director of Athletics

The Associate Director of Athletics/Internal Operations/Athletic Compliance will be the liaison to Academic Departments, Registrar's Office, Financial Aid and Foundation.

### **Duties include:**

1. Supervise Associate Director of Athletics – External Operations & Game Day Experience
  - a. Facilities and events
  - b. External operations
2. Supervise Assistant Director of Athletics - Student Success and Compliance
  - a. Academics
  - b. Compliance
  - c. Student-Athlete Development
3. Facilities, Game Day Operations and Special Events
  - a. Assume responsibility for coordinating University and high school events (tournaments, play-offs, etc.) as well as all CMU camps.
  - b. Coordinate traffic and parking with university campus police, city police, sheriff's office and state highway patrol for all athletic and special events.
  - c. Keep monthly income and expense accounting records.
  - d. Search and recommend cost savings on yearly operation.
  - e. Responsible for sport souvenir merchandising, concessions, and public relations of all CMU athletics and special events.
  - f. Process hiring and payment of all officials and camp employees.
  - g. Schedule and maintain all CMU Athletics facilities.
4. Fund Raising/Marketing and Promotion
  - a. Responsible for assisting the Director of Athletics in all marketing activities of the Department of Athletics.
    - i. Advertising
    - ii. Programming Special Events
    - iii. Contracts
  - b. Responsible for the Promotion of the Department of Athletics and the Programs within the Department.
    - i. Fund Raising
    - ii. Ticket Sales
    - iii. Special Events
5. Maverick Club
  - a. Oversight of financial accounts
  - b. Maintain records for the club and organize monthly meetings with board.
  - c. Responsible for event oversight pertaining to club activities

6. NCAA and RMAC eligibility regulations. All necessary reports and forms required by NCAA and RMAC. Have a direct working knowledge of and implement NCAA and RMAC rules and regulations.
7. Each fall semester organize, monitor and administer NCAA and CMU required eligibility drug testing consent forms to all student-athletes in each sport.
8. Organize and assume responsibility for the men's and women's athletic programs under the advisement of the Director of Athletics.
9. Make appropriate personnel recommendations concerning coaches.
10. Maintain up-to-date records in CAi (NCAA Compliance Assistant).
11. Monitor grant-in-aids/squad lists and National Letter of Intent.
12. Oversee Financial Aid and foundation scholarship accounts.
13. Chair the Compliance Committee and initiate compliance rules investigations.
14. Provide academic support.
15. Study skills assessment.
  - a. Help student-athletes identify problems.
  - b. Help student-athletes resolve problems.
  - c. Teach learning or study strategies.
  - d. Help student-athletes establish goals.
  - e. Aid strategic academic planning.
  - f. Provide acceptable standards of performance.
  - g. Establish criteria for evaluation.
  - h. Develop a timetable for action.
  - i. Help the student-athletes develop self-responsibility.

### **C. Senior Associate Director of Athletics for Finance/SWA**

The Senior Associate Director of Athletics for Finance/SWA reports to the Director of Athletics and will monitor all financial issues with regards to institutional operation budgets, foundation accounts, purchasing, fundraising, scholarships, and transportation.

The Senior Associate Director of Athletics for Finance/SWA will assist with the preparation of the annual departmental budget to be presented to the Director of Budgets, President and Board of Trustees.

The Senior Associate Director of Athletics for Finance/SWA will also assist with financial data for the EADA reports and financial audits.

#### **Duties include:**

1. Budget Control
  - a. Supervise the Assistant Director of Athletics, Business and Event Manager on all expenditures and income for the Department of Athletics and keep up-to-date accounts.
  - b. Responsible for the approval of all expenditures of the athletic personnel.
  - c. Supervise purchase and bidding of all athletic equipment and supplies.
  - d. Receive and account for shipments of new equipment and be responsible for getting equipment to the proper person.
  - e. Encumber all approved expenditures immediately.
  - f. Provide athletic personnel with monthly budget statement.
  - g. Govern purchase procedures set forth by the Director of Athletics.
  - h. Work with the University Business Office.
  - i. Work as consultant on income and expenditure matters.
2. Transportation
  - a. Supervise Lead Bus Driver
  - b. Coordinate all annual travel schedules.
  - c. Prepare calendar of dates from charter bus bid.
  - d. Assign all transportation to calendar with Lead Driver.
  - e. Coordinate driver schedule with Lead Driver.
  - f. Follow up tracking pre-post trip planning with Lead Driver.
  - g. Oversee Lead Driver on maintaining accurate records for vehicle maintenance, fuel costs, mileage, drivers' logs, and distribution of charges to budget.
3. Event Card
  - a. Responsible for the Athletics Department Event Card to be used for travel and procurement.
  - b. Arrange payment (send credit card authorization).
  - c. Allocate charges to appropriate budgets within 5 days of monthly statement closed date.
  - d. Submit monthly report to Director of Athletics for approval prior to the end of each month.
  - e. Maintain accurate records and reports for all event card activity for three (3) years.
4. Counseling
  - a. Listen to the student-athlete.
  - b. Understand where the student-athlete is coming from.
  - c. Identify the student-athlete's needs and priorities.
  - d. Develop a feel for the student-athlete's interests and abilities.
  - e. Assist the student-athlete in developing goals.
  - f. Try to develop a trust relationship.
  - g. Reinforce the idea of confidentiality.
  - h. Remain objective and open-minded.

- i. Avoid giving advice where possible.
- j. Refer serious problems to the appropriate professional services.
- k. Always encourage and promote self-responsibility.
- l. Coordinate and sponsor the NCAA Life-Skills/CHAMPS program.

5. Communication with Coaches

- a. Let coaches know your values and your agenda.
- b. Understand the coaches' values.
- c. Understand the pressures under which the student-athlete operates.
- d. Keep the coaches well informed.
- e. Apprise the coaches of student-athlete status and progress.
- f. Explain University policies and procedures.
- g. Encourage coaches' involvement in the academic efforts of student-athletes.
- h. Ask the coaches for advice in dealing with student-athletes.
- i. Be aware that coaches' needs and the academic needs of student-athletes may conflict.
- j. Be prepared to deal with that conflict.

## **D. Associate Director of Athletics – External Operations & Game Day Experience**

The Associate Director of Athletics – External Operations & Game Day Experience will research and apply methods to expand and promote the growth of the athletic department brand through community and game day environments. This position will also apply financial services concepts (i.e. financial reporting, budgetary analysis, accounting, accounts payable and receivable, review and control, and customer service) to develop and maintain accurate financial records for the Department of Athletics in reporting to the Director of Athletics.

### **Duties include:**

1. Facilities and Events Management
  - a. Supervise all expenditures and income for the Department of Athletics and events and special programs.
  - b. Coordinate home event operations with proper on campus departments including facility services, campus safety, dining services and department of recreation.
  - c. Hire, train, evaluate and discipline student staff to create the highest level of game day customer service.
  - d. Create communicate and implement event operation and production plans for all home athletic and outside events.
  - e. Setup incremental meetings with coaches to implement daily practice and workout schedules.
  - f. Organize facility schedules and post online utilizing 25live system in coordination with recreation and club sport activities.
  - g. Work directly with coaching staff in assessment of facility and equipment needs for their programs and assist in the procurement of equipment.
  - h. Monitor all electronic audio-visual components necessary for varsity competition.
  - i. Supervise creation of all audio-visual production content to be utilized at home athletic events including in game video board graphics, music and paid sponsor advertisement for live streaming.
  - j. Create and update graphics for three TV directory monitors within the Maverick Center.
  - k. Organize and manage contracts with city of GJ in regards to the rental and use of Stocker Stadium, Suplizio Field and Lincoln Park.
  - l. Manage and supervise four concessionaire locations operating during varsity athletic events, including the hiring and training of food service.
  - m. Oversee the maintenance of food service equipment and standards of usage as determined by the Mesa County Health Department, including the proper certification of student food handlers.
  - n. Responsible for athletic department revenue of over \$60,000 through food services.
  - o. Coordinate hospitality and catering for all suite users and Mav Club events during home athletic contests.
  - p. Provide advisory leadership to The Herd.
  - q. Manage office equipment for operational efficiency and security.
  - r. Research and propose facility improvement projects, beyond regular maintenance work orders.
  - s. Distribute work to Administrative Assistant and clerical student employees.
  - t. Manage varsity athletic laundry room services.
2. External Operations Management
  - a. Responsible for ticket office operations, advance sales, and ticket policy including hiring, training and supervising ticket office staff.
  - b. Oversee all aspects of online ticketing software to ensure efficient utilization of the technology.

- c. Responsible for counting, depositing and recording ticket receipts for all home events.
- d. Responsible for implementing the proper methods to procure over \$150,000 in ticket related revenue seasonally.
- e. Responsible for \$200 petty cash fund and \$5,000 Ticket/Event Cash Advance.
- f. Assist the Director of Athletics in all contractually related responsibilities with current and potential sponsors, including outreach, procurement, contract creation and renewals.
- g. Identify, coordinate and implement sponsor activations at home events according to sponsorship agreements.
- h. Research and identify marketing methods to efficiently and effectively promote the athletics brand.
- i. Organize and implement off campus marketing and promotional activities for the department and in coordination with media outlets and sports information department.

## **E. Assistant Director of Athletics - Student Success and Compliance**

The Assistant Director of Athletics of Student Success and Compliance reports to the Director of Athletics and will adhere to and monitor the athletic department's commitment to the standards set forth by the NCAA, RMAC, and Colorado Mesa University. All student-athletes, coaches, administrative staff and faculty are served by this unit to promote a compliant environment, propose intervention before problems arise, or solve existing compliance issues and discrepancies.

The Assistant Director of Athletics of Student Success and Compliance will utilize academic and student-athlete development resources and initiatives to influence retention, graduation, and an environment where student-athletes can prepare themselves to succeed on the field, in the classroom, in the community, and following graduation.

### **Duties Include:**

#### **1. Academic**

- a. Serve as the academic liaison between the athletic department and campus faculty and staff
- b. Monitor academic progress and provide academic improvement resources
  - i. Acquire academic progress reports and discuss academic statuses with coaches
- c. Coordinate and oversee student-athlete usage of the Tutorial Learning Center (TLC)
- d. Establish effective study hall structures and standards (per team)
- e. Assist student-athletes create schedules to meet progress-toward-degree (PTD) and graduation requirements per NCAA Bylaw 14 and Colorado Mesa University standards
  - i. Includes assisting with course add/drop, withdraw, waitlists, appeals, and other alike activities
- f. Coordinate and assist student-athlete course registration
- g. Distribute travel rosters and itineraries to student-athlete professors
- h. Provide information to applicable governing bodies and coaches to facilitate athletic academic rewards
- i. Issue scholarship information to student-athletes and coaches and provide information and assistance regarding the application process
- j. Assist with NCAA Graduation and Persistence Rate collection

#### **2. Compliance**

- a. Assist in promoting a compliant environment per the NCAA Division II Manual for all athletic administrative staff, coaches, student-athletes, along with all other parties involved with the athletic department including, but not limited to, institutional faculty and staff.
- b. Enforce, educate, and promote recruiting standards per NCAA Bylaw 13
- c. Input perspective student-athletes (PSA's) into the Institutional Request List (IRL)
  - i. Educate coaches on NCAA Clearinghouse requirements for their PSAs
  - ii. Ensure adequate information is provided for either an official visit, National Letter of Intent, or Financial Aid Agreement
  - iii. Monitor IRL updates and distribute to coaches on a bi-weekly basis beginning May 1 or upon request
- d. Assess athletic eligibility per NCAA Bylaw 12, 14, and institutional standards for both current student-athletes and PSAs
  - i. For current student-athletes:
    - a. Assess transcripts upon completion of each semester to determine if PTD, GPA, and institutional requirements are being fulfilled
    - b. Provide guidance to student-athletes and coaches of how to remain within the eligibility standards deemed necessary to compete

- c. Evaluate other eligibility issues as necessary
  - ii. For PSAs:
    - a. Evaluate and determine initial eligibility per the information provided by the NCAA Clearinghouse, high school and transfer transcripts
- e. Handle all documentation relative to student-athletes transferring either to or from this institution and ensure information is distributed to the appropriate coaches and or staff members
  - i. Includes sending or requesting permission to contact letters, transfer tracers, and institutional releases
- f. Obtain weekly Countable Athletic Related Activity (CARA) logs and ensure time commitments do not exceed standards set forth by NCAA Bylaw 17
- g. Complete and submit documentation to the NCAA and RMAC for medical absence waivers, hardship waivers, and semester extensions per NCAA Bylaw 14 and 17
  - i. Involves acquiring documentation from athletic training staff and other parties as necessary

### **3. Student-Athlete Development**

- a. Cultivate an environment designed to increase student-athlete involvement and success by empowering them to achieve at a higher level through initiatives designed to educate and bring new opportunities for personal development
- b. Work as an athletic staff representative for the Student-Athlete Advisory Committee (SAAC)
  - i. Coordinate monthly meetings with SAAC representatives
  - ii. Manage SAAC leadership staff and duties alike
  - iii. Inspire participation in SAAC initiated events
  - iv. Help coordinate SAAC events
  - v. Help SAAC members better understand NCAA initiatives and proposals so valuable input can be given on their behalf
- c. Coordinate initiatives conducive to leadership development including leadership programs and workshops
- d. Serve as a career development resource for student-athletes giving both in-house guidance as well as providing external opportunities and resources
  - i. Set up mock interviews for student-athletes
  - ii. Review resumes and cover letters
  - iii. Seek out and recommend internship opportunities
  - iv. Encourage attendance at career fairs
- e. Coordinate community service opportunities for student-athletes
- f. Continue to implement new ideas and programs for the enhancement of the student-athlete experience and in preparation for life after sports

### **4. Athletic Department**

- a. Responsible for assisting the Director of Athletics in all activities relative to improving the overall athletic operation at Colorado Mesa University
- b. Assist in all marketing and promotional activities including advertising, special events and contracts
- c. Assist in the betterment of Colorado Mesa University athletics through participation in fund raising, ticket sales, and other duties as assigned
- d. Assist in game day operations and event management per the direction of the Assistant AD of Facilities and Event Operation

- i. Includes being an administrative representative at athletic events as assigned by the Director of Athletics
- e. Effectively utilize and educate student staff/interns to improve operational efficiency

## **F. Assistant Director of Athletics/Sports Medicine**

The Assistant Director of Athletics/Sports Medicine will serve as the Head Athletic Trainer for the athletic department. The following qualifications must be met; must have a bachelor's degree, (master's degree preferred), must have college football experience, member in good standing with BOC, suggested, not mandatory, member of NATA and registered with the State of Colorado, (DORA). The Assistant Director of Athletics/Sports Medicine will report to the Director of Athletics.

### **Job Goal:**

The Assistant Director of Athletics/Sports Medicine is responsible for total coordination of medical care for the CMU student athletes and operation of the CMU athletic training rooms.

### **Duties Include:**

1. Sports will be assigned by the Assistant Director of Athletics/Sports Medicine.
2. Attend meetings as necessary.
3. Take part in continuing education courses as necessary.
4. Be familiar with and follow the policies of the NCAA, RMAC, and CMU.
5. Maintain current certification in CPR/AED/First Aid.
6. Track NCAA required medical training for all full time athletic department personnel.
7. Supervise and oversee all Associate and Assistant Athletic Trainers.
8. Coordinate physician coverage for select home contests and evening clinics in the Athletic Training Room.
9. Oversee purchase and inventory of all equipment that is provided to the athletic training room through the purchasing process outlined by the CMU policy.
10. Assume responsibilities for the conduct and well-being for all staff members and athletes.
11. Observe and evaluate the entire program and make recommendations to the Director of Athletics.
12. Site Coordinator for NCAA Drug Testing.
13. Site Coordinator for all drug testing for student athletes.
14. In coordination with the Medical Director and Team Physicians create and implement medical policies and procedures that comply with all state and local laws, and NCAA requirements.
15. Ensure all appropriate paperwork is complete and clearance is granted prior to first day of participation.
16. Maintain and coordinate all accidental reports and rehabilitation forms for the medical purpose of each student-athlete in our program. Record physician's diagnosis and treatment of the injured athlete.
17. Coverage of all home events, scheduled and in season.
18. Travel with assigned teams.
19. Determine coverage of scheduled practices according to level of risk and time of season.
20. Assign summer camp coverage for associate and assistant athletic trainers.
21. Obtain a written copy of all practices and game schedules from assigned sports/coaching staff.
22. Work cooperatively with all head coaches in preparing their sport and their student-athletes for competitive competition.
23. Attend and provide athletic training services to varsity athletic events. These duties include taping/wrapping of previous injuries and ensuring proper warm up exercises. Responds to athletes injured at sporting events, evaluates injuries, assures proper medical care, arranges for transportation if needed, and assists until emergency personnel take over.
24. Schedule rehabilitation appointments with athletes.
25. Documentation of injuries and rehabilitation will be in writing or computer form.

26. Advise and educate the student athletic trainers assigned at the beginning of each semester.
27. Files insurance claims and maintains records of medical expenses billed to the Athletic Insurance.
28. Be conscious of appropriate dress for all occasions and involvement in community activities. Dress properly in practices, game activities and community affairs because you are the window to our Athletics Department. Image is very important.
29. Perform all administrative duties assigned by the Athletic Director.

## **G. Associate Athletic Trainer**

Associate Athletic Trainer qualifications; must have a bachelor's degree, (master's degree preferred), must have applicable athletic training experience, member in good standing with BOC, suggested, not mandatory, member of NATA and registered with the State of Colorado, (DORA). The associate athletic trainer will report to the Assistant Director of Athletics/Sports Medicine.

### **Job Goal:**

Perform all duties assigned by the Assistant Director of Athletics/Sports Medicine to the best of his/her ability in a professional manner.

### **Duties Include:**

1. Sports will be assigned by the Assistant Director of Athletics/Sports Medicine.
2. Attend meetings as necessary.
3. Take part in continuing education courses as necessary.
4. Maintain current certification in CPR/AED/First Aid.
5. Serve as a secondary NCAA Drug Testing Site Coordinator.
6. Assist Assistant Director of Athletics/Sports Medicine with sport assignment coverage.
7. Oversee all equipment and supplies and carry out all ordering of supplies and equipment under the direction of the Assistant Director of Athletics/Sports Medicine and CMU purchasing process outlined by the CMU policy.
8. Assure all equipment is operational and of good repair.
9. Assist Assistant Director of Athletics/Sports Medicine with oversight of Assistant Athletic Trainers.
10. Assist with implementation of medical policies and procedures that comply with all state and local laws, and NCAA requirements.
11. Be familiar with and follow the policies of the NCAA, RMAC, and CMU.
12. Supervise and oversee all Associate and Assistant Athletic Trainers.
13. Coverage of all home events.
14. Travel with assigned teams.
15. Attend and provide athletic training services to varsity athletic events. These duties include taping/wrapping of previous injuries and ensuring proper warm up exercises. Responds to athletes injured at sporting events, evaluates injuries, assures proper medical care, arranges for transportation if needed, and assists until emergency personnel take over.
16. Coverage of scheduled practices according to high level of contact and in season.
17. Obtain a written copy of all practices and game schedules from assigned sports/coaching staff.
18. Master copy is given to the Assistant Director of Athletics/Sports Medicine.
19. Schedule rehabilitation appointments with athletes.
20. Documentation of injuries and rehabilitation will be in writing or computer form.
21. Advise and teach the student athletic trainers assigned at the beginning of each semester.
22. Will be assigned summer camps from Assistant Director of Athletics/Sports Medicine.
23. Files insurance claims and maintains records of medical expenses billed to the Athletic Insurance.
24. Be conscious of appropriate dress for all occasions and involvement in community activities. Dress properly in practices, game activities and community affairs because you are the window to our Athletics Department. Image is very important.
25. Perform all other duties assigned by the Assistant Director of Athletics/Sports Medicine.

## **H. Assistant Athletic Trainer**

Assistant Athletic Trainer qualifications; must have a bachelor's degree, (master's degree preferred), must have applicable athletic training experience member in good standing with BOC, suggested, not mandatory, member of NATA and registered with the State of Colorado, (DORA). The Assistant Athletic Trainer will report to the Assistant Director of Athletics/Sports Medicine.

### **Job Goal:**

Perform all duties assigned by the Assistant Director of Athletics/Sports Medicine to the best of his/her ability in a professional manner.

### **Duties include:**

1. Sports will be assigned by the Assistant Director of Athletics/Sports Medicine.
2. Attend meetings as necessary.
3. Take part in continuing education courses as necessary.
4. Maintain current certification in CPR/AED/First Aid.
5. Oversee the cleaning schedule of the athletic training room.
6. Oversee and enforce the athletic training room dress code policy.
7. Maintain a log of all emergency equipment and perform monthly checks to assure proper functionality.
8. Supervise and oversee all Associate and Assistant Athletic Trainers.
9. Be familiar with and follow the policies of the NCAA, RMAC, and CMU.
10. Coverage of all home events.
11. Attend and provide athletic training services to varsity athletic events. These duties include taping/wrapping of previous injuries and ensuring proper warm up exercises. Responds to athletes injured at sporting events, evaluates injuries, assures proper medical care, arranges for transportation if needed, and assists until emergency personnel take over.
12. Travel with assigned teams.
13. Coverage of scheduled practices according to high level of contact and in season.
14. Obtain a written copy of all practices and game schedules from assigned sports/coaching staff.
15. Master copy is given to the Assistant Director of Athletics/Sports Medicine.
16. Schedule rehabilitation appointments with athletes.
17. Documentation of injuries and rehabilitation will be in writing or computer form.
18. Advise and teach the student athletic trainers assigned at the beginning of each semester.
19. Will be assigned summer camps from Assistant Director of Athletics/Sports Medicine.
20. Files insurance claims and maintains records of medical expenses billed to the Athletic Insurance.
21. Be conscious of appropriate dress for all occasions and involvement in community activities. Dress properly in practices, game activities and community affairs because you are the window to our Athletics Department. Image is very important.
22. Perform all other duties assigned by the Assistant Director of Athletics/Sports Medicine.

## **I. Assistant Director of Athletics for Athletic Communications**

The Assistant Director for Athletic Communications serves as the main contact for the University's NCAA sponsored sports.

### **Duties include:**

1. Promotion of CMU's NCAA athletic programs through the production of press releases, game programs, game notes, schedule cards, statistics, social media and the CMU Athletics website.
2. Serve as the daily website coordinator.
3. Serve as the department media relations contact developing relationships with print and electronic media personalities.
4. Negotiate radio and television contracts regarding coverage of CMU athletic events.
5. Direct all operations of the sports information office while supervising the Assistant SID, interns and student-staff.
6. Facilitate training for the sports information staff as needed. Provide a structured work environment and serve as a supervisor, mentor and advisor for the Assistant S.I.D., interns and student workers. Delegate office responsibilities when appropriate.
7. Maintain effective communication and working relationships with the CMU Athletic staff, the RMAC and the CMU offices of OIA, Alumni Association, Public Affairs, Student Life, Student Activities and Recreation and Club Sports.
8. Produce print-ready copy and photos for the quarterly *Maverick Magazine* publication and assist all other on-campus departments with their requests and projects.
9. Maintain the annual office budget and secure the materials and equipment necessary to run the day-to-day operations of the sports information office.
10. Archive departmental information.
11. Nominate student-athletes for conference, regional and national awards.
12. Fulfill additional duties as assigned by the Director of Athletics.

## **J. Assistant Sports Information Director**

The Assistant Sports Information Director assists the Assistant Director for Athletic Communications in the coverage of CMU's NCAA athletic programs.

### **Duties include:**

1. Promotion of CMU's 24 NCAA athletic programs through the production of press releases, game programs, game notes, schedule cards, statistics, social media and the CMU athletic website.
2. Serve as the daily website coordinator.
3. Serve as the department media relations contact developing relationships with print and electronic media personalities.
4. Supervise interns and student-staff.
5. Maintain effective communication and working relationships with the CMU athletic staff, the RMAC and the CMU offices of OIA, Alumni Association, Public Affairs, Student Life, Student Activities and Recreation and Club sports.
6. Archive departmental information.
7. Nominate student-athletes for conference, regional and national awards.
8. Promote the department's fundraisers and camps.
9. Organize CMU athletics hall of honor materials for the CMU athletics hall of honor committee.
10. Assist in the production of online web broadcasts.
11. Fulfill additional duties as assigned by the Director of Athletics and Assistant Director for Athletic Communications.

## **K. Faculty Athletics Representative**

The President appoints the Colorado Mesa University Faculty Athletic Representative (FAR). Article 6.1.3 of the NCAA Constitution provides that the faculty athletics representative shall be "... a member of the institution's faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the Athletics Department". The faculty athletic representative provides oversight and advice in the administration of the institutional athletics program.

### **Responsibilities as the Faculty Athletic Representative:**

1. Certification of Eligibility. The FAR is responsible for certifying that CMU student-athletes meet all NCAA, RMAC and institutional requirements for eligibility for practice, financial aid and collegiate competition. The CMU Student Eligibility Certificate is prepared by the Associate A.D and signed by the Director of Athletics, Head Coach, Associate A.D. and the FAR.
2. Compliance. The FAR is involved in institutional compliance activities within the Athletics Department and for various entities outside the athletics department. These entities include, but are not limited to, the following: (a) Financial Aid Office, (b) Admissions Office, (c) Registrar's Office, (d) Department Heads, (e) Office of the President.
3. NCAA Rules Knowledge. The FAR must be knowledgeable about the NCAA and RMAC rules related to academic eligibility, transfer requirements and enforcement procedures. The FAR should participate, or otherwise be fully informed regarding institutional investigations of alleged rules violations. The FAR should review all infraction reports prior to their dispatch to the NCAA or RMAC. The FAR should play a major and direct role in matters that potentially involve major rule violations.
4. Student Contact. The FAR should have direct contact with student-athletes on a systematic and periodic basis. This may be accomplished in a number of ways, including but not limited to, attending student-athlete orientation activities, compliance rules meetings, team practices, athletic contests, athletic award ceremonies, and student-athlete advisory committee meetings.
5. Member of the Athletic Association. The by-laws of the Athletic Association provide that the FAR shall be a continuing member of the Association.
6. Review of Academic Performance. The FAR should review periodical statistical reports on the academic performance of the student-athletes for each sports team. The FAR should review these reports periodically with the Director of Athletics, athletic academic advisor and the athletic association.
7. Advisor to the President. The FAR should act as an advisor outside of the Athletics Department to the University President on matters related to collegiate athletics.
8. The FAR should represent the institution to the RMAC and the NCAA.
9. Coordinate NCAA and RMAC scholarship nominations.
10. Coordinate the NCAA Five-Year Self Study.

### **Support Services provided to the FAR:**

1. Secretarial Assistance. The academic department, Athletics Department, or administration will provide secretarial assistance, when necessary.
2. Computer Access. The FAR shall have clearance for computer access to Banner and the CAi for the purpose of reviewing admissions, academic and financial-aid records of student-athletes.
3. Funding for Travel. Sufficient travel support to allow attendance at RMAC meetings, the annual NCAA convention, FAR meetings, and any additional seminars or meetings necessary to carry out the FAR's responsibilities.
4. Release Time. Release time, when appropriate, from instructional activities shall be provided to allow the FAR to complete the requirements of the position.

**Duties include:**

1. Learn the NCAA rules. Especially by-laws 13, 14, 15 and 17.
2. Establish control and oversight of academic eligibility decisions.
3. Assist in the development of a comprehensive plan for CMU that insures and provides for institutional control of collegiate athletics.
4. Be visible to student-athletes. The FAR should participate in orientation activities and exit-interviews; support the student-athlete advisory committee and other similar activities on the campus.
5. The FAR should be knowledgeable about all institutional investigations and have access to all infraction reports before they are submitted to the RMAC and/or NCAA. The FAR has oversight duties in making sure the institution reports rule violations to the RMAC and/or NCAA.
6. Establish solid working relationships with the Director of Athletics, the Compliance Coordinator, the Athletic Academic Advisor, the Director of Admissions, the Director of Financial Aid, and the Registrar.
7. Administer the annual recruiting exam to all coaches and graduate assistants prior to August 1 of each year, or upon hire.
8. The FAR should be an active member of the Athletic Association.
9. The FAR should possess and present a positive attitude about collegiate athletics at CMU.
10. The FAR should participate on search committees for senior Athletics Department administrators and head coaches.
11. The FAR should participate in conference and NCAA meetings, and represent the institution when appropriate or when the President delegates their duty.

## **L. Lead Bus Driver**

The Lead Bus Driver is responsible for the ground transportation division of the Colorado Mesa University Athletics Department bus and van fleet, including the supervision of all drivers, scheduling of transportation and drivers, and routine pre- and post-trip safety inspections. All Athletics bus drivers are responsible for safely operating Athletics' buses and other vehicles as assigned. The Lead Driver will schedule all buses and drivers, maintain the cleanliness of the interior and exterior of all vehicles, schedule routine maintenance and maintain corresponding records, maintain driver logs, coordinates travel itineraries with users and drivers, and supervise the staff of drivers.

### **Duties include:**

1. Supervise a staff of one Full-time and 5-6 additional Part-Time Drivers
2. Recommend to the Associate Athletic Director and Athletic Director additional drivers for hire
3. Conduct annual evaluations of all drivers
4. Schedule all drivers' trips and assign vehicles
5. Coordinate with user groups to confirm the details of travel itineraries: share with scheduled driver
6. Responsible for required drivers' paperwork including CDL status, valid Driver's License, and traffic infractions
7. Responsible for ensuring all vehicles are current with all registration, insurance, and CDOT documentation
8. Responsible for maintaining drivers log books, maintenance requests, and other required documentation
9. Responsible for tracking and logging the mileage and cost of operating each vehicle in the fleet
10. Fiduciary responsibility with direct oversight of the bus budget and credit card records including identifying and recommending any cost savings measures
11. Perform regular safety and maintenance checks on fleet vehicles and report any maintenance or safety issues to supervisor or his/her designee
12. Maintain the cleanliness of the interior and exterior of all vehicles
13. Ensure the fleet is safely and securely parked and/or stored
14. Operate 56, 49, and 37 passenger Athletics' buses and vehicles in a safe and efficient manner while abiding with all relevant laws, policies, and procedures
15. Install tire chains when weather conditions and/or chain laws require them
16. Order equipment and supplies as necessary for vehicles, including chains
17. In cooperation with coaching staff, ensure passengers are aware of conduct expectations
18. Represent CMU in a professional manner at all times

## **M. Full-Time Bus Driver**

The Full-time bus driver is responsible for safely operating Athletics' buses according to assigned schedule.

### **Duties include:**

1. Operate a 37, 49, and 56 passenger Athletics' bus in a safe and efficient way according to all relevant laws, policies, and procedures
2. Install tire chains when weather conditions require
3. Perform regular safety and maintenance checks and report any maintenance or safety issues to supervisor or his designee
4. Clean the bus as necessary
5. Ensure the bus is safely and securely parked and/or stored
6. Maintain required paperwork, such as CMU timesheets, log books, maintenance requests, and other required documentation
7. Cooperate with coaching staff and ensure passengers are aware of conduct expectations
8. Represent Colorado Mesa University in a professional manner

## **N. Office Manager**

The Office Manager is responsible to the Director of Intercollegiate Athletics for management of the daily operations of the Athletics Office. This position ensures the highest level of customer service is delivered from the office to both internal and external constituents, and supervises and manages student employees, including the hiring and training.

### **Duties include:**

1. Serves as a member of the office leadership team. Manages, tracks, refers, and acts on issues related to the daily operations of the office; provides customer service and office coverage; oversees reception desk coverage, maintains inventory of office supplies, provides management assistance with the calendars of the Director and two Associate Directors. Makes appropriate office-related decisions.
2. Directly supervises and manages 6 – 10 student employees.
3. Is the liaison to Human Resources and Payroll on department-related personnel matters. Initiates new hire paperwork, checks new hires into the Athletics Department, facilitate preparation and submission of part-time employee timesheets.
4. Serves as department Procurement cardholder. Monitors adherence to department and institutional procurement regulations, processes monthly charges of up to \$15,000, reallocates charges, and maintains accurate records of purchases. Places order and authorizes expenditures with established vendors for items such as office supplies, affiliations/memberships, maintenance and service of office equipment, etc.
5. Maverick Club –
  - a. Schedule annual membership drive, process family and corporate memberships, record payments-in and benefits-out in the Foundation's Raiser's Edge software, schedule meetings, prepare agendas, minutes, financial reports for board meetings, and oversees the Mav Club hospitality and tailgates.
  - b. Beer Fest - Prepare task sheet and monitor timelines, work with committee, acquire volunteer help from community members, CMU personnel, and students.
  - c. Wine Fest - Prepare task sheet and monitor timelines, work with committee, acquire volunteer help from community members, CMU personnel, and students.
6. Prepares National Letter of Intent for department, provides a level of adherence to NCAA and RMAC regulations, verifies sport stays within scholarship budget and equivalency. Verifies validity of returned paperwork and processes it to the RMAC, Financial Aid and the Student/Athlete's legal file.
7. Supervise work-study students, approve bi-weekly payroll, and train on use of phone, copy machines, Word, and Excel.
8. Coordinate Hall of Honor committee in selection process of nominations for the annual Hall of Honor.
9. Responsible for renewing golf courses, preparing, printing, processing sales, and advertising of annual golf card fund-raiser. Works with retail stores who sell the cards.
10. Issue and record all keys and Mav Card access for Athletics personnel.
11. Maintain Petty Cash fund for department.

## **O. Student Assistants**

The Colorado Mesa University Athletics Department student assistants will be required to responsibly perform office tasks and provide the highest level of customer service to both internal and external constituents. If a task is unfamiliar, they will be trained by the Office Manager or an experienced Student Assistant.

### **Duties include:**

1. Greet and assist guests to the Athletics Department.
2. Answer the department telephone and relay accurate messages to appropriate staff member.
3. Prepare documents for Office Manager and other Athletic department staff upon requests.
4. Assist in preparation of athletic events.

### **Dress Code:**

1. Each student assistant will be expected to dress appropriately. Nice jeans or shorts are acceptable. No cut-offs or sweats allowed!

### **Adjusting hours:**

If the student assistant must miss work, he/she will be required to give the Office Manager ample notice. In times when the student assistant has missed work due to illness or otherwise, he/she will be allowed to make up the missed time.

Problems with working arrangements will be discussed with the Office Manager and/or the Director of Athletics.

## VII. Job Descriptions for Coaches

### A. Head Coaches

The following job description will be aligned with all head-coaching positions at Colorado Mesa University. The following qualifications will be a part of that job description. Head coach qualifications; must have bachelor's degree (master's degree preferred), must have successful experience as a high school or college coach. . The head coach will report to the Director of Athletics.

#### **Job Goal:**

The head coach is to coordinate the total program for his/her sport. He/she shall be directly responsible to the Director of Athletics for all coaching duties.

#### **Duties include:**

1. Responsibility for the education of all students within program to provide information pertaining to the mechanics, dietary, health & wellness, and competitive nature of activity.
2. Responsible for physical activity class instruction.
3. Educate, motivate, and supervise assistant coaches within specific discipline.
4. Maintain current CPR/AED and First Aid Certification.
5. Be familiar with and follow the policies of the NCAA, RMAC, and CMU as set forth in their policy manuals.
6. Complete the required recruiting examination annually, effective dates August 1-July 31. This is required of all paid coaches.
7. Recruit prospective student-athletes who have the academic ability to achieve success at CMU.
8. Hold preseason meetings with student-athletes to discuss the philosophy of the program and inform them of their responsibility to perform both on and off the field with professional pride.
9. Supervise assistant coaches, and make all assignments to their respective duties and responsibilities in writing.
10. Conduct staff meetings as necessary.
11. Be responsible to the Director of Athletics for entire program in his/her sport.
12. Submit forms to the Director of Athletics as required by the NCAA, RMAC and CMU. This will include eligibility rosters, player's addresses, accident reports, insurance information, medical records and all transcripts and financial aid packages needed for verification of a student-athlete's eligibility.
13. Observe and evaluate the entire program and make recommendations to the Director of Athletics.
14. Remain in facilities until all participants have left, or to designate a responsible person to remain, lock up and secure facilities after said practices have been completed.
15. Teach sportsmanship and set an example of good moral and physical behavior.
16. Assume responsibilities for the conduct and well-being of all team members.
17. Attend professional meetings as necessary and approved by the Director of Athletics.
18. Attend coaches' meetings and clinics for professional growth.
19. Work continually with the Director of Athletics and other coaches in the department to upgrade the total athletic program.
20. Encourage student-athletes to participate in all programs of their choices.
21. Issue and collect an inventory and store all equipment that is provided for the program through the purchasing process outlined by CMU policy.
22. Be available to counsel all participants in decision making be it college choice, location, or daily problems, and to encourage and guide the total person.
23. Attend staff meetings and see that any pertinent information is relayed to your staff.

24. Assist the Director of Athletics when necessary in scheduling.
25. Evaluate and rate all officials.
26. Submit equipment requests to the Director of Athletics for approval and disposition.
27. Be responsible for public relations and publicity of the activity through the Director of Athletics and coordinated through the Assistant Director for Athletic Communications.
28. Instruct participants in the need for reporting injuries to coaches and the Athletic Trainer in charge of that particular activity immediately.
29. Implement procedures for handling injury situations through the Athletic Trainer for that program, and to coordinate all medical aspects as far as treatment and payment through the University insurance program.
30. Ensure supervision for all activities related to the sport.
31. Participate in awards programs according to school procedures and policies.
32. Attend other activities of the school as often as possible.
33. Be conscious of appropriate dress for all occasions and involvement in the community activities. Dress properly in practices, game activities and community affairs because you are the window to our Athletics Department. Image is very important.
34. Be responsible for a year-end report to the Director of Athletics to include inventory, budget requests, update on equipment, schedule preparation, facility use and needs.
35. Maintain contact with student-athletes as they participate in other activities through the year for off-season training, course coordination and counseling and update on eligibility status for future use.
36. Perform any and all sets of duties as may be required and/or assigned by the Director of Athletics.
37. Participate in all fund-raising activities in coordination with the Director of Athletics to promote the entire Athletics Department of Colorado Mesa University.
38. Timely communication of roster changes to the proper administrative staff.
39. Respect and value all individuals.
40. Per the NCAA Division II Legislation 11.1.2.1 “It shall be the responsibility of an institution’s head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach.” (Adopted: 1/17/09)
41. Failure to comply with all NCAA/RMAC and CMU Regulations and Policies will be cause for termination.

## **B. Assistant Coaches**

The following job description will be aligned with all assistant coaching positions at the Colorado Mesa University. The following qualifications will be a part of that job description. Assistant Coach qualifications; must have bachelor's degree, (master's degree preferred), must have athletic background in either high school or college (coaching preferred), must have experience in care and prevention of athletic injuries, and eligible to drive university vehicles. The assistant coach will report to the head coach of that sport and to the Director of Athletics through the head coach.

### **Job Goal:**

To perform all duties assigned by the head coach and Director of Athletics to the best of his/her ability in a professional manner.

### **Duties include:**

1. Responsibility for the education of all students within program to provide information pertaining to the mechanics, dietary, health & wellness, and competitive nature of activity.
2. Responsible for Physical Activity class instruction.
3. Attend meetings as necessary.
4. Attend coaches meetings and clinics for professional growth as directed by the head coach.
5. Attend/take part in in-service training by each head coach.
6. Be familiar with and follow the policies of the NCAA, RMAC and CMU.
7. Complete the required recruiting examination annually, effective dates August 1-July 31. This is required of all paid coaches.
8. Remain in facility until all participants have left or be designated by the head coach as responsible person to remain.
9. Teach sportsmanship and set an example of good moral and physical behavior for the student-athletes in your charge.
10. Encourage student-athletes to participate in all programs of their choice.
11. Work continually with the Director of Athletics and other coaches to upgrade the entire athletic program.
12. Be loyal to the head coach and his/her program.
13. Attend all home contests in the sport you are working and all other activities that you are able to attend.
14. Attend other activities of the college as often as possible.
15. Teach fundamentals, techniques, etc. as directed by the head coach.
16. Assume responsibility of assisting the head coach under his/her supervision in performing assigned responsibilities.
17. Perform any other such duties as may be required and are assigned by the head coach or Director of Athletics, including fundraising.
18. Be conscious of appropriate dress for all occasions and involvement in the community activities. Dress properly in practices, game activities and community affairs because you are the window to our Athletics Department. Image is very important.
19. Failure to comply with all NCAA/RMAC and CMU Regulations and Policies will be cause for Termination.
20. Preparation and management of competitions and team functions.
21. Monitor academic performance and overall well-being of student-athletes.
22. Recruit prospective student-athletes who have the academic ability to achieve success at CMU.
23. Maintain logs and complete compliance forms.
24. Facilitate team travel arrangements.
25. Assist with the purchasing of equipment and supplies.
26. Maintain current CPR/AED/First Aid certification.

## **C. Head Strength and Conditioning Supervisor**

The following job description will be aligned with the position of Strength and Conditioning Supervisor. Qualifications: must have bachelor's degree (master's degree preferred), certification through NSCA, must have background in Strength and Conditioning, must have experience with prevention and care of athletic injuries. The Strength and Conditioning Supervisor will report to the Director of Athletics.

### **Job Goal:**

Perform all duties assigned by the Director of Athletics to the best of his/her ability in a professional manner.

### **Duties include:**

1. Responsible for the education of all students within program to provide information pertaining to the mechanics, dietary, health & wellness, and competitive nature of activity.
2. Over-see the complete operation of strength and conditioning for all NCAA sanctioned programs.
3. Coordinate maintenance and repair of strength and conditioning equipment.
4. Recommend the purchase and or replacement of strength and conditioning equipment.
5. Develop strength and conditioning programs for all sports as requested and for individuals as needed.
6. Recommend to head coaches training programs for the advancement of their specific sport.
7. Responsible for Physical Activity class instruction.
8. Be conscious of appropriate dress for all occasions. You are the window to our Athletics Department.
9. Perform any and all other such duties as may be required or assigned by the Director of Athletics.
10. Coordinate usage of weight room by priorities set by the Director of Athletics.
11. Failure to comply with all NCAA/RMAC and CMU Regulations and Policies will be cause for termination.
12. Maintain Strength Certifications in NSCA.
13. Complete inventory of all perishable/non-perishable items.
14. Schedule Assistant Staff hours/practices.
15. Maintain Strength program records/logs.
16. Maintain current CPR/AED/First Aid certification.

## **D. Assistant Strength and Conditioning Coach**

### **Duties include:**

1. Responsible for the education of all students within program to provide information pertaining to the mechanics, dietary, health & wellness, and competitive nature of activity.
2. Coordinate maintenance and repair of strength and conditioning equipment.
3. Recommend the purchase and or replacement of strength and conditioning equipment.
4. Develop strength and conditioning programs for all sports as requested and for individuals as needed.
5. Recommend to head coaches training programs for the advancement of their specific sport.
6. Responsible for Physical Activity class instruction.
7. Be conscious of appropriate dress for all occasions. You are the window to our Athletics Department.
8. Perform any and all other such duties as may be required or assigned by the Director of Athletics or the Strength and Conditioning Supervisor.
9. Failure to comply with all NCAA/RMAC and CMU Regulations and Policies will be cause for termination.
10. Maintain Strength Certifications in NSCA and /or USAW.
11. Schedule Assistant Staff hours/practices (Specifically interns and work study).
12. Maintain Strength program records/logs.
13. Maintain current CPR/AED/First Aid certification.

## **VIII. Athletic Program Evaluation**

The following checklist will be used by the Director of Athletics to measure the progress of our athletic program and the effectiveness of its coaches, assessment and evaluation of the relationship of the athletic program to the total educational program.

1. Administration of the institution has a clearly written statement of the goals and objectives for the athletic program.
2. A statement of goals and objectives of the program is effectively made known to the athletic staff, administration, faculty, student body and community.
3. All goals and objectives of the statement can be evaluated.
4. All athletic personnel functions in accordance with the statement of goals and objectives.
5. The athletic program is conducted in accordance with the statement of goals and objectives.
6. There is sufficient flexibility and opportunity for the on-going revision of the statement as changing conditions warrant.
7. Individual coaches have written statements of goals for their respective sports.
8. All goals are primarily concerned with the welfare of the student-athlete.
9. All goals and objectives are based on educational objectives.
10. All new athletic personnel are made aware of the goals, policies and procedures of the athletic program.
11. There is no evidence that any athletic personnel operate outside of the framework of the policies of the Colorado Mesa University, RMAC and the NCAA.
12. The athletic program is subject to the same administrative control as the total educational program.

## IX. Head Coach Evaluation - Sport \_\_\_\_\_

Name of Coach \_\_\_\_\_

The following list will be used in the evaluation of each head coach assigned to his/her respective sport.

### A. Assessment and evaluation of head coaches

- \_\_\_\_\_ 1. Cooperates with the Athletics Administration in regard to submitting squad lists, travel itineraries, parent's permission forms, insurance, physical information, year-end reports and program information relative to his/her sport prior to season.
- \_\_\_\_\_ 2. Follows policy in the athletic handbook and meets all criteria as outlined in his/her respective job description.
- \_\_\_\_\_ 3. Provides training rules for team members and follows due process.
- \_\_\_\_\_ 4. Develops rapport within the Athletic Department, with coaching staff and administration.
- \_\_\_\_\_ 5. Is appropriately dressed at the office, practices, games, and in the community.
- \_\_\_\_\_ 6. Participates in the in-service meetings and other activities to improve coaching performances, and attends meetings necessary to the growth and welfare of the Athletics Department.
- \_\_\_\_\_ 7. Develops sound public relations and cooperates with the newspapers, radio, television, booster clubs and interested spectators.
- \_\_\_\_\_ 8. Understands and follows rules and regulations set forth by all governing agencies: NCAA, RMAC, and CMU.
- \_\_\_\_\_ 9. Maintains suitable and respectful sideline conduct at games towards players, officials and other workers.
- \_\_\_\_\_ 10. Develops rapport with other teachers, staff, and administrators at Colorado Mesa University.
- \_\_\_\_\_ 11. Works cooperatively with local high school coaches in scheduling, recruitment and community development of their sport.
- \_\_\_\_\_ 12. Promotes all sports in the athletic program attempting to foster school spirit.
- \_\_\_\_\_ 13. Cooperates and communicates with parents during the entire year.
- \_\_\_\_\_ 14. Works cooperatively with the Director of Athletics in maintaining and enhancing his/her program.

\_\_\_\_\_ **TOTAL**

\_\_\_\_\_ **AVERAGE (Total/14)**

### B. Assessment and evaluation of coaching performance

- \_\_\_\_\_ 1. Develops respect by example in appearance, manners, behavior, language and conduct during contests.
- \_\_\_\_\_ 2. Provides proper supervision and administration of all facilities use, property, and equipment.
- \_\_\_\_\_ 3. Is well versed and knowledgeable in matters pertaining to the sport.
- \_\_\_\_\_ 4. Has individual and team discipline and control.
- \_\_\_\_\_ 5. Develops a well-organized practice schedule that utilizes his/her staff and team to its maximum potential.
- \_\_\_\_\_ 6. Establishes the fundamental philosophy, skills and teaches the techniques to be taught by the staff.
- \_\_\_\_\_ 7. Holds periodic staff meetings.
- \_\_\_\_\_ 8. Develops integrity within the coaching staff and works to make his/her staff better coaches.
- \_\_\_\_\_ 9. Is fair, understanding, tolerant, sympathetic and patient with team members.
- \_\_\_\_\_ 10. Continues professional growth by researching new coaching techniques and ideas in addition to using sound, already proven, methods of coaching.
- \_\_\_\_\_ 11. Is prompt in meeting team for practices and games.
- \_\_\_\_\_ 12. Shows an interest in athletes in off-season activities and classroom efforts. Works to graduate athletes.
- \_\_\_\_\_ 13. Provides leadership and attitudes that produce positive efforts by participants. Works to graduate athletes.
- \_\_\_\_\_ 14. Knows the medical aspects of the position including first aid, injury policies, working with team doctor and/or family physician.



# X. Assistant Coach Evaluation - Sport \_\_\_\_\_

Name of Assistant Coach \_\_\_\_\_

The following list will be used by the head coach in evaluation of his/her assistant coach(es). It will be submitted to the Director of Athletics at the end of each season.

## Assessment and evaluation of professional and personal relationships

- \_\_\_\_\_ 1. Shows loyalty to coach and system.
- \_\_\_\_\_ 2. Displays care for equipment.
- \_\_\_\_\_ 3. Exhibits knowledge of his/her respective sport.
- \_\_\_\_\_ 4. Demonstrates the ability to motivate.
- \_\_\_\_\_ 5. Develops rapport between coaches and players.
- \_\_\_\_\_ 6. Shows intensity of interest in coaching his/her particular sport.
- \_\_\_\_\_ 7. Provides supervision of players in the locker room and other areas.
- \_\_\_\_\_ 8. Establishes rapport between the coach and the rest of the coaching staff.
- \_\_\_\_\_ 9. Accepts duties given by the head coach.
- \_\_\_\_\_ 10. Follows Institutional Rules and Regulations.
- \_\_\_\_\_ 11. Follows Athletic Association By-Laws.
- \_\_\_\_\_ 12. Follows NCAA Rules and Regulations.
- \_\_\_\_\_ 13. Exhibits support for CMU and Athletics Department fundraising activities, as well as, support for other Department of Athletics programs.
- \_\_\_\_\_ 14. Recruiting capability. Recruits quality academic student-athletes and general students for the University.

\_\_\_\_\_ **TOTAL** \_\_\_\_\_ **AVERAGE (Total /14)**

1	Below Standard
2	Proficient
3	Highly Proficient
4	Excellent

FINAL OVERALL RATING Conversion to HR Administrator Eval: (Check One)							
Below Standard	<input type="checkbox"/>	Proficient	<input type="checkbox"/>	Highly Proficient	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
1.0-2.39		2.4-2.99		3.0-3.59		3.6-4.0	
(0-600)		(601-749)		(750-899)		(900-1,000)	

Signatures:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, Agree / Disagree with my Performance Evaluation. Date: \_\_\_\_\_  
*(Employee's Signature) (circle one)*

Employee may add comments to this evaluation by noting on this page or attaching additional documentation.

## **XI. General Rules and Regulations of the Department of Athletics of Colorado Mesa University**

- A. NCAA rules and regulations
  - 1. Refer to NCAA Manual
- B. RMAC rules and regulations
  - 1. Refer to RMAC Handbook
- C. Colorado Mesa University rules and regulations
  - 1. Refer to CMU Handbooks

All Policies, rules and regulations of the Colorado Mesa University will be strictly adhered to by all concerned in the athletic program i.e. Head coaches, Assistant coaches, Staff, Assistant Director for Athletic Communications, Athletic Trainer, etc.

- A. Attendance
  - 1. All student-athletes must maintain their eligibility to remain on athletic scholarship. To do so one must attend all classes, maintain a 2.0 grade point average in all hours taken and be enrolled in twelve hours per semester toward their degree.
- B. Changing Sports in Mid-Season
  - 1. From the time a student-athlete's name appears on the official eligibility list for an interscholastic sport, he/she may not join another team or compete in another interscholastic sport until after the end of the first sport season. Mid-season change of teams may be permitted under the following condition only: if the student-athlete presents to both coaches involved a doctor's certificate recommending that he/she stop the first sport for reason of health and permits participation in a second sport.
- C. Eligibility Clauses
  - 1. Regular standards of eligibility will be governed by the rules and regulations of the NCAA, RMAC and CMU.
  - 2. Eligibility regulations other than those established by the NCAA shall be determined by the Director of Athletics and the Faculty Athletic Representative of Colorado Mesa University.
  - 3. In all cases, the Director of Athletics and the head coach of each sport are directly responsible for eligibility matters.
  - 4. The Athletic Academic Counselor will be responsible for periodic checks to ascertain academic eligibility of team members.
- D. Eligibility Policy
  - 1. The head coach of each sport will be responsible for the academic progress of each student-athlete participating in his/her sport. To be eligible, each student-athlete must do the following:
    - a. Must have an official high school transcript and ACT or SAT score, and profile on file in the Registrar's Office.
    - b. If the student-athlete has attended another college, he/she must have an official college transcript on file in the Registrar's Office and in the Athletic Office.
    - c. Must have a current physical on file in the Athletic Office.
    - d. If the student-athlete did not attend any other college, or was employed since graduation from high school, he/she must fill out an affidavit in the Athletic Office.
    - e. Must have an athletic information insurance sheet completed and on file in the Athletic Office.

E. Eligibility for Competition

1. Eligibility for competition subsequent to the student-athlete's first academic year in residence or after the student-athlete has utilized one season of eligibility in any sport at the certifying institution shall be determined by the student-athlete's academic record in existence at the beginning of the fall term of the regular academic year, based upon:
  - a. Satisfactory completion prior to each fall term of a cumulative total of academic semester or quarter hours equivalent to an average of at least 12 semester or quarter hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms, or
  - b. Satisfactory completion of 24 semester or 36 quarter hours of academic credit since the beginning of the previous fall term.
  - c. During the students first two years of school, the hours earned toward any CMU degree will be used toward the satisfactory academic progress rule. Once the student declares a major, only classes that go toward their declared major will be used toward the satisfactory academic progress rule.
  - d. Nine credit hours must be passed each semester to be eligible for the next semester.

F. Satisfactory Completion Provision

1. To fulfill the "satisfactory completion" provision of this requirement, the student-athlete must be in good academic standing and must achieve a 2.0 prior to the beginning of each fall term and must achieve the following cumulative minimum grade point average (based on a maximum of 4.00) at the certifying institution, and maintain a cumulative GPA for this and all the institutions attended.

If at any time the CMU GPA requirements are stricter than the NCAA's, then the student must meet the CMU requirements.

G. Designation of Degree Program

Student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester or seventh quarter) and thereafter shall make satisfactory progress toward that specific degree. This provision shall be applicable to the eligibility not only of a continuing student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his/her third year of collegiate

1. Enrollment even if the student has not yet completed an academic year in residence or utilized a season of eligibility in a sport at the certifying institution.
2. Once a student-athlete has declared an academic major, he/she shall be advised by a major department advisor and Academic Coordinator.

H. Calculations of Credit Hours

1. The calculations of credit hours to meet this requirement shall be based upon hours earned or accepted for degree credit in a specific baccalaureate degree program at the certifying institution. Hours earned in the period following the regular academic year at the institution (e.g., hours earned in summer school) may be utilized to satisfy the academic credit requirements of this regulation (but does not utilize in regards to the six (6) hour rule).

I. Remedial, Tutorial or Non-Credit Courses

1. Remedial, tutorial or non-credit courses may be used by the student to satisfy the minimum academic progress requirement only if they meet all of the following conditions:
  - a. The courses must be considered by the institution to be prerequisites for specific courses acceptable for any degree program.
  - b. The courses must be given the same weight as others in the institution in determining the student's status for full-time enrollment.

- c. Non-credit courses may not exceed the maximum institutional limit for such courses in any baccalaureate degree program (or the student's specific baccalaureate degree program has been designated).
- d. For those students first enrolled in the certifying institution beginning with the start of the academic year, the credit in such courses shall not exceed 12 semester or 18-quarter hours, and the courses must be taken during the student's first academic year of enrollment.
- e. A grade of "C" or better must be obtained in remedial courses to receive credit.
- f. Lab courses with a pass/fail grading rubric will be counted towards degree progress when a passing grade is awarded.

#### J. Incomplete Grades

- 1. A student who receives an incomplete grade in a course may utilize the course in question to fulfill the minimum satisfactory-progress requirements, subject to the following conditions:
  - a. The incomplete grade must have been removed in accordance with the institution's regulations applicable to all students.
  - b. Such a course may be counted only once after a grade has been achieved that is acceptable to the institutions for determining satisfactory progress.
  - c. The course with the acceptable grade shall be counted either during the term in which the student initially enrolled in the course or during the term in which the incomplete grade was removed and acceptable credit was awarded.

#### K. Repeated Courses

- 1. A course repeated due to an unsatisfactory initial grade may be utilized only once after it has been satisfactorily completed.
- 2. Credits earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program (or for the student's specific baccalaureate program once a program has been designated).

#### L. Requirements for Athletic Scholarships (grant-in-aid)

- 1. The following rules shall be used to determine a student's eligibility for athletic grant-in-aid in any one of the certified NCAA sports offered at CMU.
  - a. Student-athletes must be making satisfactory progress within an approved college program or course of study as listed in the college catalog.
  - b. Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the students choose to participate. This fifteen (15) day rule can apply to the starting date of a mini-session within a regular session and shall be a published date in the college catalog or schedule of classes for that term. The mini-session must begin prior to the date of the first contest and have a common ending date with the regular term.
  - c. Students must maintain enrollment in twelve (12) credit hours of college work as listed in the college catalog during each term of athletic participation. In addition, student-athletes must pass six (6) credit hours per semester to receive athletic scholarships for the following semester.
  - d. Transfer students will be eligible for athletic grant-in-aid (GIA) if they meet all requirements of the NCAA eligibility rules and regulations.
  - e. All student-athletes receiving athletic grant-in-aid will maintain satisfactory academic progress. Once a student-athlete has enrolled in twelve (12) credit hours and attends even one class, he/she will be charged for a full semester of eligibility.
  - f. Any student-athlete who voluntarily withdraws from a program will forfeit their athletic grant. All prorated educational expenses from date of withdrawal from program will be the responsibility of the student-athlete.
  - g. A student-athlete may appeal the cancellation in accordance to the NCAA By-laws.

- h. GIA is awarded on a yearly basis and can be renewed and/ or reduced at a coach's discretion for each academic grant year. Students may appeal based on NCAA by-laws.

**Note: To be in compliance with NCAA By-laws, an evaluation of credits during the academic year is required. In order to meet these By-laws, the individual must complete 24 units towards his/her degree or average twelve per semester. Students must earn 75% of needed credits during the fall and spring semesters of an academic year.**

M. Status of the Ineligible Player, Partial Qualifier, and Non-Qualifier (Freshman)

1. NCAA By-laws will be followed.
2. May not receive athletic aid while ineligible.
  - a. RETURNERS (Bylaw: 14.4.2)
    - i. Eligibility for institutional financial aid and practice during each academic year after a student-athlete's initial year in residence or after the student-athlete has used one season of eligibility in a sport shall be based upon the rules of the institution and the conference(s), if any, of which the institution is a member. See Bylaw 14.1.7 for additional rules regarding eligibility for practice.
  - b. FRESHMAN PARTIAL QUALIFIERS (Bylaw: 14.3.2.1.1)
    - i) An entering freshman with no previous college attendance who enrolls in an institution and who is a partial qualifier may receive institutional financial aid (see Bylaw 15.02.4.1) based on institutional and conference regulations and may practice only on campus or at the institution's regular practice facility but may not compete during the first academic year in residence.
  - c. FRESHMAN NON-QUALIFIERS (Bylaw: 14.3.2.2.1)
    - i. An entering freshman with no previous college attendance who is a nonqualifier at the time of enrollment shall not be eligible for regular-season competition and practice during the first academic year in residence. However, such a student (recruited or nonrecruited) for whom financial aid was granted without regard to athletics ability shall be eligible for nonathletics institutional financial aid, provided there is on file in the office of the athletics director certification by the faculty athletics representative and the chair of the financial aid committee that financial aid was so granted.
3. The ineligible player must file a signed parental permission form, which allows the student-athlete to have medical records on file.
4. Ending date for seasons. The following games or events scheduled for any interscholastic team will terminate that particular squads season. The purpose of this policy is to allow an individual to start participation in other sports, which are about to begin, or which may already be underway rather than to continue to practice any sport when that season is actually completed. This shall not pertain to practice that is allowed as specified by the NCAA. Students who are suspended from school will not participate in interscholastic athletics until reinstated in school as dictated by notification given to the head coach in the sport by the Director of Athletics and the Vice President for Student Affairs. Further, a continued suspension from athletics may occur if the severity of the offense warrants. The Director of Athletics and the head coach shall meet to determine this.

N. General Academic Rules

1. **NO CHEATING**, plagiarism or use of another student's computer I.D. will not be tolerated. All of the above are grounds for dismissal from the Athletics Department programs and the University.
2. Never add or drop a class without checking with both the coach and the Assistant Athletic Director/Student Services Coordinator.

3. All student-athletes will show respect for themselves, the Athletics Department and the faculty by following these rules:
  - a. No unexcused absences from classes.
  - b. Make sure all professors have a schedule of your athletic events and always remind professors one week before you will be absent for the event so that you can make arrangements for assignments, test and projects to be finished on time.
  - c. You must sit in the first three rows in each class. Sit up straight, no iPods or MP3 players and remove hats and sunglasses. Do not use chew or take food into the classroom.
  - d. Always take books, notebook, pens and pencils to class. **TAKE NOTES!**
  - e. Address professors as Dr. and instructors as Mr. or Ms.—say “yes sir/yes ma’am” and always be polite.

The Assistant Athletic Director/Student Services Coordinator, their coach and the Director of Athletics will deal with infractions of any of the above rules.

If student-athletes have any difficulties with their classes or with a faculty member, report the situation to the Assistant Athletic Director/Student Services Coordinator and the coach immediately. Following these rules, which are proven methods for success in college, will not only keep student-athletes eligible and help them graduate, the rules will prepare them for life after college.

- O. NCAA SQUAD LIST (Information forwarded and coordinated with the Compliance Coordinator.)
  1. Coaches in Athletics Department  
June 1st with update required:
    - a. Lists names of returning and prospective participants for competition and/or practice.
    - b. Lists their ID numbers.
    - c. Notes their recruitment status.
    - d. Includes any institutional athletics aid awarded.
    - e. Number of years received financial aid.
    - f. Number of seasons of competition used.
    - g. A squad list must be turned into the Compliance Coordinator.
  2. To Registrar  
Ten days before first competition:
    - a. Verifies full-time status of new and returning student-athletes.
    - b. Indicates term first attended at any institution and this institution for each student-athlete.
    - c. Checks with the Athletics Department Compliance Coordinator to verify academic eligibility of new student-athletes.
  3. To Financial Aid Office  
Before first competition:
    - a. Identifies any and all non-athletics aid and any other aid for each student-athlete on squad list.
    - b. Identifies all non-athletics aid as countable or non-countable.
  4. To Athletics Department  
Before first competition:
    - a. Reviews information; resolves any discrepancies.
    - b. Uses information from registrar and financial aid office to complete Squad List in the CA program.
    - c. Calculates equivalency ratios for aid in equivalency sports.
    - d. Identifies exempt student-athletes, documents, non-countable aid (e.g., Pell Grants, student loans) and secures the completion of certification for student-athletes who are non-counters.

5. During the academic year:
  - a. **Registrar** notifies the athletics department of student-athletes who drop below full-time status.
  - b. **Financial Aid Office** notifies the athletics department of changes in student-athletes' financial aid status.
  - c. **Athletics Department** attaches addendums to the squad lists as necessary (e.g., student-athletes' financial aid status changes). Maintain updated information in CA.

#### P. Conduct of Students

The conduct of a student-athlete at the Colorado Mesa University is closely observed in many areas of everyday life. It is important that actions at all times be above reproach. Thus, it is our belief that some basic guidelines of conduct must be followed for everyone throughout the program. Student-athletes can also refer to the Student-Athlete handbook for a list of guidelines. The handbook can be found at [cmumavericks.com](http://cmumavericks.com) within the "Inside Athletics" tab.

##### 1. Conduct in Competition

In the area of athletic competition, the student-athlete must be gracious in defeat, modest in victory, maintain complete control of himself/herself at all times, never use profanity, and never resort in illegal tactics. The coaches should follow this conduct as well, and the example should be set for the athletes.

Violation of code of conduct will be as follows:

- 1) First offense – warning and a possible one game suspension.
- 2) Second offense – discipline at coach's discretion plus limited suspension.
- 3) Third offense – suspension from the program.

##### 2. Conduct at School

The student-athlete should set the example for all students to follow. The policies set forth by the administration and individual instructors should be observed completely, and the student-athlete should be courteous in the implementation of all class projects.

Violations of action of conduct at school will be determined by the administration of the Athletics Department.

##### 3. Conduct on Athletic Trips

Athletic trips are the responsibility of the coaches in charge and the student-athletes who are participating in that particular activity. They are not only representatives of the University and of that program, but they are also representatives of themselves, and community. Thus, it is expected that all concerned will dress and behave in an acceptable manner, and this will be left to the discretion of the coach. However, no athlete should be allowed to dress in such a manner that attention is directed to himself/herself. This should be true at all times, not just when he/she is traveling with the team. The student-athlete is expected always to conduct himself/herself in an exemplary manner as set forth by each coach of each activity. Any student-athlete traveling with the team must be on time or they will be left behind. He/she must also travel to and from the event with the team.

The only exceptions to this rule is when a parent picks the student-athlete up at the contest to continue travel some place other than to return to the Colorado Mesa University, and when a student-athlete's parents sign a Hold Harmless Transportation Waiver form releasing CMU of all responsibility.

Violations of the code of conduct on athletic trips result in the following:

- 1) First offense – warning and other discipline at the discretion of the coach.
- 2) Second offense – discipline determined by the coach and may result in suspension.

#### 4. Code of Conduct for Student-Athletes

- a. Student-athletes at the Colorado Mesa University are expected to conduct themselves as self-respecting, educated men and women in accordance with federal, state and municipal laws.
- b. Student-athletes who fail to live up to these standards bring discredit to the University, the Athletics Department as well as to themselves and may be asked to withdraw from their respective teams.
- c. Student-athletes arrested and charged for any violation of federal, state or municipal laws will be suspended from their athletic teams pending litigation of their case.
- d. An athlete should not abuse his/her body and should not set an example of abuse for others. Each sport, through the direction of the head coach, will have on file team rules and student-athlete conduct.
- e. Student-athletes detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, shall be informed of their rights.
- f. No form of harassment shall be used by Athletics Department personnel or institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.
- g. Violations of code of conduct will result in the following:
  - 1) First offense: warning and/or game suspension.
  - 2) Second offense: game suspension and possible release from program.
- h. Depending on the severity and/or nature of the infraction any and/or all of the above penalties can be incurred.
- i. No hazing will be tolerated at any time.

**Note: In all cases where suspension occurs, the athlete may ask for a hearing before the Director of Athletics. If satisfaction is not attained at this level, the student-athlete may have access to due process as outlined in the Colorado Mesa University student handbook.**

#### 5. Use of Alcohol/Drugs/Tobacco Products

- A. The NCAA does not tolerate student-athletes using, possessing or selling non-therapeutic drugs. As a member institution of the NCAA, the Colorado Mesa University Intercollegiate Athletics Program strongly supports and enforces this policy. Our policy also does not tolerate the use, sale, and/or possession of alcoholic beverages during team activities, team travel, in lodging provided for team use, or in vehicles provided for team transportation.
- B. The NCAA will randomly test for drugs on teams competing in post-season championships. In order to be eligible for participation, you will be asked to sign an NCAA Consent to Drug Testing form. CMU student-athletes shall also adhere to the CMU policy on non-therapeutic drugs and alcohol as delineated in the Colorado Mesa University Student Code of Conduct. Further, any criminal conviction and/or University sanction related to the involvement with non-therapeutic drugs or alcoholic beverages could result in suspension of one's scholarship, and/or suspension from the team, and/or disciplinary action from higher authorities.
- C. Usage of chewing tobacco and/or other tobacco products is not allowed in the Colorado Mesa University Athletic facilities. Use of tobacco products will not be allowed in any vehicle that belongs to the Athletics Department. Coaches will adhere to all NCAA,

RMAC and institutional policies pertaining to the use of tobacco products, alcohol, and drugs.

D. Colorado Mesa University Drug Testing Policy

1. NCAA Drug Testing

- a. The NCAA drug testing program is in place to promote Student-Athlete wellness and substance abuse prevention
- b. The year-round drug-testing program includes testing during the academic year and summer months.
  - i. Institutions will be notified of drug testing no more than two days prior to the testing event, and in many cases with short or no-notice.
  - ii. Institutions may be selected for testing more than once each academic year.
  - iii. The number of student athletes selected for each drug testing event may vary.
- c. Championship Testing includes drug testing at NCAA Championships
  - i. Determining which championship events selected to be tested are at the discretion of the NCAA.
  - ii. It is suggested that all teams that qualify to participate in an NCAA Championship should plan on being tested.
- d. The NCAA Drug Testing video can be found at the following link [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)
- e. Drug testing information must be kept confidential at all times
- f. Penalty for a positive test (NCAA)
  - i. The penalty for a performance-enhancing drug (PED)
    1. First offense results in 365 days of ineligibility from the date of the test.
    2. A second positive PED test results in the loss of all remaining eligibility.
  - ii. The penalty for a positive street drug
    1. First offense results in withholding from competition for 50% of the season
    2. A second positive street drug test results in 365 days of ineligibility from the date of the test.

2. Institutional Drug Testing

- a. If there is a belief that a student athlete has been using a banned substance, the coach and the athletic department administration can suspend the student athlete if deemed appropriate for an unspecified amount of time.
  - i. If the student athlete desires he/she can request a drug test to determine his/her innocence. A negative test could allow reinstatement to the team.
    1. If the test is negative the course of action will be dependent on the situation.
    2. A performance contract will be used if the student athlete and coach choose continued participation in the program.

\*The Standards and Codes of Conduct posted in the Colorado Mesa University Handbook will apply as well. Whichever standard is most strict will be used.

## **XII. Activities Constituting Recruitment (per NCAA 13.02.9)**

Generally, a prospect is considered to have been recruited when an athletic or institutional staff member solicits the prospect's enrollment and participation in the institution's collegiate athletics program. Actions by staff members or Athletics Department representatives that cause a prospective student to become a recruited prospective student-athlete at that institution include, but are not limited to, the following:

- A. Providing transportation to the prospect to visit the institution's campus;
- B. Entertaining the prospect in any way on the campus, except the institution may provide a complimentary admission to an on-campus athletics contest in which its team competes when the prospect visits the institution as a member of an athletics or non-athletics group tour unrelated to athletics recruitment;
- C. Telephone calls to a prospective student-athlete [or the prospective student-athlete's relatives, or legal guardian(s)] shall not be made before June 15 immediately preceding the prospective student-athlete's junior year in high school; thereafter, there shall be no limit on the number of telephone calls made by institutional staff members to a prospective student-athlete [or the prospective student-athlete's relatives or legal guardians(s)]. (by-law 13.1.3.1)
- D. Visiting a prospect, family member or guardian for the purpose of recruitment;
- E. Entertaining family members or guardians of a prospect on the institutions campus;
- F. Forwarding of correspondence to a prospect, other than a generic letter providing or requesting general information;
- G. Arrangement (as permitted under applicable Division II legislation) of meals, housing, transportation and academic interviews during an unofficial visit.

Departmental Monitoring of Recruitment and Recruitment Documentation of each individual sport will be instituted by the following guidelines:

- A. All coaches will be certified on an annual basis as to knowledge of applicable recruiting rules per NCAA rule 11.5.1.1.
- B. All recruiting must be recorded in Compliance Assistance (CAi) as required by the Compliance Coordinator.
- C. All coaches will be informed of rule changes or interpretations of rule situations in Bi-weekly staff meetings and/or on a daily basis as situations occur by the Department's Compliance Coordinator.
- D. Head coaches in each sport will be ultimately responsible for their sport's recruiting and documentation of that process.
- E. The documentation of the recruitment of a prospective student-athlete will be maintained in CAi.
- F. Colorado Mesa University Compliance Committee will monitor the recruitment process through "spot" checks of CAi files of each sport at least once each academic year.
- G. At the beginning of each academic year, new coaching staff members will be recruiting rule educated by the Compliance Coordinator dependent on the new staff member's experience with NCAA rules and regulations. It should be noted that each sport's head coach will also be involved in, and responsible for, this educational process.
- H. Further questions regarding on-campus and off-campus recruiting and questions regarding contacting prospective student-athletes should be directed to the Director of Athletics or the Associate Athletic Director/Compliance Coordinator.

## **XIII. Administrative Rules**

### **A. Coaching Assignments**

1. The coach is responsible for the safety and welfare of his/her team and must not leave the locker room, weight room or contest areas until all team members have gone except in an emergency situation when the coach will assign his/her duties to a responsible adult in his/her absence.
2. In sports involving large coaching staffs such as football, the exact duties of the staff will be the responsibility of the head coach. In cases of serious conflict, differences will be resolved through the Director of Athletics
3. Coaches will be evaluated yearly by the Director of Athletics and assigned accordingly.
4. A coach will not be assigned in an area where he/she lacks adequate knowledge to perform in that capacity.

### **B. Facilities**

1. Care and maintenance of all athletic facilities is the responsibility of the Associate Athletic Director for Internal Operations, custodial staff, coaching staff, and the Director of Athletics.
2. The Director of Athletics and head coaches request arrangements for special work such as preparation of track, baseball and softball facilities for meets and games.
3. Preparation of indoor facilities is largely the responsibility of the AAD/Internal Operations in each building with the cooperation of the Director of Athletics and head coaches. Scheduling of all athletic facilities must be done through the office of the Director of Athletics in accordance with the policies of the Colorado Mesa University.

### **C. Weight Room Usage**

No student-athlete or general students are to use the weight room equipment without proper faculty or staff supervision. It is also recommended that no faculty or staff member work out alone.

### **D. Games on Sundays and Holidays**

There will be no games or mandatory formal practice on Sundays or specific holidays whenever possible. However, when games or practices are mandated because of national events, regular play or otherwise special scheduling purposes, practices and games may be played with respect for church services.

### **E. Scheduling**

1. The Director of Athletics and/or the Compliance Director will approve all scheduling.
2. The head coaches will be consulted as to the teams to be played.
3. All rules and regulations of the NCAA in conjunction with the Colorado Mesa University policies and procedures regarding participation for scheduling of games and to the number and mid-week contests, starting dates, etc. will be followed.
4. Coaches need to post travel rosters in advance to all student-athletes to notify instructors of their absence.

### **F. Postponements**

1. Postponements and re-scheduling will be the responsibility of the Director of Athletics and the head coach.
2. The Director of Athletics may not always be available. When this occurs, the head coach may postpone the contest after consulting an Associate Director of Athletics. However, if at all possible, it should be delayed until the Director of Athletic may be consulted. Since the responsibility of postponements of games rest with the home school, we must be certain to give the visiting team sufficient notice so that they will not leave prior to the postponement.

#### G. Scrimmage games

Scrimmages are the responsibility of the head coach of the various sports. All rules and regulations of the NCAA governing the scrimmage games will be followed in all cases. The Director of Athletics will approve all scrimmages to prevent conflicts in scheduling

#### H. Officials

1. Game officials are to be hired by the Director of Athletics and the commissioner of the RMAC. An attempt will be made to engage officials who meet with the coaches' approval. Contracts furnished by the RMAC will be used.
2. In all sports, officials will be hired one year in advance. This will enable us to employ the best in the area.
3. Only registered officials will be engaged.

#### I. Contracts for Games and Officials

1. Contracts for games, meets, etc. are the responsibility of the Director of Athletic and must be signed by him/her. Coaches will not be responsible to schedule any contest without the permission of the Director of Athletics.
2. All collegiate contests require contracts.
3. Contracts for officials are the responsibility of the Director of Athletics.

#### J. Scouting

1. The head coach is responsible for all scouting assignments. The Travel Expense Voucher Form will be filed through the office of the Director of Athletics in compliance with the trip itineraries and cash advances.
2. The amounts allowed for scouting purposes are regulated by the Director of Athletics and are part of the budget for each sport as outlined and directed by the head coach.

#### K. Transportation

1. The Lead Bus Driver will be responsible for making all transportation preparations. The Lead Bus Driver will work with the Senior Associate Director of Athletics for Finance/SWA and head coaches to coordinate vehicle usage under the guidelines of the travel protocol and the cooperation of the Director of Athletics and the head coach of each sport.
2. Each head coach will turn a completed Travel Authorization Request form in to the Senior Associate Director of Athletics for Finance/SWA not less than one weeks prior to each regularly scheduled event i.e. trip itinerary, roster, destination, return, etc.
3. When rescheduling or special scheduling occurs, requests should be completed and turned into the Director of Athletics.
4. University transportation must be used whenever possible. University vehicles are provided for the purpose of team transportation, recruitment and scouting. Private cars should be used only with permission of the Director of Athletics.
5. Travel Expense Vouchers must be turned in within five (5) working days of completion of trip.
6. Athletics Department vehicles, buses, etc. should be cleaned by the assigned driver upon return to the campus and all vehicles must be ready for the next day's duty.
7. If problems arise, please contact the Lead Bus Driver or the Associate Director of Athletics and if he/she cannot be reached, contact the Director of Athletics.
8. Coaches checking out vans need to return them FULL.

#### L. Travel Itinerary/Team, Individual and Recruiting

1. Prior to departure you will file with the Associate Director of Athletics a trip itinerary that includes the following information:
  - a. Date and time of departure and return.
    - i. All team travel will occur no sooner than the day before set time and date of competition.
  - b. Destination.

- c. Activity and location.
- d. Telephone numbers of local contact.
- e. Hotel, motel addresses and phone numbers.
- f. Personnel going on the trip to include students, supervisors, head, assistant and volunteer coaches, etc.
- g. Rooming list – no more than 2 people per room/1 person per bed.

2. Liability on trips

If a student-athlete requests to use personal car to travel to or from team contest, a signed “Waiver of Regulation to Use Team Transportation” form must be signed and turned into Associate Athletic Director and must be in the Athletics Office before leaving for the contest. If parents will be picking the student-athlete up at the contest site, the coach will need the parent to also sign the waiver accepting full responsibility of the student-athlete. If possible, the coach is to discourage the student-athlete from this type of travel arrangement.

M. Reservations

Reservations requiring accommodations for overnight lodging, meals, etc. are the responsibility of the head coach and the Sr. Associate Director of Athletics for Finance/SWA. Coordination of this should be done through the office of the Sr. Associate Director of Athletics for Finance/SWA who must approve any overnight trips.

1. Event Card: If you would prefer to use the Event Card to prepay travel expenses (i.e. airfare), please submit the flight invoice to the Sr. Associate Director of Athletics for Finance/SWA.
2. Upon return from travel, submit all corresponding (detailed) receipts to Sr. Associate Director of Athletics for Finance/SWA.

N. Post-Season Play

Any competition at the conclusion of the regular season that has qualifying standards constitutes post-season play.

1. Athletes participating in regularly sponsored post-season events must be accompanied by their head coach. When the ratio of the number of participants from the school system to the number of head coaches exceeds 10 to 1, sufficient assistance to maintain a ratio of 10 participants to one adult may be provided for transportation and supervision.
2. If adults other than assistant coaches should be needed, they may be any of the following:
  - Director of Athletics
  - College employee
  - Parent
3. There is no limit placed on the number of coaches or college employees that may attend such events when held at night or on Saturdays.

Q. Pass List

1. The Athletics Department will provide two complimentary admissions per home contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.
2. Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. The pass list must be submitted to the ticket manager 48 hours prior to the event. Any changes must be handled by coach through the ticket manager.
3. Visiting high school head coaches will be allowed on a pass list if 48-hour prior notice is given. Otherwise, they may purchase a discounted ticket upon presentation of a coach’s association card. Family members will be required to pay full price. Coaches who are scouting will be allowed on a pass list if 48-hour prior notice given.
4. Visiting teams will not be allowed a pass list. All individuals 18 years and younger will receive free admission to all Maverick athletics contests. If attending as a group, the group must submit a team roster for online-[http://cmumavericks.com/sports/2010/4/6/GameDay\\_Tickets.aspx](http://cmumavericks.com/sports/2010/4/6/GameDay_Tickets.aspx).
5. Chaperons or leaders over 18 years of age will pay a discounted price of \$5.00 per ticket.

## XIV. Purchasing and Requisitions

### A. Budgets

1. The Colorado Mesa University Athletics Department will operate on a planned budget.
2. Each head coach will submit a budget request for his/her sport to the Senior Associate Director of Athletics for Finance/SWA.
3. The Director of Athletics will then submit a total budget to the Budget Director for verification.
4. Upon Board of Trustee's approval of the total amount, the budget will be established.

### B. Purchasing

1. Only the head coach of a sport may do purchasing of equipment with approval from the Senior Associate Director of Athletics for Finance/SWA.
2. No purchasing may be made without the written approval of the Senior Associate Director of Athletics for Finance/SWA prior to the actual purchase agreement.
3. If an emergency phone order is requested, it must be made by the Senior Associate Director of Athletics for Finance/SWA or the head coach with the permission of the Senior Associate Director of Athletics for Finance/SWA.
4. Each head coach is responsible for operating within his/her allotted budget.
5. All purchases involving general fund money will follow the Athletics Department's policy.
6. **All purchases over \$10,000 must be sent out on bid requests.**
7. All orders received must be checked in by the Senior Associate Director of Athletics for Finance/SWA in charge of finance before picked up by the individual sport.

### C. Event Card Policy

The Event Card is a State of Colorado Departmental credit card is to be used for Transportation, Food, Hotels, Registration Fees, and Procurement.

The Department has ONE (1) EVENT CARD that is held by the Associate Director of Athletics for Finance/SWA. The card will not be handed out. Submit the Event Card Authorization Form (for travel), or a Purchase Request or Direct Request (for Procurement) to the Associate Director of Athletics for Finance/SWA for corresponding reservations, registrations, and/or procurement PRIOR to travel or procurement. Original receipts must be turned into the cardholder with ORG# and Account Code to be charged.

The Event Card is to be used for supplies pertinent to the operations of the department, programs and special events up to \$5,000.

The Department will have a card that can be utilized to purchase office, athletic, medical and other supplies that meet the guidelines provided by the institution. The card will not be handed out. A Purchase Request or Direct Request form must be submitted to a cardholder with a price quote in order to process payment PRIOR to purchase. Original receipts must be turned into the cardholder with ORG# and Account Code to be charged.

Items that will be documented as a Violation are:

1. Cash or cash-type transactions (Gift Cards)
2. Contract without authorized signature
3. Documentation failure
4. Inadvertent personal purchases
5. Inappropriate purchases
6. Liquor store purchases
7. Non-mandatory price agreement vendor
8. Phone cards/ long distance/ pay phone calls

9. Services from an individual or a sole proprietor/ 1099- reportable services
10. Sharing the card or card number
11. Suspected card abuse/ employee fraud
12. Split purchases
13. Taxes being consistently charged
14. Travel/ travel-related expenses
15. Unallowable purchase under term of applicable sponsored project

The card cannot be used for gift items, entertainment expense, official function, training function, courses, donations or standing/ regular meetings.

D. Bills, Warrants and Payment

1. Processing of bills is the responsibility of the Associate Director of Athletics in charge of finance.
2. Each invoice must have the coach's signature as well as the signature of the Director of Athletics to be processed by the Business Office.
3. Payment for any purchase cannot be made without the properly signed invoice.
4. Before a cash advance can be received, one must have the approval of the Director of Athletics. Once that cash advance has been picked up, it must be returned the day following the activity or within ten days of the date of receipt if being used for recruitment.

E. Equipment

1. The issuance of equipment, its care and collection is the responsibility of the head coach.
2. Cleaning, repairs, and reconditioning of team equipment are the responsibility of the head coach. The Senior Associate Director of Athletics for Finance should approve such expenditures.
3. Permanent equipment repair such as clocks, scoreboards, tennis nets, etc. should be reported to the Director of Athletics and proper procedures followed to initiate the care and repair of said equipment.
4. The head coach will make inventory reports on all equipment every year no later than ten calendar days after the last date of competition per sport.

F. Fundraising Projects

1. Any fund raising activity at athletic events shall have the approval of the Director of Athletics.
2. All coaches in the Athletics Department will be responsible to the Director of Athletics for coordination of fund raising and the expenditures of those funds.
3. The Director of Athletics must approve all money raising projects involving athletic personnel and groups prior to any printing or advertising.
4. Cooperation between the Colorado Mesa University and all athletic support clubs and fundraising is most important.

G. Repairs

1. All repairs to equipment will be requested according to priority by the Director of Athletics.
2. When coaches request equipment repair, specific information should be listed on the form provided and submitted to the Director of Athletics.

## XV. Athletic Training Room

### A. Mission Statement

1. Service Oriented to Provide
  - Preventative care
  - Injury assessment
  - Rehabilitation
  - Maintenance
2. Treat all athletes in an equal and unbiased manner.

### B. Philosophy of Sports Medicine Department

1. Prioritize Sports and Seasons
  - a. In season Sports will have priority coverage for practices
    - i. Fall: August 1 – End
    - ii. Winter: Approx. Oct. 15 – End
    - iii. Spring: Approx. Jan. 1 – End
  - b. Transitional Season
    - i. Fall – Winter: Approx. Oct. 1 – Nov. 15
    - ii. Winter – Spring: Approx. Jan. 1 – March 15
2. Coverage of Practices
  - a. In season, current season, sports have priority.
  - b. Practices will be covered for transitional seasons according to primary or previous in season sports schedule.
  - c. Spring football and Men's Lacrosse will be covered out of their competitive seasons due to high injury rate.
  - e. Having an ATC centrally located in the Athletic Training Room for all emergencies with <90 seconds response time to all practice locations during overlapping times.
3. Coverage of Competitions
  - a. All home events have priority regardless of in season, primary season, or transitional season schedules.
  - b. Travel will be determined according to coverage of home events and practices and availability of staff.
  - c. Travel to institutions with no certified or limited coverage for our student athletes will be considered a priority.
4. Responsibilities of the Athletic Training Staff
  - a. Obtain a written copy of all practices and game schedules from assigned sports/coaching staff.
  - b. Master copy given to Assistant Director of Athletics/Sports Medicine.
  - c. All changes to practice/game schedules must be made in writing 48 hours in advance by appropriate coach and given to the assigned athletic trainer. Exceptions are weather changes that may affect a game or practice.
  - d. Rehab with athletes to be scheduled according to each athletic trainer's schedule. **We will be responsible for our own time schedules.**
  - e. Coordinate with your coaching staff.
    - i. Practices
    - ii. Travel
    - iii. Competitions
    - iv. Injuries

- f. All athletic training staff will assure cleanliness and organization of the athletic training room.
  - i. Medical clearance of all athletes will be the final decision of the assigned athletic trainer and team physicians.
  - j. Documentation of injuries and rehabilitation will be in writing or on computer form.
  - k. Additional responsibilities may be assigned by the Assistant Director of Athletics/Sports Medicine.
5. Qualifications
- a. Bachelor's Degree/Master's preferred
  - b. Member in good standing with BOC
  - c. Suggested not mandatory member of NATA
  - d. DORA registered
  - e. CPR/First Aid/AED certified
- C. Student Utilization
- 1. Assigned by Assistant Director of Athletics/Sports Medicine
    - a. Assignment
      - i. Split between ATC
      - ii. Rotated for max. education
      - iii. Not used as replacement, use as additional assistance
- D. Additional Programs
- 1. CPR/First Aid/AED
    - a. Assistant Director of Athletics/Sports Medicine will hold current instructor's certification
    - b. All athletic department staff and athletic training room staff will maintain current CPR/AED/First Aid certification
    - c. All staff will be responsible for maintaining their certification

## XVI. Athletic Training Emergency Action Plan

This plan is designed to be implemented anytime an athlete is injured.

- A. All injuries must be:
1. Evaluated or consulted with a certified athletic trainer.
  2. Discussed between a certified athletic trainer and the head coach or designee.
  3. Under advisement of consulting physician.
- B. All injuries must be documented by:
1. Computer injury report.
  2. Students going to the doctor must have clearance or medical release from a licensed physician/NP/PA.
- C. Absence of a certified athletic trainer:
1. Head coach is responsible for the athlete, not the student-athlete trainer.
  2. Contact a certified athletic trainer for instructions.
    - a. Josh Fullmer  
Cell Phone: 970-623-0907
    - b. Naomi Brown  
Cell Phone: 907-978-2095
    - c. Ryan Dean  
Cell Phone: 307-760-2624
    - d. Becca Gardenhire  
Cell Phone: 575-649-9986
    - c. Alisha Rytting  
Cell Phone: 775-846-2103
    - c. Kevin Schulz  
Cell Phone: 928-965-3775
  3. Assist any athlete within your knowledge base.
  4. Assist head coaches in making decisions.
  5. Document everything that happens.
- D. Protocols:
1. Minor injuries: Grade 1 sprains and strains, superficial lacerations, nosebleeds, contusions, heat cramps, etc.
    - a. Evaluate injury.
    - b. Treat injuries appropriately. Use universal precautions for body fluid contact.
    - c. Decision to be made on continued participation.
    - d. Consultation with a certified athletic trainer as soon as feasible.
    - e. Document actions.
  2. Moderate injuries: Grade 2 and 3 sprains, head injuries, heat exhaustion, deep lacerations, etc.
    - a. Evaluate injury.
    - b. Treat injuries appropriately. Use universal precautions for body fluid contact.
    - c. Notify a certified athletic trainer as soon as possible.
    - d. Emergency room intervention should be considered.
    - e. Document actions.

3. Major injuries: Fractures (open or close), dislocations, neck injuries, unconscious athlete, heat stroke, arterial lacerations, etc.
  - a. Check ABC's – primary survey
  - b. See emergency call procedure for dialing 911
  - c. Dial 911 and notify certified athletic trainer immediately
  - d. Evaluate injury
  - e. Treat injuries appropriately. Use universal precautions for body fluid contact
  - f. Have insurance and medical release form available
  - g. Document actions

E. Miscellaneous:

1. Emergency situations:
  - a. Medical emergencies
  - b. Head and neck injuries
  - c. Shock
  - d. Internal injuries
  - e. Superficial bleeding (extensive)
  - f. Fractures and dislocations
  - g. Soft tissue trauma – i.e. eyes, genitals, mucus membranes
2. What the Athletic Trainer needs to know:
  - a. First aid/CPR/AED
  - b. Cardiopulmonary resuscitation
  - c. Splinting
  - d. Spine board use
  - e. Telephone use
  - f. Cervical collar use
  - g. Emergency evaluation
3. What the Athletic Trainers needs to have:
  - a. First aid equipment
  - b. Scissors
  - c. Device to remove football helmet facemask
  - d. Splints, vacuum form immobilizers
  - e. Cervical collar, towel
  - f. Telephone
4. Do's and Don'ts
  - a. Do's
    - Take the situation into hand with confidence
    - Stay calm
    - Prepare for the worst
    - Stay within your limits as an Athletic Trainer
  - b. Don'ts
    - Straddle the victim
    - Carry equipment over the victim
    - Panic at any time during care

*It is important that you are familiar with the procedures for using emergency equipment. A team effort is needed to accomplish the care and transport of the injured athlete. Be patient when dealing with the athlete. Listen to the needs and apply the care required for the injury.*

*Documentation is an absolute must for the injured athlete. All injuries must be documented. If on away trips write the pertinent information down and record in the computer injury report later.*

*If you have any questions about these procedures, please ask an athletic training staff member.*

## XVII. Emergency Call Procedure

Dial: 9-911 on campus  
911 off campus

When they answer – speak clearly and slowly.

1. My name is \_\_\_\_\_
2. I am an Athletic Trainer (Head Coach of \_\_\_\_\_ ,) for the Colorado Mesa University
3. We have an athlete with \_\_\_\_\_  
(name the situation)
4. We request an ambulance at \_\_\_\_\_

*Be very specific!*

- **Walker Field:** North east corner of campus (corner of Orchard & 12<sup>th</sup> Street)
- **Wrestling Room:** 1<sup>st</sup> Floor, North west side of Maverick Center, across hall from Athletic Training Room and across walkway from Tennis Courts
- **Athletic Training Room:** 1<sup>st</sup> Floor, North west side of Maverick Center, across hall from Wrestling Room and across walkway from Tennis Courts
- **Stocker Stadium:** Located at the Southeast corner of North and 12<sup>th</sup> Streets.
- **CMU Fields:** Baseball, Softball, Football Access from Cannell Street.
- **Brownson Arena:** Enter from 12<sup>th</sup> Street Maverick Center Parking Lot/Parking Garage

5. The athlete is being treated by: \_\_\_\_\_  
(Certified Athletic Trainer, Other, known name)

- Answer any questions carefully, calmly, and correctly.
- Hang up after they hang up.
- Assign someone to report to the entrance to direct ambulance personnel to athlete.

## **XVIII. Colorado Mesa University Athletics Injury & Illness Reporting Policy**

In the event of an injury during practice or competition, no matter how slight, you must report immediately to the assigned Athletic Trainer. The Athletic Trainer will initiate the appropriate care.

**Referral to Outside Health Care Providers:** Referral to physicians, including specialists, nurse practitioners, chiropractors, physical therapists and other health care providers will be made by a Colorado Mesa University Athletic Trainer. There are established team physicians for all orthopedic and general medical needs. We recommend utilizing their services. Our designated team physicians understand the nature of athletics and have proven to be aggressive in treating student athletes. If you choose not to consult your assigned Athletic Trainer to obtain referral for outside services or surgeries on an athletic related injury, our team physicians will not “over-rule” another physician. If the initial injury is not reported to the assigned athletic trainer CMU’s secondary insurance policy will not be authorized.

**Post-Injury/Illness Medical Clearance:** Any athlete who sustains an injury or illness that requires outside medical attention (Emergency Department, off-campus physician, etc.) needs a written letter of medical clearance from the treating Physician. The athlete will not be medically eligible to participate until the Physician signed document is presented to their Athletic Trainer with the appropriate notes.

**Concussion Reporting and Education:** All student athletes are informed and understand that there is a possibility that participation in sport may result in a head injury and/or concussion. The student athletes are provided with education on head injuries and understand the importance of immediately reporting symptoms of a head injury/concussion to a member of the sports medicine staff.

## **XIX Awards**

### **A. Special Awards**

1. Special awards must be recommended by the head coach to the Director of Athletics and must not violate NCAA and/or RMAC rules on special awards.
2. All post-season awards will be monitored through the Department of Athletics.
3. The discussion of what type of awards to be given to individuals or teams will be discussed collectively by the administrative staff of the Department of Athletics.

### **B. Awards Policy (Value cannot exceed NCAA limits.)**

1. Any senior who has completed their Athletic eligibility will receive an award from SAAC at the end of the year Student-Athlete Recognition picnic. Any senior athlete who lettered all four years at CMU will receive a watch. Any senior who lettered three or fewer (transfers) will receive a clock.
2. Any student-athlete who receives on-field All-American recognition from an accredited media outlet or organization will receive an All-American ring. Levels of All-American recognition (First Team, Second Team, Third Team) and Academic All-American are eligible.
3. Any student-athlete who is a National Champion in an individual sport will receive a ring.

### **3. Requirements to Receive Award**

1. You must be a student in good standing.
2. You must be a graduate of the institution or be eligible to graduate.
3. You must re-enroll full time the following semester

## **XX. Instructions and Information for the Athletics Department**

### **A. Meetings**

1. Professional meetings are a necessary part of our profession. You will be expected to attend.
2. When a meeting is scheduled during a regularly scheduled practice time, special arrangements should be made through the Director of Athletics for the practice to continue if the sport is in season.
3. All coaches will meet with the Director of Athletics the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. Designated time and place will be announced.

### **B. Coaches as Examples**

1. We are part of an outstanding profession, one that has more influence over our youth than any other. It is the responsibility of each of us to be sure that we are a positive example.
2. Dress appropriately to meet the needs of your daily professional responsibilities.
3. Any action, which may result in a negative influence on our young people or focus undue attention on the Athletics Department as a whole, may be reason for the coaching assignment not to be renewed if deemed so by the Director of Athletics.

### **C. Obtaining Substitutes for Classes When Absent**

1. The Director of Athletics and the Associate Director of Athletics should be notified of any absence from coaching duty prior to date of potential absence.
2. We must make every effort in our scheduling to prevent the necessity for substitutes.

### **D. Coaching Clinics**

1. All coaches may attend one clinic of their choice with approval from the Director of Athletics.
2. All clinics, for which reimbursement is expected must have prior approval of the Director of Athletics and with the exception of summer conference meetings, must be requested in writing two weeks prior to the clinic date.
3. Travel for summer conference meetings will be arranged by the Athletics Department. Should you choose not to use this travel arrangement, you must pay for your own travel expenses.
4. The Athletics Department will pay registration, lodging, meals, expenses, etc. Any other expenses belong to the coach, coaches or administrative staff traveling to such clinics.

### **E. Staff Travel**

1. Travel allowances will be reimbursed when properly documented by the coach, Director of Athletics or person utilizing the travel advance.
2. The Director of Athletics must make prior approval before reimbursement will be allowed.
3. Reimbursement will not be made for trips that are not directly related to the Athletics Department and its programs.
4. Athletics Department transportation should be used at all times when possible.

### **F. Use of School Equipment**

1. All equipment and supplies required for a program are the responsibility of the head coach.
2. Accurate records should be maintained on inventory, check out and check in dates, etc.
3. Equipment should be used for purchased purposes only.
4. No school equipment may be used by outside sources without prior approval of the Athletics Department.

### **G. Discipline**

1. Discipline is the responsibility of the head coach; however, it is imperative that all policies of the Athletics Department be strictly adhered to in all decisions.

2. We must have coordination of discipline procedures in the Athletics Department; thus, a basic code of conduct has been prepared.

#### H. Qualities of a Good Coach

By observation of good coaches we have developed the following qualities:

1. Enthusiasm – Good coaches are enthusiastic about their job and the student-athlete with whom they work.
2. Promptness – Good coaches are prompt and expect promptness from their student-athletes.
3. Observant – Good coaches have developed an ability to recognize potential in student-athletes.
4. Responsibility – Good coaches accept the responsibility for their performance and their team's performance.
5. Poise – Good coaches are always in control and demonstrate stability and dignity on and off the playing field.
6. Positive – Good coaches are inclined to expect the best possible outcome.
7. Self-confidence – Good coaches believe they can do the job and will work hard enough to get it done.
8. Patience – Good coaches realize that learning new skills and attitudes take time. They are firm but patient with their student-athletes.
9. Initiative – Good coaches step in and take charge when they see need.
10. Cooperation – Good coaches realize the importance of working with the coaching staff, faculty, and administration, especially when asked to perform additional assignments.

## XXI. Athletics Department Vehicles

- A. The Colorado Mesa University Department of Athletics vehicles have been purchased to promote the recruitment and transportation of department related business.
- B. Coaches will not use vehicles for personal business.
- C. The following criteria will be followed by everyone in the use of the department of athletics vehicles:
1. All vehicle requests will go through the office of the Associate Athletic Director, Business who is responsible for scheduling, maintaining and billing for all vehicles.
  2. Keys, logbooks, insurance information, title information, roadside emergency information will all be provided through the Associate Athletic Director, Business. All vehicle requests must be documented with the initial vehicle request.
  3. Destination information and mileage must be recorded in the logbook.
  4. Vehicles must be returned clean and re-fueled after all trips. Any damages beyond normal wear and tear will be included in the rental fee.
  5. Cleaning Charge: If the interior of the vehicle is returned dirty, a \$200 cleaning fee will be assessed for your trip.
- D. Department of Athletics leasing guidelines to Colorado Mesa University groups or individuals who are not associated with the Department of Athletics:
1. Vehicles will only be considered for lease if they are not scheduled for Department of Athletics official business.
  2. All Drivers must provide a valid Colorado Driver's License Number and proof of insurance prior to departure. The insurance policy presented must have the minimum schedule of coverage's and limits of liability as listed below:
    - Single limit bodily injury and property damage liability \$500,000 each occurrence.
    - Medical Payment = \$2,000 each accident.
    - Comprehensive = \*See schedule of covered vehicle
    - Collision = \*See schedule of covered vehicle
    - Uninsured Motorist = \$500,000/person
    - Personal Injury Protection = \$500,000/accident
  3. Payment of lease is due within 30 days of invoice.
  4. Vehicles must be returned clean and re-fueled after all trips. Any damages beyond normal wear and tear will be included in the rental fee.
  5. Fees for leasing Department of Athletics vehicles:
    - a. Bus Rates ~ 2016-2017

Mav 1 (56 passengers)	Mav 2 (56 passengers)	Mav 3 (45 passengers)	Mav 4 (37 passengers)	Mav 5 (28 passengers)
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CMU – Athletics
Fuel Only
CMU – Non-Athletics
\$160 for driver
\$2.50/mile
Minimum charge of \$300

b. Van Rates 2016-2017

Van 1 (15 passengers)	Van 2 (15 passengers)	Van 3 (15 passengers)
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- 1) Van usage is for CMU use only – Athletics pays \$0.39/mile; Non-Athletics pays \$0.50/mile + driver at \$14.55/hour or \$160/day. Per State of Colorado Regulations, ONLY 10 passengers may ride in a 12 passenger van and **ONLY 12 passengers may ride in a 15 passenger van.**
- 2) All Vans will be provided with a FULL tank of gas upon departure. At the conclusion of your trip, the van MUST be returned to CMU with a FULL tank of gas. If gas tank is brought back less than full, your team will be charged for a full tank of gas at the current rate.
- 3) Cleaning Charge: If the interior of the Van is returned dirty, a \$100 cleaning fee will be assessed for your trip.

## **XXII. CMU Sports Camps**

The Colorado Mesa University Department of Athletics offers sports camps as community outreach activities that help foster the recruitment of future Colorado Mesa University students while generating a source of additional income for the athletics department as well as the coaching staff and student-athletes.

All sports camps are property of the Colorado Mesa University and each camp director must have the approval of the Director of Athletics prior to directing a camp.

### **A. Camp Director Responsibilities:**

1. Manage all administrative aspects, such as marketing, intake sheets, financial spreadsheets, etc., of sport specific camp.
2. Schedule annual camp dates with Associate Director of Athletics.
3. Recruit, interview, hire, schedule and evaluate all camp staff.
4. Process all HR paperwork for all camp staff, including background checks; submit contracts, payroll, separation notices, etc. **PRIOR TO WORK.**
5. Coordinate all revenues and expenditures with the CMU Associate Athletic Director of Finance.
6. Reconcile camp account monthly to insure that errors do not go uncorrected.
7. Complete the CMU Additional Remuneration Form. This must be renewed annually prior to each camp season.
8. Discuss camp administrative duties with the Director of Athletics as part of your annual evaluation.

### **B. Camp Director Forms:**

CMU Athletics “sports camp” forms have been standardized to promote consistency in reporting between the various sports camps and to assist with program evaluation. These forms include, but are not limited, to those listed below. Please see Director of Camps for Camp Employment Packet:

1. Appendix A - Intake Registration Sheet (Excel Spreadsheet)
2. Appendix B - Camp Liability Waiver (PDF)
3. Appendix C - Monthly Banner Report (Excel Spreadsheet)
4. Appendix D - Revenue/Expenditure Form (Excel Spreadsheet)
5. Appendix E - Additional Remuneration Form (PDF)
6. Appendix F - Camp Checklist (PDF)
7. Appendix G - Faculty/Administrative Appointment Recommendation Form

### **C. Camp Brochures:**

Each sport specific camp brochure should include the participant waiver form approved by Colorado Mesa University Legal Services. All camp brochures should be designed by Campus Design Studio and NO customization is permitted. Any advertising within camp brochures should follow Colorado Mesa University policies and pay an established rate.

#### **D. Cost of Camp Operations:**

The sports camps are operated as auxiliary services. The camps are expected to generate enough revenue to cover the costs of operations. All revenues and expenditures will be posted to the auxiliary sport specific camp account. All camp admission prices will be posted on the sport specific brochure and registration form. Camp directors must only apply the approved, posted rates for their camp service. Negotiation of reduced rates for selected participants should be handled on an exception basis and only with prior approval of the Associate Director of Athletics/Compliance.

#### **E. Eligibility for Child Care Credit:**

Colorado Mesa University is NOT a licensed day care provider. The Colorado Mesa University Athletics sports camps are strictly a fee for service operation. Since Colorado Mesa University has no intentions of pursuing a day care license, tax statements will not be provided.

#### **F. Background Checks for Sports Camp Employees:**

Colorado Mesa University requires background checks for ALL staff and students BEFORE working in the sports camps. This includes directors, students and temporary staff. A successful background check must be completed in advance of their employment.

#### **G. Centralized Registration Process:**

Each sports camp director assumes responsibility for registering and receiving payments for each camp. All directors must use the intake registration sheet provided by the Associate AD/Internal Operations to confirm registrations and receipt of payments. This registration information is also maintained on a shared drive for easy access by camp directors to review their records. All checks received in the department should be processed within 24 hours of receipt, after the payment has been noted with the Program Assistant I on the proper camp intake sheet. \*The department should NOT retain copies of individual checks submitted for payment. If a check is returned as insufficient funds by the bank, a copy of the check is included with the notice to Colorado Mesa University. Camp directors are also encouraged to use the camp checklist form as a tool to better prepare themselves for the administrative responsibilities that accompany managing a sports camp.

#### **H. Financial Considerations:**

All final financial amounts will be based off of the Colorado Mesa University Banner accounting system. Sport specific camp accounts will be distributed monthly to verify actual numbers or correct any discrepancies. The controller's office has created an ODS report to assist in the reporting of sport specific camp reports. Camp directors will not be paid until all transactions have been finalized and the Associate Director of Athletics approves the final revenues / expenditures form after cross referencing it with the Colorado Mesa University Banner accounting system. Camp Director's Salary will be dispersed after all expenses/fees have been reconciled. Fringe rates will be paid from each sport specific account based on the current fiscal year's administrative faculty fringe rate.

#### **I. Student Life Conference Services Policies and Fees:**

##### **Policies for CMU Athletics Sports Camps**

##### **1. Lodging**

##### **Residence Hall Expectations and Responsibilities**

- a. **Supervision of minors.** *Client* is responsible for providing adequate supervision in the assigned residence hall(s) and adjacent area(s). *Client* is responsible for supervision of participants from arrival through departure. *Client* is responsible to uphold the campus policies and regulations as well as Colorado state laws. *Client* will provide a minimum of one (1) adult counselor/chaperone, nineteen (19) years of age or older, for every 10 to 15 *participants* under the age of 19 who will reside in the residence halls.

- Counselors/chaperones shall be present in each residence hall during the time that *participants* are scheduled or expected to be present in the hall. *Client* certifies that it has secured the consent of the parent or guardian of all such underage *participants* and that said consent expressly includes participation by the underage *participants* in the event.
- b. **The counselor/chaperone may not be a *participant* of the event. A roster with counselor/chaperone names and cell phone numbers must be provided to *Conference Services* prior to arrival on campus.**
  - c. **Hall and room assignment.** Construction activities may be ongoing in areas adjacent to summer residence halls. There may be limited interruptions of services to summer hall residents, as well as noise at various times. *Conference Services* reserves the right to make alternative assignment decisions or reassign *participants* for such reasons as *Conference Services* deems appropriate. Hall and/or room reassignment, and utility or facility disruptions will not result in a reduction of lodging and/or meal package rates. Initial room assignments will be made by *Conference Services* staff in collaboration with *Client's* representative. Attempts will be made to accommodate special requests of *participants*.
  - d. **Alcohol.** Alcohol is prohibited in all University residence halls and adjacent public spaces.
  - e. **Tobacco Use.** Tobacco use is prohibited in all University buildings.
  - f. **Damages.** In the event University facilities and/or property incur any loss or damages as a result of *Client's* use, the University will make the repairs and/or replacement of damaged or lost property required, restoring it to the condition it was in prior to such damage or loss. *Client* is responsible for individual and community damages collectively. The University will provide *Client* with an invoice representing the costs to the University to make such repairs and/or replacement. This invoice is payable by *Client* upon receipt.
  - g. **Lost or damaged key or card fee.** All replacement fees will be assessed to the *Client*, not the *participant*, and will be invoiced on the conference billing statement. Replacement rates are as follows: Key-\$100 and Cards-\$25. Any misplaced key or card must be returned to *Conference Services* with 24 hours of departure, or the fee will be charged to *Client's* invoice. *Conference Services* will not accept responsibility for key deposit checks.
  - h. **Final guarantees.** Lodging billing is based upon a guaranteed *participant* count provided by *Client* no later than 14 days before the conference takes place on the CMU campus. *Client* will be charged for no less than ten percent of the final guarantee. If the actual count is greater than the final guarantee, charges will apply to the actual count and is based on availability.

## 2. Facilities

- a. **Outside food prohibition.** No outside food is permitted in the Student Center facilities or the Student Recreation Center.
- b. **Alcohol.** Alcohol may be served in designated University facilities as part of a Sodexo-catered function only.
- c. **Tobacco Use.** Tobacco use is prohibited in all University buildings.
- d. **Damages.** In the event University facilities and/or property incur any loss or damages as a result of *Client's* use, the University will make the repairs and/or replacement of damaged or lost property required, restoring it to the condition it was in prior to such damage or loss. *Client* is responsible for individual and community damages collectively. The University will provide *Client* with an invoice representing the costs to the University to make such repairs and/or replacement. This invoice is payable by *Client* upon receipt.

## 3. Dining at the Dining Hall

- a. **Final guarantees.** Dining billing is based upon a guaranteed *participant* count provided by *Client* no later than 3 to 7 days before the conference takes place on the CMU campus, noted on the Attachment, *Conference and Event Intake Sheet*. *Client* will be charged for no less

- than ten percent of the final guarantee. If the actual count is greater than the final guarantee, charges will apply to the actual count.
- b. **Supervision.** At least 50% of the counselors/staff must be in the dining hall at all times *participants* are in the dining hall.
  - c. **Meal package plan.** When residence hall lodging is provided, *Client* must provide at least one meal per day for *participants* at the Dining Hall. Sodexo and *Conference Services* reserve the right to offer alternative dining options in the event of small groups.

#### 4. Additional Policies

- a. **Periodic updates and rosters.** *Client* shall keep *Conference Services* staff informed as registration numbers build. *Client* shall provide *Conference Services* staff with a roster of confirmed *participants* no later than fourteen (14) days prior to the check-in date. This roster must include participant information and emergency contact information for each *participant*, including, at a minimum, emergency contact name and telephone number. Minor changes may be accepted after submission of the roster at the discretion of *Conference Service* staff.
- b. **Billing.** A written, itemized billing statement will be sent to *Client* within forty-five (45) business days after the check-out date. *Client* will be billed for the actual number of participants who attended unless the number is less than the guarantee. If the actual count is greater than the final guarantee, charges will apply to the actual count.
- c. **Payment.** Payment for all charges is due within thirty (30) calendar days after receipt of the bill or any supplemental bill. Payment by credit card and check is accepted.
- d. **Disputed charges.** Should *Client* dispute any charge, such dispute must be made known to *Conference Services* in writing immediately. Otherwise, *Client* shall be deemed to have waived any such disputed amount and the full amount will be due as originally scheduled.
- e. **Damage charges.** *Conference Services* will conduct a damage assessment immediately following check out of group. *Conference Services* will notify coaching staff of damage assessment within appropriate time following check-out of *Client*. Fees incurred to repair damage will be reflected on final bill

#### 5. Fees for CMU Athletics Sports Camps

- a. Housing: TBA
- b. Food: Breakfast TBA, Lunch TBA, Dinner TBA

#### 6. Athletic Training:

Camp directors must consider the medical needs of their campers as they plan for athletic competitions, food and housing needs. The CMU Athletic training staff will assist with each camp or make arrangements for a licensed trainer to be on site to provide excellent health care to all campers. Injury / illness reports will be completed by the trainer for each illness or injury. All incidents will be reported to the camper's parents as soon as possible.

\*Please contact Head Athletic Trainer, Josh Fullmer, at 970.248-1809 or [jfullmer@coloradomesa.edu](mailto:jfullmer@coloradomesa.edu) to help schedule your athletic training needs.

#### 7. Camp Oversight:

The Associate Director of Athletics, for internal operations is responsible for the coordination of all Department of Athletics sports camps.

The Associate Director of Athletics will:

- a. Assist with the accounting for all sports camps (revenues and expenditures).

- b. Review all advertising, literature and brochures related to sports camps.
- c. Monitor the hiring process and work with Human Resources to ensure that all staff members are processed correctly while reviewing the contracts of, responsibilities for and payments to all sports camp employees.
- d. Review all registration information.
- e. Monitor (in person) the activities and conduct of the sports camps.
- f. Approve all financial reports for each concluded camp.
- g. Participate in the annual evaluations for each sports camp with the Director of Athletics.
- h. Update the Sports Camps Manual as needed.

## **XXIII. Forms used by Athletics - can be found on the R Drive/Athletics/Forms**

- A. Athletics Grant Agreement
- B. Athletics Visual Identity Quick Guide
- C. Background Check form
- D. Bus Driver Evaluation form
- E. Camp Information Sheet
- F. CMU Incident Report form
- G. Concussion Management Protocol
- H. Concussion Teacher Feedback form
- I. Deposit Slip form
- J. Direct Request form
- K. Employee Contract Prep form
- L. Equipment Check out form
- M. Assistant Coach Eval
- N. Fax Cover Sheet
- O. Game Contract
- P. Holiday Schedule
- Q. Hotels and Restaurant List
- R. Hotels RMAC
- S. In Kind Donation form
- T. Independent Contractor form
- U. Inventory Recording Log
- V. Invoice\_Blank
- W. Journal Voucher
- X. Leave Request
- Y. Letter Template CMU
- Z. Mav Club 5<sup>th</sup> Year Scholarship Application
- AA. Mav Club Payroll Deduction
- BB. Missing Receipt form
- CC. NCAA Degree Completion Award
- DD. NCAA High School Eval Template
- EE. Official Function form
- FF. Official Function Policy Rules – Food and Gifts
- GG. Parking Permit Application
- HH. Payroll Cut Off Dates
- II. Post-injury Training Plan
- JJ. Procard Order Log
- KK. Purchase Request form
- LL. Recruiting Entertainment form
- MM. Red Cross Certification Charge Agreement form
- NN. Reimbursement form\_CMU Non-Employee
- OO. RMAC Degree Completion Awards Application
- PP. Spirit Pack Agreement Language
- QQ. Spirit Pack Charge form
- RR. Table and Chair Request\_Facilities
- SS. Tax Exempt Certificates
- TT. Team Travel Season Itinerary Template
- UU. Time Sheets
- VV. Travel Authorization form
- WW. Travel Expense Voucher

- XX. Voluntary Withdrawal From Sport form
- YY. W-9 CMU Signed
- ZZ. Waiver From Required Team Transportation
- AAA. Wavier In Trip Transportation\_Release for Meal