



**Messiah University Athletics
Policies and Procedures Manual
2022-2023**

Updated August 8, 2022

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SECTION 1: MESSIAH UNIVERSITY INTERCOLLEGIATE ATHLETICS PROGRAMS

NCAA Division III Philosophy Statement

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among the student-athletes and athletics staff.

To achieve this end, Division III institutions:

- a. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
- b. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- c. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- d. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
- e. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- f. Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;
- g. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- h. Assure that athletics participants are not treated differently from other members of the student body;
- i. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
- j. Assure that athletic programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- k. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
- l. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
- m. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;

- n. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
- o. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- p. Support ethnic and gender diversity for all constituents;
- q. Give primary emphasis to regional in-season competition and conference championships; and
- r. Support student-athletes in their efforts to reach high levels of athletic performance, which may include competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences. *(2019-2020 NCAA Division III Manual)*

Mission Statement

As an integral part of Messiah University, the intercollegiate athletics program emphasizes excellence in athletic and academic performance and seeks to develop athletes who strive to be scholar-servants; who demonstrate Christ-like character in sportsmanship; and who exhibit fair play and ethical conduct in harmony with the ethos of the University. Messiah University's intercollegiate athletics program seeks to treat all student-athletes and all support personnel with respect as equal and valued persons.

Philosophy

The Messiah University intercollegiate athletics program is committed to excellence in Christian higher education and embraces the evangelical heritage of the Christian faith. As part of that heritage, the athletics program integrates scripturally-based principles and promotes individual wholeness. The professional staff of the Athletics Department-administrators, coaches, and trainers- seek to practice the spirit and mind of Christ, both in and out of the athletic arena. Messiah University expects its athletics representatives who serve in professional leadership roles to serve and adhere to institutional, conference, and national association guidelines and regulations. Intercollegiate athletics at Messiah University places a high priority on the student-athlete's educational experience and the successful completion of academic programs. The athletics program promotes an environment in which the activities of student-athletes and student support personnel are integrated into their larger educational experience.

Guiding Principles

1. Athletics personnel shall seek to incorporate scriptural principles into each component of the athletics program so as to be consistent with the University's commitment to the integration of faith and learning.

2. Ultimate control of the University's athletics program rests with the Chief Executive Officer (President). Approval of the addition or deletion of intercollegiate sports programs is by action of the Community of Educators (COE) and the President.
3. Evaluation of one's performance as a coach or student-athlete shall emphasize the accomplishment of educationally valuable goals, more so than the results of contests.
4. The intercollegiate athletics program is part of the academic and educational program of the University. Its benefits should be extended to as many participants as possible, within the limits of available resources, while maintaining a high-quality program. Within these parameters, it is a privilege, not a right, for a student to participate in intercollegiate athletics at the NCAA Division III level.
5. Resources and supporting services shall be made available to all student-athletes in an equitable manner, regardless of gender or level of success.
6. The athletics program shall be administered in a fiscally prudent manner that assures financial stability and provides adequate opportunities for athletics competition as part of the educational experience.
7. Educational enrichment opportunities via athletics participation, such as extended trips and international competition, shall be promoted within the context of fiscal prudence and diverse educational experiences.

Student-Athlete Learning Outcomes

1. As part of the NCAA Division III philosophy and the mission of Messiah University athletics, Messiah University student-athletes will perform academically at or above the level of the general student body, 95th percentile in comparison with the MAC student-athletes, and 90th percentile in comparison with all NCAA Division III institutions. (Cognitive Development)
2. The student-athlete at Messiah University will demonstrate an increased awareness and understanding of Christian faith and practice. Messiah University student-athletes will achieve the 75th percentile of service hours in comparison with the general student body. (Identity Development and Spiritual Formation)
3. Student-athletes at Messiah University will exhibit leadership qualities and civic engagement throughout their four years at Messiah University. (Leadership and Civic Engagement)
4. Increase the level of sportsmanship and character development of each student-athlete at Messiah University during their four years competing in intercollegiate athletics. (Interpersonal and Intrapersonal Competence)

Governance

President:	Dr. Kim Phipps
Direct Report:	Dr. Kris Hansen-Kieffer
Director of Athletics:	Sarah Gustin Hamrock
Associate AD/SWA/Title IX Deputy:	Brooke Good
Associate AD for Facilities:	Brad McCarty
Assistant AD for Communication and Events:	Matthew Fenton
Assistant AD for Compliance & Internal Operations:	Rico Plummer
Director of Sports Medicine and Athletics Health	
Care Administrator:	Dr. Megan Fowler
Faculty Athletics Representative:	Dr. Ed Arke
Title IX Coordinator:	Amanda Coffey

Intercollegiate Athletic Programs

Messiah University is a member of the National Collegiate Athletic Association (NCAA) Division III and the Middle Atlantic Conference (MAC) comprising 18 Division III institutions. The MAC is divided into the Commonwealth and Freedom Conferences. Messiah University is in the Commonwealth Conference with eight other colleges: Albright, Alvernia, Eastern, Hood, Lebanon Valley, Stevenson, Widener and York.

Messiah University offers 22 intercollegiate sports, 11 men's and 11 women's. The NCAA Division III and the MAC do not offer athletically related financial aid. The Messiah University sport module consists of the following sports:

Men's Sports

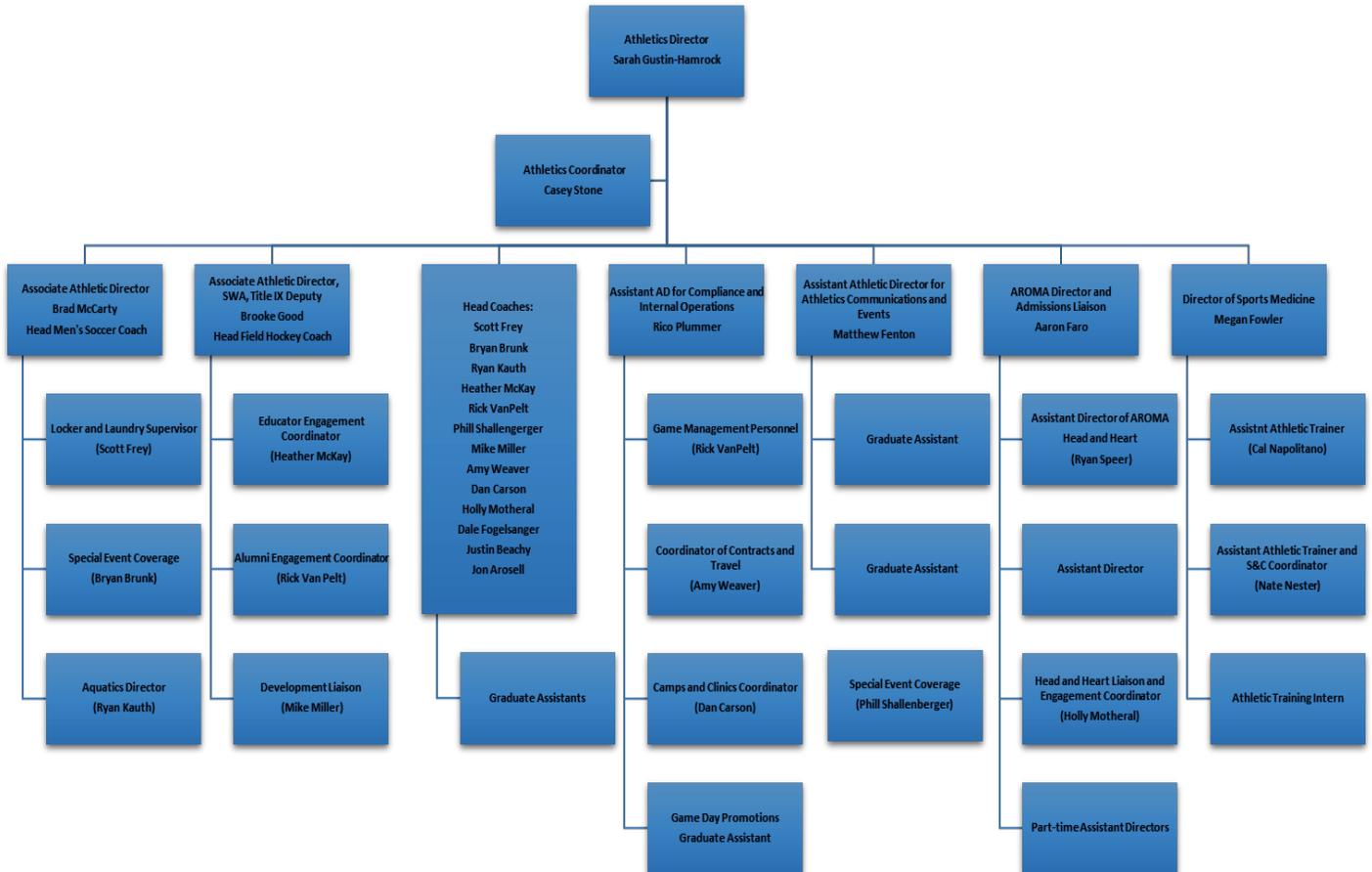
Baseball
Basketball
Cross Country
Lacrosse
Soccer
Swimming
Tennis
Track & Field (Indoor)
Track & Field (Outdoor)
Volleyball
Wrestling

Women's Sports

Basketball
Cross Country
Field Hockey
Lacrosse
Soccer
Softball
Swimming
Tennis
Track & Field (Indoor)
Track & Field (Outdoor)
Volleyball



Messiah Athletics Department *effective July 2022



Athletics Staff Expectations and Responsibilities

At Messiah University, all staff and student-athletes should reflect the highest standards of honesty and integrity and abide by all Messiah University, MAC, and NCAA rules for the conduct of intercollegiate athletics. Staff members associated with intercollegiate athletics shall strive to fulfill our educational mission and share a right and responsibility to preserve order and encourage ethical responsible behavior in the operation of the athletics program.

1. General institutional control is the ultimate responsibility of the President, however, the day-to-day operation and compliance with Messiah University, MAC, and NCAA rules is the responsibility of the Director of Athletics.
2. Head coaches, support staff personnel, and the Associate/Assistant Athletic Directors are responsible for compliance with all Messiah University, MAC, and NCAA rules and regulations.
3. Coaches and support staff are expected to be knowledgeable and compliant with all Messiah University, MAC, and NCAA rules and establish an atmosphere and system for compliance within their area of responsibility.
4. All coaches and staff members have access to electronic copies of the MAC and NCAA manuals, and are expected to attend all staff meetings and in-service sessions.
5. Annually, the Director of Athletics, or designee, will conduct information sessions regarding Messiah University, MAC, and NCAA rules.
6. Coaches and support staff are expected to communicate all appropriate rules on an ongoing basis to student-athletes and support groups to ensure compliance.
7. All individuals involved with intercollegiate athletics have a duty to report any violation of Messiah University, MAC, or NCAA rules immediately to the Director of Athletics.
8. Any personnel member who willfully violates Messiah University, MAC, and/or NCAA rules or who is grossly negligent in applying the rules will be disciplined.

SECTION 2: PROCEDURES FOR NEW EMPLOYEES

After a hire has been made and the employee has reported to work, the following schedule will be met orienting the new employee to Messiah University. It is recommended that the new employee reviews the Policies & Procedures Manual prior to the first day of employment.

Prior to 1st Day:

- Order necessary keys
- Order P-card (if applicable)

First Day:

- Use first hour to warmly welcome the new employee.
- Tour employee's assigned work place and building, introducing new employee to other staff members.
- Distribute keys.
- Visit ID office (schedule appointment first) in order to obtain Messiah University employee ID card.
- Ensure that the Director of Athletics or Assistant Athletics Director personally escorts the employee to Human Resources for their appointment.
- Point out restrooms, refreshments and break areas.
- Director of Athletics or Assistant Athletics Director join the new employee for lunch on the first day (include the appointed mentor if possible).
- Review job description with new employee.
- Review Athletics Department organizational chart and explain its relationship to campus.
- Provide employee with network username and login information
- Assist employee with applying for parking permit
- Assist employee in applying for Approved Driver Status (if applicable).
- Request appropriate access from Accounting to applicable budgets

Within First Week:

- Review Athletics Department specific policies and procedures with respect to:
 - Working hours
 - Confidentiality

- Telephone, email use
- Office organization (files, supplies, etc.)
- Office resources (directories, manuals, staff listing, MSDS)
- Staff meetings
- Discuss performance standards, establish goals and discuss expectations
- Vacation/sick days
- Athletics Department policies
- Introduce new employee to their IT support person

Within First Month:

- Meet with Associate Athletics Director (transportation, scheduling)
- Meet with Assistant Athletics Director (facilities, equipment, and budget)
- Meet with Director of Sports Medicine
- Meet with Assistant Athletics Director (sports information, marketing, sponsorship)
- Schedule P-Card and OneSource Training

Within First Three Months:

- Schedule further computer training with ITS, if needed.
- Human Resources will schedule the new employee for the next College New Employee Orientation (held bi-monthly).
- A 45-day review will be conducted with Director of Athletics and employee.

SECTION 3: GENERAL ADMINISTRATIVE POLICIES AND PROCEDURES

Division III Rules Test – Annual Requirement

Bylaw 11.8 states institutions shall administer the NCAA Division III Rules Test to all head coaches and athletics administrators with compliance responsibilities on an annual basis. Failure to administer the NCAA Division III Rules Test on an annual basis shall be considered an institutional violation per Constitution 2.8.1 (*NCAA Division III Manual*).

The Athletics Department not only requires all head coaches to complete the NCAA Division III Rules Test, but also mandates assistant coaches (full and part-time), graduate assistant and athletic administrators with compliance responsibilities to complete the annual test. In order to score a passing grade an 80% is required. The Assistant Director of Athletics for Compliance & Internal Operations will inform the athletics personnel of the respective testing dates, web link and password during the month of September.

Sports-Safety Training

According to the NCAA Division III Manual:

11.1.6 Sports-Safety Training. Each head coach, and other coach who is employed full time at the institution and each certified strength and conditioning coach that conducts voluntary strength and conditioning activities outside the playing season(7/31/20 47 in accordance with Bylaw 17.02.1.1.1.4) shall maintain current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use. (Adopted: 1/17/09 effective 8/1/09, Revised: 1/14/12 effective 8/1/12, 1/18/14, effective 8/1/14)

The Athletics Department will arrange for and pay a certified instructor to conduct the appropriate sessions on campus in August for all head coaches. All three certifications are valid for a period of two years.

Personnel Expectations

1. Conduct – Athletics Department personnel are expected to know, understand and adhere to the policies and ethos of Messiah University and the regulations set forth from the NCAA. Administrators and coaches are consistently in the public eye and serve as a representative of Messiah University and a role model/mentor to student-athletes.
2. Team Communication – Outline, distribute, and review team expectations with student-athletes prior to the start of each season. Plan practice and meeting schedules prior to the season and distribute to the team. Be clear, concise and consistent in communication with the student-athletes. Administrators and coaches are expected to return phone calls and respond to emails within a reasonable time frame not to exceed 48 hours unless there are unusual circumstances.
3. Community Involvement – As a member of the Messiah University Athletics Department it is important to stay visible on campus. This includes volunteering to work campus events and serve on committees. It is also important to attend campus events, including the following:

- Community Day
- Student Affairs Kick-Off Event
- Community of Educators (COE) Fall and Spring Retreats
- Convocation
- Commencement
- Chapel (per Athletics Department requirement)
- Fall and Spring Student Affairs Professional Development Seminars

Policy on Amorous Relationships

The purposes of this policy are: (1) to provide a safe and healthy environment for student-athletes so that they may reach their full potential as students and as athletes; and (2) to ensure that all coaches and other Athletics Department staff adhere to ethical practices and do not develop inappropriate relationships with student-athletes, regardless of their age or consent.

Definitions:

- **Coach**: Any person serving as a head coach, assistant coach, graduate assistant coach, coaching intern, or volunteer coach in the Athletics Department.
- **Staff**: Any employee or student serving in the Athletics Department in an administrative, management, or support capacity, or in any capacity in which they supervise student-athletes or have responsibility for the provision of services or other benefits to student-athletes.
- **Supervisory Control or Authority**: This includes any responsibility with the potential to affect the student-athlete's participation in the athletics program, and includes the provision of direct services and benefits to the student-athlete, such as: training, health services, academic and student life program support, tutoring, counseling, eligibility determinations, program compliance, and control over the student-athlete's team.
- **Student-Athlete**: Any student of Messiah University who is a member of a varsity athletics team as defined by College and NCAA regulations.
- **Amorous Relationship**: Any sexual, romantic, or dating relationship.

This policy strictly prohibits amorous relationships between any coach/staff member and any student-athlete. Every coach/staff member has an ethical obligation to maintain a professional relationship with student-athletes and to place the well-being of student-athletes ahead of the coach/staff member's personal interests. This responsibility includes the duty to provide a safe and healthy environment for the student-athlete to flourish, and to serve as a role model within the confines of a professional relationship. As a result, no amorous relationship between a coach/staff member and a student-athlete – regardless of the perception of consent by one or both participants – can exist without jeopardizing the professionalism of the coach/staff member-athlete relationship and creating a significant conflict of interest. The respect and trust the student-athlete places in a coach/staff member and the vulnerability of the student-athlete in that relationship make “consent” unreliable in this setting. Conflicts of interest are endemic to amorous relationships between coaches/staff members and student-athletes, and the costs

to the athlete, the team, the athletics programs, and Messiah University, necessitate a strict prohibition on amorous relationships between coaches/staff members and student-athletes.

Even when the coach/staff member has no direct professional responsibility for that student-athlete, other student-athletes may perceive that the student-athlete who has a sexual relationship with a coach/staff member may receive preferential treatment from the coach/staff member or the coach's/staff member's colleagues. Such relationships are incompatible with the ethical obligations of the coach/staff member and the integrity of the athletics program. Accordingly, the prohibition applies to relationships between all coaches/staff members and all student-athletes in the intercollegiate athletics program.

Messiah University may grant, in its sole discretion, an exception to this policy where an existing amorous relationship predates a student-athlete's or coach/staff member's affiliation with the University. The coach/staff member involved in the relationship is required to disclose the relationship immediately to the Athletics Director. Upon being informed of the existence of such a relationship, Messiah University will evaluate the situation to determine whether an exception to the policy can be made while still providing a safe and healthy environment for its student-athletes, ensuring its coach/staff members adhere to ethical practices, and eliminating any real or perceived conflicts of interest. If a policy exception is made, Messiah University will take all steps necessary it deems appropriate to ensure that the purpose of the policy is still met and both the student-athlete and coach/staff members understand their obligation thereunder.

Failure to disclose constitutes a violation of this policy and is grounds for disciplinary action, up to and including dismissal.

Reporting a Violation: Any person may allege a violation of this policy by contacting the Athletics Director, Associate Athletics Director/Senior Woman Administrator, or, if the person does not feel comfortable making the report to a person within the Athletics Department, to Messiah University's Affirmative Action Officer (Human Resource Office). Any person receiving such a report must immediately notify the Athletics Director. Any coach/staff member with information suggesting a possible violation of the policy must promptly report it to the Athletics Director, and the failure to do so will be considered a violation of Athletics Department policy. (If the report or information implicates the Athletics Director in a violation of the policy, it should be directed to the Messiah University's Affirmative Action Office instead.)

Investigation: Upon receiving such a report or information, the Athletics Director shall immediately notify the University's Affirmative Action Officer. Once on notice of a report or information of a possible violation of the policy, they will follow the Messiah University internal discrimination procedure. The investigation shall include interviews with any coaches, staff, and student-athletes with relevant information, and shall provide any coach or staff member accused of violating the policy with an opportunity to respond to the allegations. In investigating a possible violation of the policy, the standard of proof to be used is whether it is more likely than not that the policy was violated (a "preponderance of the evidence" standard,

not the higher standard of proof used in criminal proceedings, “beyond reasonable doubt”). Using this standard, the investigation will result in a determination of whether this policy was violated.

Coordination of Information Relating to Violations of Other University Policy and/or Criminal Law: If the investigation leads to information suggesting that sexual harassment may have occurred, it shall be promptly forwarded to the appropriate College officials responsible for enforcing the College sexual harassment policy. If the investigation leads to information suggesting potential criminal conduct, it shall be immediately forwarded to Messiah University legal counsel, who will determine, consistent with Pennsylvania State and local law, whether to notify appropriate law enforcement officials. However, the enforcement of this policy shall not be delayed pending the results of a criminal investigation.

Disciplinary Action: If an investigation determines that a coach or staff member has violated the policy, that coach or staff member shall be subject to disciplinary action, up to and including dismissal. Any disciplinary action shall be taken in accordance with applicable contractual College policy.

Confidentiality: Complaints, reports and information relating to possible violations of this policy shall be handled as confidentially as possible without jeopardizing the enforcement of the policy, and the ability to conduct a fair investigation, or the safety of student-athletes and other persons connected with the athletics program. Information received in connection with a suspected violation of the policy shall be disseminated only on a “need to know” basis; that is, only when necessary to ensure compliance with the policy and/or to ensure the safety of student-athletes or others who come in contact with the athletics program.

Retaliation: Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of a violation of this policy, is strictly prohibited. Any persons taking retaliatory action in violation of this policy shall themselves be subject to discipline, up to and including dismissal.

MAC Transgender Policy and Best Practices

The Middle Atlantic Conference (MAC) strives to guide, govern and support fair and equitable athletic competition and promote student-athlete well-being among its members. All student-athletes should have equal opportunity to participate in sports, whether transgender or cisgender. “Transgender” is defined as: “A person whose gender identity is different from the birth-assigned sex.” “Cisgender” is defined as: “A person whose gender identities match their birth-assigned sex, aligning with their bodies in ways traditionally recognized as normative.” The MAC prohibits discrimination on the basis of gender identity and gender expression, and maintains the following policies to encourage the participation of transgender student-athletes. The MAC is committed to a thorough review of this policy on an annual basis.

Policies for participation on intercollegiate teams sponsored by MAC institutions:

1. NCAA guidelines for the participation of transgender athletes in sex-separated sport teams

Transgender student-athletes undergoing hormone treatment

- A **trans male** (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed gender transition (gender identity disorder, gender dysphoria, or transsexualism), for purposes of NCAA competition may compete on a men's team, but is no longer eligible to compete on a women's team without changing that team status to a mixed team.
 - A transgender male student-athlete who is taking medically prescribed testosterone for the purposes of gender transition may compete on a men's team. They must request a medical exception from the NCAA prior to competing on a men's team because testosterone is currently a banned substance.
- A **trans female** (MTF) student-athlete being treated with testosterone suppression medication for gender transition (gender identity disorder, gender dysphoria, or transsexualism), for the purposes of NCAA competition may continue to compete on a men's team but may not compete on a women's team without changing it to a mixed team status until completing one year of testosterone suppression treatment.

In any case where a student-athlete is taking hormone treatment related to gender transition, that treatment must be monitored by a physician, and the NCAA must receive regular reports about the athlete's eligibility according to these guidelines.

Transgender student-athletes who are not undergoing hormone treatment

- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.
- A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women's team.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his/her assigned birth sex.

2. NCAA bylaws related to hormonal treatment and mixed teams

Two areas of NCAA regulations can be impacted by transgender student-athlete participation: use of banned substances and mixed team status.

- A mixed team is a varsity intercollegiate sports team on which at least one individual of each gender competes. (Revised 5/8/06). NCAA bylaw 18.02.2 for purposes of meeting the required minimums set forth in bylaws 18.2.3 and 18.2.4, a mixed team shall be counted as one team. A mixed team shall count toward the minimum sponsorship percentage for men's championships.
 - NCAA rules state that a male participating in competition on a female team makes the team a "mixed team." The mixed team can be used for

sports sponsorship numbers (provided other conditions, such as being an acceptable NCAA sport, outline in bylaw 20.9 (Division I), 20 (Division II) and 20.11 (Division III) are met) and counts toward the mixed/men's team minimums within the membership sports sponsorship requirements. Such a team is ineligible for a women's NCAA championship but is eligible for a men's NCAA championship.

- A female on a men's team does not impact sports sponsorship in the application of the rule the team still counts toward the mixed/men's numbers. Such a team is eligible for a men's NCAA championship.
- Once a team is classified as a mixed team, it retains that status through the remainder of the academic year without exception.
- NCAA bylaw 31.2.3 identifies testosterone (Anabolic Agent) as a banned substance and provides for a medical exception review for demonstrated need for use of a banned medication. It is the responsibility of the NCAA institution to submit the request for a medical exception (see www.ncaa.org/drugtesting) for testosterone treatment prior to the student-athlete competing while undergoing treatment. In the case of testosterone suppression, the institution must submit written documentation to the NCAA of the year of treatment and ongoing monitoring of testosterone suppression.

3. Appeals process

If a transgender student-athlete is denied eligibility by their institution and followed the institution's transgender policy appeal process (if applicable), the student-athlete may appeal to the NCAA, per the association policy. The conference office may serve as a resource for the student-athlete in the appeal process but all appeals and decisions will be made by the NCAA.

4. MAC membership expectations:

- Student-athletes, coaches, athletics and sports information staff should be educated about transgender topics and the NCAA guiding principles around transgender participation.
- Coaches and athletic department staff should be knowledgeable about and be able to articulate their institutions (if applicable), the MAC and NCAA policies and procedures regarding transgender student-athlete participation.
- Privacy of transgender student-athletes should be made a priority at all times.
- The MAC encourages its membership to adopt institutional policies and practices for transgender student-athlete participation and inclusion. Such policies should include the following items:
 - Facility access
 - Dress codes and team uniforms
 - Travel accommodations
 - Education
 - Enforcement and non-retaliation
 - Best practices and recommendations

- Notification Policy: A visiting institution with a transgender student-athlete seeking additional accommodations (locker rooms, meeting rooms, pronoun use, etc.) must notify the home institution a minimum of one week prior to the competition. The host institution must respond to the visiting institution 48 hours prior to the contest.
- Spectator Policy: The MAC does not tolerate negative language, abusive or inappropriate behavior directed towards student-athletes, coaches, administrators, officials, or spectators.

Best Practices for Athletic Staff Interacting with Media about Transgender Student-Athletes

Staff Expectations:

Institutional employees should respect the confidentiality of all student-athletes, especially in discussions with the media. Medical information of transgender student-athletes must be kept confidential in accordance with state, local, and federal privacy laws.

Suggested guidelines for media coverage of transgender student-athletes:

1. Preference for the use of masculine, feminine or gender-neutral pronouns should be the choice of the student-athlete. Coaches, administrators, and fellow athletes should utilize the preferred name and pronouns of a transgender student-athlete.
 - If this is not possible, use the student-athlete's last name.
 - Use the transgender student-athletes preferred name in print and while announcing/radio/webcast.
2. Coaches, student-athletes and athletic department staff who interact with the media should receive training on transgender student-athletes or ask the student-athlete what their preferences are when being referred to by media personnel.
3. If writing about a transgender student-athlete, use up-to-date knowledge (legal and medical) and proper terminology.
4. Never put the student-athletes preferred name or pronoun in quotation marks.

Suggested best practices for media interaction about transgender student-athlete issues:

1. Provide athletic department staff with terminology and training for dealing with the media in regard to transgender student-athlete participation. Also provide athletic department staff with the MAC's transgender policy.
2. Respect the confidentiality of student-athletes in regards to medical information (must be kept confidential in accordance to state, local, and federal privacy laws).
3. Use appropriate language in media interviews/presentations and insist that this terminology be used in media reports involving the student-athlete.
 - If referencing a specific student-athlete, refer to them by the preferred pronoun.
 - The preference for the use of masculine, feminine, or gender-neutral pronouns should be the choice of the student-athlete. Coaches, administrators, and fellow athletes shall abide by the transgender student-athlete's name and preferences.
4. Points of emphasis during interviews will be determined by each institution's athletic department administrators.

Statement on Non-Violent and Peaceful Protest

The Messiah University Department of Athletics recognizes and appreciates that both our Department and intercollegiate athletics teams are made up of individuals with diverse perspectives on any matter of issues. We value these perspectives, our Christian unity, and opportunities for empathetic and gracious dialogue. As a department, we care deeply about the promotion of transformative conversations that lead to unity within our diversity. We value the right of individual persons to stand for their beliefs, even to the point of non-violent and peaceful protest.

Statements on Sexual Discrimination/Harassment/Violence

Messiah University Statement: As an expression of our Christian values, Messiah University is committed to creating an atmosphere of dignity and respect free from any form of harassment, sexual, racial, or otherwise. It is also the University's responsibility to uphold existing laws regarding a learning, living, and working environment free of harassment and discrimination. Further, Messiah University prohibits crimes of violence, including sexual violence, dating violence, domestic violence, stalking and hate crimes.

NCAA Statement: The NCAA is a voluntary membership organization dedicated to promoting and developing its core values of academics, well-being and fairness among the 1,100 member schools and more than 450,000 student-athletes who participate in college sports. Sexual discrimination, sexual harassment and sexual violence violate human decency and the Association's core values.

Messiah University Contact Information:

- Amanda Coffey – Title IX Coordinator (acoffey@messiah.edu)
- Doug Wood – Title IX Deputy (dwood@messiah.edu)
- Brooke Good – Title IX Deputy (good@messiah.edu)
- Hannah McBride (hmcbride@messiah.edu)

Messiah University Athletics Interpersonal and Sexual Violence Prevention Policy and Procedures

Messiah University Athletics policies prohibit all forms of power-based violence and work in tandem with University policies and procedures to prevent, address, and remedy harm when it occurs in our community. To that end, Messiah University Athletics prioritizes compliance with Title IX of the Education Amendments of 1972 (which prohibits discrimination on the basis of sex), the Violence Against Women Act of 1994 (which addresses the need to provide consistent and accessible options to complainants), the Clery Act of 1990 (which requires documentation, reporting, and publicizing of crime statistics), and the NCAA Policy on Campus Sexual Violence (which addresses the need to provide additional accountability and support to collegiate athletics programs).

In accordance with the Association's sexual violence prevention efforts, the NCAA Board of Governors adopted this Association-wide policy, recommended by the NCAA Commission to Combat Campus Sexual Violence, in August 2017 to reinforce previous Association efforts. As this policy is reviewed and revised, institutions are required to adjust policies and procedures

accordingly to maintain compliance.

The policy requires institutions to focus on sexual violence prevention each year by requiring annual attestation to be completed by the university President, Director of Athletics and Title IX Coordinator. Annual attestation must confirm:

1. The Messiah University Athletics Department is fully knowledgeable about, integrated in, and compliant with institutional policies and processes regarding sexual violence prevention and proper adjudication and resolution of acts of sexual violence. The Messiah University Interpersonal Violence and Sexual Misconduct Policy can be found at:
https://www.messiah.edu/download/downloads/id/4729/Interpersonal_Violence_Sexual_Misconduct_Policy.pdf
2. Messiah University policies and processes regarding sexual violence prevention and adjudication, and the name and contact information for the campus Title IX Coordinator, are readily available within the department of athletics, and are provided to student-athletes.
3. All Messiah University student-athletes, coaches, and staff are required to attend annual education on sexual violence prevention, intervention, and response, to the extent allowable by state law.

Further, the athletics department will cooperate with University investigations into reports and matters related to sexual violence involving student-athletes and athletics department staff in a manner compliant with institutional policies for all Messiah University students.

In the 2021 edition of the policy, the NCAA has included three additional requirements for annual attestation to go into effect in the 2022-2023 academic year:

4. All incoming, continuing and transfer student-athletes are required to complete an annual disclosure related to their conduct that resulted in discipline through an interpersonal violence (including hazing) and/or sexual misconduct (including Title IX) proceeding or in a criminal conviction for sexual, interpersonal or other acts of violence. ** Transfer student-athletes also must disclose whether such proceedings were incomplete at the time of transfer. Failure to make a full and accurate disclosure could result in penalties, including loss of eligibility to participate in athletics and/or expulsion from the University as determined by the member institution.
5. Messiah University is required to take reasonable steps to confirm whether incoming, continuing and transfer student-athletes have been disciplined through an interpersonal violence (including hazing) and/or sexual misconduct (including Title IX) proceeding or criminally convicted of sexual, interpersonal or other acts of violence.** In a manner consistent with federal and state law, all NCAA member institutions must share relevant discipline information including information regarding incomplete relevant proceedings as a result of transfer with other member institutions when a student-athlete attempts to enroll in a new college or university.

6. Messiah University chooses to recruit incoming student-athletes and accept transfer student-athletes, and as such has written procedures to gather information from the former institution(s) regarding student-athletes' discipline and/or pending processes related to interpersonal violence (including hazing) and/or sexual misconduct (including Title IX). Likewise, Messiah University is required to have a process that reasonably yields information to put any recruiting institution on notice that a transferring student has left Messiah University with an incomplete interpersonal violence (including hazing) and/or sexual misconduct (including Title IX) proceeding, was disciplined for interpersonal violence (including hazing) and/or sexual misconduct (including Title IX) and/or has a criminal conviction related to sexual, interpersonal or other acts of violence.** Failure to establish and follow such policies and procedures could result in penalties for Messiah University.

To maintain compliance, Messiah University Athletics fulfills the NCAA policy attestation requirements through the following procedures:

Messiah University Athletics NCAA Disclosure Committee was established in 2022 to review the policy and corresponding procedures annually. The committee includes:

- Athletic Compliance Officer
- Director of Athletics
- Title IX Coord. or Interpersonal Violence and Sexual Misconduct Office designee
- Student Conduct Officer

This committee is engaged in the administration of the policy and is expected to conduct itself with integrity, fairness to all student-athletes, and in accordance with institutional policies. Bias or conflicts of interest are not tolerated, and no committee member may hold an additional role (such as coach) that may influence the eligibility of a student-athlete. Committee members are trained in institutional policies and procedures, including expectations of privacy and information protection.

Messiah University Athletics Education

- a. All coaches and staff within the Athletics department are required to attend in-person Interpersonal Violence and Sexual Misconduct training provided by the Coordinator for Interpersonal Violence Prevention and Education.
- b. All first-year or transfer student-athletes are required to attend the Interpersonal Violence and Sexual Misconduct orientation session during Welcome Week.
- c. All upper-class or returning student-athletes are required to attend the Interpersonal Violence and Sexual Misconduct compliance session that is integrated into the beginning of the year meetings through Athletics Compliance.
- d. Any students or staff members unable to attend the presentations are required to meet in person with the Athletics Compliance officer and/or review materials provided

via digital platforms that include informative presentation and mandatory response elements.

Information Gathering and Review

The Messiah Admissions team reviews student applications for both new students and transfer students. The University application gathers information pertaining to criminal charges for all applicants. In the event that a student-athlete responds in the affirmative to any of those questions that request information regarding potential criminal charges the following will occur:

- a. The admissions counselor reviewing the file automatically sends the file to the admissions committee.
- b. The Director of Admissions works with the student conduct office to determine appropriate next steps.
- c. Depending on the nature of the crime, the student conduct office will potentially interview the student prior to admission decision.
- d. If necessary, Messiah may ask for additional references.
- e. The student conduct office weighs in on the decision to admit students under these circumstances.
- f. Messiah Admissions sends an accepted transfer student a “release of information form” to the current institution to facilitate the disclosure of the student-athlete’s discipline and/or pending processes related to interpersonal violence (including hazing) and/or sexual misconduct (including Title IX) and/or criminal convictions for sexual, interpersonal or other acts of violence. The form must be completed prior to enrollment. The questions pertaining to conduct that are included on the form read as follows:

The following questions are to be completed by the student conduct office at the current institution:

- *Has this student been dismissed from your institution?*
- *Has this student been subject to any non-academic related disciplinary action?*
- *Is this student eligible to return to your institution?*
- *If the answer to (1) or (2) above is yes or the answer to (3) is no, please explain on a separate sheet of paper.*

Based on the responses Messiah University receives, the student conduct office may be consulted for next steps.

- g. The Assistant Director of Athletics for Compliance and Internal Operations sends

tracer forms to all incoming transfer students. This form includes questions to be signed by the Title IX Coordinator or student conduct administrator of the previous institution and serves as a data collection point to receive information pertaining to any previous investigations involving incoming transfer students.

h. The Assistant Director of Athletics for Compliance and Internal Operations will introduce all required NCAA education and forms in person at the compliance education session including examples to describe how student-athletes should complete the disclosure form before the first date of competition. This communication will include how the form will be disseminated via a secure link in their email so they can complete it on the own for privacy. Student-athletes sign the forms via dynamic forms. Forms include:

- NCAA Division III Summary of Regulations
- Form 22-3c: Student-Athlete Statement
- Form 22-3f: Drug Testing Consent
- Form 22-4c: Student-Athlete Affirmation of Eligibility
- Form 22-10c: General Amateurism and Eligibility Form for International and Select Student-Athletes (if applicable)
- NCAA Banned Drug list link
- Interpersonal Violence and Sexual Assault Disclosure Form and associated FERPA release

Once forms are submitted, an automatic response will confirm the student-athlete submitted the form and provide a summary of next steps for verification, including a reminder of the deadline for submission – prior to the first competition.

The Assistant Director of Athletics for Compliance and Internal Operations reviews all NCAA and Messiah required paperwork before the first date of competition and follows up with student-athletes if there are any missing signatures.

a. Student-athlete completing the Interpersonal Violence and Sexual

Misconduct Disclosure Form to indicate no discipline and/or pending processes related to interpersonal violence (including hazing) and/or sexual misconduct (including Title IX), will be afforded the same standards of trust extended to other students based on our expectations of integrity.

b. In the event a student responds with an affirmative response to the disclosure form, the Assistant Director of Athletics for Compliance and Internal Operations will inform the student that the next step is verification and will discuss circumstances with the NCAA Disclosure Committee for next steps once verified.

c. The NCAA Disclosure Committee Chair or University designee utilizes FERPA release form to reach out to appropriate contacts (i.e., student conduct official, Title IX

Coordinator or Deputy Coordinator, prior educational institution, state records office, law enforcement agency, etc.) to verify information and circumstances student-athlete shared in the affirmative via the disclosure form.

d. Response will follow institutional procedures for any incoming student who discloses similar information via the University admissions process.

e. Student-athletes are not allowed to compete until all forms are completed.

f. The University (via the NCAA Disclosure Committee) may engage specific action steps identified as necessary depending on the information student-athletes may disclose.

g. Depending on the circumstances under consideration, appropriate follow-up may include (but is not limited to) the following options for individual care and/or community safety:

- Invitation for a student-athlete to participate in education to support their emotional/relationship health
- Invitation for a student-athlete to participate in mentorship to support their emotional/relational health
- Scheduled meeting with student-athlete to discuss confidential resource options available for student-athletes
- Required risk/threat assessment for student-athlete to join community
- Impact on participation eligibility and/or limitations, including suspension or removal from team
- Impact on admission status

h. The NCAA Disclosure Committee will review the circumstances and what practices and protocols Messiah University has utilized in similar, historic circumstances to develop and document a response to the student-athlete in question.

i. The NCAA Disclosure Committee will consider the responsibility of admitting student-athletes found culpable of interpersonal harm, given the transfer of liability to Messiah University should that student-athlete perpetrate harm in our community.

j. The NCAA Disclosure Committee will assign an appropriate response and the Athletic Director will be responsible for engaging accountability measures to ensure effective compliance.

k. When the University receives a request for verification from a college or university engaging a similar process for student-athletes, the University will verify the minimum information appropriate to comply – the University will only provide what is specifically requested by another University relating to sanctions, outcomes, formal complaints, and/or patterns of behavior. The University will not provide speculation, rumor or unsubstantiated allegations.

- I. Responses will be routed to appropriate campus administrators for review and could include the NCAA Compliance Office, Student Conduct Office, or the Interpersonal Violence and Sexual Misconduct (includes Title IX) Office.

In all circumstances pertaining to the information gathered and reviewed under the NCAA Board of Governors Policy on Campus Sexual Violence, student-athlete privacy will be prioritized and protected. Messiah University reserves the right to alter the procedures set out to comply with this policy as deemed necessary to maintain compliance with federal and state laws.

No student-athlete will be penalized without being afforded reasonable due process appropriate to their circumstances. Messiah University reserves the right to limit the admission, enrollment, and rostering of any student-athlete in response to concerns related to conduct.

Evaluations

The end-of-year personnel evaluations are located in OneDrive and contain the following tabs:

- Student Success and Engagement Tab
- Secondary Assignment Evaluation
- Head Coach Expectations Evaluation
- Student-Athlete Coaching Evaluation
- Retention
- Signature Page

The Athletics Director will meet with each staff member to review all documents pertaining to the end-of-year personnel evaluation. The staff member will have the opportunity to provide comments prior to submitting the signature page. Copies of the Personnel Evaluation will be submitted to Human Resources and the Vice Provost for Student Success and Engagement.

- The following will be crucial elements of a head coach evaluation:
 - Retention rates
 - Team cumulative grade point average
 - Roster size (be within healthy range)
 - Competitive team success within the MAC
 - Service learning projects/mission experiences with respective intercollegiate sport team
 - Attendance at professional development workshops, convocation, commencement, etc.
 - Involvement/support of the Falcon Athletic Network activities

1. Student-Athlete Experience Survey - from which specific areas of evaluation include the following:

- Character and Ethical Conduct
- Knowledge of Sport and Ability to Communicate Knowledge
- Rapport with Players
- Rapport with Assistant Coaches and Staff
- Organization and Administration of Program

Missed Classes

Messiah University student-athletes are considered representatives of the institution; as such, it is the responsibility of each student-athlete to assure that participation in practice and competition is done so without the sacrifice of academic achievement. The following NCAA bylaws apply to all Messiah University student-athletes:

17.1.4.2 Missed Class Time: A student-athlete shall not miss class for the following: (*Revised: 4/11/11 effective 8/11/11*)

- (a) Practice activities in any segment; and
- (b) Competition in the nontraditional segment.

17.1.4.2.1 Exceptions: A student-athlete may miss class for practice activities in the following circumstances: (*Revised 4/11/11 effective 8/1/11*)

- (a) When a team is traveling to an away-from-home contest and the practice is in conjunction with the contest; and
- (b) Student-athletes representing the host institution shall be permitted to miss class time for practice activities scheduled in conjunction with an NCAA championship.

As a NCAA Division III institution, Messiah University's emphasis is on the academic success of each student-athlete. Our student-athletes are here, first and foremost, to receive an outstanding education. The Messiah University community recognizes that cocurricular activities and intercollegiate athletics have a significant positive effect on students who choose to participate.

Student-athletes are required to prioritize academic responsibilities over athletics practice sessions. In general, the daily time of intercollegiate practices is 4:00-6:30 p.m. There will, however, be days when an athletics contest conflicts with class schedules. The following action steps will be conducted to minimize potential conflicts with faculty members:

1. Head coaches are responsible to complete prior to their respective season a Student Absence form located in MCSquare.
2. The Athletics Department, in coordination with the Faculty Athletics Representative (FAR), will send to all faculty members a schedule of away contests and departure times for fall, winter, and spring sports teams.
3. Ultimately, the student-athletes are responsible to meet with the individual faculty member a week in advance to discuss submission of assignments, quizzes, exams, etc.
4. The FAR will be the intermediate between student-athlete and faculty member if warranted.

Academic Eligibility/Probation

According to NCAA guidelines, each individual institution establishes its own benchmark grade point averages for eligibility. At Messiah University, those standards are:

- First Year Students: 1.80 cumulative grade point average
- Sophomores: 1.90 cumulative grade point average
- Juniors and Seniors: 2.00 cumulative grade point average

Academic eligibility is checked twice during the academic year: prior to the start of the fall semester and prior to the start of January Term. Student-athletes placed on academic probation shall be ineligible for participation in intercollegiate athletics. In addition, student-athletes must meet all NCAA eligibility requirements, including being a full-time student. At Messiah University, the student-athlete must be enrolled in a minimum of 12 credits during the duration of each semester to be considered full-time (Note: PHED 102 Intercollegiate Sports cannot be calculated for full-time status).

A fifth-year student-athlete who would like to complete their fourth year of eligibility has these options to be eligible (must be in compliance with Messiah University and NCAA regulations):

- Do not complete all requirements for an undergraduate degree on time, thus eliminating the possibility of walking with their peers at Commencement;
- Pursue minor or undergraduate certificate program (designated before the beginning of the applicable term)
- Graduate on time and participate in Commencement ceremonies and enroll in a Master's Degree program at Messiah University (six credits at the graduate level signifies full-time status for athletics eligibility).

College Credit for Intercollegiate Sport Participation

Student-athletes who complete a season as a member of an intercollegiate athletics team may receive academic credit for their participation via PHED 102 Intercollegiate Sports (1 credit) and fulfill the institution's QuEST requirement. Student-athletes must complete the following requirements during the semester in which they are enrolled in PHED 102, in addition to participation in their respective sport: (1) Completion of initial wellness assessment; (2) Completion of written assignment, discussing wellness assessment; and (3) Attendance at two wellness seminars, including brief written responses after each seminar. A second season of participation in intercollegiate athletics can be counted as an elective credit (1 credit). The Athletics Department Administrative Assistant will facilitate the process with the University's Registrar's Office.

Conflict Resolution (Student-Athlete/Head Coach)

Due to the nature of intercollegiate athletics, there will be situations where a conflict develops between a student-athlete and head coach. In cases when the Athletic Director is approached by a student-athlete, h/she is immediately asked if a meeting has taken place with the head coach. If the answer is no, then there will be no meeting with the Athletic Director. If the student-athlete has met with the head coach with no satisfactory results, then a meeting will take place and the head coach will be informed. In such instances, the Athletic Director will meet with the head coach afterward to discuss the specific situation and develop a plan to move forward.

When a parent contacts the Athletic Director for a meeting regarding an issue with their son/daughter with a head coach, the first step is for the parents to meet with the head coach. If the parents are not satisfied with the results, they may contact the Athletic Director to arrange

a meeting, if deemed necessary by the Athletic Director, for approximately one hour involving the student-athlete, parents, head coach, and Athletic Director. If the parents do not want their son/daughter in the meeting, there will be no meeting. If a meeting does take place and the parents/student-athlete are still not satisfied with the result, their next course of action is to contact the Vice Provost for Student Success and Engagement to arrange a meeting.

Disciplinary Action

If a student-athlete is found to be in violation of a University policy, the Office of the Associate Dean of Students will be responsible for conducting the investigation and establishing necessary sanctions in collaboration with the Administrative Student Conduct Committee. The head coach has the flexibility to administer additional sanctions upon the student-athlete, but these sanctions will not be considered by the Office of the Associate Dean of Students/Administrative Student Conduct Committee when establishing their own sanctions. When a violation occurs and the head coach is notified, it is a **requirement** for the head coach to meet with the Director of Athletics to discuss the violation and possible additional sanctions that the head coach may impose.

Sunday Competition

Intercollegiate athletics teams at Messiah University will not compete on Sundays during the regular season (including trips during college breaks; rescheduled contests) unless prior approval is granted by the Athletic Director and Vice Provost for Student Success and Engagement. During Middle Atlantic Conference and NCAA post-season play, Messiah University is allowed to host/participate on Sundays.

National Championship Awards

If an individual or team wins a NCAA Division III national championship, a championship ring will be purchased by the Falcon Athletic Network (F.A.N.). A \$200 allowance will be provided for each travel party member in accordance to NCAA guidelines (refer to Section 4: Athletic Budgets/NCAA Post-Season). The F.A.N. committee does not want a student-athlete to pay for any portion of the championship ring, thus it will be up to the discretion of the F.A.N. committee to allocate any necessary funds to cover the cost. The head coach is responsible for the design and ordering of the rings.

Team Rooms Policy

The Team Rooms were created to meet the needs of Messiah University's indoor and outdoor team sports. The locker rooms provide a "home" for certain sports throughout the year. The Sollenberger Sports Center Team Rooms will be used by indoor team sports-Swimming, Volleyball, Basketball and Wrestling. The Eisenhower Campus Center (ECC) Basement Team Rooms will be used by outdoor team sports-Field Hockey, Soccer, Lacrosse, and Baseball.

Team Rooms Schedule:

ECC Men's Team Room:

- | | |
|----------------------------|-----------------|
| 1. Men's Soccer | Fall Semester |
| 2. Men's Lacrosse/Baseball | Spring Semester |

ECC Women's Team Room:

- | | |
|--------------------------------|-----------------|
| 1. Field Hockey/Women's Soccer | Fall Semester |
| 2. Softball/Women's Lacrosse | Spring Semester |

Sollenberger Sports Center Team Rooms:

- | | |
|---------------------------------|---------------------------|
| 1. Men's Swimming Team Room | Fall and Spring Semesters |
| 2. Women's Swimming Team Room | Fall and Spring Semesters |
| 3. Wrestling Team Room | Fall and Spring Semesters |
| 4. Women's Basketball Team Room | Fall and Spring Semesters |
| 5. Women's Volleyball Team Room | Fall Semester |
| 6. Men's Volleyball Team Room | Spring Semester |
| 7. Men's Basketball Team Room | Fall and Spring Semesters |

Pre-Game Music

Athletics events at Messiah University are expected to be fan friendly, thus the quality of music must be acceptable to a wide range of the public. The head coach is responsible to review any music that will be played at the sports venue well in advance to make sure it is deemed acceptable. While the music does not have to be "Christian" per se, it does need to be wholesome and have an uplifting sound to it.

Staff Meetings

All Athletics Department personnel are required to attend and participate in Athletics Department meetings throughout the academic year. The meeting agenda will be sent a minimum of two days prior to the meeting. Meetings typically are scheduled for Thursday mornings for an hour and half once per month. Part-time personnel (including graduate assistants) are invited to attend staff meetings, but are not required.

Professional Development – Office of Student Success and Engagement

Professional development seeks to support educators to maintain and deepen their ability to fulfill the mission of the College and the goals of the Athletics Department. Professional development is an intentionally broad term that encompasses skill development, scholarship, knowledge acquisition, and remaining current in one's respective field. The central purpose is to sustain excellence in one's area of expertise as well as excellence in Christian higher education.

Professional development is supported through two primary initiatives: in-service programs and designated individual development funds:

- **In-Service Programs:** The Athletic Director, in consultation with the Athletics Department personnel, provides in-service training opportunities. In-services are also provided by the Associate Dean of Students for the full division to facilitate shared learning and interdepartmental collaboration.

- **Professional Development Funds:** These may be used for position-related development including conferences/seminars, purchasing books/journals, software (these materials remain property of Messiah University Office of Student Success and Engagement), and professional memberships. These funds are approved by the Athletic Director and are directly tied to annual professional development goals. Each full-time Athletics Department employee must complete a professional development plan and submit it along with a request for any necessary funding to the Athletic Director by September 7th. Athletics Department staff is required to submit a summary of goals accomplished to the Athletic Director by May 30th. Part-time employees may be funded for professional development at the discretion of the Athletic Director. Part-time employees requesting funding should complete a professional development plan and a request for funding.

To request Professional Development Funds, the process is as follows:

1. Complete a Professional Development Plan and a Professional Development Funds Request. Forms are available on the Athletics Department Canvas site. Submit a proposed plan and funds request to the Athletic Director by September 7th.
2. The Professional Development Plan should be informative and prioritized by the following:
 - Department of Athletics goals;
 - Professional and self-assessment development needs as described on the professional development annual summary; and
 - Any professional development needs identified by the Executive Director of Athletics and Fundraising in the annual performance evaluation.

The Athletic Director will be provided with a specific allocation of professional development funds to be distributed in the Athletics Department. Department personnel are encouraged to use their Messiah University Visa purchasing cards for professional development expenses. Expenses should be allocated to 2520-xxxx (*use the account appropriate for the charge*). A list of professional development expenses not paid by Visa should be provided to the Administrative Assistant for the Vice Provost for Student Success and Engagement as they are incurred. Individuals are expected to submit an expense report to the Athletic Director within ten days of returning from the respective conference. The Athletics Department Administrative Assistant will have expense reports or they can be accessed via the Athletics Department Canvas site.

Building Keys

Contact the Athletics Department Administrative Assistant who will inform you what keys are pertinent to your job responsibilities. When ordering keys, please be advised of the following procedures:

1. The recipient will receive an email that the keys are available for pick-up.
2. Keys ordered and delivered to Dispatch and not signed for within two weeks of the assignment notice date will be returned to the Key Services Office.

3. Keys are delivered to Dispatch for the recipient's signature the day they are notified by 3:00 p.m.

Visa Purchasing Card

Messiah University's Purchasing Card (P-Card) Program has been designed to allow for the direct procurement of low-value purchases by the end-user with a P-Card. P-Cards eliminate the need for requisitions for small dollar amount purchases, reduce paperwork, simplify the payment process and improve vendor negotiations. They provide greater flexibility in ordering and a convenient mechanism for managing expenses for those who travel. Those who have been issued a P-Card may initiate transactions in person, by telephone or via the internet within the limits of the individual card transaction limits and adhering to the guidelines stated in this document. The College P-Card Program is administered by the Department of Procurement. Authorized cardholders are required to attend a mandatory training session prior to receiving their P-Card and regular refresher training sessions as determined by the College. Use of a College P-Card is a privilege granted by the College, and as such, will be revoked and disciplinary action taken in the event of abuse, fraudulent use, or failure to perform related administrative duties outlined in this document.

Travel – University Fleet/Rental Vehicles

University vehicles are provided for administrative and program use in the pursuit of college-related business. Reservations and requests for college vehicles for University-related business must be placed by using the "[Vehicle Reservation System](#)" in MCSquare under self-serve. Confirmation of the reservation is not complete until drivers are approved by the Safety Department and a budget account number is provided to charge the cost of the trip.

1. All reservations must be made a minimum of 72 hours in advance of the arranged use of the vehicle.
2. Priority for reservation of vehicles will be as follows:
 - Approved Messiah University **Academic Classes** will have first priority (Timeline for reservations: no more than one year in advance; if reservation is made less than ten months in advance, it may not bump another non-academic or non-athletic contests).
 - Approved Messiah University **Athletic Contests** (Timeline for reservations: no more than ten months in advance; if reservation is made less than eight months in advance, it may not bump another non-academic or non-athletic contest reservation).
 - All other uses
3. If your vehicle reservation is for the purpose of airport/train travel, the vehicle may not be left at the airport/train station for more than three days. Transportation to and from an airport/train station should be arranged with someone to drop off and pick up airplane/train travelers. Finding a qualified driver and the related expenses would be the responsibility of the requesting department.
4. University vehicles may not be used for personal use.
5. Cancellation of the use of a vehicle must be made 48 hours prior to a trip. Failure to do so will result in a \$25.00 fine to the account number provided for the trip.

6. Messiah University reserves the right to alter, change, amend or revoke this policy at any time and reserves the right to make exceptions to the policy in the event such an exception is deemed to be in the best interest of the accomplishment of the mission of the University.

Athletics staff have the option between Avis and Enterprise regarding rental cars and/or vans. It is the responsibility of the Athletics staff member to secure the drop-off/pick-up of keys from the rental company. Messiah University's Dispatch Office nor the Athletics Department Administrative Assistant will accept rental keys. The staff member needs to make arrangements with the rental company to have the keys placed or be picked up in the staff member's mailbox in the Athletics Suite Monday through Friday from 8:00 a.m. to 5:00 p.m.

Maintenance Work Orders

Maintenance Work Orders can be found on FalconLink under "Submit a Maintenance Work Order".

Catering Policy Exception Request

Messiah University policy indicates that Dining Services is the exclusive caterer and food service provider on campus and maintains first right of refusal to provide services to the campus in its entirety. The Catering Policy Exception Request to the campus catering policy must be submitted to the catering manager a minimum of 15 days prior to the event date. Requests will be reviewed and returned. Note: Requesting an exception is not a guarantee that the exception will be granted.

Tailgating

This document facilitates tailgating at sporting events for coaches, parents, alumni and fans of Messiah University Athletics. Messiah University Athletics appreciates the support of its fans and the following guidelines illustrate what accommodations fans can expect and procedures that must be followed when tailgating on campus.

Location: The Department of Athletics prefers that all tailgates take place near the Starry Parking Lot, but programs have the freedom to hold them in other locations. It is important to note that there are no reservable spaces for tailgates. Areas surrounding the parking lot as well as areas along the creek are first come, first served.

Guidelines:

1. Tailgates must provide their own tables and chairs. The University will not set-up tables for these events. Coaches may access the Falcon Hut to retrieve and set-up their own tables, but they must be cleaned and returned at the end of the event.
2. No portable charcoal grills. Portable propane grills are permitted. The fixed charcoal grills near the creek may be used.
3. Tents may only be used without stakes. The University will not provide or set-up tents.
4. Limit the number of crock pots or other items needing electricity. No more than two small appliances should be plugged into a single outlet source. The University cannot

provide power cables or generators. If you trip the breaker on an outlet, it will not be able to be fixed for your event.

5. Clean up:
 - Waste food items and trash must be disposed of in the appropriate receptacles provided throughout the grounds.
 - For excess trash, please provide your own trash bags and place full trash bags next to receptacles.
 - Leave the area clean and free from litter.
6. No vehicles permitted on the gravel road to Anderson/Criste Courts/Lacrosse Field/Back Practice Fields.
7. No vehicles permitted on the grass.
8. Please do not block empty parking spaces with your tailgate.
9. If Messiah University funds are used for food, you must submit a catering exemption form and receive approval. This form can be found on the Two Bridges Catering webpage.
10. The Department of Athletics reserves the right to restrict tailgating at any time.

Indoor Locations: In the case of inclement weather, tailgates are permitted to reserve Sollenberger Sports Center 165 or 166, or Howe Atrium in Boyer Hall. These spaces must be reserved in advance through Conference Services and must be taken as-is. Consider having a back-up indoor location anytime you are planning an outdoor event. The dining area inside the Falcon (Eisenhower Campus Center) may be utilized only if the Falcon is closed for business. A parent/coach must communicate with Dispatch (766-2511, ext. 6005) prior to using the Falcon. The area must be completely cleaned up at the end of the event. Wipe down tables and replace tables and chairs in their original location.

Non-Licensed Utility Vehicles (NUVs)

Utility vehicles refer to golf cart-type vehicles and gators used on campus for various business-related activities:

1. Non-licensed utility vehicles (NUV) should not travel on non-campus public roads; under no circumstances should one travel on Lisburn Road to the Bowmansdale facility.
2. NUV should obey all traffic laws dictated for licensed vehicles while traveling on campus.
3. NUV should yield to licensed vehicles when appropriate. (i.e., pull to the side and allow other vehicles to pass when safe).
4. Parking: NUV should be parked in parking spaces when available and appropriate; if parking NUV in other types of areas, NUV should be parked in an inconspicuous spot and not block or be an obstacle to the normal use of the area; NUV should not be parked in such a way that a landscaped area will be damaged. Overnight Parking should occur in the Parking Garage.
5. Keys to NUV should not be left in the ignition while the NUV is unattended.
6. Damage to a NUV needs to be reported to the Department of Safety immediately; an incident report will be filed and the Department of Safety will notify Building and

Property Services; costs to repair damage of NUV, resulting from inappropriate operation or use of NUV, may be assessed to the individual operating the NUV and/or to the respective department.

7. Use of the NUV during rain or snow conditions should be done with great care, caution, and common sense.
8. Student use of NUV: Students are permitted to operate NUV, only under the direction of a staff person; the department should have a staff person assigned to train the student in the proper use of the vehicle; students must also review and sign these guidelines before operating those vehicles; a sponsoring staff person and student must sign a copy of these guidelines and forward it to the Director of Building and Property Services at the Lenhart Building before the student may operate a NUV.
9. NUV assigned to departments: It is the responsibility of the supervisor/director of a department who is assigned a NUV, to manage the use of the NUV according to these guidelines; requests for use of a NUV by a different department should be cleared with the supervisor/director of the assigned department.
10. Maintenance of NUV should be requested by work order to the Building and Property Services Department; costs for repairs to damages will be charged to the department that owns the NUV.

Driving Vehicles on the Track Surface: It is the policy of Messiah University to properly protect the track surface from damage that could result from improper vehicle use on the Shoemaker Field track surface:

1. Whenever possible access to the Shoemaker Field should be through the southeast corner entrance where protective matting is in place.
2. Vehicles are allowed to cross the track only in areas that are protected by mats. Gators and golf carts are the only vehicles allowed to drive on the track surface without additional surface protection. Gators and golf carts should be driven only on the outer three lanes of the unprotected track surface. Gators and golf carts may not make a u-turn or sharp turns on the track surface. All sharp turns should be made on the grass.
3. All vehicles that are driven on the track surface shall be inspected by the vehicle operator before entering Shoemaker Field to ensure that fluids are not leaking from the vehicle. This includes rainwater that may be on vehicles/golf carts/gators that could contain rust or other damaging liquids. During inclement weather no vehicle, golf cart or gator should be driven on unprotected track surfaces.
4. Larger events that are held on Shoemaker Field (commencement, etc.) that require vehicles to drive across the track are to be coordinated with the Grounds Department. In addition to the protective mats, plywood is to be used if vehicles larger than a mower or motorized cart need to cross the track to access the field.
5. Any motorized vehicle that is used to access Shoemaker Field is to be inspected (pre-trip) by the vehicle operator to ensure that no dripping fluids are present.
6. Communication of this policy to staff, students and others is the responsibility of the department that is coordinating the event that requires any vehicle to operate on the track. Any repairs that are needed due to improper vehicle operation on the track will be charged to the department that created the damage.

Room Reservations

Room Reservations is for use by Messiah University students, faculty and staff for college-related activities only. At this time, individual students are not permitted to have an EMS account. However, if they belong to a recognized student group, that group may have or establish an account. Room requests can be made through the EMS WebApp or by contacting Randy Heintzeman at extension 6009.

SECTION 4: ATHLETIC BUDGETS

Organization Matrix

Sport	Operating Budget	Camp	Camp Surplus	Auxiliary	Restricted Gifts
Aquatics	2120				
Athletic Training	2111			6111	
Athletics	2119		7285		
Baseball	2101	2161	7288	6101	7101
Cross Country	2107	2185	7278	6107	7107
Field Hockey	2102	2162	7283	6102	7102
Men's Basketball	2104	2164	7271	6104	7130
Men's Lacrosse	2122	2182	7282	6122	7122
Men's Soccer	2106	2166	7272	6106	7106
Men's Tennis	2112	2160	7289		7132
Men's Volleyball	2110	2186	7281	6124	7124
Softball	2115	2175	7277	6115	7115
Sports Information	2121				
Swim Team	2126	2184	7287	6127	7126
Track & Field	2114			6114	7114
Women's Basketball	2103	2163	7273	6103	7103
Women's Lacrosse	2123	2177	7286	6123	7123
Women's Soccer	2116	2176	7274	6116	7136
Women's Tennis	2113	2160	7289		7133
Women's Volleyball	2109	2169	7275	6109	7125
Wrestling	2108	2183	7284	6108	7128

Operational

1. The Athletics Department fiscal year runs from July 1st to June 30th.
2. Each head coach is to determine budget needs utilizing their respective worksheet; the Director of Athletics will review the proposed operational budget (early February) prior to the Athletics Department Administrative Assistant inputting the actual numbers into the computer system.
3. Budgets are based on zero-based budgeting techniques; each year the budget of a respective sport will be recalculated based on the schedule and other needs.
4. All access to an operational budget must be reconciled via the Auxiliary Fund, Restricted Fund or Camp Surplus at the conclusion of the fiscal year.

Travel Parameters:

- Maximum Trip: 300 miles and one overnight per team, per year
- Maximum Van Trip: 300 miles (cannot drive after midnight; exception would be if overnight trip)

- Hotel: Traveling party X \$50
- Maximum expense for an overnight trip: \$2,600

Meals/Food Parameters:

- Traveling Party: Roster + 2 coaches + 1 student manager
- Preseason/Christmas Break: \$15 per day/athlete when on campus
- Christmas Break: \$20/day X traveling party when off-campus
- Spring Break: 7 days (variable days) X \$20 X traveling party

Wolf's Bus Charges

- Refer to rates via annual budget worksheet

Messiah University Van/Car Rental Charges:

- 15 Passenger Vans: \$0.82 per mile
- Cars and Minivans: \$0.50 per mile

Official/Assignor Fees:

- Field Hockey: \$360 per game/\$240
- Men's Soccer: \$556 per game/\$350
- Women's Soccer: \$556 per game/\$350
- Women's Volleyball: \$280 per single match, triangular, quadrangular/\$150
- Men's Volleyball: \$280 per single match, triangular, quadrangular/\$150
- Swimming: \$375 per meet/\$0
- Women's Basketball: \$555 per games/\$340
- Men's Basketball: \$570 per game (possible mileage)/\$360
- Wrestling: \$8,075 per season/\$0
- Softball: \$440 per doubleheader/\$300
- Baseball: \$560 per doubleheader, \$360 per 9 inning game/\$350
- M/W Tennis: \$125 single gender match/ \$230 both genders match (plus travel)/\$50 per team
- Men's Lacrosse: \$675 per game (plus travel)/\$400
- Women's Lacrosse: \$615 (plus travel)/\$250

Auxiliary – Fundraising

“Auxiliary” accounts are for the off-budget fundraising activities of intercollegiate sport teams, generating funds over and above the operating budget. For example, if a team conducts a t-shirt sale, they would deposit the funds received into their respective auxiliary account. Those funds are then available to be spent, however, the team wants to since they raised the funds.

To properly track what is being spent by each team, the Athletics Department has requested that coaches make all normal team expenditures (i.e., equipment, travel) from their on-budget team accounts, and then they can overspend their operating budget to the extent that they can cover the overspend from their Restricted or Auxiliary accounts (or, if they have one, their Camp Surplus account). The overspend is covered through a year-end transfer calculated and determined when the Business Office meets with coaches to settle their budgets. This allows

the budget manager to see all of the normal team expenditures in the team’s operating accounts instead of then being spread out over multiple accounts. Non-normal team expenditures (i.e., season-ending banquet) can be expensed directly to the Restricted or Auxiliary (or Camp Surplus) account.

Restricted

“Restricted” accounts are used to record donor gifts to the teams received and processed through the Development Office. Those funds are then available to be spent in accordance with the wishes of the donor. If the donor places additional restrictions on the gift (i.e., purchase new shoes), those additional restrictions should be communicated by the Development Office so that the funds can be spent in accordance with the wishes of the donor. Some intercollegiate sport teams also have an additional and separate Restricted account to record gifts specifically for team mission’s trips.

Once notified by the Development Office of a donation, the Head Coach is expected to follow-up with a thank you email to the donor within one week of being notified.

Camp Surplus

Camp surplus (7285) is established for those intercollegiate programs who conduct summer camps. Once all expenditures have been cleared, the camp director will meet with the Business Office to reconcile the surplus (typically mid-September). Twenty-five percent of the surplus is allocated to the respective intercollegiate sport. Funds from the camp surplus account can be utilized for team trips, equipment not designated in the normal operational budget, etc.

Recruiting Line Item

The Director of Athletics will inform each Head Coach in early July the amount of money allocated for recruiting purposes. The recruiting line item (6202) is located in the Athletics operational budget (2119). The Administrative Assistant will send the current balance remaining of recruiting funds to the Head Coaches periodically and you can request your balance at any time. The recruiting line item will not roll over to the next fiscal year if funds remain. If a coach decides to pay for airfare for a selected student-athlete prospect, the individual must have been accepted into Messiah University and an estimated financial aid package must have been received prior to making arrangements.

Uniform Replacement Plan (Under Armour)

Intercollegiate sport uniforms will be replaced on a four-year cycle and will be paid out of the Falcon Athletic Network (FAN) account, not operational budget. It is the responsibility of each head coach to place the order and stay within the financial parameters.

FY20		
Intercollegiate Sport	Uniforms	Pre-Game Attire
Track & Field	\$3,600.00	
Men’s Basketball	\$5,000.00	
Men’s Soccer	\$3,900.00	

Softball		\$2,100.00
Baseball	\$8,100.00	\$3,150.00
Uniforms	\$20,600.00	
Pre-Game Attire	\$5,250.00	
Every Year	\$6,015.00	
Total	\$31,865.00	

FY21		
Intercollegiate Sport	Uniforms	Pre-Game Attire
Men's Volleyball	\$2,600.00	
Field Hockey	\$3,900.00	
Men's Soccer		\$2,100.00
Men's Swimming		\$1,680.00
Women's Swimming		\$1,680.00
Women's Soccer		\$2,100.00
Men's Tennis		\$700.00
Women's Tennis		\$980.00
Cross Country		\$3,150.00
Track & Field		\$6,300.00
Uniforms	\$6,500.00	
Pre-Game Attire	\$18,690.00	
Every Year	\$6,465.00	
Total	\$31,205.00	

FY22		
Intercollegiate Sport	Uniforms	Pre-Game Attire
Women's Volleyball	\$2,880.00	\$1,540.00
Women's Lacrosse	\$3,900.00	\$2,100.00
Wrestling	\$3,060.00	\$3,150.00
Cross Country	\$2,800.00	
Men's Lacrosse		\$3,500.00
Women's Soccer	\$3,900.00	
Uniforms	\$16,540.00	
Pre-Game Attire	\$10,290.00	
Every Year	\$6,015.00	
Total	\$32,845.00	

FY23		
Intercollegiate Sport	Uniforms	Pre-Game Attire
Men's Lacrosse	\$9,000.00	
Men's Volleyball		\$1,400.00
Women's Basketball	\$4,800.00	\$1,120.00
Field Hockey		\$2,100.00
Softball	\$5,000.00	

Men's Basketball		\$1,400.00
Uniforms	\$18,800.00	
Pre-Game Attire	\$6,020.00	
Every Year	\$6,015.00	
Total	\$30,835.00	

Every Year	
Intercollegiate Sport	Expenditure
Men's Swimming	\$1,200.00
Women's Swimming	\$1,560.00
Baseball Hats	\$525.00
Softball Visors	\$280.00
Replacements	\$1,000.00
Tennis (alternate between men and women)	\$700.00
WLAX Goggles	\$750.00
Total	\$6,015.00

MAC Post Season

Intercollegiate sport operational budgets do not contain funding for MAC Post Season (i.e., travel, meals, lodging, and officials). A separate organization (2127) is established for all expenses associated with conference playoffs.

NCAA Post Season

Intercollegiate sport operational budgets do not contain funding for NCAA Post Season (i.e., travel, meals, lodging, and officials). A separate organization (7221) is established for all expenses associated with NCAA playoffs. Per diems allocated by the NCAA are only to be used for normal travel expenditures by the respective Head Coach (purchasing of operational equipment, t-shirts, etc., is not allowed). **NCAA travel party limits are strictly adhered to. Additional expenditures will be the responsibility of the respective head coach (e.g., auxiliary, camp surplus).**

Team Sports

Sport	Travel Party Size	Max Team Size	Per Diem Rate	Per Diem	Ground Transportation
Field Hockey	29	24	\$90	Standard team per diem	GO Ground-1 bus
M/W Soccer	29	24	\$90	Standard team per diem	GO Ground-1 bus
M/W Volleyball	22	17	\$90	Standard team per diem	Go Ground-1 bus
M/W Basketball	20	15	\$90	Standard team per diem	Go Ground-1 bus
Baseball	30	25	\$90	Standard team per diem	GO Ground-1 bus

M/W Lacrosse	37	32	\$90	Standard team per diem	Go Ground-1 bus
Softball	25	20	\$90	Standard team per diem	GO Ground-1 bus

Individual/Team Sports

(NA=Non-athlete; IND=Student-Athlete)

Sport	Allowable Non-Athletes	Max Team Size	Per Diem Rate	Per Diem	Ground Transportation
M/W Cross Country	2 NA Teams; 1 NA for 1-5 ind	8	\$90	3 days for all eligible travelers	50 cents per mile per person
M/W Indoor Track	1 NA for 1-5 ind; 2 NA for 6-10 ind; 3 NA for 11-15 ind and 4 NA 16+	N/A	\$90	4 days for all eligible travelers	50 cents per mile per person
M/W Swimming	1 NA for 1-5 ind; 2 NA for 6-10 ind; 3 NA for 11-15 ind and 4 NA 16+	18	\$90	5 days for all eligible travelers	50 cents per mile per person
Wrestling	1 NA for 1-5 ind; 2 NA for 6-10 ind; 3 NA for 11-15 ind and 4 NA 16+	N/A	\$90	4 days for all eligible travelers	50 cents per mile per person
M/W Tennis	2 NA per team; 1 NA for 1-5 ind	9	\$90	3.5 days (regionals)' 4.5 days (finals) for all eligible travelers	50 cents per mile per person – regionals and finals
M/W Outdoor Track	1 NA for 1-5 ind; 2 NA for 6-10 ind; 3 NA for 11-15 ind and 4 NA 16+	N/A	\$90	5 days for all eligible travelers	50 cents per mile per person

Under Armour Contract



Messiah University Athletics Agreement with Schuylkill Valley Sports

This document confirms the relationship between Messiah College and Schuylkill Valley Sports (SVS). The agreement begins July 1, 2015 and expires June 30, 2020.

Messiah University Athletics obligation to Under Armour and SVS:

- During the term, Messiah University Athletics shall purchase Under Armour products for athletic teams from SVS set forth below.
- All teams shall exclusively wear and use head-to-toe Under Armour products, including without limitation footwear, socks, uniforms, and headwear, commencing in year 4. Messiah University Athletics shall use best efforts to exclusively use Under Armour's inflatables for athletic teams.
- Messiah University Athletics shall place orders with SVS for custom and stock uniforms by: (1) January 15 for fall sports; (2) May 31 for winter sports; and (3) November 15 for spring sports. Stock apparel (excluding uniforms), footwear, and accessories can be ordered at any time.
- Under Armour and/or SVS shall receive placement of two banners for display on-field and on-court for each Messiah University Athletics team. Aside from Under Armour and SVS, no other manufacturer, distributor, marketer or seller of athletic apparel, accessories or footwear shall have the right to place signage at Messiah University Athletics facilities.
- Messiah University Athletics hereby grants to Under Armour the right to reproduce, display and otherwise use game photographs and/or audiovisual footage of Messiah University Athletics team games subject to applicable NCAA, NFHS, or applicable high school rules.

Under Armour and SVS obligation to Messiah University Athletics:

- Under Armour shall provide Messiah University Athletics 10% of free coaches products valued at Under Armour's then-current retail pricing based on Messiah University Athletics total purchases of Under Armour products through SVS. Such free products

shall be fulfilled after all products for all sports have been shipped in each year. Licensee products (including but not limited to inflatable balls, socks, sport-specific bags, team headwear and eyewear) cannot be purchased with the promotional product credit.

- Under Armour shall provide team t-shirts free of charge to all members of a conference championship team.
- Under Armour shall provide a free warm-up set to the league/conference coach of the year.
- SVS shall maintain appropriate levels of Under Armour inventory to satisfy Messiah University Athletics requirement on a timely basis.

Part-Time Assistant Coach Wage Structure

The following parameters will be instituted for part-time assistant coach wages:

1. A head coach is allowed to utilize up to \$12,000 of auxiliary funds (i.e., camp surplus, auxiliary funds and/or donor funds) for assistant coach wages:
 - Formerly, the maximum amount was \$5,000
 - Use of auxiliary funds supplements what is provided to each sport program by Messiah University for part-time assistant coaches
2. A part-time assistant coach will work no more than 20 hours per week over 10 months:
 - New part-time assistant coaches will begin at \$10.00 per hour
 - Human Resources/Payroll will determine the increase of pay per hour in each subsequent year
 - An assistant coach working 20 hours per week, 10 months will be paid no more than \$12,000
3. Auxiliary funds and College funding for part-time assistant coaches can be combined to hire one assistant coach or utilized for multiple assistant coaches, as long as the aforementioned limits are not exceeded.

Graduate Assistant Wage Structure

Graduate assistants are paid \$12,420 over a ten-month (August 1-May 30) period; the following depicts the organizational breakdown:

- Messiah University Higher Education Graduate Program \$2,484.00 (20%)
- Applicable sport Balance

Volunteer Assistant Coaches

Intercollegiate Athletic programs are allowed Volunteer Assistant Coaches on their respective staffs (Effective Fall 2019). The Volunteer Assistant Coaches information packet is located on the Athletics Department Canvas site (Files).

Work Study

All Head Coaches are provided 300 work-study hours per academic year. This can be for one person, or divided how the Head Coach sees fit. It can be used for office work, manager duties, videotaping, etc.

Purchase Orders

Purchase orders should be used for any order of \$1,000 and beyond. A requirement is to have two quotes on any order between \$1,000 and \$4,999 and three quotes for any purchase of \$5,000 or greater. The only exception is if there is a “Sole Source Justification (SSJ)” form on file or if the SSJ was submitted and approved. A W-9 is required to be submitted for any new vendor.

Sales Tax Exemption

Messiah University is a tax-exempt non-profit institution. When purchasing, a [tax exempt](#) form should be submitted to the company. The tax-exempt number is also located on the front of the Purchasing Card.

Gate Revenue

Messiah University charges admission for home indoor athletic events hosted in Hitchcock Arena:

- General Admission/Adult \$5.00
- Senior Citizen \$4.00
- Student \$2.00
- 12 & Under Free
- Messiah University employees and students with valid ID will be admitted free to regular season events

If an intercollegiate program schedules a tournament/invitational on campus, admission fees are allowed to cover expenses of hosting the event (cannot be a fundraiser for the program). Prior to the event, the head coach must meet with the Director of Athletics to discuss revenue projections, expenditures, etc. If approved, within one week of completion of the tournament/invitational, the head coach must submit to the Director of Athletics a spreadsheet of gate revenues and expenses. When hosting a MAC and/or NCAA Post-Season event, admission will be charged according to the parameters set forth by each organization.

SECTION 5: TEAM TRAVEL POLICIES

The Athletics Department provides funding via operational budgets for travel to official athletics-related functions. The mode of transportation, length of stay, and size of party are administered consistently for all programs by Department guidelines and regulations (refer to operational budget guidelines).

Specific Athletics Department guidelines include the following:

1. Team travel must always take place in an officially approved mode of travel. An officially contracted member of the coaching staff must accompany student-athletes to and from all athletics contests (including travel to airports). If University vehicles are the mode of travel, a student-athlete, trainer, or manager may not function as the vehicle operator unless he/she has met University requirements to do so, otherwise only a member of the coaching staff or other approved athletics staff member shall operate any University vehicle utilized for official athletics travel.
 - The maximum van trip is 300 miles and vans cannot be driven after midnight (exception if overnight trip).
2. All members of the official traveling party must travel with the team to and from the athletics contest. The Department of Athletics member who is officially responsible for the team for a given athletics contest may grant an exception to this requirement under the following conditions:
 - **Parent Transportation Release and Waiver:** Parent/Guardian signature required to provide transportation for their son/daughter to and/or from an athletics event/contest and agree not to transport anyone other than the child.
 - **Transportation Release and Waiver:** The student-athlete is 18 years or older and the travel destination is within one hour (60 miles) from departure site. A valid reason (i.e., late exam, internship) must be submitted with the request. A Parent/Guardian signature required. The student-athlete also agrees not to transport anyone other than themselves.

Note: The Department of Athletics preference in this type of situation is that an assistant coach will drive the student-athlete to the destination in a University-approved vehicle (a coach cannot drive a personal vehicle with a student in this situation).
 - **Waiver of Liability – Special Circumstances:** If a student-athlete would like to travel with parents of another student-athlete to a specific location (i.e., meals, amusement park) during an extended team trip (i.e., holidays, spring recess), the student-athlete must complete the Waiver of Liability form prior to leaving the team location.
3. The Coordinator of Travel shall schedule charter bus reservations for athletics-related team travel (Note: Head coaches are responsible for securing van reservations for team travel). The head coach is responsible to respond to the Coordinator of Travel request for information regarding mode of travel within seven days of receipt of such request. Mode of travel requests may be issued as much as eight months in advance of the actual date(s) of travel. Teams utilizing commercial or chartered vehicles may be requested to

submit a response to travel requests more than six months in advance (Fall sports – January 15th; Winter sports – April 15th; Spring sports – June 15th), particularly in instances of weekend travel. (Note: Head coaches must provide a minimum of one week’s notice of cancellation regarding charter buses)

4. Official travel party size and distance will dictate the mode of transportation to be utilized. A travel party of 14 or less shall utilize a University van. Squad sizes of 15 or more may utilize a chartered coach if the round-trip distance exceeds 100 miles.
5. Teams traveling more than 1,000 miles round-trip may be considered for air travel. All air travel must be approved by the Executive Director of Athletics and Fundraising. A minimum of one member of the coaching staff must be present on each flight with student-athletes.
6. In all cases, the time of departure from campus and the time of return to campus must be requested by the Department of Athletics member officially responsible for the group travel, and such departure and return times must be approved by the Faculty Athletics Representative (FAR) and the Coordinator of Travel.
7. For group-related expenses while traveling away from campus, the head coach is required to utilize the University’s Purchasing Card (Visa). The head coach is responsible to keep all receipts and reconcile the Purchasing Card account at the end of each month. In the event that cash is needed for certain expenditures, the Head Coach can complete a Cash Advance Request Form with the approval of the Executive Director of Athletics and Fundraising or in his/her absence, the Assistant Director of Athletics for Compliance and Internal Operations. Upon return, the head coach must complete a Cash Advance Reconciliation with appropriate receipts to validate the expenditures. In all cases, there will be no reimbursement without a valid receipt.
8. Messiah University maintains a fleet of vehicles for official College-related travel. If vehicles are not available through the University, the head coach should contact a local rental car agency to secure the size and number of vehicle required. All rentals of cars for University business are to waive the Loss Damage. All rentals of 15-passenger vans are strongly encouraged to purchase the Loss Damage with the decision to be made in conjunction with the Vice Provost.
9. Team trips during vacation periods (i.e., Christmas break, Spring break) for extended travel must be approved by the Director of Athletics prior to arranging for such trips. The general guidelines include the following:
 - Approval (during the fiscal year budgeting process) for the trip must be granted before any request for funding is submitted to any of the possible funding sources, including fundraising and regular operating budget.
 - Expenses (i.e., transportation, meals, lodging) may be paid for practice sessions only if they are associated with an away-from-home contest, conducted within the state, or are no more than 100 miles from campus.
 - Regular operational funds may be made available for extended trips during vacation periods to the extent of what it would cost if the group would normally remain on campus during the same time period.
 - It is not an expectation, nor is it considered normal, that all teams will schedule an extended trip each academic year.

- Funding for extended trips may be requested through fundraising activities.
- When institutional resources and fundraising efforts fail to meet projected expenses, the program director and the student-athletes are expected to make up the difference.
- All funds for extended trips must be approved and accounted for prior to contractual commitments. This requirement must be satisfied a minimum of 45 days prior to the projected date of departure. In instances of insufficient funds, the trip may be canceled.
- Any practice on an extended trip must take place either at the competition site or on a direct route between two competition sites. It is not permissible to schedule practice sessions at other locations to provide entertainment for team members.

Bylaw 16.8.1.2 Competition While Representing Institution. An institution may provide actual and necessary travel expenses (e.g., transportation, lodging and meals) for a student-athlete representing the institution in competition, provided the student-athlete is eligible for intercollegiate competition.

Bylaw 16.8.1.2.1 Departure/Return Expense Restrictions. An eligible student-athlete may receive actual and necessary travel expenses to represent the institution in athletics competition, provided the student-athlete departs for the competition not earlier than 48 hours before the start of the actual competition and remains not more than 36 hours after the conclusion of the actual competition even if the student-athlete does not return with the team.

Bylaw 16.8.1.2.1.1 Exceptions. These travel expense restrictions do not apply in the following circumstances:

- a) Travel before and after contests in Hawaii or Alaska;
- b) Travel before and after contests in the 48 contiguous states for member institutions located in Hawaii or Alaska;
- c) Travel before and after regular-season competition that takes place during the institution's official vacation period during the academic year;
- d) Travel before contests in NCAA championship events;
- e) Return transportation after contests in NCAA championship events that take place during the institution's official vacation period during the academic year or between regular academic terms;
- f) Travel before and after regular-season competition that takes place during the institution's summer-vacation period; or
- g) Travel before and after regular-season competition that takes place in one or more foreign countries on one trip during the prescribed playing season and is limited to no more than once every three years.

10. Regarding meals, all team travel shall conform to guidelines stipulated within the operational budget parameters.

11. All teams shall seek comparable quality hotel lodging. The length of stay for each team shall be comparable and contingent on the timing of the event. The University will not accept charges to individual student-athlete rooms for phone calls, room service, or movie rentals.

12. Head coaches dispersing money to student-athletes must keep a record of the dollar amount provided to each individual and obtain a signed receipt from each student-athlete receiving money. This practice is sometimes normal for athletics-related individual events when meal times may not be common to all participants.
13. When traveling to athletics events away from campus, it is expected that all athletics personnel shall be attired in a professional manner. The wearing of team warm-ups is acceptable. T-shirts, jeans, and any form of “cut-offs” are not appropriate attire for members of the athletics travel party. The individual officially responsible for the traveling party is responsible to enforce travel attire expectations.
14. When operating a vehicle with college personnel and student-athletes as passengers, the driver is not allowed to use a cell phone, texting, or any other hand held device while operating a vehicle. If it is necessary for the driver to use a cell phone, he/she is required to pull safely off the road.
15. Athletics groups engaging in overnight travel for athletics purposes must prepare and submit a travel itinerary to the Administrative Assistant prior to departing campus. The travel itinerary shall include the following:
 - Names of individuals included in the travel party
 - Cell phone numbers of Head Coach and Assistant Coaches
 - Brief outline of schedule of events
 - Estimated time of departure/return
16. Messiah University, via its regular operational budget, does not pay for any non-University person(s) to travel with a team. Non-University personnel who may be considered a part of the group’s travel party (Roster + 2 coaches + 1 student manager) must pay their own expenses, unless approved by the Director of Athletics. In addition, non-University personnel who travel with the team will be required to sign an Assumption of Risk and Liability Release form prior to travel. Messiah University owned or leased 15-passenger vans shall not be used at any time to transport minors of the age of pre-primary, primary, or secondary school students (0 to 17 years of age).

SECTION 6: ATHLETICS GUIDELINES FOR SCHEDULING PRACTICES AND COMPETITIONS

Scheduling of Contests

All head coaches are responsible for developing their own schedules and submitting them to athletics administration. All scheduling will seek to carry out the goals of each respective sport program with minimal interference with academic pursuits, specifically with class schedules.

1. All league schedules as approved by the MAC will be followed.
2. For sports requiring contests during daylight hours, contests should begin no earlier than 3:00 p.m. during the weekday (exceptions include baseball and softball).
3. Overnight trips, if permitted, shall take place over weekends, not weekdays.
4. No intercollegiate athletics team may play three dates in a single week more than twice in a season (softball and baseball may have such a schedule three times in a season) without prior approval of the Director of Athletics.
5. Scheduling of tournaments must be approved by the Associate Athletics Director for Facilities. The head coach is responsible for contacting and confirming all prospective participants, arranging guarantees offered to participants, and including the guarantees on contracts.
6. All contests scheduled in Hitchcock including volleyball, basketball, and wrestling must be approved by the Associate Athletics Director for Facilities.
7. All scheduling changes or cancellations must be communicated and approved by the Director of Athletic Communications, Associate Athletics Director for Facilities, Coordinator of Contracts, Assistant Athletic Director for Compliance and Internal Operations, the Director of Sports Medicine, and Administrative Assistant immediately to allow all appropriate parties to be notified in the University community and outside constituencies.
8. Once submitted, schedules will need final approval from the Director of Athletics before being considered final.

Submission of contracts to opponents:

- Fall Sports: submit schedules by January 15th
- Winter Sports: submit schedules by April 15th
- Spring Sports: submit schedules by June 1st

Cancelation/Rescheduling of Contests

The Head Coach is responsible to notify the following personnel in case of a cancelation due to inclement weather or other valid reasons:

1. Administrative Assistant
2. Coordinator of Travel/Contracts
3. Game Management Coordinator
4. Athletic Communications Office
5. Officials assigned to the contest
6. Athletic Trainer assigned to the team
7. Grounds Department (Outdoor Sports)
8. Campus Events (Indoor Sports)
9. Student-athletes

Prior to rescheduling a contest, the Head Coach must contact the Director of Athletics, the Associate Athletics Director for Facilities, Assistant AD for Communications, the Assistant Athletic Director for Compliance and Internal Operations, the Director of Sports Medicine, and the Administrative Assistant to discuss possible dates, times, etc.

Wolf's Bus Lines Guidelines

Final schedules should be submitted to the Coordinator of Travel/Contracts by the dates listed below to secure transportation for away contests:

Teams	Schedule
Fall	January 15 th
Winter	April 15 th
Spring	June 1 st

Submitted schedules should include at least the following:

- Date of contest
- Time of contest
- Location
- Opponent

Note: if any of these components is unknown, please note as "TBD"

Wolf's Bus Lines Contract

Wolf's Bus Lines hereby covenants, contracts and agrees to furnish transportation via motorcoach service for all Messiah student-athletes involved in intercollegiate athletic competition. Wolf's also agrees to operate in an expeditious, substantial and workmanlike manner in accordance with industry standards. Messiah University agrees Wolf's Bus Lines to be the exclusive carrier for all scheduled intercollegiate athlete competitions unless Messiah University owned and operated vans are utilized.

Competitions not funded by the University or team funded competitions are special events and are excluded from this contract. Wolf's Bus Lines is not obligated to offer or locate transportation for these special events and competitions.

Wolf's Bus Lines covenants contracts and agrees neither to assign nor to transfer this contract. This agreement constitutes the entire agreement between the parties. No amendment or modification changing its scope or terms shall have any force or effect unless it is in writing and signed by both parties. This agreement shall be construed and enforced in accordance with the laws of Pennsylvania. The contract shall be binding upon the parties hereto their heirs, executors, successors, and assigns.

The following riders are hereby incorporated into and made part of this contract:

- Rider A: Terms and Conditions
- Rider B: Schedule of Charges
- Rider C: Price Escalation Clause

Rider A: Terms and Conditions

- Wolf's Bus Lines agrees to comply with all applicable laws and regulations of the Commonwealth of Pennsylvania in carrying out this contract. Regardless of provisions to

the contrary found elsewhere in the provisions of this contract, the laws of the Commonwealth of Pennsylvania shall be used in the interpretation of this contract.

- Transfer of this contract is not assignable without prior written consent of **Messiah University**.
- **Messiah University** may terminate this contract for its convenience if the college determines termination to be in its best interest. Wolf's Bus Lines shall be paid for all work completed.
- This contract and amendments constitute the entire agreement between the parties.
- In carrying out this contract, Wolf's Bus Lines shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations.
- Advance deposit or payment is not required.
- Contracted prices are for cash and/or check payments only. Credit card payments will incur an additional 4% processing fee.
- If a 47-Passenger Motorcoach is requested by Messiah University Monday through Thursday and Wolf's Bus Lines does not have one available but Wolf's does have a 54-Passenger Motorcoach available; Wolf's Bus Lines agrees to substitute the 54-Passenger Motorcoach in place of the 47-Passenger Motorcoach requested at the 47-Passenger rate listed on Rider B (Schedule of Charges).
- Trip information is requested a minimum four (4) days prior to trip departure. Wolf's Bus Lines must be notified of any changes in reservations such as departure time, pick up location or any deviation in schedule as soon as possible or at least four (4) days prior to departure.
- Excessive time charges will apply if use of our driver exceeds fourteen (14) hours on any given day.
- By law drivers can only drive 10 hours and work 15 hours in one 24-hour period. Drivers must also have 9 hours off before reporting to work after reaching 10/15. In the event an "Extra Driver" is needed to continue and/or complete a trip, charges will be applied as outlined in the *Rider B: Schedule of Charges*.
- Trips booked with less than fourteen (14) days notice and which require a leased bus will be charged at the lease bus rates.
- One-day trips that occur on Saturdays will be billed at the Saturday rate noted on the Rider B (Schedule of Charges). All multi-day trips will be billed at the minimum rate per day noted on the Rider B (Schedule of Charges) regardless of the days of the week.
- If it is necessary to cancel any trip or any portion thereof, notification of such cancellation must be received by Wolf's Bus Lines fourteen (14) days prior to the date of departure.
- Cancellations received less than five (5) days prior to the contracted date will be subject to a charge of 25% of the contracted amount as a cancellation fee. Conditions beyond the control of **Messiah University**, (i.e.) weather, event cancellation, will not be charged a cancellation fee. If notice is given by telephone please record time, date and name of the company representative. Failure to record this information may result in cancellation fees being assessed.

- Wolf's Bus Lines reserves the right to increase our Schedule of Charges in the event of unforeseen changes in our cost for fuel. Base fuel cost for this contract is \$3.30 per gallon of diesel fuel. Both parties agree to negotiate to any changes in charges.
- All invoices will be processed every fifteen (15) days and are due and payable in full thirty (30) days after invoiced.
- It is agreed the performance of this contract is subject to various state and federal regulations. As such, these regulations can and do have an effect on Wolf's ability to perform some services.
- Wolf's Bus Lines agrees to maintain 24/7 emergency contact telephone number (717-528-7654).

Wolf's Busing Charges : See annual budget worksheet for up to date rates

Rest Stops: Drivers are required to make a brief stop every two (2) hours.

Tolls/Parking: All tolls and/or parking fees incurred for each trip will be added to the final cost.

Extra Driver: By law drivers can only drive 10 hours and work 15 hours in one 24-hour period.

Drivers must also have 9 hours off before reporting to work after reaching 10/15.

Standard Extra Driver = \$260 per driver, per trip (Ex. Driver meets group in route home to finish trip)

Driver Charge Involving Overnight Stay = \$360.00 per driver, per trip (Ex. Driver has to go night before and stay in hotel overnight to relay home and/or continue trip to destination)

Rider C: Price Escalation Clause

In the event diesel fuel price exceeds \$3.30 per gallon during the contract period, rates in Rider B, in the schedule of charges will be negotiated by both parties. Diesel fuel prices are the cost paid by Wolf's Bus Lines as delivered to their bulk storage tank located in York Spring, PA. A price movement of thirty cents or more, plus or minus would need to occur before this escalator is applied. Base fuel cost is set at \$3.30 per gallon of diesel. Fuel cost to be adjusted every January. Average fleet fuel mileage is 6 miles per gallon.

Practice Sessions

1. Practice sessions are limited to three hours per day when classes are in session.
2. **University Closure** – Scheduled practice sessions are at the discretion of the respective head coach when the University officially closes for inclement weather. Athletic Training staff and access to the Athletic Training room will not be available, thus practice sessions conducted should have no physical contact. Captains' practices are not permitted. Practice sessions are not permitted if the University has a power outage.

Athletic Facility Use Policy

Purpose: The primary purpose of the athletics facilities at Messiah University is to provide opportunities to educate our students through physical activity, athletics and recreation. The facilities are limited to the use of Messiah University's faculty, staff, students and affiliated constituents. This policy is in effect throughout the academic year starting in August and ending in May.

Priorities: Listed below are the priorities used to determine the allocation of the facilities:

Priority "A"	Messiah University Academic Activities
Priority "B"	Messiah University Sponsored Events
Priority "C"	Intercollegiate Activities
Priority "D"	Student Programs Sponsored Events
Priority "E"	Open Gym
Priority "F"	General Public/External Events

Definitions: Priorities are a way to view the different events held on campus and the general hierarchy of their activities. The scheduling of facilities may be adjusted as needs and opportunities change, and it is inevitable that groups may be confronted with modifications that are less than desirable from their viewpoint. There may also be times when an event within a particular priority group is moved ahead or is dropped below another priority group's event. Lastly, an event that has been previously scheduled is not automatically canceled or rescheduled because another higher priority group wishes to use the facility, although there are times when that can occur.

Messiah University Athletics Facilities include the following:

- (1) Hitchcock Arena
- (2) Sawyer Gym
- (3) Brubaker Auditorium
- (4) Wrestling Room
- (5) Starry Athletic Complex:
 - Baseball
 - Softball
 - Lower Starry Field
 - Upper Baseball Area
 - Shoemaker Soccer Field
 - Outdoor Track
 - Anderson Field
 - Criste Tennis Courts
 - Lacrosse Field
 - Back Practice Fields
- (6) Intramural Fields:
 - Rec Sports Field (Spring only)
 - Horseshoe Field (Spring only)
- (7) Fredricksen Natatorium (Pool)
- (8) Racquetball Courts (1 Racquetball and 1 General)

Priority "A": Messiah University Academic Activities are those activities that are directly tied to the instructional mission of the College including classes and academic programming activities. These activities are typically held Monday through Friday from 8:00 a.m. to 4:00 p.m. with occasional exceptions (i.e., guest speakers).

Priority “B”: Messiah University Sponsored Events are those large-scale events, which are scheduled and sponsored by departments on campus for the members of the College community and/or benefit of Messiah University. Some examples would include Homecoming, Open House, Official Dinners, Victorian Christmas, etc. These activities typically are sponsored by the President’s Office, Admissions Department, Office of Alumni and Parent Relations, and the Office of Development.

Priority “C”: Intercollegiate Athletics are those events and programs that include intercollegiate athletics contests, intramurals, intercollegiate practices, team sponsored fundraisers, club sports, and outside athletic teams. All activities must be approved and scheduled through the Associate Athletics Director for Facilities.

- (1) **Athletics Contests** include official events held by the Athletics Department. These contests occur in Hitchcock Arena, Brubaker Auditorium, and Starry Athletics Complex from 4:00-9:00 p.m. Monday through Friday and throughout the day on Saturday.
- (2) **Intercollegiate Practices** are official practices that include coaching staff and athletic training staff present. These are typically held in Brubaker Auditorium, Hitchcock Arena, and Starry Athletic Complex from 4:00-7:30 p.m. Monday through Friday and throughout the day on Saturday. Teams that are in-season have a higher priority than teams participating in their non-traditional season with the exception of lacrosse teams on the LAX Turf.
- (3) **Athletics Team Sponsored Fundraisers** are activities that allow Messiah University intercollegiate athletics teams to use the athletics facilities to raise money. These events could be, but not limited to tournaments, meets, games, clinics, all of which are sponsored by a College team. Teams are limited to one weekend event per semester.
- (4) **Rec Sports** is recreational programming that is scheduled directly out of the Rec Sports Office. They have priority scheduling as follows:
 - i. Sawyer Gym: Monday through Thursday from 7:00 p.m. to 11:00 p.m.
 - ii. Turf Fields: Monday through Thursday from 7:30 p.m. to 10:00 p.m. (Fall)
Note: Unless Regular Season or Post-Season Intercollegiate Games are scheduled)
 - iii. Rec Field: Monday through Thursday from 3:00 p.m. to dark (Spring)
- (5) **Club Sports** scheduling is handled by the Athletics Department. Outdoor club sports are provided games and practice times based on availability of the Rec Sports Field, Anderson Field, LAX Turf, Lower Starry, and Upper Baseball. Outdoor club sports are not able to reserve indoor space.
- (6) **Outside Athletics Teams** include high school, club, and collegiate teams that hold practices or contests at the College. These groups must be approved by the Athletics Department and provide a Certificate of Liability Insurance naming Messiah University as the additional insured. Facility use fees, administrative fees and support services fees can be assessed to outside groups if not sponsored by a Messiah University intercollegiate team.

Priority “D”: Student Programs Sponsored Events are activities that are sponsored by the Department of Student Programs recognized clubs, organizations, programs and services

planned by and primarily for members of the Messiah University community. These events include Student Activity Board Concerts, Dances, Coffee Houses, and Welcome Week. A number of SAB activities fall between Athletics Contests and Intercollegiate Practices in regard to priority. Student Programs Sponsored Events also includes SGA officially recognized student clubs such as Acclimation Dance, Swing Dance, SAAC Activities, Footprintz, etc.

Priority “E”: Open Gym is gym space reserved in Brubaker and Sawyer for the general student body, employees, and alumni throughout the academic year.

Priority “F”: General Public/External Events are those programs and activities that are organized by any non-profit or community groups that are not a part of the educational institution. Some examples would include the Special Olympics, MACSA Track Meet, CCAC Track Meet, Walk-a-thons, etc.

Scheduling:

- A. **Indoor Athletics Facilities** are scheduled through the Conference Services Department in conjunction with the Athletics Department (Associate Athletics Director for Facilities).
- a) **Hitchcock Arena:** Hitchcock is used primarily for intercollegiate practices and contests. Exceptions are during Welcome Week and during the week of Graduation.
 - i. Activities on courts 1 and 2 are limited to basketball, volleyball, and wrestling.
 - ii. Baseball, softball, and track and field are able to use Hitchcock on courts 3 and 4.
 - b) **Brubaker Auditorium:** Brubaker Auditorium is used for Chapel on Tuesdays and Thursdays, intercollegiate practices (Basketball, volleyball, softball, baseball, and lacrosse), and Open Gym.
 - c) **Sawyer Gymnasium:** Sawyer Gymnasium is used for HNES classes during the day, volleyball and basketball practices in the early afternoon, and Rec Sports in the evenings.
- B. **Outdoor Athletics Facilities** are scheduled through the Athletics Department (Associate Athletics Director for Facilities) in conjunction with the Conference Services Department:
- **Intercollegiate Grass Game Fields** include the Baseball Field, Softball Field and Shoemaker Field. Due to the fragile nature of grass fields and the overall cost of maintenance, only athletic teams are able to use the intercollegiate game fields. Exceptions include Collegiate Track Meets, High School Track Meets, Special Olympics, and Graduation.
 - **Intercollegiate Grass Practice Fields** include the Back Practice Fields and Lower Starry Field. Lower Starry Field is considered the area outside of the Softball Field.
 - **Lights** are located in four locations on Starry Athletic Complex – Public Tennis Courts, Shoemaker Field, Anderson Turf and Lacrosse Turf. According to the

agreement with Monaghan Township the lights will be on no later than 10:00 p.m Monday through Saturday. Lights are not allowed to be used on Sundays.

- **Midnight:** Starry Athletic Complex is closed in the evening starting at midnight.
- **Morning:** Starry Athletic Complex is closed until dawn.

C. Turf Fields

1. The following groups have access to the Turf Fields:
 - a. In-Season Sports
 - b. Non-Traditional Sports
 - c. Voluntary Workouts
 - d. Rec Sports
 - e. Messiah Intercollegiate Sponsored Clinics
 - f. Club Sports
 - g. Off-Campus Clubs
2. Priority Scheduling is as follows for the LAX Turf Field:
 - a. Lacrosse In-Season Games
 - b. Lacrosse In-Season Practices
 - c. Lacrosse Non-Traditional Games
 - d. Lacrosse Non-Traditional Practices
 - e. Voluntary Workouts
 - f. Rec Sports
 - g. In-Season Sports
 - h. Messiah Intercollegiate Sponsored Clinics
 - i. Club Sports
 - j. Off-Campus Clubs
3. Variable Schedules:
 - a. Post-Season Soccer Practices and Games: If weather/field conditions require post-season practices or games to alter voluntary workouts, captains will be contacted.
 - b. Club Sports: If weather/field conditions require in-season sports to alter club practices, club coaches will be contacted.

D. Outdoor Club Sports

1. Men's and Women's Club Soccer
 - a. Practices:
 - Practices will be held on the Rec Field in the Fall.
 - If inclement weather, practices can be held on Anderson Field and/or LAX Turf.
 - b. Contests:
 - If a single game is scheduled it will be held on the back practice fields (field conditions/weather permitting).
 - If a 3 Game Set is scheduled it will be held alternately between Anderson and LAX Turf.
2. Men's and Women's Ultimate Frisbee
 - a. Practices:
 - Practices will be held on Upper Baseball and Lower Starry.

- If inclement weather, practices can be held in Anderson Turf and LAX Turf.
- b. Contests: Contests will be held on the Rec Field on weekends.
- 3. Field Hockey Club
 - a. Practices will be held on Anderson Turf Field.
 - b. Games will be held on Anderson Turf Field.

The Athletics Department reserves the right to reject any request if there is a potential for damage or harm to the facilities. The Department also reserves the right to cancel events, limit play or adjust times of facility/field usage due to facility conditions, renovation or restoration. Scheduling facilities are on a “first come, first serve” basis but are subject to change.

Turf Field Guidelines:

- A. Anderson Turf Field
 - 1. Field Hockey goals are only to be used for Field Hockey.
- B. LAX Turf
 - 1. Do not drag LAX goals – if they need to be moved they need to be picked up and carried.
 - 2. LAX goals are only to be used for LAX.
- C. Care for the Turf
 - 1. Approved equipment only
 - 2. No sharp objects
 - 3. No stakes; no corner flags
 - 4. No food; no gum
 - 5. No seeds; no tobacco
 - 6. No sports drinks – water only
 - 7. No pets; no bicycles

Athletic Field Snow Removal Policy and Procedure

- A. **Policy:** The Grounds Department is solely responsible for the maintenance, repair and snow removal to our synthetic and natural grass fields. This policy is meant to protect these playing surfaces from damage by untrained or unauthorized individuals. Under no circumstances are individuals outside of the Grounds Department permitted to attempt to work on or remove snow from the athletic fields. The Grounds crew have been trained by manufacturers and licensed by state agencies to care for our athletic fields. The Grounds Manager will oversee and direct these operations to protect the playing surfaces.
- B. **Objectives:**
 - 1. To maintain premium athletic fields safe for student-athletes to use.
 - 2. To remove snow/ice without damaging synthetic surfaces.
 - 3. To clear the synthetic fields of snow/ice as soon as campus snow operations permits.
- C. **Equipment:**
 - 1. John Deere 3720 with modified snow plow
 - 2. Irskine PTO-driven snowblower

D. **LAX Turf Field Procedure:**

Step Action

- 1 Campus must be cleared of snow/ice before staff are moved to athletic fields
- 2 3" PVC pipe applied to bottom of plow on John Deere 3720
- 3 Plow snow to the side and ends of the field
- 4 Use snow blowers to remove accumulating piles from the field
- 5 Apply ice melt products only as a last resort

E. **Anderson Turf Field:** Due to the nature of the field, Anderson Turf will not be cleared of snow with any equipment unless absolutely necessary.

Starry Athletic Complex

Services/Overtime – Grounds Department

The **Falcon Hut** will be opened the first regular season game of the spring season (not counting scheduled scrimmages). Athletics must contact Facility Services at least one week before the first game to schedule the de-winterizing of the Falcon Hut. The Falcon Hut will be winterized and closed shortly after the final playoff game in the fall.

The **irrigation system** and water reels will be winterized immediately after the final field hockey playoff game of the year or if the temperature drops below 32 degrees for two full days before the last game. The irrigation system will be started up no earlier than April 1st. Anderson Field's irrigation reel will be turned on after low temperatures reach 35 degrees for five straight days or the Grounds Department agrees to a sooner date. Anderson Field's irrigation will only be used for games during the traditional sports seasons.

Practice Fields (back practice fields and lower Starry): The lines will be painted once a week for practices and sports camps. The grass will be cut twice a week at 3 inches during camps and out-of-season times.

Shoemaker Field: The lines will be painted at least once a week during camps and the soccer season. The grass will be cut three times per week, at 2 inches, during the soccer season, and twice a week at 2.5 inches during the off-season. The field will be mowed and painted on game day or one day before game day (weather permitting).

Softball and Baseball Fields: The lines will be painted once a week during regular season, fall season, and during camps. The grass will be cut 3-5 times a week during the regular season at 1.5 inches (the entire field). During the fall season, for baseball, the infield grass will be cut at 1.5 inches and the outfield at 3 inches two times a week. In the off-season, the entire field will be mowed at 3 inches. The infield dirt will be groomed before every practice and every game throughout the regular seasons and three times a week during the fall seasons. The field will be mowed and painted on game day or one day before game day (weather permitting).

Rec-Sports and Upper Baseball Field: The lines will be painted once a week during the Rec-Sports seasons. The grass will be cut once a week at 3 inches throughout the mowing season.

Grounds Services sports turf crew leaders are not subject to mandatory on call. However, there are mandatory work hours, which fall beyond the normal workday. These hours are assigned accordingly:

1. Irrigation of athletic fields (25-30 hours):
 - April through September
 - Monitoring and shutting down irrigation pumps
2. Snow removal from Anderson Field/LAX Turf (20 hours):
 - February through March
 - Removing snow from field during Men and Women's Lacrosse season for games and practices
 - Snow removal of main campus is first priority; after campus is complete Grounds Services will start removing snow off Anderson Field/LAX turf
3. Baseball Games (25-30 hours):
 - 4 weekend home doubleheader games (5-6 hours of overtime per game)
 - Playoffs
4. Softball Games (24-30 hours):
 - 8 weekday doubleheader games (1-1.5 hours of overtime per game)
 - 4 weekend doubleheader games (4-5 hours of overtime per game)
5. Track and Field Meet (2-4 hours):
 - 1 weekend meet (2-4 hours of overtime)
6. Men's Lacrosse Games (10-15 hours):
 - 4 weekend games (2 hours of overtime per game)
 - Playoffs
7. Women's Lacrosse Games (8-12 hours):
 - 4 weekend games (2 hours of overtime per game)
8. Field Hockey Games (12-20 hours):
 - 6 weekend games 2 hours of overtime per game)
 - Playoffs

Any overtime for Starry Athletic Complex, beyond the hours listed above, needs to be pre-approved by the Grounds Services Manager and/or the Director of Facility Services.

Starry Athletic Complex Lights - Regulations

Purpose: On July 13, 2015, Monaghan Township Supervisors approved the University's request for conditional use, as it relates to installing lights on the new lacrosse field.

Conditions:

1. Lights must be turned off by 10:00 p.m. The ONLY exception is an overtime game and that needs to be reported with the township within 48 hours of the game. Weather delay does not permit lights to stay on beyond 10:00 p.m.
2. A quarterly report of light use must be submitted to the township by the Vice President for Operations.
3. There cannot be any excessive noise after 9:00 p.m. This applies to music being played, not fan noise
4. No one is allowed at the Starry Athletic Complex between 12:00-6:00 a.m.

If there are three violations to these conditions, the approval will be revoked and we will no longer be able to use the lights.

Response: Messiah University is committed to being a good neighbor and an engaged partner in the community. We want to be respected by those we work and live with. The college will do the following to ensure our commitment to the community and the approval set in front of us.

Schedule of lights:

1. Games – all athletic games will be scheduled so that the event is completed by 9:30 p.m., giving 30 minutes for overtime and/or to clear the field/stands.
2. If a rain delay occurs, the decision to resume play needs to take into consideration that lights must be off at 10:00 p.m.
3. Rec Sports – all rec sports events must end by 9:30 p.m. There are NO EXCEPTIONS to this time.
4. Rec Sports must manage the schedule and if groups/games are canceled, the light schedule is adjusted.
5. Any overtime games must be reported to the Vice President for Operations within 48 hours of the game. This can then be reported to the township and be credited as an exception.
6. Lights will not be scheduled for a Sunday use, unless it is a MAC/NCAA playoff game.

The college will submit **reports** on the following basis:

- January – March
- April – June
- July – September
- October – December

Parking Policy

I. Purpose: Parking is a challenge at some of the venues at Starry Athletic Complex, and has resulted in vehicles driving and parking in unauthorized locations. The following Starry Athletic Complex Parking Policy is designed to clarify where student-athletes, parents, spectators, coaches, trainers, and staff members can park.

II. Parking:

- A. Students, Student-Athletes, Parents, and Spectators are expected to park in the general Starry Athletic Parking Lot.
- B. For athletic contests, the Turf Fields Handicap Lot is available for those vehicles with appropriate handicap tags.
- C. No more than 6 cars are able to park between Anderson and Criste Courts
- D. The Lower Starry Bollards and Gravel Gate will be open during the day for Grounds, but will be locked at 3:00 p.m. on weekdays and all weekend.

III. Game Day Policy:

- A. Coaches and Staff Members with approved access will be able to unlock and lock the Gravel Gate and park in the Pump House Parking Lot.
- B. Athletic Trainers and Officials with approved access will be able to unlock and lock the Gravel Gate to park between Anderson and Criste Courts.
- C. Coaches, Athletic Trainers, and Game Management Staff must lock the gate behind them.

IV. Practice Day Policy:

- A. The Turf Fields Handicap Lot is NOT available for coaching staff, athletic trainers, officials, or athletes.
- B. Coaches and Athletic Trainers with approved access will be able to unlock and lock the Gravel Gate access will park in the Pump House Parking Lot and between Anderson and Criste Courts.
- C. Coaches and Athletic Trainers must lock the gate behind them.

SECTION 7: ATHLETIC TRAINING/SPORTS MEDICINE GUIDELINES

Mission Statement

The Messiah University Athletic Training Program seeks to provide high-level healthcare services to its student-athletes competing in NCAA Division III athletics while providing a comprehensive education to the students within the Messiah University Athletic Training Education Program. The multi-skilled staff will use current research and techniques in the field of athletic training to provide for the well-being of the student-athletes. The Messiah University Athletic Training staff is committed to treating each individual with respect and professional, comprehensive, and humane care while seeking to maintain the individual's dignity and privacy and allowing the patient to make informed choices in the care of his/her health.

Athletic Training Coverage Standards - In Season

Certified Athletic Trainers will be available to treat and assist student-athletes who compete on Messiah University's Intercollegiate Athletics teams. The following policies apply to in-season athletes when the University is in session:

1. The Athletic Training Room will be open and staffed with a Certified Athletic Trainer from 12:00 p.m. until 30 minutes after the last practice Monday-Friday for evaluation, taping, treatment, and rehabilitation.
2. While outdoor practices are ongoing, a Certified Athletic Trainer will roam amongst the outdoor athletic fields with in-season teams practicing on them from 4:00-6:30 p.m., Monday-Friday. In the Spring season, priority will be given to Men's Lacrosse due to the higher inherent risk for injury.
3. While indoor practices are ongoing, a Certified Athletic Trainer will roam amongst the indoor facilities with in-season teams practicing in them from 4:00-6:30 p.m., Monday-Friday.
4. Coverage of practices by a Certified Athletic Trainer outside of the 3:00-6:30 p.m., Monday-Friday period may be granted under special circumstances with a minimum of 24 hours notice.
5. All intercollegiate athletic competitions will be covered by a Certified Athletic Trainer. The Certified Athletic Trainer will be available 2 hours prior to the competition until 30 minutes after the conclusion of the event unless prior arrangements are made.
6. Student-athletes who need to be seen outside of these normal scheduled hours may communicate with the Certified Athletic Trainer assigned to their team to arrange an alternate time for evaluation, treatment, and/or rehabilitation.

The following policies apply to in-season athletes when the College is on a break (e.g., Fall Break, Thanksgiving, Winter Break, Easter, Spring Break):

1. Coaches should provide the Athletic Training Staff with a schedule of their practice times as soon as they know them.
2. A Certified Athletic Trainer will be available 1 hour prior to practice until 30 minutes following the completion of practice.

Athletic Training Coverage Standards – Out of Season

1. Non-traditional season contests involving varsity intercollegiate athletics teams will be covered by a Certified Athletic Trainer. The Certified Athletic Trainer will be available 2 hours prior to the competition until 30 minutes after the conclusion of the event unless prior arrangements are made.
2. As per NCAA standards, all practices that are considered “contact” will have an athletic trainer accessible on campus. Any sports that do not confirm practice time outside of the 4-6 pm Monday-Friday time frame will be only allowed to have a non-contact practice.
3. Out of Season student-athletes will be seen for evaluation, taping, treatment, and/or rehabilitation from 3:00-6:30 p.m., Monday-Friday in the Athletic Training Room. Each student-athlete will be expected to set up an appointment for any treatment/care.

General Guidelines

1. The Parent/Guardian of any athlete whose injuries require care in a medical treatment facility (i.e., hospital) will be notified immediately as per consent from the student-athlete.
2. Prior to resuming athletic competition, a student-athlete who has an injury and/or sickness must be cleared by a Certified Athletic Trainer.
3. If a student-athlete is injured outside the normal athletic practice session or competition, the student-athlete is responsible to report the injury to the Athletic Training staff and head coach immediately.
4. When an athletic team is away from campus and a student-athlete requires attention by a doctor (e.g., hospital, rehabilitation), a member of the coaching staff must be present. The coaching staff member is required to understand the latest regulations of HIPPA when transporting a student-athlete to the visit.

Lightning Policy

Lightning can be a very dangerous and potentially life-threatening phenomena. As such, the Messiah University Athletic Training Staff has developed a policy to deal with the threat of thunderstorms and lightning in the area:

1. Prior to covering outdoor practices and games, the Athletic Trainer on duty will check the local weather reports and radar to note any potential storms or lightning in the area.
2. Any storm or lightning activity reported within 30 miles of Messiah College’s campus will put the Athletic Trainer on alert. The Athletic Trainer shall alert coaches, officials, and game administrators that they are monitoring a potential storm.
3. The Athletic Trainer and game administrator shall work collaboratively to determine that all athletic fields must be cleared when the lightning is shown to be within 10 miles of campus. Acceptable methods of determining storm distance are as follows:
 - Flash to Bang: Once a lightning bolt is seen, record the number of seconds until thunder is heard. Divide the seconds by 5. This equals the approximate distance in miles that the storm is. The fields should be cleared if a Flash-to-Bang is within 30 seconds.
 - Lightning Detector: If the lightning detector records in the 3-8 mile range.

- Lightning Monitoring Software (i.e., Telvent, Coach Smart, etc.): Records in real time when lightning strikes occur. Clear if a lightning strike is recorded within 10 miles of campus.
4. Officials have the authority to suspend a competition whenever they feel the situation has become unsafe.
 5. Once the determination to clear the fields has been made individuals should make their way to the following safe shelters:
 - Messiah University Student-Athletes: Falcon Hut (inside with doors and windows closed), Climenhega Fine Arts Center
 - Opposing Teams: Return to their bus or vans (with windows rolled up)
 - Officials: Falcon Hut locker room
 - Spectators: Return to their vehicles (with windows rolled up)
 - The following are not safe shelters: dugouts, covered bridge, portable press boxes, convertible/soft-top vehicles, club cars/golf carts
 6. Play shall be suspended until 30 minutes after the last recorded lightning strike within 10 miles of campus. If another strike occurs within 10 miles, the 30-minute clock is restarted.
 7. Weather shall continue to be monitored even after the decision to resume play has been made.

Middle Atlantic Conference – Delayed Contests Policy:

1. For lightning, the NCAA 30 second flash to bang policy is to be enforced. To avoid gamesmanship, each school should have their procedure for determining this protocol in writing and available at the competition site.
2. For sports conducted indoors and outdoors where lightning is not present: the contest must restart within an hour of the delay.
3. For outdoor sports in the case of lightning: the athletics trainer must determine by the 60th minute of delay that the contest can resume in a half hour (thus, an hour and a half to restart a game)
4. When determining the possibility of completing a night contest during suspension in play, be sure to account for local sound and lighting ordinances. The game site manager should have this information available.
5. The above time parameters do not include the time to warm up after the delay ends. The warm up time is agreed to by the coaches and will not exceed 15 minutes.
6. This rule applies to all MAC contests (includes Freedom vs. Commonwealth opponents); for non-MAC contests, the governing rules would apply. In case the NCAA rules are unclear, present the MAC protocol to the non-conference school prior to the contest.

Site Specific Information

	Closest AED Location	Closest Lightning Shelter
Athletic Training Room	ATR or hallway outside ATR	Stay indoors

Brubaker Auditorium	On sideline during competitions or Dispatch window	Stay indoors
Sawyer Gym	Dispatch Window	Stay indoors
Hitchcock Arena	ATR or Pool Office or Fitness Center	Stay indoors
Fredricksen Natatorium	Pool Office	No one in the water during thunder showers
Wrestling Room	ATR or Dispatch Window	Stay indoors
Baseball/Softball Fields	Covering AT during practice or sideline during competitions	Falcon Hut or Climenhaga Fine Arts Center
Shoemaker Field	Sideline during competitions	Falcon Hut Visiting teams to bus
Anderson Field	Covering AT during practice or sideline during competitions	Falcon Hut Visiting teams to bus
Criste Tennis Courts	Covering AT during practice or sideline during competitions	Falcon Hut Visiting teams to bus
Lacrosse Field	Covering AT during practice or sideline during competitions	Falcon Hut Visiting teams to bus
Back 40 Fields	Covering AT during practice	Falcon Hut

All policies can be referenced in the sports medicine handbook, located on gomessiah.com under the sports medicine webpage. Any coach that has any question or concern with any policy is encouraged to reach out to any staff athletic trainer with those questions, or to the Director of Sports Medicine.

Coaches and athletics personnel are required to attend any sports medicine educational sessions regarding concussions, cervical spine injuries, emergency action plans, and cardiac health. Coaches, strength and conditioning coaches, athletic trainers, and athletics personnel will be instructed on appropriate educational materials by the Director of Sports Medicine that are appropriate and necessary for their respective positions.

SECTION 8: CAMPS AND CLINICS

13.11.3.2 Sports Camps and Clinics and Other Athletics Events.

An institution or an athletics department staff member may host, conduct or be employed by an event involving prospective student-athletes, provided: (Revised: 1/16/10, 1/21/17)

- (a) The event is open to the general public (limited only by number, age, gender and grade level); (Adopted: 1/21/17, Revised: 2/25/20)
- (b) The event does not offer free or reduced admission to any individual who has started classes for the ninth grade; (Adopted: 1/21/17)
- (c) Any awards or mementos received by prospective student-athletes are included in the admissions fees charged for participation in the event; and (Adopted: 1/21/17)
- (d) No athletics department staff member is employed (either on a salaried or volunteer basis) in any capacity by an event established, sponsored or conducted by a recruiting or scouting service (events established, sponsored or conducted by a recruiting or scouting service are permitted to occur on an institution's campus.) (See Bylaw [11.3.3.](#)) (Adopted: 1/21/17)

13.11.4 Employment at Competition Events, Sports Camps and Clinics and Other Events.

13.11.4.1 Prospective Student-Athletes. An institution may employ a prospective student-athlete at its event provided all compensation received by the prospective student-athlete is for work actually performed and at a rate commensurate with the going rate in that locality for similar services. (Adopted: 1/21/17)

13.11.4.2 Student-Athlete Employment. Student-athletes may be employed by athletics events (institutional or noninstitutional) involving prospective student-athletes, provided: (Adopted: 1/21/17)

- (a) The student-athlete performs administrative duties in addition to any coaching or officiating duties; (Adopted: 1/21/17)
- (b) A student-athlete who only lectures or demonstrates may not receive compensation for his/her appearance; and (Adopted: 1/21/17)
- (c) A student-athlete with remaining eligibility is not permitted to conduct his or her own event. (Adopted: 1/21/17, Revised: 9/13/17)

Policies – Summer Camps

The following policies will be adhered to regarding the administration of summer sports camps at Messiah University:

1. Messiah University owns and operates the summer athletic camps. If a head coach conducts a clinic or summer camp off-campus, the clinic and/or camp cannot be publicized in reference to Messiah University.

2. Camp directors are under contract with Messiah University. Full-time coaches employed by the University are expected to operate at least one camp per summer. Camps are expected to at least break even financially. After two years, those camps, which typically have not broken even, are subject to review and may be terminated. Decisions to introduce new camps or terminate existing camps are the responsibility of the Director of Athletics.
3. A standardized [Summer Athletic Camp Employment Agreement](#) is signed by all employees of the camp. Each employee must show proof of the following prior to working a camp:
 - PA Residents:**
 - Health and Accident Insurance
 - PA Cogent – FBI Fingerprint
 - PATCH – Pennsylvania State Police Background Check
 - Pennsylvania Child Abuse Clearance
 - Out-of-State Residents**
 - Health and Accident Insurance
 - For all new hires who are not living in Pennsylvania we will be using Intellicorp to complete all of their background checks/clearances rather than having them complete the Pennsylvania clearances.
 - Camp employees who are under the age of 18**
 - Health and Accident Insurance
 - If you are under the age of 18, you must submit a work permit to the Student Employment Office before you begin working.

Note: Messiah University will cover the cost of current employees Background checks will be conducted by the Messiah University Athletics Department on all new camp employees and will check returning employees who are not Messiah University personnel every other year.
4. Staffing will have a minimum of 1:10 staff/camper ratio for both day and overnight camps; this ratio must also be maintained in the residence halls (dorm supervisor must be appointed – a supervising adult older than college age) for overnight camps.
5. During the opening session of camp, the Camp Director is responsible to provide each camper a handout titled [“Messiah University Summer Sports Camp Code of Conduct”](#) and review the contents of the handout.
6. Athletic Training/Medical Policies:
 - a) Each camp must employ at least one certified athletic trainer (ATC). For contact/collision sports (e.g., men’s and women’s soccer, field hockey, men’s and women’s basketball, men’s and women’s lacrosse, wrestling, volleyball, softball and baseball), the ratio will be one ATC for each 100 campers. For non-contact sports (e.g., baseball, men’s and women’s cross country, golf, men’s and women’s swimming, men’s and women’s tennis, men’s and women’s track and field, softball, volleyball), the ratio will be one ATC for each 200 campers. The ATC will be on duty throughout the duration of the camp, having primary

responsibility for treatment of ill or injured campers, supervision of student trainers, and will not serve in a dual role (i.e., official, coach, scorer);

- b) In the event of a potentially significant illness or injury to a camper, the Camp Director, in consultation with the ATC, will be responsible to notify the camper's parent/guardian via telephone as soon as possible. A potential serious illness or injury shall include that which (1) requires immediate medical intervention, (2) is such that follow-up care is necessary or advisable, or (3) will cause the camper to miss the next scheduled activity. If a camper exhibits symptoms of a head/concussion injury, the ATC will follow standard operational procedures set forth by Messiah University Athletics Department/Athletic Trainers: 24 hours after the last symptom functional tests will be conducted; two or more symptoms and the camper will be required to be cleared by a physician, etc.;
- c) At no time shall a student athletic trainer or camper determine if a call should be made to a parent/guardian. That decision is the responsibility of the Camp Director, in consultation with the ATC, applying the aforementioned guidelines;
- d) In the event that a camper becomes ill or is injured while in a residence (i.e., not during scheduled camp activities), the dorm supervisor (a supervising adult older than college age) or student trainer is to contact the Camp Director immediately. If the illness or injury requires treatment beyond simple first aid, Messiah University Public Safety also is to be notified immediately;
- e) The Camp Director, in consultation with the ATC, is responsible to document all such incidents of potentially significant illness or injury as soon as possible by using the electronic incident reporting system; and
- f) The Camp Director, in consultation with the ATC, is responsible to (1) advise the parents/guardians of campers to provide only the necessary doses of medication, which a camper is required to take during the direction of camp, and (2) collect and dispense such medications as required.

7. Baseline salary structure:

- Camp Director:
 - Preparation Wage: \$1,200 for one week of camp
\$1,575 for two weeks of camp
 - Base Salary: \$1,275 per week for day camp
\$1,510 per week for overnight camp
 - Assistant Director:
 - Base Salary: \$600-\$1,125 per week
 - Certified Athletic Trainer:
 - Base Salary: \$545-\$775 per week
 - Instructor:
 - Base salary: \$365-\$600 per week
 - Instructor Aides:
 - Base Salary: \$235-\$470 per week (minimum of \$7.25 per hour)
- Note: In the event of camps that do not run for a week (such as a weekend camp), the preparation wage for the Camp Director, as well as other salaries, will be determined on a case-by-case basis

by the Athletics Director (salaries will not exceed the predetermined weekly rates).

8. All compensation must be paid via standard payroll procedures.
9. Camp Directors are responsible to reconcile summer camps with the College Business Office (Accounting Analyst) by October 1st.
10. Profit sharing will be based on net profits and the distribution will be based on the following percentages:
 - Camp Director 50% (includes any benefits)
 - Respective College Athletic Program 25%
 - Athletics Department Camp Surplus 25%
11. Camp Directors are responsible to review the terms of the Summer Conference Service Contract and to follow applicable deadlines and financial procedures.

Summer Sports Camp Code of Conduct

The camp director is responsible during the initial camp introductory session to provide a copy to each camper and read the Messiah University Summer Sports Camp Code of Conduct.

Medical Information Form

Each camper (day and overnight) is required to complete a medical information form and submit it to the camp director prior to the first day of camp. Failure to do so will result in the camper not being allowed to participate. The forms will be kept on file by the Certified Athletic Trainer.

Liability Waiver Form

Each camper (day and overnight) is required to complete a liability waiver form and submit it to the camp director prior to the first day of camp. Failure to do so will result in the camper not being allowed to participate. The forms will be kept on file by the Certified Athletic Trainer.

Missing Camper Notification Policy

Missing campers should be reported to the Department of Safety. Once a missing persons report has been filed with the Department of Safety, the following emergency contact procedures will be initiated no later than 24 hours after a camper is determined missing:

- The Department of Safety will notify law enforcement, the camper's confidential contact, and the Office of the Associate Dean of Students.
- If a camper is under 18 years of age and not emancipated, the missing camper's parents will be notified by the Office of the Associate Dean or his/her designee no later than 24 hours after the student is determined missing.
- The Department of Safety will notify other campus offices having a need to know (e.g., Department of Residence Life).

Policies – Clinics

Clinics are defined as any instructional sessions held during the course of the academic year calendar (late August to mid-May). Intercollegiate athletics programs are limited to one

weekend event per semester. Profit sharing will be allocated on net profits and the distribution will be based on the following percentages:

- Staff Wages = 50%; Respective college athletic program (Auxiliary Fund) = 50%

SECTION 9: MAC/NCAA COMPLIANCE

MAC Expectations of Athletic Programs

The following depicts MAC expectations of athletic programs as required by the *Fact Book* on philosophy and principles statement:

1. Compliance:
 - The presidents have ultimate authority for all conference functions.
 - Coaches must be familiar with their sport code and Executive Regulations in the *MAC Fact Book*.
 - Coaches and others responsible for compliance must pass the NCAA rules test on an annual basis.
 - The institutional person responsible for compliance must attend a NCAA Rules Seminar every three years.
 - Athletics administrators are to consult with the MAC Executive Director about all compliance issues. If he/she is unable to provide an answer, the institution will be referred to the NCAA conference liaison.
 - All Level 2 Secondary Violations are submitted to the MAC Executive Director.
 - All conference requests for institutional information must be submitted in a timely fashion.
2. Facilities:
 - Competitive facilities, scoreboards, and clocks must meet the minimum standards of the sport playing rules and MAC guidelines.
3. Staff:
 - The director of athletics is responsible for promoting and controlling sportsmanship at the contest site.
 - An institutional staff member who is not involved in the competition (coach, SID, athletic trainer) must serve as site manager for every contest.
 - Every Conference team that travels for the purpose of intercollegiate competition with another member school shall be accompanied by a coach, or a member of the faculty, staff, or administration of that institution.
 - An athletic administrator must attend all conference meetings or a fine is imposed.
 - Retain enough security to provide a safe atmosphere for student-athletes, coaches, officials, spectators, and team representatives.
 - Provide a physician, certified athletic trainer, and/or first aid trained person at all traditional or non-traditional season contests. A physician and ambulance must be present at conference football games.
 - Game management personnel, as defined in the sport playing rules and the *Fact Book*, must be provided.
 - Institutions must use the MAC coordinator of officials for booking officials in every conference championship sport (minimally for Conference contests).
4. Sports:
 - All equipment must meet the sport, NCAA, and MAC standards for safety.

- Changes in the conference schedule must be approved by both coaches and athletic directors from the participating teams.
 - Uniforms must meet sport, NCAA, and MAC guidelines.
 - Schools must purchase the conference ball in tennis, baseball, volleyball, basketball, and softball.
 - Football, basketball, men's and women's lacrosse, and men's soccer are required to use HUDL for exchanging game video.
5. Conference Reports:
- A collaborative institutional model for decision-making.
 - Academic report data due in December each year.
 - Send "Final Report" on NCAA Financial Aid Report to MAC Office as soon as it is received.
 - Submit EADA "total expenses" to the MAC Office after the report is completed in October.
 - EADA assessment when it is sent by the conference office.
 - Upon completion of the NCAA ISSG, send the report to the conference office.
6. Sports Information:
- Use approved MAC terminology.
 - Live stats are required in basketball, football, and all conference championships.
7. Championships:
- The host school is responsible for game site expenses.
 - The host must sell tickets to all spectators (those with MAC pass or involved in competition are the only exceptions). An adult supervises all ticket operations.
8. Awards:
- Each head coach must be registered with the organization that recognizes All-America teams in their sport. They are to participate in all aspects of the All-America selection process.
 - Unless funded by the conference, no conference award may be presented.
9. Although not mandated, the following functions should be met:
- A secure, private locker room that accommodates each visiting team with seating, lockers, showers and a white board.
 - A secure, private locker room that accommodates each game official with seating, lockers, and a white board.
 - FAR have expectations for the role on campus and attend the MAC meeting in January.
 - Each school sends at least one male and one female SAAC representative to each conference meeting in September and February.
 - Trained, competent persons must be retained to announce, score, and time all team sports.
 - Each team has a SAAC representative in the college group.
 - Each school must sponsor 16 intercollegiate sports.
 - Submit video clips, interviews, and pictures to the MAC office for conference videos.

- Game stories and a picture must be sent to the conference office one hour after the contest conclusion.
 - All conference calls for sport committees and SIDs must have at least one participating representative.
 - Results are posted on the conference web site within a half hour of contest conclusion.
 - Game files are submitted to the conference office no later than 10:00 a.m. the morning after the contest.
 - It is the responsibility of the school to make changes on the conference sport schedule.
10. The following are recommended criteria that should be met when feasible:
- A turf field for conference field hockey and lacrosse contests.
 - Facilities meet the NCAA championship criteria in each sport.
 - An institution that wants to drop a sport must give the conference at least two years notice.
 - Live stats in all team sports that are not required by conference.
 - A full-time person on campus who is responsible for the administration and recruiting in each and every sport.
 - Six hard surfaced tennis courts.
 - Video stream all team sports home contests.
 - A press box that allows for appropriate personnel and functions.

Compliance Information

1. Head coaches are required to submit the [Declaration of Playing Season \(Bylaw 17\) form](#) to the Assistant Director of Athletics for Compliance and Internal Operations by September 1st each year.
2. All Head Coaches, Assistant Coaches, and Graduate Assistants with recruiting responsibilities, and Administrative Staff with compliance responsibilities, must complete the [NCAA Rules Test](#) by September 1st each year.
3. All Head Coaches are required to submit a student-athlete affirmation of eligibility form to the Assistant Director of Athletics for Compliance and Internal Operations before competition starts each year.
4. All returning Athletics Department staff members, including ad-hoc and volunteer staff members, must sign the [NCAA Certification of Compliance form](#) by September 1st each year.

NCAA Bylaw 13: Recruiting

1. A contact is any face-to-face encounter between a prospective student-athlete or the prospective student-athlete's relatives, guardian(s) or individual of a comparable relationship and an institutional athletics department staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting.
2. A prospective student-athlete is a student who has started classes for the ninth grade.
3. In-person, off-campus recruiting contacts shall not be made with a prospective student-athlete or the prospective student-athlete's relatives or guardian(s) until the prospective

student-athlete has completed his/her sophomore year in high school. U.S. senior academy exceptions to this provision are set forth in Bylaw 13.15.1.

4. Using a form made available by the NCAA national office, a student-athlete who attends a Division III institution may issue, on his or her behalf, permission for another Division III institution to contact the student-athlete about a potential transfer. The student-athlete shall forward this form to the Director of Athletics at the institution of interest. Contact between the student-athlete and institution may occur during the 30-day period beginning with the date the permission to contact form is signed by the student-athlete. An additional form must be issued for contact to occur or continue beyond the initial 30-day period.
5. A member institution may contact a student-athlete who has withdrawn officially from a four-year collegiate institution without obtaining permission from the first institution.
6. Recruiting contact may not be made with a prospective student-athlete before any athletics competition in which the prospective student-athlete is a participant on that day of competition until the prospective student-athlete is released for that day by the appropriate institutional authority (e.g., prospective student-athlete's coach or comparable authority). Further, telephone calls or electronic communications may not be made with a prospective student-athlete at the site of organized competition involving the prospective student-athlete by athletics personnel who are attending the competition or who are aware of the competition.

Division III Official and Unofficial Visit Chart

	Official Visit	Unofficial Visit
Number of Visits Permitted	One per institution. (See Bylaw 13.6.1.1)	Unlimited. (See Bylaw 13.7.1)
First Opportunity to Visit	January 1 st of the prospective student-athlete's junior year in high school. (See Bylaw 13.6.1.1.1)	Any time. (See Bylaw 13.7.1)
Permissible Length of Visit	Shall not exceed 48 hours. The 48 hour period begins at the time the prospective student-athlete arrives on campus. (See Bylaw 13.6.2)	No time limitations. (See Bylaw 13.7 generally)
Meals	Three on-campus meals per day for prospective student-athlete, parents, guardian, spouse or individual of comparable relationship. Dessert or after-meal snack also permitted. May provide meals while in transit to and from visit. (See Bylaw 13.6.5.6, 13.6.5.1.1 and 13.6.2.1)	One on-campus meal for prospective student-athlete only. (See Bylaw 13.7.2.1.1)
Lodging	On campus or at a local facility within a 30-mile radius of institution's campus and comparable to normal student life. May provide a separate room for parents/guardian and spouse or individual of comparable relationship. (See Bylaw 13.6.4 and 13.6.6)	None, unless housing is generally available to all visiting prospective students. (See Bylaw 13.7.2.1.2)
Entertainment	\$40 per day to cover prospective student-athlete, prospective student-athlete's parents/guardians, spouse or individual of comparable relationship and host. (See Bylaw 13.6.5.5)	None. (See Bylaw 13.7.2.1)
Complimentary Admissions to Home Athletics Event	Admissions for prospective student-athlete, parents/guardian, spouse or individual of comparable relationship. No special seating. (See Bylaw 13.6.5.2)	Admission for prospective student-athlete and individual accompanying the prospective student-athlete. No reserving additional game tickets. No

		arranging of special parking. No special seating. (See Bylaw 13.7.2.1)
Transportation	Round-trip (e.g., airfare, mileage) cost for prospective student-athlete only (May include relatives or friends traveling in the same automobile). (See Bylaw 13.5.2)	To view off-campus practice and competition sites in the prospective student-athlete’s sport or other institutional facilities. Must be accompanied by institutional staff member. (See Bylaw 13.5.3)

NCAA Bylaw 14: Eligibility

1. To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution For purposes of this bylaw and its subsections, to be eligible for competition, a student-athlete shall be enrolled in not less than 12-semester-or-quarter hours, regardless of the institution’s definition of minimum full-time program of studies.
2. A student-athlete with athletics eligibility remaining may participate in intercollegiate athletics while enrolled in less than a minimum full-time program of studies provided the student-athlete is enrolled in the final semester or quarter of a minor or undergraduate certificate program (designated before the beginning of the applicable term) and the institution certifies that the student-athlete is carrying (for credit) the courses necessary to complete the minor or undergraduate certificate requirements.
3. If a student-athlete’s academic eligibility changes at the end of a quarter or semester, the student-athlete shall become eligible or ineligible to compete on the date, his or her eligibility officially is certified by the appropriate institutional authority. In a case in which the student becomes eligible at the end of the term, the earliest date on which the student can become eligible to compete is the day after the date of the last scheduled examination listed in the institution’s official calendar for the term that is ending. In a case in which the student becomes ineligible, the ineligibility shall become effective not later than the first day of classes of the following semester or quarter. In any case, if the student-athlete is academically eligible to compete at the time of the student-athlete’s or the institution’s first participation in an NCAA championship, he or she shall remain eligible for the remainder of the championship.
4. A student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.
5. A season of intercollegiate participation shall be counted in the student-athlete’s sport when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student-athlete’s initial participation of that academic year at that institution or when the student-athlete engages in

intercollegiate competition during the nontraditional segment in that sport. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level.

6. A student-athlete may be granted an additional year of participation (per Bylaw 14.2.4) by the conference or the Committee on Student-Athlete Reinstatement for reasons of “hardship.” Hardship is defined as an incapacity resulting from a season-ending injury or illness that has occurred under all of the following conditions:
 - (a) The season-ending injury or illness occurs before the completion of the first half of the traditional playing season in that sport for the season being waived and results in incapacity to compete for the remainder of the traditional playing season. The first half of the traditional playing season is measured by the maximum contest or date of competition (whichever is applicable to that sport) limitation in each sport as set forth in Bylaw 17 plus one contest or date of competition; and
 - (b) The season-ending injury or illness occurs when the student-athlete has not competed in more than one-third of the maximum contest or date of competition (whichever is applicable to that sport) limitation in each sport (as set forth in Bylaw 17) plus one contest or date of competition.
 - (c) The following criteria are to be employed in the administration of the hardship waiver:
 - Nature of Injury/Illness
 - Medical Documentation
 - First-Half-of-Season Calculation (refer to Figure 14-1)
 - Reinjury in the Second Half of Season. A student-athlete, who suffers an injury in the first half of the traditional season, enters competition during the second half of the traditional season and then is unable to participate further as a result of aggravating the original injury does not qualify for the hardship waiver.
7. To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate or equivalent degree at that institution as determined by the regulations of that institution. As a general requirement, “satisfactory progress” is to be interpreted at each member institution by the academic authorities who determine the meaning of such phrases for all students (Messiah College interprets “satisfactory progress as progress towards good academic standing and degree completion), subject to controlling legislation of the conference(s) or similar association of which the institution is a member.

FIGURE 14-1**Hardship Waiver Calculations – Standard Denominators Based on Bylaw 17 Maximums**

Sport	Standard Denominator *	First Half of Playing Season	One-third of Contests or Dates of Competition
Baseball	41	Before the start of the 21 st contest	14
Men's Basketball	26	Before the completion of the 13 th contest	9
Women's Basketball	26	Before the completion of the 13 th contest	9
Men's Cross Country	11#	Before the start of the sixth date of competition	4
Women's Cross Country	11#	Before the start of the sixth date of competition	4
Field Hockey	21	Before the start of the 11 th contest	7
Men's Golf	21	Before the start of the 11 th date of competition	7
Men's Lacrosse	18	Before the completion of the ninth date of competition	6
Women's Lacrosse	18	Before the completion of the ninth date of competition	6
Men's Soccer	21	Before the start of the 11 th contest	7
Women's Soccer	21	Before the start of the 11 th contest	7
Softball	41	Before the start of the 21 st contest	14
Men's Swimming	17	Before the start of the ninth date of competition	6
Women's Swimming	17	Before the start of the ninth date of competition	6
Men's Tennis	21	Before the start of the 11 th date of competition	7
Women's Tennis	21	Before the start of the 11 th date of competition	7
Men's Track and Field (Indoor)	9**	Before the start of the fifth date of competition	3
Men's Track and Field (Outdoor)	9**	Before the start of the fifth date of competition	3
Women's Track and Field (Indoor)	9**	Before the start of the fifth date of competition	3
Women's Track and Field (Outdoor)	9**	Before the start of the fifth date of competition	3
Men's Volleyball	23	Before the start of the 12 th date of competition	8
Women's Volleyball	23	Before the start of the 12 th date of competition	8
Wrestling	17	Before the start of the ninth date of competition	6

*= Maximum number of contests or dates of competition plus one pursuant to Bylaw 14.2.5-(a)-(b)

NCAA Bylaw 17: Playing and Practice Seasons

1. The playing (i.e., practice and competition) season for a particular sport is the period of time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or date of competition, whichever occurs later. An institution is permitted to conduct athletically related activities (see [Bylaw 17.02.1.1](#)) in each academic year only during the playing season as regulated for each sport in accordance with the provisions of this bylaw.
2. Segment limitations are applicable to all team sports that are listed under [Bylaw 17.02.13.1](#), except for basketball, football and rowing, and all individual sports listed under [Bylaw 17.02.13.2](#), except golf and tennis (see [Bylaw 17.1.1.3.4](#)). The segments shall be defined as follows: *(Revised: 4/11/11 effective 8/1/11)*
 - (a) Traditional Segment – The portion of the playing season that concludes with the NCAA championship in the sport shall be known as the “traditional segment.”
 - (b) Nontraditional Segment – The remaining portion of the playing season shall be known as the “nontraditional segment.”
3. During the playing season (see [Bylaw 17.1.1](#)), all athletically related activities shall be prohibited during one calendar day per week, except during the following: *(Revised: 4/11/11 effective 8/1/11)*
 - (a) Participation during NCAA championships;
 - (b) Participation between academic terms when classes are not in session or during the institution's preseason practice that occurs before the first day of classes; or
 - (c) Participation during an institution's official vacation period when classes are not in session.

SECTION 10 – FALCON ATHLETIC NETWORK (F.A.N.)

Falcon Athletic Network (F.A.N.)

The F.A.N. mission is designed to promote enthusiasm and financial support for Messiah's Athletic programs. It is the primary way through which the Messiah University Athletics Department can go beyond operating budgets to provide student-athletes, coaches, and fans with experiences that make Messiah University one of the premier locations for NCAA Division III athletics.

Messiah University Athletics Hall of Honor

Established in 1995, the Messiah University Athletics Hall of Honor recognizes individuals who have distinguished themselves in athletics while representing the Falcons. Former student-athletes, coaches, and staff/personnel members are eligible for nomination and induction, with a full list of necessary requirements below. When reviewing a nomination, the selection committee considers any/all of a number of factors including, but not limited to, athletic ability and accomplishments, awards and recognitions, sportsmanship, Christian service, and outstanding contributions to Messiah Athletics. Following the 2019 Hall of Honor Banquet, the celebration was moved to an every other year event. Historically, the Hall of Honor Banquet has been held on the first Friday evening of February on-campus in Hostetter Chapel.

Hall of Honor – Eligibility Requirements:

Student-Athletes:

1. Must be alumni of the University and have used at least three years of amateur status at Messiah University
2. Must be at least 10 years removed from graduation (or expected graduation for non-graduates)
3. Must have been an exceptional performer in at least one varsity sport while attending the University
4. Under review of the committee, must have exemplified the highest ideals of intercollegiate competition while attending the University, including a refrain from any actions detrimental to the image of Messiah University

Coaches:

1. Must have served the Messiah University Athletics Department for at least 10 years, having been an outstanding coach in at least one varsity sport during their career
2. Must have completed their responsibilities at Messiah University for a minimum of one year
3. Must have exemplified the ideals and values of Messiah University and integrated them into their athletics leadership
4. Under review of the committee, must not have engaged in any actions detrimental to Messiah University and found to be in good standing with the University upon departure and/or retirement

Staff/Personnel:

1. Must have served the Messiah University Athletics Department for at least 10 years, having significantly influenced Messiah University Athletics in leadership, service or advancement during their career
2. Must have completed their responsibilities at Messiah University for a minimum of one year
3. Must have exemplified the ideals and values of Messiah University and integrated them into their athletics involvement
4. Under review of the committee, must not have engaged in any actions detrimental to Messiah University and found to be in good standing with the University upon departure and/or retirement

Senior Scholar Athlete Awards

Head coaches are to submit senior student-athletes' names to the Scholar Athlete Committee (Faculty Athletic Representative, Vice Provost for Student Success and Engagement, Executive Director of Athletics and Fundraising, Director of Athletic Communications) by early October who have achieved a 3.50 minimum cumulative grade point average while proving to be outstanding performers in their sport. Six total student-athletes – one male and one female from each of the fall, winter, and spring athletic seasons – will be selected as finalists and be recognized at the Messiah University Athletics Hall of Honor Banquet. One male and one female recipient will be announced at the conclusion of the spring season

SECTION 11 – ATHLETIC COMMUNICATIONS GUIDE FOR COACHES

Schedules and Rosters

Final schedules and rosters should be submitted to Athletic Communications by the dates listed below:

Teams	Schedule	Roster
Fall	January 15 th	July 15 th
Winter	April 15 th	August 15 th
Spring	June 15 th	August 15 th

Submitted schedules should include at the least the following:

- Date of contest
- Time of contest
- Location
- Opponent

Note: *If any of these components is unknown, please note as “TBD”*

Roster information should be sent in a word document or excel spreadsheet with the below information completed for each student-athlete:

- Jersey Number
- First and last name
- Height
- Weight (male only)
- Academic class
- Position on your team (or event, weight class, etc.)
- Previous school (i.e., high school or college) – please list complete name of the school
- Hometown
- Other sport-specific information (Bats/Throws, etc.)

Scheduling Changes: Any changes to original schedule-including date, time, and/or opponent-should be sent ASAP to the following personnel: Director of Athletic Communications, Associate Director of Athletics for Facilities, Administrative Assistant, Coordinator of Travel/Contracts, and Game Management Coordinator. It is the responsibility of the individual coach to confirm the change(s) with each of the aforementioned personnel.

Roster Changes: Any changes to original rosters must be communicated ASAP with the following personnel: Administrative Assistant and Director of Athletic Communications. It is the responsibility of the individual coach to confirm the change(s) with each of the aforementioned personnel.

Head Shots

During the fall semester, please contact the Athletic Communications office with times that would work best for your team to take head shots and a team picture. Both head shots and

team picture must be taken prior to the first contest of the season, but every effort should be made to have the shots scheduled and taken as early in the year as possible.

Student-Athlete Bios

Online bios will be updated with statistics and notes from that year following the completion of the team's season, generally over winter or summer break. If a coach desires personal sections in their student-athlete's bio, it is their responsibility to send over the desired copy to the Athletic Communications office for update online.

Coaches Bios

Online bios for current coaches will be updated each year over the summer. For new coaches, it is their responsibility to provide a resume, and/or other pertinent information, to the Athletic Communications office for the creation of their online bio.

Bio Updates: Any changes and/or edits to online bios should be immediately sent to the Director of Athletic Communications.

Reporting Guidelines

It is the practice of the Athletic Communications Office to report on all NCAA-varsity athletic competitions and/or stories of note. Coaches should keep in mind the following practices:

- Postgame stories and other coverage will be available online no later than 24 hours after the event is complete.
- Head coaches may be contacted by the Athletic Communications Office to arrange pre-or-post-game comments related to a competition;
- Head coaches are expected to make themselves available following competitions for comments when needed, even if such availability is only by email or cell phone;
- At times, coaches should note that it might be asked of them to leave an email and/or voicemail with a pre-arranged contact with comments on a competition.

Coaches are asked to understand that the extent of coverage received for each competition may vary depending on: 1) the number of competitions by Messiah University Athletics on the same day; 2) the availability of Athletic Communications staffing to cover all competitions on a certain day; 3) the type of competition (regular season, conference play, MAC Tournament, NCAA Tournament, etc.); 4) the location of the competition; or 5) the availability of results and other event-related information.

Awards Guidelines

In conjecture with the head coach, it is the practice of the Athletic Communications Office to nominate Messiah student-athletes for conference and academic awards. The Athletic Communications office will nominate for MAC and MAC Commonwealth weekly awards unless otherwise discussed with the coach.

Specifically, head coaches should be aware of the following guidelines regarding MAC and MAC Commonwealth Player of the Week honors: if a head coach desires a student-athlete be

nominated for a weekly award, it is the responsibility of the head coach to send the name of their nomination to the Director of Athletic Communications by noon on Sunday. A brief reasoning for the nomination should accompany the name. The Director of Athletic Communications will complete the nomination and submit it to the MAC office. If no name is sent, the Athletic Communications Director will submit worthy nominations at their discretion.

Regarding coaching association awards; it is the responsibility of the head coach to nominate their student-athletes for all awards given out by their specific coaching association. The Director of Athletic Communications can be consulted for statistics or other information needed to complete the nomination process.

The Athletic Communications Office will publicize official conference and coaches association's awards. Any award information sent to coaches should be forwarded to the Athletic Communications office with the list of these awards, confirmed between each head coach and the Director of Athletic Communications prior to each season. This is to ensure that appropriate publication is given to the Falcons' award winners.

Other awards will be handled by the Athletic Communications office, including all College Sports Information Directors of America (CoSIDA) Academic All-District and All-American honors, NCAA Woman of the Year, and other non-coaching association related awards (d3hoops.com, d3soccer.com, etc.).

SECTION 12 – A REVOLUTION OF MISSIONAL ATHLETES (A.R.O.M.A.)

“But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him.

For we are to God the aroma of Christ among those who are being saved and those who are perishing.”

2 Corinthians 2:14-15

[AROMA](#) is the sports ministry arm of our Athletic Department which seeks to have an impact on our teams, our campus, our community and our world for the glory of God.

Our Mission...

to empower Messiah University students to participate in God's Kingdom through sports.

Core Values:

1. *Empowered by Identity*
 - There is nothing more empowering than knowing your true identity in Christ.
2. *Participating in the Kingdom*
 - God has invited us to live a greater story by joining his mission to bring the Kingdom of Heaven to earth.
3. *Revolution of Sports*
 - Sports are a powerful tool, a universal language, and using sports to bring God glory is revolutionary.

Vision Statement:

AROMA's vision is to enrich the Messiah athletic experience-- making it *the best* place in the country to be a college athlete. We believe the pathway to this is in aligning our purpose in life with our purpose in sport--glorifying God. AROMA is joining forces to accomplish the Athletic Department's two primary goals - Pursuing Athletic Excellence, and Developing Christian Character. We believe that by providing student-athletes with opportunities to participate in the Kingdom of God through sport, there is a shift in paradigm of the true purpose of sports. For the first time, many student athletes realize they can use their gifting in athletics to spread the Gospel. Student athletes are no longer placing their identity in their performance on the field, but in their identity in Christ. We believe that students who know their true identity, are empowered to pursue athletic excellence *from* their Christian character. As this becomes the new normal on our campus, we believe it creates 'A Revolution of Missional Athletes'.

SECTION 13: STUDENT ATHLETE POLICIES AND PROCEDURES

Student-Athlete Advisory Committee (SAAC)

The membership is composed of two voting members from each of the varsity intercollegiate teams. Their purpose is to assist in the evaluation of the Messiah University Athletics program and make recommendations to the Director of Athletics for the improvement of the student-athlete academic, athletic, and social experience. It also provides an avenue for the student-athlete population with an opportunity to more effectively communicate with the Messiah University athletic administration and provide suggestions on programs designed to serve their needs. Additional goals of the organization are to encourage unity, common purpose, and camaraderie between and among all athletes in the program. In addition, encourage involvement of the student-athletes in campus/community projects and design/implement programs, which will encourage academic achievement, health promotion, social responsibility, and general awareness.

Messiah University SAAC Goals:

1. Represent student-athletes to the athletics administration and other campus administrators:
 - a) Generate a student-athlete voice within the Athletics Department and Messiah University;
 - b) Receive feedback from student-athletes regarding policies, procedures, and structure;
 - c) Distribute information to student-athletes;
 - d) Serve as a liaison between the committee and his/her team; and
 - e) Encourage student-athletes to be named on campus-wide committees.
2. Encourage communication, support, and unity among and between varsity teams and student-athletes.
3. Increase awareness of athletic programs:
 - a) Get involved in, or develop, programs that allow for student-athlete outreach and support and nurture growth and development in area high schools and other parts of the community; and
 - b) Promote awareness of Messiah University athletics on campus and in the community.
4. Provide feedback on NCAA legislation and suggest potential NCAA legislation.
5. Encourage service opportunities with community partners.

Membership Requirements:

1. Each SAAC member must possess commitment and excitement in creating and sustaining a supportive Messiah Athletics community.
2. Each SAAC member must promote Christ-like attitudes and actions throughout their respective teams.
3. Each SAAC member must be enrolled at Messiah as a student and be a rostered athlete or athletic training student for a varsity athletics team.

4. Each SAAC member has the responsibility to support and carry out the mission and purpose for Messiah SAAC, while displaying leadership and respect in the Messiah community.
 - a. At least one SAAC representative per team is required to attend each SAAC meeting, however each Messiah SAAC member is encouraged to attend all meetings and SAAC events.

Executive Board

The SAAC executive board is composed of a President, Vice-President and Student Senate Representative, Secretary, Communication Coordinator, MAC SAAC Reps, and MSACC Representative.

SAAC Advisors

Brooke Good
Head Field Hockey Coach
Associate Director of Athletics – Senior Woman Administrator

[Student-Athlete Handbook](#)

SECTION 14: ATHLETICS VISUAL IDENTITY AND USE OF UNIVERSITY AND ATHLETIC DEPARTMENT LOGOS

Need for Review

The Athletics Visual Identity (AVID) committee was arranged in the Fall of 2012 and tasked to review and reproduce the Visual Identity standards of the Messiah University Athletics Department. This effort was motivated by the need to address the frequent questions and confusion from Athletics staff and University personnel regarding the Visual Identity standards that were created in the year 2001. Specific attention was also given to the modern-day interests of the Athletics' sports programs and the changing climates in the print and web industries.

Philosophy and Guiding Principles

The Messiah University Athletics Visual Identity is arranged to both protect and maintain strong brand equity of the Messiah University intercollegiate athletics programs, logos, wordmarks, and color palette. The Visual Identity presents guidelines on how the athletics brand is to be used and, additionally, makes clear the expectation that the Falcons' administrators, coaches, student-athletes, and community members always operate in a way that protects the interest of the brand itself – i.e., its strength, prominence, and distinction within NCAA intercollegiate athletics.

Furthermore, the Visual Identity, by its nature, seeks to establish competitive positioning of the "Messiah University Athletics" brand by promoting the interrelation of the student-athletes and alumni as members of the same "Falcons" family.

In the most general of terms, the Athletics Visual Identity reinforces the values of unity, cooperation, and team within the Athletics Department. As the 2001 Visual Identity stated: "Just as coaches expect their student-athletes to be team players and follow the coach's leadership, Athletics staff members are expected to be team players and follow department and institutional leadership." This commitment continues in the renewed Visual Identity standards, with the standards themselves supporting consistency with how the Falcons' apparel items look and the ways the Falcons' logos, wordmarks, and colors are used.

Practical Applications

Program Items

Program items are worn or used by any program members (including coaches, student-athletes, managers, athletic trainers, etc.) when they are practicing, competing and/or acting in an official capacity as a representative of Messiah Athletics. This includes pre- and post-game functions, in-game competition, practices and special events in which they participate because of their membership on a Falcons' team. This includes warm-ups, jerseys, shorts/pants, socks, hats and travel bags. (Note: Whether the item is purchased with institutional funds, auxiliary funds, camps funds or donated money by a program member or someone outside of the program, the guidelines apply.)

- Uniforms (worn on the field/court/course/track/etc.)
 - Primary Colors: Navy and White
 - Accent: Gray and Black (constituting less than 20% of the total item)
 - Marks: Messiah word mark must appear across the chest (or sport appropriate location)
 - Other Logos: All official logos on front, back, and sleeves are permitted
 - Color: No black based items

- Gameday Warm-ups and Travel Apparel
 - Primary Colors: Navy, White, and Gray
 - Accent: Black (constituting less than 20% of the total item)
 - Marks: Messiah word mark or primary logo on the front of the piece
 - Color: No black based items

- Practice Gear
 - Primary Colors: Navy, White, and Gray
 - Accent: Black (constituting less than 20% of the total item)
 - Marks: Messiah word mark or primary logo on the front of the piece
 - Team Phrases: Team phrases are permitted on back
 - Color: No black based items

Coaching Items

Coaching items are a category similar to program items but with a distinction made for items to which only coaches and/or athletics administrators will have access.

- Primary and Accent Colors: Navy, White, Gray, and Black

Team Orders

Team orders include the purchase of gear through a team store for student-athletes, parents, alumni, fans, etc. These items should follow the Messiah Athletics color palette with Navy, White, Gray, and Black as options for both the primary and accent colors.

- Primary and Accent Colors: Navy, White, Gray, and Black

Camp Items

Camp items are created by and supplied by a Messiah Athletics Program to any/all campers. These items may offer more flexibility in primary color, however if they venture into non-primary palette colors, they must clearly feature the word "Camp" on the item.

- Primary Colors: More flexible
- Full phrases and sayings are permitted on back
- Other than word marks and logos being unchanged, text/font may change
- Color of the shirt can come through logo to allow for one-color prints

Logo Printing Colors

- The Messiah logos and marks are only allowed to be printed in Navy, White, and Black
- All logos with the Falcon, must be reversed out correctly - "If the beak is light, the logo is right!"
 - If the beak of the Falcon is filled in with the lightest color, then the logo is printed correctly

For more information on the visual identity visit GoMessiah.com/visualidentity

Any and all decorated items as well as promotional items (Dig Pink game, etc.) must be approved by the Assistant AD for Communications.