



# POLICIES AND PROCEDURES MANUAL



# Table of Contents

<i>SECTION 1 OVERVIEW</i> .....	6
1.01 Purpose.....	7
1.02 NSU Athletic Vision and Mission Statements, Core Values.....	7
1.03 Governance.....	8
1.04 Department Loyalty.....	8
1.05 Athletic Department Organizational Chart.....	9
<i>SECTION 2 DEPARTMENTAL AND UNIVERSITY GENERAL POLICIES</i> .....	10
2.01 Contract/Agreement Policy.....	10
2.02 Employee Conduct.....	10
2.03 Athletic Department/Southland Conference Championship Ring Policy.....	11
2.04 NSU Athletics/Demons Unlimited Foundation Loan Vehicle Agreement.....	13
2.05 NSU Athletic Department Student-Athlete Code of Conduct.....	14
2.06 NSU Student-Athlete Pregnancy Policy.....	15
<i>SECTION 3 ACADEMIC SUPPORT AND STUDENT SERVICES</i> .....	17
3.01 Academic Requirements.....	17
3.02 Student Retention.....	18
3.03 Academic-Athletic Schedules & Travel Policy.....	19
3.04 Scheduling Competitions and Class Conflicts.....	20
3.05 Practices and Class Conflicts.....	20
3.06 Academic Advising Policies.....	21
3.06.1 High School Transcripts.....	21
3.06.2 Junior College and 4-year Transcripts.....	21
3.06.3 Freshman Connection.....	21
3.06.4 NCAA Clearinghouse.....	22
3.06.5 Degree Declaration.....	22
3.06.6 Dropping Classes.....	22
3.06.7 Coding of Student-Athletes.....	22
3.06.8 Walk-Ons.....	22
3.06.9 Grades First.....	23
3.06.10 StudyHall.....	23
3.06.11 Enhanced Academic Program (EAP).....	24
3.06.12 Tutors.....	25
3.06.13 Priority Registration Policy.....	25
3.06.14 Registration for Spring/Fall/Summer.....	25



3.06.15 Student-Athlete Eligibility.....	26
3.06.16 Academic Progress Rate.....	26
3.06.17 Summer Employment.....	26
3.06.18 Greek and School Activities.....	27
3.06.19 Athletes' Cars.....	27
3.07 Academic Policies.....	27
3.07.01 Student-Athletes taking classes from coaches.....	27
3.07.02 Internet Classes.....	27
3.07.03 Missed Class/Attendance Policy.....	28
3.07.03 Missed Class/Attendance Policy.....	28
3.07.04 B-Term Classes.....	29
3.07.05 Dropping Classes.....	29
3.07.06 Academic Skills course for non-qualifiers and —at-risk student-athletes.....	29
3.07.08 Plagiarism and Cheating.....	29
<b>SECTION 4 ATHLETIC COMPLIANCE.....</b>	<b>30</b>
4.01 Summer Camps.....	30
4.02 NCAA Rules Meeting.....	30
4.03 Class Attendance List.....	30
4.04 Insurance Coverage.....	30
4.05 NCAA Special Assistance Fund.....	31
4.06 Athletic Scholarship Awarding Procedures.....	31
4.07 Athletic Scholarship Policy.....	33
4.08 Summer Scholarships.....	34
4.09 Student-Athlete Employment.....	36
4.10 Athletes Leaving a Team.....	36
4.11 Holiday Housing and Meals.....	37
4.12 NSU Athletics Travel Policy Student-Athletes per Room.....	37
4.13 Team Travel Safety Policy.....	37
4.14 Procedures for First Time Student Athlete Participation.....	38
4.15 Drug Screening Program and Policies.....	38
4.15.1 Purpose.....	38
4.15.2 Who Will Be Drug Tested and the Procedure Used.....	39
4.15.3 How Often Test Will Occur and How Testing Will Be Announced.....	39
4.15.4 Substances Included in the Testing.....	39
4.15.5 Confidentiality.....	39
4.15.6 Disciplinary Actions for Positive Testing.....	40



4.15.7 First Positive Drug Test .....	40
4.15.8 Second Positive Drug Test.....	40
4.15.9 Third Positive Drug Test.....	40
4.16 Appeal Process .....	41
<i>SECTION 5 ATHLETIC HUMAN RESOURCES.....</i>	<i>42</i>
5.01 Checklist for New Employees.....	42
5.02 Checklist for Exiting Employee Who Resigns .....	45
5.03 Checklist for Employee Who is terminated.....	46
5.04 Checklist for Hiring New Employees and Volunteer Agreements .....	47
5.05 Checklist for Filling a Vacant Full-time Position on aPermanent Appointment .....	47
5.06 Checklist for Filling a “Temp/Emergency Basis” (or Ten-month Temp/Part-time Position) .....	50
5.07 Checklist for Volunteer Agreement .....	52
2.08 Personnel Guidelines .....	53
2.09 Department Procedures and Benefits .....	53
2.09.1 Office Hours and Vacations .....	53
2.09.2 Coaches’ Contracts or Appointment Letters.....	54
2.09.3 Athletic Department Compensatory Time Policy.....	54
2.12 NSU’s Policy on Discrimination, Retaliation, and Sexual Harassment .....	54
2.12.1 Introduction .....	55
2.12.2 Nondiscriminatory Policy.....	55
2.12.3 Affirmative Action Policy.....	56
2.12.4 Sexual Harassment Policy.....	56
2.12.5 Prohibited Conduct .....	58
2.12.6 Procedures for Resolution of Sexual Harassment Complaints .....	59
2.12.7 Informal Complaint Resolution.....	60
2.12.8 Formal Grievance Procedures.....	61
2.12.9 Confidentiality.....	62
<i>SECTION 6 ATHLETIC FACILITIES AND EVENT MANAGEMENT .....</i>	<i>63</i>
6.01 Security of the Athletic Facilities .....	63
6.02 Athletic Facilities.....	63
6.02.1 Inventory .....	63
6.02.2 Event Scheduling.....	63
<i>SECTION 7 PUBLIC RELATIONS.....</i>	<i>65</i>
7.01 Sports Information-Media Relations .....	65
7.02 Crisis .....	66
<i>SECTION 8 BUSINESS OPERATING PROCEDURES .....</i>	<i>67</i>



<b>8.01 General Information.....</b>	<b>67</b>
8.01.1 NSU Athletics Fiscal Policies & Procedures .....	67
8.01.2 NSU Financial Reporting System - BANNER.....	67
8.01.3 Email, Messenger & Internet Services .....	68
<b>8.02 Cash Handling – Revenues/Receipts.....</b>	<b>68</b>
8.02.1 University Deposits – Receipt of Funds and Deposits .....	70
<b>8.03 Budgets – Approval and Maintaining .....</b>	<b>71</b>
8.03.1 University Budgets.....	71
8.03.2 Demons Unlimited Foundation Budgets.....	72
<b>8.04 Purchasing .....</b>	<b>73</b>
8.04.1 University Purchases .....	73
8.04.2 Demons Unlimited Foundation Purchases .....	76
<b>8.05 Travel .....</b>	<b>77</b>
8.05.1 University Travel.....	77
8.05.2 General Information.....	78
8.05.3 Travel Authorizations.....	78
8.05.4 Expense Accounts .....	79
8.05.5 Team Travel.....	79
8.05.6 State Liability Travel Card (T Card).....	79
8.05.7 Travel Advances.....	80
8.05.8 Meals for Holidays and Between Semesters .....	82
8.05.9 Hosting of Recruits .....	83
8.05.10 Loan/Lease Vehicles.....	84
8.05.11 Courtesy Cars and Vehicle Stipends – Mileage Rate.....	84
<b>8.06 Camps &amp; Clinics .....</b>	<b>85</b>
8.06.1 University Sport Camps.....	85
8.06.2 Camps as Fundraisers .....	89
8.06.3 Private Camps.....	89
<b>8.07 Demons Unlimited Foundation.....</b>	<b>90</b>
8.07.1 Fundraisers .....	90
8.07.2 Gifts in Kind.....	91
8.07.3 Marketing Office Trade Agreements .....	93
8.07.4 Cellphones Provided by DUF .....	94
<b>8.08 Student Self-Assessed Athletic Fee .....</b>	<b>95</b>
8.08.1 Guidelines .....	95
8.08.2 Funds Approval.....	97



8.09 Postseason .....	97
8.08.1 General Regulations .....	97
8.08.2 Conference Travel .....	98
8.08.3 NCAA Travel .....	98
8.08.4 Championship Rings.....	99
<i>SECTION 9 CAMPS AND CLINICS</i> .....	<i>100</i>
9.01 All Camps & Clinics .....	100
9.02 University Sport Camps.....	102
9.03 Camps as Fundraisers .....	105
9.03.1 Private Camps.....	106
<i>SECTION 10 ULS ATHLETIC TRAVEL POLICY</i> .....	<i>108</i>
10.01 Background.....	108
10.01.1 Procedure.....	108
<i>SECTION 11 SPORTS MEDICINE</i> .....	<i>117</i>
11.01 Mission Statement .....	117
11.02 Concussion Policy and Management Plan .....	117
11.02.1 Concussion Policy .....	119
11.02.2 Concussion Management Plan.....	122
11.03 Sickle Cell Testing Policy .....	127
11.04 Heat Illness Protocol .....	128
11.05 Thorguard Lightning Prediction and Warning System.....	129
11.06 Drug Testing Policy.....	131
11.07 Pre-Participation Physical Examination Policy.....	133
11.08 Post-Participation Physical Examination Policy .....	134
11.09 Blood Borne Pathogen Guidelines.....	134
11.10 Pregnancy and Parenting Policy.....	135
11.11 Insurance Policy .....	139
Frequently Asked Questions .....	141
11.12 Parent Letter .....	143
11.13 Medical Staff Visitation Policy .....	144
11.14 Pre-Participation Checklist --- Incoming Athlete.....	144
11.15 Pre-Participation Checklist – Returning Athlete .....	145
11.16 Mental Health Policy and Management Plan .....	145
11.16.1 Mental Health Policy .....	146
11.16.2 NSU Education Initiative Bi-Yearly.....	147
11.16.3 Education.....	150



<i>Appendix A</i> .....	154
<b>Camps &amp; Clinics Approval Request Form</b> .....	155
<b>Northwestern State University – Athletic Camps/Clinics – Pre-camp Checklist</b> .....	156
<b>NCAA Compliance Checklist for Camps &amp; Clinics Northwestern State University</b> .....	157
<b>Northwestern State University – Athletic Camps/Clinics – Post-camp Checklist</b> .....	159
<b>NSU Athletics Camp - Participants Roster</b> .....	160
<b>NSU Athletics Camp Summary of Revenue &amp; Expenses</b> .....	161
<b>Sports Camp/Clinic Declaration</b> .....	162
<i>Appendix B</i> .....	165
<b>Post-Concussion Home Instruction Sheet</b> .....	166
<b>Concussion Acknowledgement Form</b> .....	167
<b>Concussion – Medical Provider Form</b> .....	168
<b>Sickle Cell Test Release and Waiver of Liability Eugene Christmas Sports Medicine Center</b> .....	169
<b>Drug Testing Policy</b> .....	170
<b>Insurance Information Sheet</b> .....	171
<b>Mental Health Acknowledgement Form</b> .....	172
<b>Intercollegiate Athletics Walk-on Tryout Release</b> .....	173



Greetings from Demonland!

This Policy and Procedure Manual is designed to provide information for both internal and external constituents as it relates to the operation of the Northwestern State University Athletic Department.

The daily function of a Division I athletic program is multi-faceted and continues to become more complex as expectations and guidelines for coaches, staff, administrators and student-athletes from the NCAA, state and university level evolve. While athletic department members certainly are not expected to know the contents of this manual inside and out, it is important that the table of contents serves as a familiar reference point for them.

Finally, this manual is posted on the NSU athletic web site and is "out there for the world to see." Recommendations and suggestions are always welcome and continued updates to this document should be expected.

Thanks, and Fork 'Em, Demons!

Greg Burke  
Director of Athletics



# SECTION 1 OVERVIEW

## 1.01 Introduction

The policies and procedures outlined in this manual have been adopted by the NSU Athletic Department and specifically, by its administration and staff members, to enable the department to operate in an efficient and productive manner.

The NSU Athletic Department consists of nearly 500 administrators, staff members, coaches, graduate assistants, student-athletes, and others. While wins and losses are often most visible to those outside of an athletic department, functioning in an appropriate manner goes well beyond results on a scoreboard. For that goal to be accomplished, each and every athletic department member must be committed to falling in line with expectations contained in this manual.

It also is important to remember that Athletic Department employees work for the State of Louisiana and thus, are obligated to follow all rules and regulations set forth by the state and the University of Louisiana System. Similarly, adherence to NCAA by-laws is also mandatory.

Moving forward, updates to this manual will be communicated to the department as they are made and will be noted in the document with a date reflecting the change.

## 1.02 NSU Athletic Vision/Mission Statements and Core Values

### **Vision Statement** (desired outcome)

To embrace a sustained effort of developing student-athletes as competitors, scholars, and role models.

### **Mission Statement** (why we exist and how we achieve the vision statement)

The Northwestern State University athletic program endeavors to support the University's mission and strategic framework that is centered on preparing students with the academic and personal skills necessary to become productive members of society. The athletic program will achieve its vision by instilling the qualities of self-discipline, integrity, teamwork, and sportsmanship within its student-athletes, coaches, staff, administration, and fan base. An environment that supports diversity and inclusion while making community outreach a high priority will support these initiatives.



## **Core Values**

Academic Achievement, Personal Responsibility, Competitive Success....Every Minute, Every Hour, Every Day.

## **1.03 Governance**

The Athletic Department operates under the auspices of Northwestern State University, the University of Louisiana Board of Supervisors and the State of Louisiana.

The President of the University has ultimate oversight for and authority over the Athletic Department. The Director of Athletics is charged with daily oversight of the department and reports directly to the Vice-President for External Affairs. The Deputy Athletic Director/Senior Woman Administrator is "second in charge" of the department and the Associate Athletic Director for Compliance ensures that the department operates within the confines of NCAA rules and regulations.

## **1.04 Department Loyalty**

The term "Demons for Demons" must be the mantra of the athletic program.

Loyalty to each other, the department, and the university is a non-negotiable expectation of all administrators, coaches, and staff. While differing points of view and perspective are natural and should not be looked upon as negative, discussions regarding those matters should be kept internally and not shared with the outside world (i.e. written, verbally, social media, etc.).

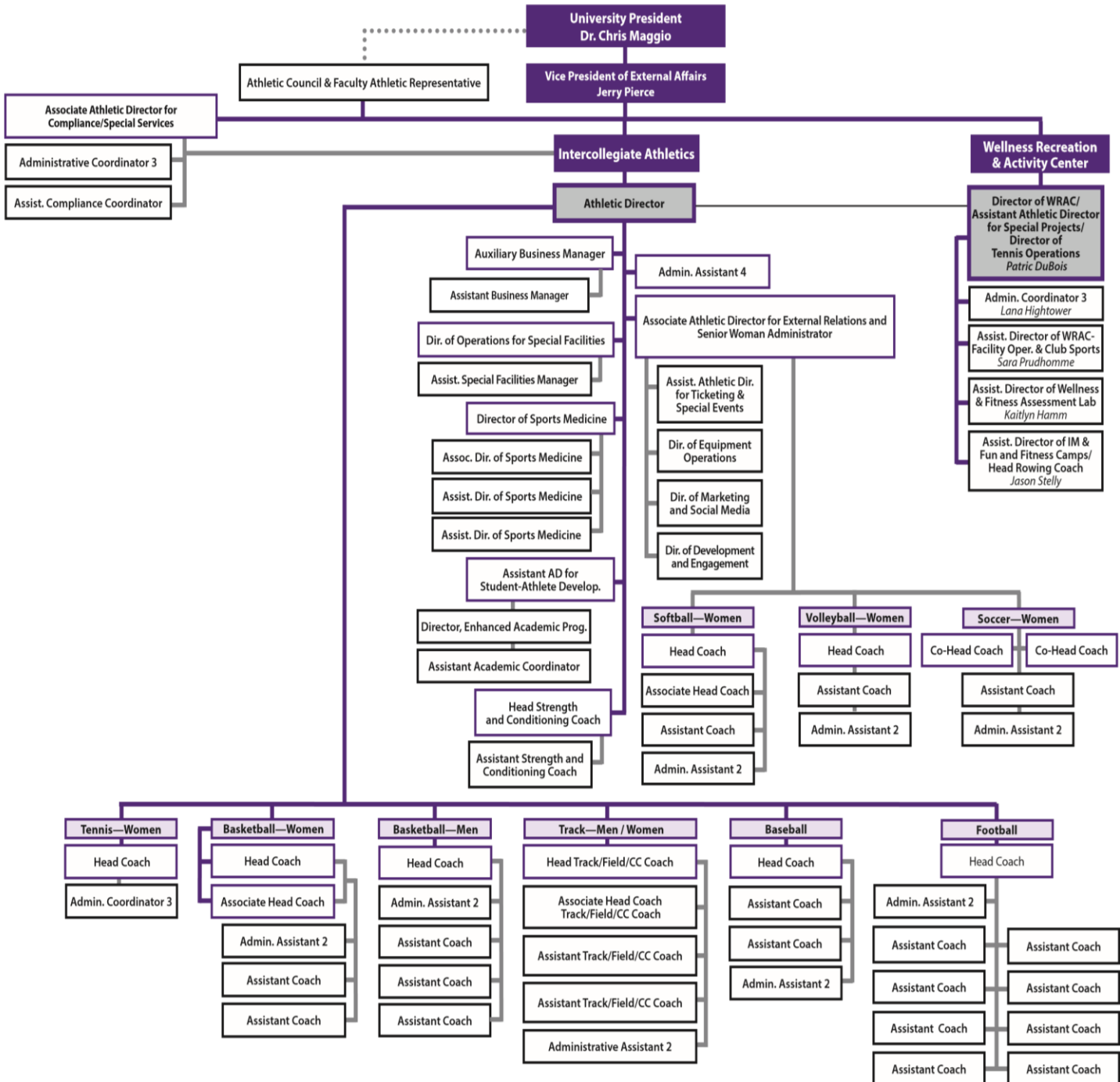
The best way to mediate and solve an issue is to address it directly. If doing so is not possible, appropriate protocol should be followed by communicating with an immediate supervisor in an effort to seek a resolution.

The NSU administration will function with a transparent and open-door policy. Coaches and staff are encouraged to communicate concerns, ideas, and suggestions to administrators.

On all levels, the department will win and lose as a team!



# 1.05 Athletic Department Organizational Chart



## SECTION 2 DEPARTMENTAL AND UNIVERSITY GENERAL POLICIES

### 2.01 Athletic Department Contract/Agreement Policy

As an employee of Northwestern State University and the State of Louisiana, all coaches, staff and administrators must request and receive written approval prior to entering into an agreement or contract with vendors and agencies including but not limited to those involving clothing apparel or equipment whether athletic or non-athletic related. At a minimum, approval should be granted by the Director of Athletics but may also need to be reviewed by the university administration and/or the system office.

In addition, it is the responsibility of all athletic department members to strictly adhere to all components of a contract, be it an individual employment contract or one related to apparel, equipment, competition, or other items.

### 2.02 Employee Conduct

Athletic Department employees must recognize that by the nature of working in intercollegiate athletics, their professional and personal life are high profile and "under the microscope" than that of many others. It is thus imperative that conduct both while on and off the job must be done in a manner that represents themselves, the athletic department, and the university in a positive and respectful manner. Coach and staff must embrace the value of representing Northwestern State University positively in public and private forums and shall not engage in conduct that reflects adversely on Northwestern State University or its athletic program.

Per Southland Conference policy, it shall be the responsibility of each member institution to ensure that all individuals employed by or directly associated with the athletics program conduct themselves in a good sporting manner when representing their university, especially during intercollegiate athletics contests. Additionally, institutions are responsible for the conduct of spectators at events they are hosting. In the discharge of this responsibility, all member institutions shall ensure a competitive environment that is safe, fair and consistent with the principles and standards of good sporting conduct. Spectators whose conduct is abusive to officials, participants, or spectators, or that violates reasonable social standards of conduct, specifically on a member institution's campus, shall be removed from the event.



Unethical conduct by a prospective or enrolled student- athlete or an institutional staff member may include, but is not limited to, the following and can be met with serious repercussions including termination:

1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution.
2. Known involvement in arranging for fraudulent academic credit of false transcripts for a prospective or enrolled student-athlete.
3. Known involvement in offering or providing a prospective or enrolled student-athlete an improper inducement or extra benefit.
4. Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation.

## 2.03 Athletic Department/Southland Conference Championship Ring Policy

Conference **regular season** champions will receive funds to purchase the number of rings indicated per sport in the Conference Operating Manual. Co-champions will receive 75% of the individual ring allotment. Tri-champions or more shall receive 50% of the individual ring allotment.

### Men's Championships

Football 78  
 Cross Country 9  
 Indoor Track and Field 25  
 Basketball 26  
 Golf 7  
 Tennis 10  
 Outdoor Track and Field 25  
 Baseball 30

### Women's Championships

Cross Country 9



Soccer 26  
 Volleyball 22  
 Indoor Track and Field 25  
 Basketball 26  
 Beach Volleyball 18  
 Golf 7  
 Tennis 10  
 Softball 26  
 Outdoor Track and Field 25

Institutions will be contacted by a Jostens sales representative to arrange for the design and manufacturing of the rings. The sales representative for the Southland Ring Program is Greg Albert (Cell: 814-574-4960; Office: 814-861-5092; Email: [greg.albert@jostens.com](mailto:greg.albert@jostens.com)). The Conference Jostens base ring price is \$125 for both men's and women's championship rings. Additional rings over the specified number (see chart above) may be purchased at the Conference base ring price. The provision of all rings shall be subject to NCAA legislation applicable to Conference awards including cost limitations.

Jostens will provide the Southland Conference member institutions with championship rings with the following features for the basic \$125 per ring unit supported by the conference:

- Any Standard Design
- Base stone; no ornamentation included
- Lustrum Metal Quality (non-precious, silver in color)
- Natural or Antique Finish
- Right Shank – sport panel with optional areas on top and bottom for personalization
- Left Shank – Southland Conference logo with optional areas on top and bottom for personalization
- Inside Engraving

Ornamentation options are available and will be added at the expense of the member institution if they choose. Such options could include custom sheer ice tops, custom crests, custom encrusting; upgrade in metal quality is also available (Suncast, non-precious alloy gold in color, is a \$25 per ring upgrade). Contact the Jostens representative to discuss the costs of the various options in designing your ring. Institutions should order the rings directly from Jostens; however, all rings will be billed through the Conference office. Payment of rings over the championship



allotments are payable to the Southland Conference within thirty (30) days of receipt. The Conference office shall have final review of all Championship Ring designs in this program.

NSU head coaches should meet with the athletic director to request his written approval prior to placing a ring order. If upgrades or additional rings are part of the order, the head coach must demonstrate that the money is available or that the money has been raised/collected and is deposited in the Demons Unlimited Foundation.

As previously noted, the conference supplemental finance arrangement for championship rings applies only to regular season titles. Should coaches desire to provide a memento for a conference tournament title, they should confer with the athletic director prior to making arrangements.

## 2.04 Loan Vehicle Agreement

This agreement is between (print name) \_\_\_\_\_ (hereafter called employee) and the NSU Athletic Association.

Employee acknowledges that receiving a loan vehicle is a privilege. In order to retain that privilege, the employee agrees to follow all of the policies and procedures outlined below.

- Employee will be responsible for full insurance coverage (collision, liability and comprehensive) unless Athletic Director agrees to pay for it through the Athletic Association.
- The insurance deductible shall not be more than \$500.00 per accident and payment of the deductible shall be the responsibility of the employee.
- License and fees shall be the responsibility of the employee.
- A current state inspection sticker must be on the car at all times.
- For dealer vehicles, mileage limits and proper care expectations are set by the dealer. If an employee loses their dealer vehicle as a result of their actions (i.e. excess mileage, not taking proper care of the vehicle, moving violation etc.) the Athletic Department/Athletic Association is not obligated to replace the vehicle.
- Employee shall be responsible for all maintenance on the vehicle, including, but not limited to, oil filters and changes, tire replacements, tune-ups and routine engine repairs.
- The employee shall keep the exterior and interior of the vehicle reasonably clean at all times.



I understand and will comply with the loan/lease vehicle guidelines.

Name \_\_\_\_\_

Date \_\_\_\_\_

Head Coach (If different) \_\_\_\_\_

Date \_\_\_\_\_

## 2.05 NSU Athletic Department Student-Athlete Code of Conduct

Northwestern State University and its student-athletes recognize and acknowledge that participation in intercollegiate athletics is a privilege, not a right that is guaranteed by law. There may be times when a student-athlete's privileges to practice and/or compete are restricted or suspended for what the athletic department defines as inappropriate behavior on the part of a student-athlete. In addition, student-athletes are subject to prosecution and disciplinary action from applicable legal authorities for any violation of state, local and federal law as well as punishment by the University for violation of University policy.

Head coaches may have individual team rules and regulations so long as the team rules are not less strenuous than the athletic department Code of Conduct. Head Coaches will be allowed to administer discipline for violations of their respective team rules that are not applicable to the university code or the athletic department code. If a student-athlete is arrested, the Athletic Director and appropriate university administrators will make the decision on what disciplinary action is appropriate. While the university's code of conduct policy may be applied differently depending on whether a student's improper behavior took place on, or off campus, the athletic department's code of conduct for student-athletes will not differentiate in this manner.

All employees of the NSU Athletic Department are responsible for reporting any information that they may be aware of that involves a student-athlete being investigated, arrested or convicted of a crime in a timely manner.

Method of reporting: The employee should notify the Athletic Director immediately. If the Athletic Director is not accessible, the Associate Athletic Director should be notified. Protocol should be followed until the head coach, Athletic Director, Vice President of External Affairs and University President are informed. The Athletic Director will inform the Sports information director when and if it is deemed appropriate.

When a student-athlete is being investigated for or is charged with a crime: The Athletic



Director may---based on the information immediately available---suspend the student-athlete from practice and/or competition indefinitely, pending further review of the incident. Once all available information is considered, the Athletic Director----in collaboration with the head coach and appropriate university administrators----will determine what additional action, if any, will be taken prior to the student-athlete's case running its legal course.

Disciplinary action when a student-athlete is convicted of a crime: The student- athlete will be suspended indefinitely from participation in athletics at NSU. The length of the suspension will be determined by factors such as the severity of the crime, the student-athlete's past history, presence of remorse and other pertinent factors as determined by the university. In the case of a student- athlete being convicted of a felony, the suspension will be for a minimum of one year.

Scholarship: cancellation of scholarship may also be utilized as a method of discipline when the Athletic Director deems it warranted. In such a case, applicable NCAA procedures (bylaw 15.3.4) will be followed.

## **2.06 NSU Student-Athlete Pregnancy Policy**

If a student-athlete becomes aware that she is pregnant, she should notify her head coach immediately. The Head Coach is obligated to report this information promptly to the Athletic Director and the Senior Woman Administrator. To insure confidentiality, no one else will be told.

Any student-athlete or athletic department employee who has knowledge that a student-athlete may be pregnant should notify the Athletic Director or the Senior Woman Administrator.

Because of safety and welfare concerns for both the unborn child and the student-athlete, participation in practice and/or competition will be suspended for the duration of the pregnancy. Following the pregnancy, the student-athlete—if in good standing academically--may return to the team upon presenting a release from her doctor.

An athletic scholarship for a student-athlete who becomes pregnant will remain in effect through the award period stated on the student-athletes grant-in-aid. The pregnancy of a student-athlete will not be a factor for financial aid determination and consideration in subsequent award periods. Neither should it be assumed that the financial aid will automatically be renewed. Rather, a student-athlete who has been pregnant will be



evaluated for future financial aid and participation based on the same criteria as other student-athletes on her squad, such as athletic performance and production, academic standing, work ethic and good citizenship.

In all cases when athletic related aid is reduced, cancelled or not renewed, NCAA Bylaw 15.3.4 will be followed.



## SECTION 3 ACADEMIC SUPPORT AND STUDENT SERVICES

### 3.01 Academic Requirements

1. Student-athletes must be enrolled full time (12 hrs. undergraduate, 9 hrs. graduate) each semester to be eligible for practice and competition. Anyone dropping below full-time enrollment be it with a grade of X or WN for non- attendance, will be declared ineligible for competition, practice, and could have their scholarship revoked. Student-athletes are not allowed to drop a class via the internet. Dropping a class via the internet could result in loss of eligibility.
2. All student-athletes enrolling on or after August 1, 2003, must pass 24 hrs. of credit toward the declared degree in the first year (Fall and Spring), and 18 hrs. of degree credit during the academic year (Fall and Spring) thereafter.
3. All student-athletes must pass at least 6 hrs. of degree credit each semester to be eligible for the subsequent semester.
4. Repeated courses are counted for eligibility only once and only when a satisfactory grade is achieved for the declared major. A grade of F is not counted for eligibility and may be repeated. (Institutional standards for degree credit may be higher for some majors. Contact departmental Academic coordinators for specific grade requirements. Student-athletes must make the minimum grade required for graduation in their degree program to count those hours for satisfactory progress).
5. All student-athletes must declare a major by the beginning of their fifth semester of collegiate enrollment. The major must be a four-year program that leads to a bachelor's degree. A student-athlete cannot declare a major, which leads to an associate degree. A student-athlete cannot enroll in a non-degree program. If the specific degree requires a minor, this must also be declared by the beginning of your fifth semester.
6. No more than 6 hours of remedial credit may be counted for satisfactory progress. These hours can be counted only during the first academic year of collegiate enrollment.



7. Student-athletes must complete 40 percent of their degree requirements by the beginning of their fifth semester, 60 percent of their degree requirements by the beginning of their seventh semester, and 80 percent of their degree requirements by the beginning of their ninth semester of collegiate enrollment. Student-athletes who do not meet the percentage requirements will not be eligible for athletic competition until the applicable percentage requirement is met. Transfer students and students changing majors must meet the percentage requirement applicable for their year of initial collegiate enrollment.
8. Student-athletes must have 90 percent of the minimum cumulative grade point average required for graduation at the beginning of their third semester (1.80 based on 2.00), and 95 percent of the minimum cumulative grade point average required for graduation at the beginning of their fifth semester (1.90 based on 2.00), and 100 percent of the minimum cumulative grade point average required for graduation at the beginning of their seventh semester and each subsequent semester (2.0 based on a 2.0 scale).
9. Student-athletes will be declared ineligible if they miss class to attend a practice session at home. The only exception is for pre-game warm-ups on the day of competition. A student-athlete must be in good academic standing according to the policies of the institution to be eligible for participation.

### 3.02 Student Retention

The Athletic Department will:

1. Strive to recruit student-athletes who have a commitment to obtain a college degree.
2. Seek to re-sign at the completion of each academic year those student-athletes who perform well in the classroom and athletically.
3. Encourage the coaching staff to assist and support efforts of the Athletic Academic Coordinators.
4. Encourage coaches to discipline student-athletes who fail to fulfill academic obligations.



5. Strive to ensure that student-athletes are fully informed of available support services available through the University and that they take advantage of those services when needed.
6. Carefully monitor the academic programs of all student-athletes.
7. Assist fifth-year students who have completed their athletic eligibility and aid to obtain financial assistance through other sources.

### **3.03 Academic-Athletic Schedules & Travel Policy**

The following section contains policies designed to minimize conflicts between athletic competitions, practices and academic schedules.

Prior to the beginning of a season of competition in a varsity sport, the head coach must submit to the Faculty Athletics Representative a proposed travel itinerary. The proposed itinerary should comply with the following provisions with justifications provided for any requested exception. The Faculty Athletics Representative will review each proposal and make recommendations including exceptions deemed justifiable to the academic subcommittee of the Athletic Council. The academic subcommittee will contact the Faculty Athletic Representative with their approval of all travel schedules or comments/concerns.

When traveling, all teams must stay within the 48-hour window of time in accordance with NCAA regulations. Additionally, each team must make every effort to miss as little class as possible while traveling to competitions.

A team traveling to an athletic competition within a 200-mile radius of the campus should return to the campus the afternoon or evening of the competition. A team may stay overnight when the competition schedule extends over two or more consecutive days. Competition during the final examination period is permissible as long as it is approved by the Athletic Council. If a coach wishes to compete during finals, they must write a justification to the academic subcommittee of the Athletic Council at least 90 days prior to the competition, unless this competition is a conference championship or normally scheduled conference match. If all members approve the scheduled game, it is permissible to play. In the case that one members does not approve the schedule, the coach must write another justification. If the committee does not approve the appeal, then game will not be played.

Each head coach should provide the Faculty Athletic Representative and academic



coordinators with an approved travel squad list for each trip, including departure dates and times. Head coaches should be wary of a taking a student athlete on a trip if it will hinder academic progress/success. Participation in academic competition should augment a student athlete's academic experience, not jeopardize it. Academic coordinators will provide travel excuses to the coaches to distribute to travel squad at least five days prior to departure time and date.

Any on-campus sports competition during a class day will be conducted in the late afternoon whenever possible, so that student athletes will not miss class in order to participate.

### **3.04 Scheduling Competitions and Class Conflicts**

The coaching staff for all teams will schedule competitions with high consideration given to the number of classes which may be missed through the duration of the sport's season. It is understood that outside components may affect the ability to schedule around class time (i.e. competitions which are scheduled for guarantee games and require further travel distances, instances where multiple sporting events occur at similar times at home and cannot be accommodated at one time by the administrative staff, etc.). The compliance coordinator and athletic director will approve contracts for competitions for each team and will alert the coaching staff if the number of missed classes due to competition becomes high in comparison to the norm for that sport. Faculty Athletics Representative, Jody Biscoe, compiles a total number of missed classes for each team every semester which is sent out to the compliance coordinator, academic staff, and athletic director.

### **3.05 Practices and Class Conflicts**

In no instance should a student-athlete be required to miss class to attend an athletic practice. Class attendance takes the first priority. In the instances where it is not possible for the academic support staff to coordinate a class schedule which avoids conflict with a student-athlete's practice schedule (i.e. due to the course only being offered one time per year, limited section availability, pre-requisite issue, etcetera), the coaching staff will excuse the student-athlete from practice during that time. The only time a student-athlete is permitted to miss class is in conjunction with approved athletically-related competitions.



## 3.06 Academic Advising Policies

### 3.06.1 High School Transcripts

The academic coordinator will do a *preliminary* evaluation of a prospective high school student's transcript and will return the evaluated transcript to the coach. The coach is responsible for keeping up with the returned transcript so that any discrepancies with the NCAA Clearinghouse can be discussed in detail with a Clearinghouse representative.

### 3.06.2 Junior College and 4-year Transcripts

The academic coordinator will do a *preliminary* evaluation of a transfer student's transcript. This is a preliminary evaluation since it is the responsibility of the Northwestern State Registrar's office to do an official evaluation. Once the student has applied to Northwestern, and their transcripts have been received and evaluated by the Registrar's office, the academic coordinator will discuss if the student has to complete any more classes for eligibility. It is the coach's responsibility to contact the student and relay any eligibility information to the prospect. Upon arriving at Northwestern State the student will meet with the academic coordinator to discuss majors and eligibility questions. Not until all transcripts have been received and evaluated by Northwestern State will the academic coordinator certify for financial aid, or advise the student on their classes.

### 3.06.3 Freshman Connection

All incoming students are encouraged to attend a Freshman Connection session at Northwestern State University. During this session they will meet with the department of their desired major to schedule classes for the Fall. It is extremely important that the incoming students meet with their department so they feel comfortable asking questions to their Academic coordinator. If a student is unsure of their major, they must go to the University College to receive advising. Freshman Connection fees are not normally included in a student's athletic scholarship. However, individual sports may pay the fees by making arrangements with the Assistant Athletic Director of Compliance.



### ***3.06.4 NCAA Clearinghouse***

All incoming freshmen, transfers and walk-ons must be filed at the NCAA Clearinghouse by the academic coordinator or compliance coordinator. The Clearinghouse will not accept questions from any other staff member or coach. During the summer, Clearinghouse updates will be sent on a weekly basis to the head coaches. The individual coaches are responsible for contacting their students and informing them of any missing paperwork or problems that the Clearinghouse has.

### ***3.06.5 Degree Declaration***

Student-athletes must apply to Northwestern with their intended major. Prior to the fifth semester of enrollment the student must choose a major. Any time a student wants to change major, they must first inform the academic coordinator, and then change majors at the Registrar's Office.

### ***3.06.6 Dropping Classes***

No student-athlete shall drop a class without receiving a signed drop slip from the academic coordinator. Any student that drops a class via the internet after the first 5 days of class in each semester will have to meet with the academic coordinator, compliance coordinator and head coach to discuss their action, and to discuss their eligibility.

### ***3.06.7 Coding of Student-Athletes***

The academic coordinator will forward a list of student-athletes to the contact in the Registrar's office so that all student-athletes can be coded. This coding will serve as a flag to any official that they are not allowed to drop classes without the Academic coordinator's permission.

### ***3.06.8 Walk-Ons***

To become a walk-on a student must follow these steps:

1. Talk to the head coach or coordinator in charge of walk-on students.
2. Have their name placed on the walk-on list.
3. This list is given by the coach to the academic coordinator.



4. The academic coordinator checks the eligibility status.
5. A list of eligible student-athletes is sent to the Athletic Training Room whereupon the student will be scheduled for a physical exam administered by an NSU doctor.
6. The student must fill out a Drug Testing Consent form prior to them practicing and must stop by the compliance office to fill out other paperwork prior to competing.
7. In the case of football, no walk-on is able to receive equipment until the Academic coordinator sends the equipment manager a list of who is eligible.
8. All walk-on students must be included on the playing and practice schedule as soon as they come to practice.

No walk-on will be allowed to practice until they have at least filed with the NCAA Clearinghouse.

### ***3.06.9 Grades First***

Grades First is online academic assistance software which exists to help coaches, academic coordinators, professors, and students communicate and closely monitor academic status of student-athletes. Each team's coaching staff is permitted to have access to Grades First for their specific team and reserves the right to designate one primary person to check Grades First or to share the responsibility. All study hall hours will be recorded using the Grades First software and it is the responsibility of each coaching staff to check the software weekly and apply consequences for uncompleted hours. With continuous additions for the utilization of Grades First, all coaches should stay knowledgeable about the program.

### ***3.06.10 Study Hall***

Study hall requirements are set by each individual coach. For group study hall sessions, a coach, or assistant coach, must be present during the study hall of their team. Any student using the computers or academic center for anything other than academic work will be warned once, then suspended from the privilege of using the center for the rest of that semester.



### ***3.06.11 Enhanced Academic Program (EAP)***

If a student-athlete meets one or more of the following parameters, then he/she would be considered -At-Risk and qualify for EAP:

- Semester or Cumulative GPA of 2.0 or below
- Passed only 6 hours or less in the previous semester
- In any other danger of not meeting Satisfactory Progress Regulations (i.e. 18-hour rule, % toward degree)
- Any student-athlete who is identified by coaches/administrators to be in need of EAP
- For Incoming Freshmen:
  - All non-qualifiers through the NCAA Clearinghouse
  - ACT or SAT test scores which requires one remedial course to be taken AND has a GPA at or below 2.25 (subject to be changed upon assessment of academic staff).
  - ACT or SAT scores which require two remedial courses to be taken.
- In all circumstances, the academic staff reserves the right to make the final decision on those who are required to be in EAP

The EAP is a program which is directed by the assistant academic coordinator.

It is a program designed to assist student-athletes who are at-risk of becoming ineligible. Once a student is enrolled in EAP, he/she will meet with the assistant academic coordinator on a weekly or bi-weekly basis to discuss academic calendar, specifics of each class, upcoming tests/projects/quizzes, as well as study techniques. A student can graduate from this program once he/she has acquired the grades that relieve eligibility concerns, but can be placed back into the program if these concerns arise again.

**\*\*NOTE:** There is a RED GROUP and a YELLOW GROUP under the EAP. The RED GROUP would fall under any of the above qualifications and meet with the EAP Advisor EVERY WEEK. The YELLOW GROUP would be for those student-athletes who are making progress and on their way out of EAP and would meet with the EAP Advisor EVERY OTHER WEEK.



### ***3.06.12 Tutors***

The athletic department will work in conjunction with the University College to schedule tutors. Any student-athlete requiring tutoring must sign up at Room 237 Keyser Hall, and will receive a call within 48 hours to schedule a tutoring session.

These tutoring sessions may replace a study hall session only if approved by the head coach and the proper tutor form is returned to the academic coordinator for verification.

When possible through the volunteering of the Scholar's College, general evening tutoring will be available during evening study hall hours in the athletic computer lab conference room. This service is walk-in only, and exists to assist student-athletes with questions about the general subjects of math, science, and writing. For more specific tutoring needs, the student-athlete should seek assistance through University College.

### ***3.06.13 Priority Registration Policy***

NSU student-athletes are included among a select group of students on-campus who will have the opportunity for priority class registration each semester. This procedure, which was developed and approved in 2004 in conjunction with the NCAA Cycle 2 certification process, is designed to prevent, as much as possible, scenarios in which a student-athlete will have a class scheduled at the same time as team practice. Starting in fall 2008, student-athletes are required to complete an Athletic Advising Sheet in correspondence with their campus academic advisor in order to utilize priority registration.

### ***3.06.14 Registration for Spring/Fall/Summer***

Registration for the following semester is done approximately four weeks prior to the end of the current semester. Each student-athlete will be given an Advising Sheet by the academic coordinators approximately one month prior to the pre-registration date. Each student-athlete is required to take the advising sheet to his/her campus advisor and have it filled out and signed. The SIGNED advising sheet should then be returned to the academic coordinator prior to pre-registration. If the academic coordinator has the signed advising sheet on hand, the student-athlete will be registered by the athletic academic staff. If the advising sheet is not signed or is not turned in, the athletic coordinators will not assist the student-athlete with class registration in any way.

Any student wishing to attend another institution for the summer must initially fill out -prior approval forms in the Registrar's office, have the appropriate officials sign the form, and make sure the academic coordinator receives a copy of the form.



### ***3.06.15 Student-Athlete Eligibility***

At the end of each semester the academic coordinator will work through grades to establish eligibility. These reports will be given to the head coach, and given final approval by the Registrar's office.

Any student-athlete that needs to attend summer school, or is not eligible, must be contacted by the coach. It is the coach's responsibility to make sure the student is aware of any eligibility problems. Eligibility is based on the NCAA rules and regulations.

Unacceptable grades for particular degree plans cannot be counted toward eligibility, and cannot be retroactively counted for eligibility if there is a degree change. Any class in which a student has a satisfactory grade for the major, and is repeated, will not count toward eligibility.

As of Fall 2005, a grade of D in a developmental class will be considered unacceptable for eligibility purposes and must be repeated.

### ***3.06.16 Academic Progress Rate***

Prior to the 6th week of the Fall semester, the academic coordinator will input retention and eligibility data into the APR database. During the summer the academic coordinator will meet with head coaches to discuss any potential problems with the loss of scholarships. It is the responsibility of the head coach to plan accordingly as far as recruiting and scholarship offers based on this information.

### ***3.06.17 Summer Employment***

There is no limit on the amount of money an athlete may earn during the summer and during official University holidays, as long as income earned is at a rate comparable to the going rate for the work actually performed. Compensation cannot be based upon the individual's athletic reputation. Employment on a commission basis is strictly curtailed as set forth in Article 12 of the NCAA Manual.

During the regular academic year, a student-athlete who is academically eligible may be gainfully employed as long as his/her institutional aid and employment earnings do not exceed the amount of the full scholarship.

Athletically related employment (teaching, coaching, equipment sales, etc.), particularly employment at a camp or clinic, is strictly regulated in Articles 12-15 of



the NCAA Manual. Due to the constantly changing nature of these rules, the compliance office should be consulted as to the employment's impact on the athlete's eligibility and the financial aid restrictions. (Full scholarship plus \$2,000 following the first year of enrollment).

### ***3.06.18 Greek and School Activities***

An athlete may participate in a University-sanctioned fraternity or sorority and other school activities as long as it does not interfere with academic or athletic squad activities and if their Head Coach gives consent.

The athlete must pay any fees required for organizational membership.

### ***3.06.19 Athletes' Cars***

Athletes who drive cars on campus must have the car properly registered with the University Police. Student-athletes who receive tickets or parking fines are responsible for the payment of these fines. The Athletic Department will not pay such fines. All campus, city and state rules must be followed when operating the automobile.

## **3.07 Academic Policies**

### ***3.07.01 Student-Athletes taking classes from coaches***

Policy: No student-athlete shall be permitted to enroll in courses which are taught by any of the coaches on his/her team's staff. Exceptions will be made if a coach is the only instructor for a course that is required to obtain a degree in the designated field of study or at the discretion of the Athletic Department Academic Committee.

### ***3.07.02 Internet Classes***

Policy: A student-athlete may not take more internet classes than traditional classes in any regular semester except for the following reasons:

- a. Medical or family issues
- b. Degree-specific limitations resulting in the student-athlete having to take more internet classes (i.e. Criminal Justice, etc.)
- c. The student-athlete must be enrolled in internet classes while working on internship hours
- d. Other circumstances as deemed appropriate by the academic committee



Additionally, if a student-athlete is considered to be -at-risk and enrolled in the Enhanced Academic Program, he/she should be limited to minimal internet class enrollment at the discretion of the academic staff.

### ***3.07.03 Missed Class/Attendance Policy***

Policy: Those enrolled in the Enhanced Academic Program will be required to attend all classes unless permission to miss class is cleared by the EAP Advisor or coach PRIOR to missing the class. If permission is not given, the student-athlete will be held to the following consequences:

- e. First unexcused absence will result in a written warning and notification to the head coach.
- f. Second unexcused absence will result in additional study hall time corresponding with amount of class time missed.
- g. Third unexcused absence will result in a missed practice. The student-athlete will come to study hall in place of the practice time.
- h. Fourth unexcused absence will result in a meeting with the Athletic Director to determine further consequences.

### ***3.07.03 Missed Class/Attendance Policy***

Policy: Those enrolled in the Enhanced Academic Program will be required to attend all classes unless permission to miss class is cleared by the EAP Advisor or coach PRIOR to missing the class. If permission is not given, the student-athlete will be held to the following consequences:

- i. First unexcused absence will result in a written warning and notification to the head coach.
- j. Second unexcused absence will result in additional study hall time corresponding with amount of class time missed.
- k. Third unexcused absence will result in a missed practice. The student-athlete will come to study hall in place of the practice time.
- l. Fourth unexcused absence will result in a meeting with the Athletic Director to determine further consequences.

Due to the class attendance reports for EAP occurring on a weekly basis, it should be clear that if a student-athlete records more than one unexcused absence between reports, he/she will be subject to the correlating number of unexcused absence consequences.



### ***3.07.04 B-Term Classes***

Policy: Limit the number of B-Term courses to no more than one per semester unless there are special circumstances deemed appropriate by academic and administrative staff. If a student-athlete enrolls in a B-Term class without prior permission from the academic staff, he/she is subject to suspension or dismissal from the team by the Athletic Director.

### ***3.07.05 Dropping Classes***

Policy: A student-athlete may drop no more than one class per semester, unless special circumstances are approved by the academic staff.

### ***3.07.06 Academic Skills course for non-qualifiers and —at-risk student-athletes***

Policy: Every student-athlete enrolled in the Enhanced Academic Program should take the Academic Study Skills course during his/her first year of college or during his/her time of enrollment into the Enhanced Academic Program (provided there are seats available in the course).

### ***3.07.08 Plagiarism and Cheating***

Policy: If a student-athlete is reported to an athletic staff member for cheating or plagiarizing, a meeting will be held with the academic staff, athletic director, and head coach to determine a course of action for breaking the university Academic Honor Code. A meeting will then be held with the reported student-athlete to discuss the consequences.



## SECTION 4 ATHLETIC COMPLIANCE

### 4.01 Summer Camps

All summer camps conducted by Northwestern State University coaching personnel are handled in accordance with NCAA rules and regulations.

### 4.02 NCAA Rules Meeting

Prior to the first scheduled practice, each head coach will arrange a meeting between their team and the Compliance Coordinator to cover NCAA rules, regulations and to fill out proper documentation.

### 4.03 Class Attendance List

Mandatory class attendance must be encouraged and enforced by each coach within the department. Unexcused class absences will not be condoned.

On game days, when team travel requires student-athletes to miss class, a list of excused student-athletes should be provided to each academic department in advance of the date classes will be missed. Student-athletes, in fact, are encouraged to personally inform instructors of team travel plans.

### 4.04 Insurance Coverage

In the event an athlete incurs an injury that requires help beyond the capabilities of NSU's facilities, all medical bills will first be processed through the insurance carried by the parent/guardian of the athlete. Any expenses, including the deductible, not covered by the parent/guardian's insurance will be covered by the Athletic Department's policy with Active med, as long as the Active med policy is followed.

If a student-athlete chooses to seek medical services outside the Athletic Departments contracted care (Active med) without requesting and receiving approval to do so, the Student-Athlete/Parent or guardian are responsible for any and all expenses.

The department will not be responsible for dental, optical or medical examinations or treatment unless such services are made necessary due to an injury or illness that was



incurred during an authorized practice or competition. The University will replace glasses or contacts only if they are broken or lost during authorized practice or competition.

#### **4.05 NCAA Special Assistance Fund**

The NCAA Special Assistance Fund is available to student-athletes who meet the following criteria:

Student-athletes receiving a Pell Grant (except non-qualifiers during initial year in residence), including student-athletes who have exhausted eligibility or are medically unable to participate;

International student-athletes who have been certified as having a financial need by the International Certification Officer of the Registrar's Office.

The purpose of the fund is to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available. Permissible uses of the fund include medical and dental costs, required academic course supplies, student-athlete or family emergencies and clothing and other essential expenses. NSU has additional restrictions for the use of the funds as well as procedures that must be followed through the process. The Compliance Coordinator administers the NCAA Special Assistance Fund.

#### **4.06 Athletic Scholarship Awarding Procedures**

A student-athlete at Northwestern State University, if eligible per NCAA, Southland Conference and Northwestern State University rules and regulations, may be awarded an athletic scholarship for any term during which a student-athlete is in regular attendance (NCAA Bylaws 15.3.1 & 15.3.2.1).

Such aid shall not be awarded in excess of one academic year nor for a period less than one academic year (NCAA Bylaw 15.3.3.1). There are exceptions for awarding an athletic scholarship for less than one academic year.

Please contact the NSU Compliance Coordinator if you have questions concerning this information. The following are procedures for awarding an athletic scholarship at Northwestern State University.



NLI/Grant-in-Aid Request Form: For both incoming and returning student-athletes, the Northwestern State University NLI/Grant-in-Aid Request form is the first step in awarding an athletic scholarship to a student-athlete. Important information that should be included on each form is name, social security number, scholarship elements that are to be awarded and other stipulations, if any, regarding the athletic scholarship. If the student is out-of-state and/or an international student, it should be stated on this form. Once the request form is complete, it should be forwarded to the NSU Compliance Coordinator. Any type of element (i.e. tuition, fees, room, board, books) can be awarded, as well as specific monetary amounts (i.e. \$500 per semester, \$1,000 per semester). However, the total amount of financial aid excluding bona fide loans, aid from family, exempted academic honor awards and government grants, exempted employment earnings and other forms of non-countable financial aid per NCAA legislation, may not exceed the cost of a full athletic grant-in-aid. The head coach should always be aware of all types of financial aid that a student-athlete will be receiving. Please contact the NSU Compliance Coordinator for any questions concerning financial aid awarded to a student-athlete.

Signatures Required On All Athletic Grant-in-Aids: The Athletic Director or Associate Athletic Director, the chairperson of the Financial Aid Committee or an official designee, the student-athlete and the student-athlete's parents/legal guardians (if applicable) must sign and date an athletic grant-in-aid in order for the grant-in-aid to be valid. All signed copies of athletic grant-in-aid are kept on file in the NSU Compliance Office and the NSU Financial Aid Office.

Posting of Scholarship: Once the athletics grant-in-aid is complete and all signatures have been received, a copy is forwarded to the NSU Financial Aid Office. The scholarship is then posted on the NSU SIS System and accepted on the student-athlete's university account. Please be aware the Financial Aid Office is the final authority for awarding an athletic scholarship at Northwestern State University.

Monitoring of Athletic Scholarships: The NSU Compliance Coordinator and the NSU Financial Aid Office will monitor all athletic scholarships and student accounts throughout the academic year to ensure compliance with NCAA legislation. Northwestern State University reserves the right to reduce an athletic scholarship when the aid, combined with other forms of countable aid, is excessive per NCAA legislation (NCAA Bylaw 15.1.3). Any coach or student-athlete who recognizes an error or discrepancy in an athletic scholarship must report this error to the NSU Compliance Coordinator immediately to correct any problems associated with the award.



## 4.07 Athletic Scholarship Policy

The total amount of financial aid (excluding bona fide loans and aid from family) for athletes receiving athletic grants or other University designated grants (such as student employment, college work study, SEOG, or grants, etc.) may not exceed the cost of tuition and fees, room and board, and the cost of required, course related books. However, an athlete receiving a Pell Grant may receive additional expenses as permitted under the Pell Grant program.

An entering freshman with no previous college attendance that was a non-qualifier at the time of enrollment shall not be eligible for regular season competition or practice during the first academic year in residence. The student shall be eligible for institutional financial aid based on need, but not athletically related aid.

A student-athlete who is a non-qualifier is not eligible to practice and may not attend practice sessions in any capacity. The student-athlete may not attend any meeting characterized as practice. A non-qualifier may participate in workout sessions with the Strength & Conditioning Coach that are held separately from the team.

A non-qualifier must fulfill an academic year in residence in order to be eligible for practice, competition and athletically related financial aid.

Once a student-athlete has met initial eligibility requirements, completed a year of residency at a four-year institution, and/or graduated from a two-year institution and met the applicable transfer requirements, a student-athlete is eligible for athletic aid. NSU may cancel a student's athletic aid when an athlete fails to meet academic eligibility requirements and normal progress requirements relative to the athlete's sport season by the first competition or the first day of classes, whichever comes first. The University is under no obligation to renew a student-athlete's aid for subsequent semesters.

If a student-athlete is injured during practice, competition, or university-sponsored travel to or from competition under intercollegiate athletics auspices, that student athlete's grant-in-aid will be continued for that year. If the student-athlete cannot compete in athletics, yet is capable to serve the program in some capacity and agrees to do so, that student athlete's grant may be continued.

The University's obligation to provide medical care and financial aid under this policy will terminate immediately if appropriate university medical staff certify that an injured athlete has recovered sufficiently to permit competition or serve the program in some capacity



(i.e., student manager), and the student voluntarily chooses not to do so.

An athletic scholarship may be cancelled or reduced during the period of the award if the student-athlete:

- Renders himself or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or cancelled (NCAA Bylaw 15.3.4.2). If a student-athlete quits the team, the athletic grant can be canceled immediately and the pro-rated amount to the end of the semester will be charged to the student-athlete's account. Only the Athletic Director may approve continuing the athletic scholarship for a student-athlete that has quit his/her team.
- If a student athlete's grant is decreased or withdrawn for any reason, the athlete has a right to a campus hearing for the action. A university committee will be convened to conduct the hearing.

## 4.08 Summer Scholarships

Summer financial aid may be awarded only to attend the awarding institution's summer term, provided the following conditions are met:

- The student has been in residence a minimum of one term during the regular academic year;
- The student is attending a summer term, summer school or summer- orientation program and financial aid is administered pursuant per NCAA legislation; or
- The student is a two-year or a four-year college transfer student and is receiving aid to attend the awarding institution's summer-orientation program (NCAA Bylaw 15.2.8).

The following are procedures regarding awarding summer scholarships to student-athletes:

Grant-in-Aid Required: An athletic grant-in-aid is required for all athletic scholarships awarded during the summer term. All procedures associated with an athletic grant-in-aid awarded during the regular academic year (fall and spring semesters) also apply to all



summer athletic grant-in-aid. Without a summer grant-in-aid, a student-athlete will not be awarded a summer scholarship. Copies of all summer grants-in-aids are kept on file in the NSU Compliance Office and the NSU Financial Aid Office.

Enrolled Student-Athletes: After initial full-time enrollment during a regular academic year, a student-athlete shall not receive athletically related financial aid to attend the certifying institution's summer term or summer school unless the student-athlete received such athletically related aid from the certifying institution during the student-athlete's previous academic year at that institution. Further, such aid may be awarded only in proportion to the amount of athletically related financial aid received by the student-athlete during the student-athlete's previous academic year at the certifying institution, except that this proportionality restriction shall not apply to a student-athlete who has exhausted his or her eligibility and is enrolled in a summer program of studies that will permit the student-athlete to complete his or her degree requirements (NCAA Bylaw 15.2.8.1.2).

Exception for Non-qualifiers: A non-qualifier may receive athletically related financial aid to attend an institution's summer term or summer school after the first academic year in residence under the following conditions: (Adopted: 1/10/92; Revised: 1/14/97 effective 8/1/97)

- The student-athlete has satisfied progress toward degree requirements and, thus, would be eligible for competition for the succeeding year;
- The student-athlete has been awarded athletically related financial aid for the succeeding academic year; and
- The student-athlete receives athletically related financial aid to attend the institution's summer term or summer school only in proportion to the amount of athletically related financial aid the student will receive for the succeeding year (NCAA Bylaw 15.2.8.1.2.4).

Prior to Initial, Full-Time Enrollment – Athletics Aid: The following conditions apply to the awarding of athletically related financial aid to a prospective student-athlete (including a prospective student-athlete not certified by the NCAA Eligibility Center as a qualifier) to attend an institution in the summer prior to the prospective student's initial, full-time enrollment at the certifying institution:

- The recipient shall be admitted to the awarding member institution in accordance with regular, published entrance requirements;
- The recipient is enrolled in a minimum of six hours of academic course work (other



than physical education activity courses) that is acceptable degree credit toward any of the institution's degree programs. Remedial, tutorial and noncredit courses may be used to satisfy the minimum six- hour requirement, provided the courses are considered by the institution to be prerequisites for specific courses acceptable for any degree program and are given the same academic weight as other courses offered by the institution;

- The recipient, if recruited, is subject to NCAA transfer provisions, unless admission to the institution as a full-time student is denied;
- During the summer term or orientation period, the recipient shall not engage in any countable athletically related activities except for those activities specifically permitted by NCAA legislation; and
- Summer coursework is not used for the purpose of completing initial- eligibility or continuing-eligibility (transfer eligibility, progress toward degree) requirements. However, the hours earned during the summer prior to initial full-time enrollment at the certifying institution may be used to satisfy the applicable progress-toward-degree requirements in following years (NCAA Bylaw 15.2.8.1.4).

## 4.09 Student-Athlete Employment

Earnings from a student-athletes on-or off-campus employment that occurs at any time (including summer employment) is exempt and is not counted in determining a student-athlete's cost of attendance or in the institution's financial aid limitations, provided:

- The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- The student-athlete is compensated only for work actually performed; and
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services (NCAA Bylaw 15.2.7).

## 4.10 Athletes Leaving a Team

When an athlete officially leaves an athletic team, all books, equipment, etc. furnished through the athletic scholarship must be turned in as soon as possible.

The Athletic Director and Compliance Office must be notified immediately upon learning that an athlete who was receiving athletic financial aid has left the team.



If a scholarship athlete leaves following registration, yet prior to the first day of class, the Compliance Office must be notified. Such procedures will save the program the cost of the scholarship.

#### **4.11 Holiday Housing and Meals**

During school holidays, each head coach must make arrangements for housing and meals.

Special housing requests must be made through the Director of Housing. All appropriate paperwork for expenses for the housing and meals must be submitted in advance to the Business Manager and all appropriate signatures obtained.

Meal arrangements should go through the campus food service if they can accommodate the team schedule and at a competitive price.

All such requests must be made at least three weeks prior to the holiday. Proof of expenses must be given to the Business Manager immediately following the period of the request.

#### **4.12 NSU Athletics Travel Policy –Student-Athletes per Room**

All athletic teams at Northwestern State University are expected to provide enough rooms for every student-athlete to have his/her own bed. In the case where there may be three student-athletes per room, it would be sufficient to utilize a pull-out or sofa bed to accommodate this. In addition, it would be permissible with prior approval from the athletic director to allow an exception to this policy when necessary. Additionally, all sports are highly encouraged to book hotel rooms with no outdoor room access.

#### **4.13 Team Travel Safety Policy**

In order to provide the safest transportation possible, the NSU Athletic Department covers all bus and/or van transportation costs with no charge to the individual sport's budget. In addition, teams are highly encouraged to use buses first, but when necessary, vans are permitted to be used for team travel. In the event that a van is used, a 12-passenger van is desired, but when 15-passenger vans are necessary nonstudent-athletes are to be seated in the rear seats of the van.



## 4.14 Procedures for First Time Student Athlete Participation

Coaches should strive to recruit student-athletes who will represent their team, the athletic department and the university in an admirable manner. Student-athletes should have good moral character and have a history of being good citizens.

Head coaches are expected to thoroughly investigate the background of anyone who is being considered as a potential student-athlete on his/her team. This includes high school prospects, transfers and enrolled students who want to walk-on.

If there are any issues revealed during the investigation---criminal or otherwise – that could reflect negatively on the athletic department or the university in any way, the athletic director must be informed immediately if the coach wishes to continue the process of that person becoming an NSU student-athlete.

As a general rule, potential student-athletes who have legal issues pending, or who have been convicted of serious crimes, should not be recruited. However, upon the recommendation of the head coach, each individual's situation will be evaluated by the athletic director and appropriate university administrators to determine if the coach can continue recruiting the student.

A head coach shall not request that grant-in-aid papers be drawn up for a prospect without following the above procedures. When a grant-in-aid request is made to the compliance office, it is assumed that the coach has done a thorough check and either has not found any issues that merit the involvement of the athletic director, or that issues were found but the athletic director approved the continuation of the recruiting process.

## 4.15 Drug Screening Program and Policies

### 4.15.1 Purpose

Northwestern State University has a strong commitment to our student-athletes in providing and maintaining a wholesome atmosphere for them not only to progress, but to excel in their academic and athletic endeavors. The university also believes that a comprehensive drug screening program is an essential step in fulfilling that commitment. As a result, the following drug screening program and policies have been established.



#### ***4.15.2 Who Will Be Drug Tested and the Procedure Used***

All student-athletes associated with Northwestern State University Athletic Program will be tested by NSU officials randomly throughout the academic year.

The method of testing is the Onsite Diagnostic Urinalysis Test. A witnessed urine sample will be collected from the student-athlete and analyzed. If the test results are positive, the student-athlete has the right to immediately appeal the results. See appeal process for additional information. This same urine sample will be sealed and signed by the student-athlete and sent to a laboratory for further testing.

#### ***4.15.3 How Often Test Will Occur and How Testing Will Be Announced***

Each student-athlete may be randomly tested throughout the year and may include testing prior to post-season play.

Failure to attend the drug test, failure to provide a urine sample, or the manipulation of a urine sample will be considered as a positive test.

#### ***4.15.4 Substances Included in the Testing***

All substances listed on the back of the NCAA Drug Testing and Consent Form may be tested for by the drug test.

#### ***4.15.5 Confidentiality***

The collection and coding of specimen samples are executed in a manner insuring total confidentiality and identification.

The analysis results are provided to the head of the drug testing program who will inform the athletic director, senior woman administrator, compliance coordinator, and head coach in that sport of any positive tests.

The results are known only to the student-athlete, head coach, athletic director, senior woman administrator, compliance coordinator, and the head of the drug testing program.



#### ***4.15.6 Disciplinary Actions for Positive Testing***

All student-athletes who test positive are subject, but not limited to, the following disciplinary actions. These actions are required throughout the Athletic Department and are not intended to replace or alter the disciplinary actions of coaches in their respective sports.

#### ***4.15.7 First Positive Drug Test***

Upon testing positive for the first time the student-athlete will be suspended for 10 percent of the total number of regularly scheduled competitions. If a student-athlete tests positive prior to post-season play, including Southland Conference championships, national championships, and post-season play-offs and play-in games each of these games will be included in the total number of competitions for which the student is suspended. If the positive test occurs at the end of a competitive season the suspension will carry over to the next season of competition. If the student-athlete is a two-sport athlete, he/she will be suspended for the appropriate number of games during that competitive season. Also, if a student-athlete is injured or is taking a "red-shirt" year at the time of a positive drug test, he/she shall be suspended for the appropriate number of games at their first opportunity to compete (amended 04/05/02). The student-athlete can still practice, condition and receive athletically related financial aid during the period of the suspension. During the suspension the student-athlete may be randomly retested, and must pass a reinstatement drug test that will be given at the designated time and date by the head of the drug testing program.

#### ***4.15.8 Second Positive Drug Test***

Upon failing a second drug test, the student-athlete will be suspended for 50% of the total number of regularly scheduled competitions, which again will include Southland Conference championships, national championships, and post-season play-offs and play-in games (see above). If the number of competitions stipulated are not met by the end of a competitive season the suspension will carry over to the beginning of the next competitive season. The student-athlete must pass a reinstatement drug test which will be given at the time and date designated by the head athletic trainer.

#### ***4.15.9 Third Positive Drug Test***

Upon failing a third drug test, the student-athlete will be suspended from all Northwestern State athletic teams, and any athletically related financial aid will be canceled.



## 4.16 Appeal Process

The student-athlete has the right to appeal a positive drug test immediately after the test results are made available. Upon this appeal, the student-athlete is required to fill out an information sheet provided by the testing program, and sign and seal their urine sample. This sample is then taken to a drug testing laboratory for further testing. If this sample returns a positive test the student-athlete is responsible for the cost, and the charge will be posted to the students account. If the sample is negative, the University will cover the cost.

Important Information: These policies apply only to Northwestern State University drug testing. The NCAA drug test takes precedence in all circumstances.

Note: These are guidelines for the minimum standard drug policy in the athletic department at Northwestern State University. A head coach may have stricter guidelines so please refer to your individual team handbook. Revised 07/03/06



## SECTION 5 ATHLETIC HUMAN RESOURCES

All new employees should receive a "Checklist for New Employees" from the office of the Associate Athletic Director. A short orientation session should be scheduled with the Associate Athletic Director at which time the checklist will be discussed and the new employee can ask questions regarding the procedures.

Exiting employees should follow the steps outlined in the checklist that are applicable to their respective situation at the time of their departure from the department. Failure to follow any of the steps in the checklist can result in the employee's final time sheet and final pay check being held until all steps are completed.

### 5.01 Checklist for New Employees

- NEW HIRE PACKET – Pick up in personnel office located in St. Denis Hall, across from the Student Union. When you return the completed forms in the packet to personnel they will discuss your state employee's benefit options (medical insurance, retirement, etc.) While at the personnel office pick up a blank time sheet in case your computerized one is not available for your first pay period.
- KEYS – The procedure for having keys issued to new employees will be first to complete a key request form. This form must be filled out by the person that will be issued the keys. You can get the key request form online from the NSU website, or from the Athletic Facilities office located on the east side of Prather Coliseum, Room 131. The Director of Athletic Facilities as well as appropriate Vice Presidents must sign off on the key request form granting permission for that individual to possess those keys. Once the proper paperwork has been signed, then the individual needing the keys will have to pick up keys from the Key Control Manager, Mr. Woody Blair, located at the NSU Physical Plant Office, Room 123. Be sure to bring an NSU ID with you to the key control manager's office. When you leave the University, you must turn in your keys to the Key Control Manager, located at the NSU Physical Plant Office Room 123. Do not turn your keys into a secretary or co-worker. A final time sheet will not be approved until all keys have been returned
- MEET WITH THE ASSISTANT ATHLETIC DIRECTOR OF COMPLIANCE – The assistant athletic director of compliance needs to meet with you concerning NCAA Recruiting Certification, and other compliance issues.



- MEET WITH ATHLETIC BUSINESS MANAGER – The athletic business manager needs to meet with you concerning proper procedures for travel, financial, and budget. The manager will provide you with a fiscal manual that provides an overview regarding procedures you must follow as a state employee. This information also is important if you are to be reimbursed for expenses (per diem, mileage, parking, etc.) incurred while on official university business.
- ATHLETIC DEPARTMENT DIRECTORY – See Administrative Secretary to provide information (address, phone, spouse's name, and children) so that she can update the directory and provide you with a copy.
- "WELCOME TOUR" – Your immediate supervisor, or someone assigned by that individual, should take an hour or two to walk you around the athletic department and introduce you to your fellow employees. This should occur within your first week (preferably the first day) of employment.
- PHONE EXTENSION – Visit with your secretary about having your name added to the campus phone directory. Doing so also will change the electronic message, which appears on phones when you call them to indicate your name and not your predecessor.
- BUSINESS CARDS – Most Athletic Department employees will need to have business cards printed. All athletic department business cards should have a consistent look. Requisitions for printing business cards must be approved by either the Athletic Director or Associate Athletic Director before being submitted for production. If this procedure is not followed the University or Athletic Association funds will not be used for payment.
- CAMPUS PARKING PERMIT – The cost is \$45.00. You pay at the cashier window located just inside the main entrance of St. Denis Hall. The cashier will give you a receipt to take to the University Police to pick up the permit.
- DEFENSIVE DRIVING COURSE – You must take this course in order to drive a university vehicle or use any vehicle for university business. Ask the secretary in your area to call university police and sign you up for the next class. *Note: You cannot use a university vehicle until you have passed the defensive driving course.*
- CORPORATE VISA CARD – You must complete an application for a Corporate Visa card. You will need this card to receive state rates on your travel and hotel accommodations when you have to travel.



- ❑ FUEL MAN GAS CARD – If you are driving a vehicle from the University fleet while on official business, you must purchase gasoline at specific gas stations which accept the "Fuel ManCard." Visit with your administrative assistant for more information.
- ❑ POLICY and PROCEDURE MANUAL – The NSU Policy and Procedure Manual should be picked up in the Office of Athletic Services at Prather Coliseum, Rm. 131. Please take time to review the information as it will be helpful and will help you avoid problems.
- ❑ NSU IDENTIFICATION CARD – This can be obtained by reporting to the Auxiliary Services office, Room 100 of the Student Union. You must bring a memo, which your secretary can type, indicating that you have begun employment. There is no charge for the card.
- ❑ OFFICIAL ATHLETIC DEPARTMENT PHOTOGRAPH FOR SPORTS INFORMATION – Visit with the Assistant Athletic Director for Media Relations about having a picture taken which will be kept on file in his office for publicity purposes. The picture also appears in media guides and game programs. The Assistant Athletic Director for Media Relations will refer you to the NSU photographer at Keyser Hall, room 113. Call 357-4586 to set up an appointment.
- ❑ COMPUTER ACCOUNT – You must have an account to use the university's system for E-mail and Internet access. To acquire this account, go to Roy Hall in room 200A.
- ❑ MEET IMPORTANT CAMPUS PERSONNEL – As your schedule allows, you should take time to make an appointment to introduce yourself to:
  - ❑ Dr. Chris Maggio, Acting President (ext. 6441)
  - ❑ Jerry Pierce, Vice President for External Affairs (ext. 6588)
  - ❑ Dr. Lisa Abney, Acting Vice President for Academic Affairs (ext. 5361) *only visit with Dr. Abney if you will be teaching.*
  - ❑ Charles Bourg, Director of Physical Plant (ext. 5881)
  - ❑ Dr. Chris Maggio, Vice President for Student Support Services (ext. 5286)
  - ❑ Jana Lucky, Director of University Recruiting (ext. 4503)
  - ❑ Drake Owens, Director of Alumni Affairs (ext. 4414)

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, PLEASE SEE THE ASSOCIATE ATHLETICS DIRECTOR. HIS OFFICE IS IN ROOM 131 OF PRATHER COLISEUM.



## 5.02 Checklist for Exiting Employee Who Resigns

Employee must submit a letter of resignation to Athletic Director and the Associate Athletic Director.

Employee must submit a copy of the current equipment inventory to Athletic Director and the Associate Athletic Director (For Head Coaches only)

Employee must complete an exit interview with the Athletic Director or employee's Budget Unit Head.

Employee must sign a separation notice at the Office of Athletic Services.

Employee must make arrangements with the Department Head of your teaching assignment to replace you in your classes.

Employee must turn in keys to the Key Control Manager, located at the NSU Physical Plant Office Room 123. Do not turn your keys into a secretary or co-worker. A final time sheet will not be approved until all keys have been returned.

Employee must submit recruiting logs and any practice and participation forms not already submitted to the Assistant Athletic Director of Compliance.

Employee must turn in Athletic Department Policy and Procedures Manual to Associate Athletic Director.

Employee must complete an exit interview and paperwork at the Office of Human Resources.

Employee must inform the Sports Information Department of his/her leaving the department.

Upon completion of the above, the employee must submit this form to the Associate Athletic Director, after which the Athletic Director will sign exiting employee's final timesheet at end of appropriate pay period.



## 5.03 Checklist for Employee Who is terminated

- Supervisor or Athletic Director issues letter of termination to employee and informs employee terms of dismissal:
  - *Last date of employment.*
  - *When office should be vacated and keys turned in.*
  - *Whether or not employee will be required/permitted to take leave.*
  - *Request copy of employee's equipment inventory.*
- Employee must notify the applicable Department Head (only if the employee has taught).
- Supervisor or Athletic Director does exit interview and fills out separation notice and has employee sign.
- Supervisor or Athletic Director gives employee copy of exit procedures.
- Supervisor or Athletic Director sends copies of termination letter and separation notice to Associate Athletic Director.
- Associate Athletic Director sends copies of termination letter and separation notice to office of Human Resources.
- Exiting employee goes to office of Human Resources for paperwork and exit interview.
- Employee must turn in keys to the Key Control Manager, located at the NSU Physical Plant Office Room 123. *Do not turn your keys into a secretary or co-worker. A final time sheet will not be approved until all keys have been returned*
- Employee turns In Departmental Policy Manual to Associate Athletic Director.
- Associate Athletic Director sends copy of completed checklist to exiting employee's Supervisor or Athletic Director.
- Supervisor or Athletic Director signs exiting employer's final timesheet.



## 5.04 Checklist for Hiring New Employees and Volunteer Agreements

The applicable checklists must be completed entirely prior to a volunteer or a new employee performing any duties in the department.

Persons desiring to serve as a volunteer employee must complete a volunteer form from the Associate Athletic Director. The employee's immediate supervisor is responsible for making sure the required signatures (Athletic Director, vice president for external affairs, vice president for business affairs and president) are secured. All signatures must be accrued before the employee can begin.

The new employee's immediate supervisor is responsible for verifying with the Associate Athletic Director's office that the new employee has received final approval to begin working. Under no circumstance will a new employee receive pay for work performed prior to receiving Board approval.

## 5.05 Checklist for Filling a Vacant Full-time Position on a Permanent Appointment

- Incumbent employee's letter of resignation/termination letter and separation notice has been submitted to the Office of Human Resources.
- Incumbent employee has been to Office of Human Resources for exit interview and paperwork.
- Athletic Director notifies Associate Athletic Director to begin process of filling the vacant position.
- A "Request to Advertise" form, accompanied by advertising plan, a job description, and a notice of vacancy is completed by the Associate Athletic Director.
- Request to advertise is signed by:
  - *Athletic Director or designee*
  - *Athletic Business Manager.*
  - *Vice President for External Affairs*
  - *E.E.O. Officer*



- *Director of Human Resources*
  - *Vice President for Business Affairs*
  - *NSU President.*
- The Office of Human Resources will fax written approval to advertise the position to the Associate Athletic Director.
- The advertising plan has been completed.
- Interviews begin. During the interview process, the candidate must meet with the applicable Department Head if he/she will be teaching.
- The position has been verbally offered and accepted contingent on Board approval.
- Supervisor informs employee that he/she cannot report to work before a copy of written board approval is received from the office of human resources.*
- A "Request to Appoint" forms, along with the E.E.O report are prepared by the Associate Athletic Director and signed by the:
- *Athletic Director or designee*
  - *Athletic Business Manager*
  - *Vice-President for External Affairs*
  - *Director of Human Resources*
  - *Vice-President for Business Affairs*
  - *NSU President*
- The "Request to Appoint" is sent to the Board for approval.
- Request to appoint has been approved by the Board of Supervisors and written verification has been sent to the Associate Athletic Director's office by the Office of Human Resources.
- Associate Athletic Director notifies the newly hired employee's supervisor of date employee may begin work.
- Supervisor notifies employee of date to report to work.



- Associate Athletic Director sends copy of new employee's resume to Sports Information Director.
- Athletic Director and Sports Information Director determine when and how to release the announcement to the news media.
- Employee reports to Associate Athletic Director's office to receive "New Hire Packet" and copy of the Athletic Department Policy and Procedures manual.
- Employee reports to Office of Human Resources for orientation and paperwork.
- Employee will first complete a key request form to begin the process of receiving departmental keys. This form must be filled out by the person that will be issued the keys. You can get the key request form online from the NSU website, or from the Athletic Facilities office located on the east side of Prather Coliseum, Room 131. The Director of Athletic Facilities as well as appropriate Vice Presidents must sign off on the key request form granting permission for that individual to possess those keys. Once the proper paperwork has been signed, then the individual needing the keys will have to pick up keys from the Key Control Manager, Mr. Woody Blair, located at the NSU Physical Plant Office, Room 123. Be sure to bring an NSU ID with you to the key control manager's office. When you leave the University, you must turn in your keys to the Key Control Manager, located at the NSU Physical Plant Office Room 123. Do not turn your keys into a secretary or co-worker. A final time sheet will not be approved until all keys have been returned.
- Employee meets with NCAA Compliance Coordinator for briefing and handouts on applicable NCAA rules.
- The Vice President of External Affairs issues Letter of Appointment.
- Letter of Appointment is signed by employee and returned to the Vice President for External Affairs. (*Athletic Director will not sign employee's time sheet if employee has not signed and returned appointment letter.*)
- Vice President for External Affairs forwards copy of signed appointment letter to Associate Athletic Director.
- Associate Athletic Director forwards copy of completed checklist to Athletic Director.



- Associate Athletic Director notifies Sports Information of the new employee and provides a copy of the employee's resume.

## 5.06 Checklist for Filling a “Temp/Emergency Basis” (or Ten-month Temp/Part-time Position)

- Incumbent employee's letter of resignation/termination letter and separation notice has been submitted to the Office of Human Resources.
- Incumbent employee has been to the Office of Human Resources for exit interview and paperwork.
- The position has been verbally offered and accepted contingent on Board approval of temporary hiring.
- Athletic Director notifies Associate Athletic Director to begin process of filling the vacant position on an Emergency/Temporary basis.
- Supervisor of new employee informs employee that he/she cannot report to work until copy of written approval is received from the office of human resources.
- A "Request to Appoint Temporary" and written justification are prepared by the Associate Athletic Director and signed by:
  - *Athletic Director or designee*
  - *Athletic Business Manager*
  - *Vice President for External Affairs*
  - *E. E. O. Director*
  - *Human Resources Director*
  - *Vice President for Business Affairs*
  - *NSU President.*
- The "Request to Appoint Temporary" is sent to the Board for approval.
- Associate Athletic Director has received written verification of Board approval from the Office of Human Resources.



- Associate Athletic Director notifies new employee's supervisor of the date the employee may begin.
- Supervisor notifies new employee of date to report to work.
- Associate Athletic Director sends copy of new employee's resume to the Sports Information Director.
- Athletic Director and Sports Information Director determine when and how the announcement will be released to the news media.
- Employee reports to Associate Athletic Director's office to receive new hire packet and copy of the Athletic Department Policy and Procedures Manual.
- Employee reports to Office of Human Resources for orientation and paperwork.
- Employee will first complete a key request form to begin the process of receiving departmental keys. This form must be filled out by the person that will be issued the keys. You can get the key request form online from the NSU website, or from the Athletic Facilities office located on the east side of Prather Coliseum, Room 131. The Director of Athletic Facilities as well as appropriate Vice Presidents must sign off on the key request form granting permission for that individual to possess those keys. Once the proper paperwork has been signed, then the individual needing the keys will have to pick up keys from the Key Control Manager, Mr. Woody Blair, located at the NSU Physical Plant Office, Room 123. Be sure to bring an NSU ID with you to the key control manager's office. When you leave the University, you must turn in your keys to the Key Control Manager, located at the NSU Physical Plant Office Room 123. Do not turn your keys into a secretary or co-worker. A final time sheet will not be approved until all keys have been returned
- Employee meets with NCAA Compliance Coordinator for briefing and handouts of applicable rules and regulations.
- The Vice President for External Affairs issues letter of appointment for the temporary period.
- Letter of appointment is signed and returned to the Vice President for External Affairs. (*Athletic Director/supervisor will not sign employee's time sheet if employee has not signed and returned his/her appointment letter*)



- Vice President for External Affairs forwards a copy of appointment letter to the Associate Athletic Director.
- Associate Athletic Director sends copy of completed checklist to the Athletic Director. Associate Athletic Director notifies Sports Information of the new employee and provides a copy of the employee's resume.

## 5.07 Checklist for Volunteer Agreement

*(Includes graduate students, undergraduate students as well as non-students)*

- Supervisor gets Athletic Director permission to employ the volunteer.
- Athletic Director notifies the Associate Athletic Director and provides name of volunteer and description of duties that are approved.
- Volunteer and their supervisor come to Associate Athletic Director's office to sign NSU Volunteer Employee Form.
- Associate Athletic Director fills out NSU Volunteer Employee Agreement.
- Associate Athletic Director circulates form to get approving signatures of:
  - *Athletic Director or designee*
  - *Vice President for External Affairs*
  - *Vice President of Business Affairs.*
  - *President.*
- Associate Athletic Director receives copy of completed form with approving signatures.
- Associate Athletic Director sends copy of completed checklist to Athletic Director.
- Associate Athletic Director notifies supervisor that volunteer may begin working.
- If a release to the media is appropriate, the Athletic Director notifies Sports Information.



## 2.08 Personnel Guidelines

Each head coach is responsible for the conveyance of all rules, policies or information pertinent to those assistant coaches and athletes under their jurisdiction, through either written notice or direct conversation.

Due to the diversity in views between coaches concerning such topics as conduct, discipline, appearance, and responsibility, the following guidelines have been suggested to assist coaching staffs in the formulation of specified rules and regulations regarding athletes' conduct in their sport:

1. Discuss the major contributions of pride and dedication to personal success.
2. Assess each student-athlete's educational goals and develop a plan to assist them in their accomplishments.
3. Describe the virtues of intercollegiate competition such as the development of emotional control, discipline, perseverance, and the ability to react under pressure.
4. Make student-athletes aware of academic aids such as the Academic Support staff and the tutors.
5. Periodically review the rules of conduct, dress, and appearance respective to your program.
6. Review the responsibilities to NSU, team, state, and family.
7. Thoroughly and periodically discuss the eligibility requirements for participation and financial aid.
8. Discuss the requirements for athletic awards.
9. Stress the importance of good sportsmanship.

## 2.09 Department Procedures and Benefits

### 2.09.1 Office Hours and Vacations

- a. All personnel are subject to University regulations governing vacation and office hours. These regulations, like those governing travel, have University approval. Each year, all University employees will sign a statement confirming their respective office hours for the ensuing year.
- b. Each employee should make every effort to establish and maintain prescribed office hours for the convenience of student-athletes, faculty, parents, administrative officers,



- general public, media, and other department members.
- c. It is understood that coaches and staff members travel a great deal during certain periods of the year, thus making it difficult to maintain regular office hours. When not traveling, however, all staff members shall maintain established office hours.
  - d. In all cases, the Administrative Office and secretary should be informed of each activity and should be provided contact telephone number whenever an employee is out of the office for an extended period. All coaches should submit to their respective Administrative Assistant and to the Athletic Director's office a travel itinerary for out of town contests, including a phone number where the team can be contacted in case of emergency/crisis/need.
  - e. Employees who are contracted on a basis of twelve months are on a vacation/compensatory time schedule based on University policy.
  - f. Critical management concerns occur every day. The department must be able to contact employees in order to keep them informed. Each person will be held responsible for becoming aware of whatever transpires during his or her period of absence.

### ***2.09.2 Coaches' Contracts or Appointment Letters***

Generally, NSU Athletic Department employees are on one year Letters of Appointment. Annual appointment letters are regulated by NCAA, University of Louisiana System, and University policy. Appointment letters for football, volleyball and soccer coaches run from March 1-February 28. Basketball coaches' appointment letters run from May 1-April 30. All other appointment letters run from July 1-June 30. Any multi-year contracts must be approved by the University of Louisiana System Board.

### ***2.09.3 Athletic Department Compensatory Time Policy***

In order to earn compensatory time or overtime, all policies and procedures required by the university must be followed, including the employee receiving prior written approval. The University of Louisiana System Policy prohibits coaches and Athletic Directors from earning compensatory time.

## **2.12 NSU's Policy on Discrimination, Retaliation, and Sexual Harassment**



### ***2.12.1 Introduction***

Northwestern State University (NSU) is committed to maintaining an environment free from any type of harassment, discrimination, and retaliation. In furtherance of that commitment, NSU has adopted this policy forbidding harassment, discrimination, or retaliation of any kind against any applicant, employee, or student of NSU. This policy recognizes that harassment, discrimination, and retaliation on the basis of race, color, gender, age, religion, national origin, citizenship, disability, sexual orientation, or veteran status subverts the mission of NSU and is strictly prohibited.

By including the following information in its Policy and Procedure Handbook, the NSU Athletic Department stresses to its employees the seriousness of the issue of Sexual Harassment in the workplace. It is important that everyone—staff, coaches, and others—take this issue seriously and that the athletic department, as a "workplace" provides a safe and comfortable working environment for all involved. With that in mind, please be aware of the following information

This publication is designed to help students, staff, faculty, and administrators of Northwestern State University understand and comply with the prohibitions against sexual harassment established by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1962, as amended, and state laws.

The possibility of sexual harassment exists in relationships between people of the same or different gender. It may occur in various relationships, i.e., between a supervisor and employee, faculty and student, student and student, employee and employee, between members of student organizations or other university entities, etc.

### ***2.12.2 Nondiscriminatory Policy***

In policies, practices, and procedures related to faculty appointments, the University shall not engage in unlawful discrimination in employment against any person because of race, religion, sex, national origin, age, disability, or veteran status. The University shall take affirmative action to employ protected class applicants in accordance with the laws of the United States and the State of Louisiana. Such action shall include, but not be limited to, affirmative efforts with respect to employment, promotion, retention, recruitment, or recruitment advertising; reduction in force, or termination; rates of pay or other forms of compensation; and selection for faculty development activities. Furthermore, the University shall post in conspicuous places notices setting forth the provisions of this



policy.

Recognizing the validity of the thesis that no instructional program can be better than those who the instruction regardless of the environment, Northwestern State University is committed to the policy of recruitment of those individuals who have proven capabilities or who show great promise in teaching and research, without regard to race, religion, sex, national origin, age, disability, or veteran status.

Emphasis in recruitment is placed on those having a terminal degree, those nearing completion of a terminal degree, or those with exceptional qualifications. In assessing the relative merits of professional degrees, the University strives for equity. The terminal degree should be related to the instructional discipline.

Additionally, the University is committed to providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, religion, sex, national origin, disability, or veteran status.

### ***2.12.3 Affirmative Action Policy***

It is the policy of Northwestern State University of Louisiana to recruit, hire, train, promote, tenure, and otherwise make personnel decisions without discrimination because of race, religion, sex, national origin, age, disability, or veteran status. Specific policies and procedures comply with Titles VI and VII of the Civil Rights Act of 1964, Executive Orders 11246 and 11375, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967 as amended in 1978 and 1986, the Immigration and Reform Act of 1987, the Americans with Disabilities Act of 1990, and all Civil Rights Laws of the State of Louisiana.

These policies, as published in the University's Affirmative Action Plan, apply to academic and non-academic areas of personnel administration at all levels, and include, but are not limited to, recruitment, advertising, testing, hiring, training, tenure, promotions, transfers, leave practices, rates of pay, employee benefit programs, and employee terminations.

### ***2.12.4 Sexual Harassment Policy***

No employee or student at Northwestern State University shall be subjected to unsolicited and unwelcome sexual conduct, either verbal or physical. Sexual harassment violates University policy as well as state and federal laws and is specifically prohibited. It is



neither permitted nor condoned.

Members of the University community--students, staff, faculty and administrators are entitled to a professional environment free of harassment or interference for reasons unrelated to the performance of their duties. Since some members of the community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power, so as to avoid actions that are abusive or unprofessional. Faculty and supervisors, in particular, in their relationships with students and fellow employees, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity.

Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to a strictly professional relationship. It is the responsibility of faculty, staff and students to behave in such a manner that their words or actions will not reasonably be perceived as suggestive or coercive.

It is also a violation of this policy for any employee or student at the University to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

A. Definition: Sexual harassment has been defined by the Equal Employment Opportunity commission as unwelcome sexual advances, including requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment, or adversely affecting any student.

Other unwelcome conduct directed at an applicant, employee, or student because of his or her gender may also be deemed to be sexual harassment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient of the conduct, not the intent of the person engaging in the conduct that is relevant to whether the conduct is



harassment. Unwelcomeness of sexual conduct may not always be apparent. Putting up with or submission to sexual conduct does not necessarily mean the conduct is welcome.

Sexual harassment may occur even in relationships involving mutual consent.

The potential for sexual harassment exists where there is a professional power differential (e.g., faculty/student, administrator/student, supervisor/employee, tenured/non-tenured). Persons involved in such relationships should be aware of the possibility of perceived coercion.

### ***2.12.5 Prohibited Conduct***

#### **A. Sexual Harassment**

The following situations may rise to the level of sexual harassment:

1. Verbal conduct of a sexual nature such as talking about sex or sexual feelings, telling sexual jokes or stories, asking personal questions about dating or sexual life, making sexual comments or innuendo, whistling or making other suggestive sounds, repeatedly asking for dates or other personal attentions;
2. Nonverbal conduct of a sexual nature such as displaying materials with sexually suggestive words or pictures, making sexual gestures, giving gifts or other items of a sexual or personal nature, staring at a person's body or clothing, looking a person up and down, blocking a person's path, hindering a person's movement, invading a person's space by standing closer than appropriate under the circumstances;
3. Physical conduct of a sexual nature such as touching, kissing, hugging, massaging, brushing up against another person, having sex or attempting to have sexual relationships with another person.

#### **B. Protected Categories**

Harassment based on race, color, age, religion, national origin, citizenship, disability, sexual orientation, or veteran status of an applicant, employee, or student is also prohibited by NSU. As with sexual harassment, harassment based on any of these categories may include physical, verbal, or nonverbal conduct. The following may constitute harassment in violation of the above protected categories:



1. Racial or ethnic epithets, slurs, jokes, or negative stereotyping.
2. Taunting or displaying written materials or communications demonstrating hostility toward a person because of his or her race, color, age, religion, national origin, citizenship, disability, sexual orientation, or veteran status.

While all unwelcome conduct of a discriminatory nature may not rise to the level of constituting illegal harassment, NSU's policy seeks to prevent all such conduct. For example, while one racial joke may not constitute illegal racial harassment, it is prohibited. NSU's policy seeks to prevent all discriminatory conduct based on race, color, gender, age, religion, national origin, citizenship, disability, sexual orientation, or veteran status.

### C. Retaliation

NSU does not condone or authorize any kind of retaliation against any applicant or employee who has made a good faith report of conduct which he or she believes may constitute harassment, discrimination or retaliation, opposed any prohibited discriminatory practice, or has participated in any manner in an investigation or other proceeding about a prohibited discriminatory practice.

Employment decisions about an applicant or employee who has reported possible harassment, discrimination, or retaliation should not be based on the fact that the person has submitted a complaint. Employment decisions should be based only on legitimate business considerations such as performance. Discriminatory verbal, nonverbal, or physical conduct should not be directed at any applicant or employee because of any protected activity

### ***2.12.6 Procedures for Resolution of Sexual Harassment Complaints***

Any University employee, student, staff member, faculty member, administrator, or other member of the University community who believes that he or she has been sexually harassed may seek to resolve the matter through the informal as well as the formal procedure described below. Complaints will be handled informally while grievances may involve a formal investigation and may result in hearings. If a satisfactory resolution is not reached informally, the complainant may follow the grievance procedure.



Complainants are encouraged to follow the procedure outlined to resolve a sexual harassment complaint. However, the University recognizes that matters of this sort may often be awkward or embarrassing to individuals and that in some cases the Complainant may find it difficult to discuss these matters with one or more of the designated University Officers. Therefore, in addition to the University Officer or administrator already designated in the process described below, the Complainant may also seek the assistance of the Director of Minority Affairs, the EEO/AA Director, or any other supervisory personnel.

### ***2.12.7 Informal Complaint Resolution***

In most instances, in the interest of collegial relationships, complaints or concerns should be initially expressed to the individual(s) involved.

1. If individuals who believe they have been the subject of sexual harassment or sexual intimidation (hereinafter referred to as "Complainants") have been unable, for whatever reason, to resolve the matter with the individual(s) involved, they should consult with the appropriate University personnel described below (hereinafter referred to as "University Officer(s)") and orally present and discuss such complaint in an attempt to resolve the matter.
  - a. Students should contact the Dean of Student/Assistant Provost for Student Success (Room 234 Friedman Student Union).
  - b. Faculty members should contact their director or department head.
  - c. Staff members should consult their supervisor.
2. Upon receiving the initial complaint, the University Officer will schedule a preliminary meeting to discuss the charges, to complete a Sexual Harassment Complaint Checklist (Form A), to determine whether further information is needed, to provide the Complainant with an understanding concerning proper procedures for resolving such disputes, and to attempt to resolve the matter. Attempts to resolve the matter can include, but are not limited to, such options and alternatives as further investigation, discussions with both parties, discussions with other pertinent individuals, mediation and/or compromise.
3. If the University Officer and the Complainant are able to resolve the matter or if the



Complainant does not want to proceed with the complaint, the abovedescribed University Officer will make a record of the complaint and will take such action as necessary to protect the interest of all parties.

4. If employee Complainants want to proceed with their complaint, they should pursue any such complaint with the Vice President who supervises their structural- working unit. The Complainant should so advise the University Officer of such decision so that the completed Sexual Harassment Complaint Checklist (Form A) and any other pertinent documents can be forwarded to the appropriate Vice President.
5. The Vice President who supervises their working unit will review the completed Sexual Harassment Complaint Checklist (Form A), and discuss with the Complainant the charges. After discussing the charges, the University Officer will complete Form B and C, and attach these to Form A and send to the EEO Officer.
6. If the employee Complainants' discussion with the Department/Division Head/Dean and Vice President does not satisfactorily resolve the matter, the Complainant may file a written grievance form. Employee Complainants can obtain this form from the EEO/AA Office, Room 207 Roy Hall.
7. If student Complainants want to proceed with their complaints, the Vice President for Student Affairs will assist the student in initiating the formal grievance process.

### ***2.12.8 Formal Grievance Procedures***

If either party deems the informal proceedings inappropriate, for whatever reason, or if the matter is not resolved through the informal process, the Complainant may initiate the formal grievance procedure.

1. Academic administrator and faculty Complainants should follow the grievance procedure as outlined in the Northwestern State University Faculty Handbook (Chapter Two, p. 54-56).
2. Student Complainants should follow the grievance procedure as outlined in the Student Handbook.
3. Staff member Complainants are directed to the Director of Human Resources for the grievance procedure that should be followed. (Room 137 St. Denis Hall)



### 2.12.9 Confidentiality

To the extent possible, confidentiality will be maintained to protect the privacy of all individuals involved. Only those individuals involved in the resolution of such a case will be given access to information about the case. However, Complainants are advised that confidentiality can only be respected insofar as it does not interfere with the University's obligation to investigate allegations of misconduct which, when brought to the University's attention, require it to take corrective action.

*NOTE: Any individual who believes he or she has been the victim of sexual harassment is encouraged to report the incident(s) promptly. Prompt reporting is important to the University's ability to conduct complete investigations and to resolve the matter.*

Individuals can seek assistance or report complaints concerning incidents of sexual harassment at any of the following:

Dean of Student/Assistant Provost for Student Success	Room 234	Friedman Student Union	318-357-5286
Provost & Vice President for Academic Affairs	Room 104	Roy Hall	318-357-5361
Vice President for University Affairs	Room 01	Health Services Bldg.	318-357-5701
Vice President for External Affairs	Room 103C	Prather Coliseum	318-357-6588
Vice President for Business Affairs & Controller		St. Denis Hall	318-357-4254
NSU Leesville Center	Room 108	Building C	337-392-3102
Nursing Center Shreveport	Room 409	Nursing Education Center	318-677-3100
Affirmative Action/EEO Office	Room 207	Roy Hall	318-357-5875
Director, Electronic & Continuing Education	Room 201	Williamson Hall	318-357-5682
Director of Human Resources	Room 137	St. Denis Hall	318-357-6152
CenLA Programs England Airpark		University Center	318-484-2184



## SECTION 6 ATHLETIC FACILITIES AND EVENT MANAGEMENT

### 6.01 Security of the Athletic Facilities

Each staff member is responsible for locking his/her own office door following afternoon or evening, work hours.

The entire staff must share in the responsibility of maintaining all buildings' security at night and during weekends, this includes locking of exterior building doors and gates to facilities. If staff members don't have keys to their building's exterior doors or gates, they should request, by email, a key through the Director of Operations for Special Facilities.

### 6.02 Athletic Facilities

#### 6.02.1 Inventory

All items/equipment tagged with a white State of Louisiana sticker must be accountable at all times. Any coach/staff member wishing to move or relocate items must notify the Director of Operations for Special Facilities of this request. (includes moving items across the hall).

The following information must be provided: 1) Item Description, 2) State Tag Number, 3) Serial Number, 4) Current Location of Equipment 3) New Location of Equipment.

All teams will be responsible for going through and locating all items on their annual inventory sheets when sent out from the Physical Plant. The Athletic Facilities office will do all Athletic Admin Inventory.

#### 6.02.2 Event Scheduling

Any organization planning an event must contact the Director of Operations for Special Facilities for availability of date desired, to do necessary paperwork, and to reserve the facility.

All non-university entities will be charged for daily rental of the facility if approved. University entities will not be charged the daily rental rate, but may be required to pay for other services (ie: police, custodial, etc.)

Plan the event as early as possible. Request for set-up (tables and chairs etc.), by non-athletic



entities and athletic personnel, must be handled through the Director of Operations for Special Facilities/Equipment Services in writing at *least two weeks prior to the event*.

Due to the amount of time needed for NSU athletics teams to practice and the wear and tear on equipment, time needed, and resources needed to tear down and set up Prather Coliseum, no events other than NSU Winter Commencement will take place in Prather between September-March (the end of basketball season).

Any non-athletics entity using Prather will be required to contract Red River Custodial crew(s) for the entirety of their event.

### *6.02.3 Access Control/Issuing/Returning of Keys*

All key requests or door access requests must be emailed to the Director of Operations for Special Facilities before keys or access will be granted. The Director will take each individual request under consideration. Each request must be approved by the Director of Operations for Special Facilities, VP for External Affairs and VP of University Affairs before access shall be granted.

When leaving the university, all keys issued to members of the department (staff and students) must be returned to the Director of Operations for Special Facilities as he/she will turn in to the Physical Plant. Keys cannot be kept and passed on to another staff member or the new employee in that position without first being approved through the normal process.

### *6.02.4 Non-Conference Scheduling Approval for Facilities*

All teams must check with Director of Operations for Special Facilities prior to final approval of non-conference competitions to ensure facility is available and the event can be properly staffed. Other personnel that must approve non-conference schedules include the Athletic Director, Associate Athletic Director for External Affairs, Associate Athletic Director for Compliance, and Sports Information Director.

### *6.02.5 Work Order/Maintenance Requests*

All maintenance requests must be submitted to the Director of Operations for Special Facilities, Assistant Director or Assistant Athletic Director for Special Projects. Any charges that result from a maintenance request that is not submitted through these positions may be paid for by the department/sport that submitted the work order.



## SECTION 7 PUBLIC RELATIONS

An essential aspect for continued success within the Athletic Department is a strong public relations emphasis. Each member of the staff is expected to strive toward developing good public relations with students, faculty, alumni, Athletic Association members and the community.

Each staff member should endeavor to attend as many events or functions on campus as possible such as concerts, lectures and receptions. Attempts should be made to meet members of the NSU faculty and staff.

Participation in Natchitoches community activities not only helps to sell NSU but your family as well.

The support of the student body can be a strong boost to the total athletic program. An enthusiastic and spirited crowd will provide strong team motivation during the athletic contest. Whenever the opportunity arises, staff members must recognize contributions of the students and express the department's appreciation. Taking a few moments to write personal handwritten notes can be helpful.

Public relations efforts also should extend to a regional and national level, especially within the NCAA. Efforts to put the NSU name in front of peers at other athletic programs across the country will further promote the University and athletic program.

### 7.01 Sports Information-Media Relations

The primary responsibility for publicity regarding the Athletic Department belongs to the Assistant Athletic Director of Media Relations/Sport Information. The assistant athletic director serves as liaison to the campus, local, state and national media for the entire department.

Interview requests for coaches and student-athletes should be coordinated through the assistant athletic director's office to minimize demands on the time of coaches and student-athletes. At no time should a coach or staff member coordinate their own news release. Maintaining a credible, positive image for the department is a primary function of the assistant athletic director's office. It is imperative that the coaches and the entire athletic administration keep this office well informed. Since the assistant athletic director's office works daily with members of the media it is important the office be kept abreast of current



athletic events in order to advise other departments of developments within the department. Major athletic department decisions will be communicated to the public through the Sports Information Office. It will be the assistant athletic director's responsibility to coordinate the preparation and dissemination of any release on major issues.

When controversial issues arise, such as NCAA violations or coaches' contracts, and an institutional position has not been established through a prior press conference, coaches and staff members should refrain from making comments until they have been cleared through the athletic director's office.

A coach, staff member, or student-athlete should not criticize superiors, student-athletes, coaches, opponents or officials through the media. Such unfavorable comments are not in the University's best interest. Certain information is for departmental use only, not for public knowledge. With the privilege of having access to sensitive information, comes the responsibility of being able to keep information confidential. Never give false information to the media. It is permissible to decline to discuss an issue or not to answer a particular question. However, when refusing to discuss certain information, do so politely.

## 7.02 Crisis

In the event of a crisis involving an Administrator, staff member, team, coach, student-athlete, or other individual associated with the athletic department, it is critical that the Athletic Director be contacted immediately.

The Athletic Director will then notify the Vice President of External Affairs and the University President. They will work with the Sports Information Office to determine how information regarding the crisis will be responded to upon media inquiry. If appropriate, individuals within the department (i.e. head coaches, administrative staff, etc.) will be notified and asked to contact others (i.e. assistant coaches) regarding the crisis.

It is critical that everyone in the department is conscious of this policy to ensure that athletic department and university officials are:

- a) Aware of the situation and
- b) Prepared to respond.

Examples of crisis may include:

- a) Legal development (i.e. arrest)
- b) Tragedy



## SECTION 8 BUSINESS OPERATING PROCEDURES

### 8.01 General Information

#### *8.01.1 NSU Athletics Fiscal Policies & Procedures*

The policies and procedures outlined in this manual must be considered a supplement to NSU Fiscal Policies and Procedures, not a replacement. All athletic staff regardless of position within the department is expected to know, understand, and adhere to these policies and procedures. Any failure to do so may result in punitive action when deemed appropriate, not excluding termination from employment.

The policies/procedures outlined in this section should not be considered all inclusive; additional resources to be utilized by all staff include:

- NSU Fiscal Policies and Procedures Manual – <http://www.nsula.edu/business/affairs/>
- LA State Travel Policies – <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>

Any questions concerning policies/procedures in this section should be directed to the Athletic Business Manager, or the Athletic Director.

#### *8.01.2 NSU Financial Reporting System - BANNER*

NSU utilizes Banner for all financial transactions of the university. This system allows for higher accuracy in reporting and budgeting for all departments of the university. The Athletic Department utilizes many individual budget accounts for tracking purposes. Each Sport and/or Support Area may have as many as three accounts each; one for Operating (State) budgets, one for Camps, and one for Student Fees. Several Administrative Accounts are also available for tracking various types of expenses, such as administration costs, postseason, facility usage, etc. All combined, these accounts make up the Intercollegiate Athletic Department Budget for NSU.

Each individual account has an individual assigned as “Budget Unit Head”. The Budget Unit Head is either a Head Coach or Administrator who has responsibility for a particular budget within the Athletic Department. For each account on Banner, an individual has been assigned to process all financial transactions, such as purchase requisitions, travel requests, etc. In most cases, this individual is the Administrative Assistant to each sport, or in the case of administrative accounts, the Administrative Assistant to the Athletic



Director or the Athletic Business Manager has responsibility for posting transactions. Regardless of who actually posts transactions to Banner, the Budget Unit Head has the ultimate responsibility for their account.

Access to Banner is restricted to individuals requiring access to maintain budgets and must be approved through the Office of Business Affairs.

Throughout this manual, Banner may be mentioned as part of procedures. Any employee of the Athletic Department with questions regarding Banner should direct their questions to the Athletic Business Manager.

### ***8.01.3 Email, Messenger & Internet Services***

All University employees have access to an email account and the “Messenger” system through NSU, along with Internet access. The Athletic Administration highly recommends that all Athletic Department staff utilize these systems to the fullest extent possible.

The “Messenger” system is utilized by various departments on campus to inform all university personnel, not only of upcoming events, but also procedural items. This system is more cost efficient than typical memos. Athletic Department staff must be aware responsibility for procedural items through the “Messenger” system lies with the individual employee.

These services are provided for university related business purposes only. Personal use of email, messenger, & the internet is restricted by the Electronic Data Policy (EDP) which can be found on the university website at nsula.edu.

## **8.02 Cash Handling – Revenues/Receipts**

The following procedures pertaining to Athletic Department deposits into University or Demons Unlimited Foundation (DUF) accounts will allow for the security and accuracy of all depositing and reporting of any and all funds remitted to the Athletic Department.

Procedures specific to University Revenues and Cash Receipts are found in Section II of the Business Affairs Policy and Procedures User Guides. It is the responsibility of the Director of Ticket Operations and the Administrative Assistant to Athletic Administration to ensure those policies and procedures are followed when processing athletic funds into university accounts.



All staff for the athletic department must take great care in securing funds. Checks, money orders, and credit cards must be treated the same as cash. The physical handling of these monies should adhere to the following (not all-inclusive):

1. Under no circumstances should an employee cash or negotiate, in any manner, any check, money order, or other cash item remitted to NSU Athletics, Demons Unlimited Foundation (DUF) or for other for NSU Athletics purposes.
2. At no time, should funds remain in an unlocked desk or office especially overnight. Care must be taken to not leave any form of payment unattended at any time. Lock bags should be used whenever possible, especially for events after hours. Bags are available through the athletic administration offices.
3. All staff must take care to secure the privacy of individuals' information on checks, credit cards, etc.
4. Athletic department staff should not use personal funds for "startup cash" for any events. See procedures for Cash Advances to request startup cash.
5. In many cases, a "Reconciliation Report" must be submitted with deposits, especially for event tickets, events using start up cash, etc. Contact the Athletic Department Business Manager for reconciliation forms specific to your events/fundraiser.
6. All collections must be submitted to the Director of Ticket Operations for deposit to university accounts or the Athletic Administrative Assistant (AD's assistant) for deposit to the Demons Unlimited Foundation immediately upon receipt of funds.
7. ALL FUNDS NOT DEPOSITED ON DATE OF RECEIPT MUST BE SECURED IN THE ADMINISTRATIVE VAULT OVERNIGHT FOR DEPOSIT THE NEXT BUSINESS DAY.

The following procedures will be adhered to for all athletic staff in receiving and depositing of funds (where each athletic department staff member is indicated, a designee may be substituted):



## ***8.02.1 University Deposits – Receipt of Funds and Deposits***

### **Reports & Deposit of Funds**

All funds received for University accounts must be receipted into the University Cashiering System as received and deposited in a timely manner. The Director of Ticket Operations is responsible for posting receipts and making deposits for all university athletic funds in accordance with university procedures. The Administrative Assistant for Athletic Administration will serve as backup to the Director of Ticket Operations for posting & depositing university funds. A second full time athletic staff member must verify the deposit prior to submission to the university cashiers.

All funds received for Demons Unlimited Foundation (DUF) accounts must be receipted by the Administrative Assistant for Athletic Administration with the backup being the Director of Ticket Operations. The Administrative Assistant will prepare the deposit at the end of each day then submit to the accounting assistant of the DUF for submission to the bank.

All funds should be deposited on a daily basis. When the funds cannot be deposited daily, they must be deposited by the next business day.

Once deposits have been submitted, all original documents with backup supporting documentation must be submitted to the Athletic Business Manager for entry into the athletic financial ledgers.

### **Reporting of Funds**

The Athletic Business Manager is responsible for maintaining financial ledgers for all funds, University and Demons Unlimited Foundation, for reporting to all entities requiring athletic related financial data. The Athletic Business Manager must reconcile university deposits with revenues on Banner, and DUF deposits with bank statements on a monthly basis.

### **Petty Cash Account**

The Ticket Manager will maintain an “Athletic Petty Cash” account to be utilized as startup cash for athletic events only. At no time, are these funds to be utilized as petty cash for reimbursement of receipts or in any other manner.



## **Petty Cash Deposits**

The Petty Cash should be verified by the Director of Ticket Operations on a regular basis (weekly or more often) to ensure no funds are left undeposited. On a monthly basis, the Petty Cash on hand must be verified by the athletic business office; at this time, the amount is reconciled to the balance indicated on Banner.

## **Cash Short/Over**

Any and all cash shortages or overages must be reported on the “Daily Receipt Log”. All cash short and over are included in that day’s deposit. An explanation must be included in the deposit documentation.

- a. Any Cash Short/Over of \$50.00 or more must be reported to the Athletic Director and the Vice President for External Affairs.
- b. Any suspicious cash short must be reported to University Police. All cash shorts above the bond insurance deductible should be reported to University Police and a claim filed through the Office of Risk Management for university funds; with DUF shortages filed with the appropriate insurance agency.

## **8.03 Budgets – Approval and Maintaining**

### ***8.03.1 University Budgets***

Athletic budgets are established for each fiscal year through university budgeting procedures per the Fiscal Policies and Procedures Manual. During the fall semester, the Athletic Director, and Athletic Business Manager prepare a proposed budget for the next fiscal year. The proposed budget is submitted to the Vice President of External Affairs for approval prior to submission to the Office of Business Affairs to be included with the University budget. The proposed budget is based on expected revenues and expenses for the upcoming fiscal year.

As part of the proposed budget, each sport has an “operating budget” established which includes team travel, recruiting expenses, operating services, supplies, professional services, game guarantees, etc. Operating budgets are also established for operations of Facilities, Equipment Room, Weight Room, Training Room, and sport camps. The head



coach and/or administrator of each sport/area is the “Budget Unit Head” for their respective operating budget and camp budgets. As the budget unit head, these individuals are responsible for operating their team/area within the confines of the approved budget.

All Athletic Department budget transactions require approval as follows:

1. **Budget Unit Head** – The head coach or administrator responsible for operating within the approved budget. The Budget Unit Head should maintain accurate records in order to track the availability of funds and to ensure they can complete the fiscal year with the funds allotted. Each head coach and administrator may utilize the assistance of their Administrative Assistants (secretaries) or other approved assigned personnel to maintain these budgets on the Banner system. Procedures for maintaining budgets on the Banner system are outlined in the Business Affairs Policy and Procedure User Guides found on nsula.edu.
2. **Athletic Business Manager** – Maintains all athletic budgets, separately and combined, for reporting to other agencies as required. The Athletic Business Manager approves transactions submitted by the budget unit heads after verifying it meets purchasing and/or travel regulations and funds are available.
3. **Athletic Director** – The Athletic Director, or designee, approves all budget transactions to ensure the expenses/revenues are in the best interest of the athletic department, student-athletes, and the university.
4. **Vice President of External Affairs** – The Vice President of External Affairs has final approval for all budget transactions made by the Athletic Department.

The Athletic Department’s approval requirements will include all four approvals listed above, even though NSU’s Fiscal Policies and Procedures may require less; however, at no time, will the Athletic Department approval requirements be less than those of NSU’s Policies and Procedures.

### ***8.03.2 Demons Unlimited Foundation Budgets***

The Demons Unlimited Foundation establishes a yearly fiscal budget for general funds only. The general budget is established by the Athletic Director with the assistance of the Athletic Business Manager, and the Associate Athletic Director for External Relations.



Sport specific accounts within the Demons Unlimited Foundation are not budgeted each year but are required to keep expenses at or below total revenues from the sport's fundraising efforts.

Approval requirements for the Demons Unlimited Foundation are the same as listed above for University budgets.

## 8.04 Purchasing

### *8.04.1 University Purchases*

Athletic Department purchases utilizing university funds must adhere to NSU's Fiscal Policies and Procedures. This section is not all-inclusive; therefore requires that any and all staff refer to the NSU Fiscal Policies and Procedures Manual for purchasing items or services.

The following statement is an excerpt from the NSU Fiscal Policies and Procedures:

#### **Purchasing Authority**

University policy concerning purchasing authority financial commitments provides that no employee of the University has the authority to make any purchase commitment, enter into any contract for materials, supplies and services, or otherwise take action with respect to third parties which may be construed as financially binding to the University except through the usual channels under the authority of the Business Affairs-Purchasing Section. In the absence of special arrangements to the contrary, the Purchasing Section will receive all bids and enter into all negotiations with suppliers/contractors.

The University's purchasing policy does not preclude a department from contacting sources of supply or services for preliminary information concerning prices, quality, or usage of equipment, supplies, etc., in which it is interested. The purchasing Section will supply names and addresses of vendors on request. Such preliminary contacts are not to produce firm commitments as this is the function of the Purchasing Section.

**Staff should note this statement indicates that only the Purchasing Office of Business Affairs has the authority to procure items, enter into contracts, etc. that are financially binding to the university. Athletic department employees are not authorized to order or purchase items without an approved NSU Purchase Order.**



**Only the official purchase order indicates approval from the Purchasing Office. Any and all purchases made outside these policies and procedures are the responsibility of the employee making the purchase.**

### Approval Requirements

All purchases utilizing university funds for the athletic department require prior written approval through the university's requisition process; however, approval requirements may be more stringent within the athletic department than indicated by the university procedures.

Purchases through university athletic funds, regardless of budget charged or cost, require approval from the following:

- 1) **Head Coach or Administrator** – approves use of funds for requested items
- 2) **Athletic Business Manager** – verifies funds available in budget
- 3) **Athletic Director** – ensures purchase is in the best interest of the athletic department, student-athletes, and the university.
- 4) **Vice President of External Affairs** – the Vice President of External Affairs has final approval for all transactions made by the Athletic Department.

### Bid Limits/Minimum Requirements

Dependent upon the costs of items requested, purchases may require bids and/or quotes. The following list is a guideline only – consult NSU Purchasing Policies & Procedures for specific regulations.

- **Less than \$5,000 – no bid required**
  - Splitting of purchases is not allowed to avoid the bid process.
  - The Athletic Department does not maintain a “petty cash” fund for small purchases; therefore, the use of “Confirming Purchase Orders” will be used to reimburse employees for items purchased with personal funds, but only under the regulations set forth in the NSU Fiscal Policies and Procedures manual.
- **At least \$5,000 but less than \$15,000** – telephone quote required
- **Above \$15,000** – Consult the Purchasing policies and procedures for specific bid requirements through Purchasing Office



## Requesting a University Purchase Order

University Purchase Orders are requested through Banner according to procedures outlined on Business Affairs website. Purchase orders must be requested as required through university procedures for all items, including supplies from the university warehouse or printing projects from the university print shop.

Once the final approvals have been posted to Banner, the request is electronically submitted to the Purchasing Office. If request is approved, the Purchasing Office then issues a purchase order to the vendor. The employee making the original request should check the appropriate screen on Banner to determine if the purchase order has been issued. To avoid duplication of shipments, the employee should not send the purchase order directly to the vendor.

If after a week, the request has not been approved and the employee has received no notification, the employee should contact the Athletic Business Manager, who will then determine the status of request and forward information to the employee.

## Receiving Items and Payments to Vendors

All shipments should be routed through the university warehouse; however, at times, the shipment will be received in the departmental facilities. Athletic personnel receiving items are responsible for ensuring the Administrative Assistant for the appropriate budget is notified; the Administrative Assistant then posts the receiving to Banner.

1. **Invoices** – The vendor’s invoice should be mailed directly to Business Affairs; however, at times, the invoices are mailed to the Athletic Department. Any and all invoices mailed to the Athletic Department must be forwarded to the Athletic Business Manager immediately upon receipt, even if shipments have not yet been received. At no time should departmental staff, other than the Athletic Business Manager, hold invoices – other staff should make a copy for their own files. The original invoice will then be forwarded to Business Affairs with the Receiving Report.
2. **Payments to vendors** – Once the Athletic Department has posted the receiving report and Business Affairs has posted the invoice, a payment is automatically generated to the vendor. Athletic department staff can check the status of these



payments on Banner.

### ***8.04.2 Demons Unlimited Foundation Purchases***

The Demons Unlimited Foundation (DUF), through fundraising efforts, allows for purchase of items to enhance each sport or program within the department. Each sport is allowed to purchase items through their own fundraising efforts provided funds are available at the time of purchase or it can be shown funds will be available through specific fundraisers. Purchase orders are required by the DUF for any purchases exceeding \$2,500. Any purchases made by individual employees without a prior approved purchase order are the responsibility of that individual. If extenuating circumstances exist prohibiting the individual from requesting the purchase order in advance, the Athletic Director may approve the payment by the DUF.

Any documentation required for payment of university expenses should be included with DUF requests for payments when practical. Examples include invoices for purchases, receipts for travel, rosters for meals, etc.

#### Requesting a Demons Unlimited Foundation Purchase Order

A request for a purchase order from the DUF must be sent to the Athletic Business Manager by email on the official form provided.

- 1) The following information must be included in the request:
  - a. Vendor's name & mailing address
  - b. Vendor's phone & fax numbers
  - c. Description of items
  - d. Quantity & unit costs of items (estimates if actual costs are unavailable)
  - e. Sport/Account to be charged
  - f. Purpose of order
- 2) The Athletic Business Manager will verify funds availability, assign the Purchase Order number, code the expense, then print the order and obtain the Athletic Director's signature for approval.
- 3) Once approved, the Athletic Business Manager will post the purchase order as a "commitment" to the appropriate account, then forward the official Purchase Order to the appropriate staff requesting the order.
- 4) The staff member requesting the Purchase Order may then submit the



official Purchase Order to the vendor either by fax, mail or phone.

### Receiving Items and Payment to Vendors

- 1) Upon receipt of items, the original requestor must complete and sign a DUF Payment Request form and attach invoice (if received) or copy of the original purchase order. The Head Coach or Administrator in charge of the account must then sign the “Payment Request” form.
- 2) The “Payment Request” will then be forwarded to the Athletic Business Manager, the Athletic Director, and the Vice President of External Affairs for approval. These approval signatures may be obtained in any order; however, once all approvals are received, the “Payment Request” must then be forwarded to the Athletic Business Manager for payment request.
- 3) The Athletic Business Manager, or designee, will post payment information into the appropriate account into Quickbooks for check processing.
- 4) Since checks are written from the DUF only once per week, deadlines are very important in making timely payments to vendors. Payment requests with all appropriate documentation and approval signatures received by the Athletic Business Manager by Friday at 4:30 p.m. will be in the next week’s check processing. Checks will be available one week later on the following Friday morning. Athletic department personnel will be notified as soon as possible regarding any deviations to this schedule, such as during holidays or end of the fiscal year closing.

## **8.05 Travel**

### ***8.05.1 University Travel***

Travel by any Athletic Department personnel through university budgets, must adhere to all State of Louisiana Travel Policies & Procedures, University of Louisiana System (ULS) Athletic Travel Policies, and NSU Travel Policies & Procedures. The State of Louisiana and NSU Travel Policies can be accessed through the websites listed in the first section of this manual. The ULS Athletic Travel Policies are included at the back of this manual.



### 8.05.2 General Information

1. All Travelers must have an approved Travel Authorizations on file each year for all types of travel, i.e. Team, Recruiting, Hosting of Recruits, etc.
2. Travel Expense Accounts must be submitted immediately upon return to campus, along with any reimbursements to be deposited to the Travel Advance Account.
3. Travel Expense Accounts must include all details on the form for proper processing.

**All Receipts must be itemized – this includes: Vendor’s Name, Vendor’s Location, specific items purchased and cost of each item. All receipts must be originals.**

4. Only Student-Athletes certified as “Eligible to Compete” may be allowed to travel.
5. The Official Travel Party for post-season tournaments will be consistent with that of the regular season road trips. The Athletic Director may authorize travel for additional athletic personnel that may be needed to provide additional needs of the teams.

Any deviations from NSU’s policies and procedures must receive **prior written approval** from the Athletic Director, Vice President for External Affairs, and/or the President of the University.

Any deviations from the State of Louisiana policies and procedures must also receive **prior written approval** from the Louisiana State Travel Office of the Division of Administration.

### 8.05.3 Travel Authorizations

All university travel requires prior written approval through the use of Travel Authorizations. The “Travel Authorization” for an employee is the same as a “Purchase Order” to a vendor...this is the employee’s authorization and approval to expend university funds for the purpose indicated.



### ***8.05.4 Expense Accounts***

All Athletic Department employees are responsible for the accuracy and completeness of their own expense accounts for reimbursement of travel expenses. It is the responsibility of the employee to ensure receipts are submitted as required by LA State Travel Policies. Receipts not meeting the stated requirements will not be accepted for payment through university funds. By ensuring the accuracy and timeliness of one's own expense account, the employee is also ensuring timely reimbursement to cover any credit card charges for travel.

Expense accounts must be submitted immediately upon return from each trip. The expense account must be approved (signed and dated) by the traveler, the budget unit head (head coach or administrator responsible for budget account), Athletic Business Manager, Athletic Director, and the Vice President of External Affairs.

### ***8.05.5 Team Travel***

Team Travel is the highest priority for each sport's operating budget. The Athletic Administration recommends that each sport designate one full-time staff member as "team travel coordinator". All Travel Authorizations and Expense Accounts should be in the name of the designated coordinator to ensure consistency and accountability in reporting team travel. The "team travel coordinator" may request a "Travel Advance" to assist with some expenses of the team while traveling to competitions (see Travel Advance section). Travel advances may not include expenses required to be paid thru the State Liability Travel Card (T Card).

### ***8.05.6 State Liability Travel Card (T Card)***

The State Liability Travel Card (T Card) is required for many expenses when utilizing university funds, such as airfare, lodging, rental vehicles & fuel for those rental vehicles. Requirements for the use of the T Card can be found on the university website at <http://businessaffairs.nsula.edu/travel/>. Each employee is responsible for knowing and understanding the requirements of the T Card.

Permitted Uses of T Card – see travel policies for complete list

Airfare – must use state contracted agency

Hotel/Lodging

Rental Car

Parking – only if on hotel invoice/receipt



Internet Services – only if on hotel receipt  
 Restaurant Meals for Team Travel only

Prohibited Uses of T Card – see travel policies for complete list

Personal Travel – NEVER use T Card for any personal expenses of any kind

DUF – travel expenses to be reimbursed thru DUF are not permitted

Registration fees for conferences/workshops

Membership fees

Meals – except for Team Travel Incidentals

Alcohol, Food, or Entertainment (see food exception for Team Travel)

### ***8.05.7 Travel Advances***

Travel Advances are permitted under certain circumstances per the LA State Travel Policy and NSU Fiscal Policies and Procedures. Athletic Department staff should request advances only when necessary and must utilize the corporate credit card when required to minimize advance requirements.

Travel Advance procedures for the Athletic Department are as follows:

1. The employee requesting an advance must complete a Travel Advance Agreement form for estimated travel cost and obtain all approval signatures.
2. Travel Advances are permitted for no more than one (1) month in duration, including any advance for hosting of recruits. Teams utilizing per diems for meals on a regular basis should request advances for each trip rather than by the month.
3. The approved Travel Advance Request must be submitted to the Athletic Business Manager at least 3 weeks prior to the beginning date of travel.
4. For Team Travel Advances, each sport's Administrative Assistant will submit the Travel Advance Request along with an Accounts Payable Voucher indicating the Destination, Date, Sport Account, Employee Name, Employee ID# and the Amount of the Requested Advance to the Athletic Business Manager. The Athletic Business Manager will indicate the date check is required and submit to Business Affairs.
5. When the advance check is ready to be picked up, Business Affairs will notify the



Athletic Business Manager. The Athletic Business Manager (or designee assigned through written correspondence with the Cashier's Office) will pick up the check from the Cashier's Office. The Business Manager will then copy the check, post receipt of the check in the Travel Advance ledger and place it in the Athletic Administration vault until time for issuing to the traveler.

6. The employee requesting the advance will pick up the check from the Business Manager no more than 5 business days prior to the beginning date of travel. Only the "Payee" on the check may pick up the advance check, unless extenuating circumstances exist which must be indicated on the check copy. The employee will sign and date the Business Manager's copy of the check as confirmation that the check has been received.
7. A second travel advance can be issued only if the employee has submitted a travel expense account to the Athletic Business Manager covering the first advance. When team travel allows for a minimal number of days between trips, the second advance may be received with no further justification. **No more than 2 advances may be outstanding to the employee at any one time.**
8. Immediately upon return from travel, any funds not expended from the advance must be deposited immediately with the Director of Ticket Operations. The employee will inform the Director of Ticket Operations of the dates of travel and destination for inclusion on the receipt.
9. The employee will then submit an expense account including all receipts per Expense Account procedures to document actual expenses. When the advance is for a single trip, a copy of the deposit receipt for the refunded advance must be included with the Expense Account.
10. All travel advances **must be cleared by the 15th day of the month following travel.** All travel advances **must be cleared by June 30th of any fiscal year.**
11. Any time a trip is cancelled the employee must "void" the advance check immediately and return it to the Athletic Business Manager. If the employee has already cashed the check, the funds must be deposited with the Director of Ticket Operations immediately. A copy of the deposit receipt must be sent to Athletic Business Manager immediately.
12. Travel Advances are carried as a "Receivable" from the employee, as per the Travel



Advance Agreement signed by the employee Consistent lateness in repaying travel advances could result in the employee losing their privilege of receiving advances in the future – (see NSU’s Travel Policies & Procedures).

Cash Advances are discouraged by the Athletic Department for Individual Staff Travel such as recruiting and administrative. However, cash advances will be permitted under the following circumstances (all items listed under team travel advances remain in effect):

1. New employees (less than 6 months) who have not had time to receive a corporate credit card.
2. Employees whose salary is \$30,000 or less per year or when travel begins or ends during the following time periods:
  - a. November 15 thru January 15 (allows for Thanksgiving & Christmas Holidays)
  - b. July 1 thru July 31 (allows for fiscal year closing)
3. Employees who infrequently travel. (Coaches are expected to travel for recruiting purposes; therefore, would not fall into this category, unless they meet one of the other criteria).

### ***8.05.8 Meals for Holidays and Between Semesters***

At certain times during the fiscal year, such as holidays and between semesters, student-athletes are required to remain on campus or in the local area for practices and competitions when the university meal plans are not in effect. During these times, it is the responsibility of the individual sport and head coach to ensure the needs of the student-athletes (also includes student trainers and managers) are met with regards to meals. Throughout this section, the term “Holiday Meals” will be used to refer to any meals required whether it is for a holiday, pre-semester, or post-semester. Staff members are allowed to be included in meals only when supervision is required for group meals such as in a restaurant.

When university funds are utilized to obtain holiday meals for the student-athletes, Travel Advance and Expense Reports must follow university procedures. The staff member responsible for holiday meals should be the same staff member designated as “team travel coordinator”.



Three options are available for holiday meals as follows:

1. The team travel coordinator pays for all meals and requests reimbursement through their expense account. Travel Advances may be requested for this purpose, but only if the staff member is paying for the team's meals directly to the vendor and only in accordance with travel advance policies (see Travel Advance section). The use of the T Card is not permitted for holiday meals.
2. Cash may be given to the student-athletes at no more than the per diem rates for employee's travel allowed by LA State Travel Policies and the University of Louisiana System Athletic Travel Policies. Each student receiving cash for holiday meals must sign a roster indicating the amount received for each meal/day. The original signed roster must be submitted with an expense account by the responsible staff member.
3. Demons Unlimited Foundation - Meals may be arranged through tradeouts/sponsorships (see Marketing Office Trade Agreements). Meals arranged in this manner must be coordinated with the Associate Athletic Director for External Relations, or his/her designee.

### ***8.05.9 Hosting of Recruits***

Travel Authorizations and Expense Accounts will be utilized for hosting of recruits through the Athletic Department. As with team travel, each sport is recommended to designate a "Recruiting/Hosting Coordinator" to ensure consistency and accountability in reporting.

Procedures for Travel Authorizations and Expense Accounts for Hosting of Recruits will be the same as any other athletic travel, with one exception: All Expense Accounts submitted for hosting of recruits must be submitted to the Associate Athletic Director for Compliance & Special Services for confirmation of NCAA compliance prior to submission to the Athletic Business Manager.

1. Official Visits for recruits must have **prior written approval** through the Athletic Compliance Office prior to the recruit's visit to Northwestern State University.
2. Consistent with NCAA regulations, lodging and meals may be provided for the recruit and his/her parents and other family members. All expenses for



lodging and meals must be within the maximum per person allotment under Louisiana Travel Policies for instate individual travel.

3. Participation in meals by Athletic Department personnel is limited to one (1) assistant coach, the head coach and/or the head recruiter for the sport. When several recruits are being entertained at a meal, a maximum of one (1) coach per recruit is allowed. In addition, ten (10) of the following individuals may be invited to the meal – strength coach, trainers, doctors, managers, graduate assistants, administrative assistant, President, academic counselors, director of academic counseling, faculty athletic representative, athletic director, associate athletic directors, assistant athletic directors, and members of the faculty. Spouses of departmental employees are not included unless they meet one of the other criteria listed.
4. Entertainment expenses may be provided for one scholarship athlete to host each recruit while on campus for a maximum of 2 days. Expenses must be consistent with NCAA regulations.

### ***8.05.10 Loan/Lease Vehicles***

Any Athletic Department staff member receiving a loaned or leased vehicle from the Demons Unlimited Foundation will be responsible for all insurance, license & other fees, and maintenance of the vehicle as long as it is in their possession. The “Loan/Lease Vehicle Agreement” form must be completed, signed & dated, and submitted to the Athletic Director.

A Gift-in-Kind form must be submitted in accordance with Gift-in-Kind procedures in order to account for the value of the donation/sponsorship received by the Demons Unlimited Foundation (DUF) – see DUF procedures specific to Gifts-in-kind reporting.

### ***8.05.11 Courtesy Cars and Vehicle Stipends – Mileage Rate***

The LA State Travel Policy does not allow for mileage on courtesy cars. However, the University of Louisiana System (ULS) Athletic Travel Policy allows for an exception to this regulation for Athletics.

The rate for mileage reimbursement for any staff provided a courtesy car or a vehicle stipend will be allowed for NSU Athletic staff members at a maximum rate of ½ the allowed rate for personal car usage (without the limit on miles) allowed by the State of Louisiana.



Staff must be aware that the ULS Athletic Travel Policy requires prior approval from the Athletic Director before using a personal car when claiming mileage reimbursement for any staff provided a courtesy car.

## 8.06 Camps & Clinics

All Camps conducted through the Athletic Department or any coach or staff member of the athletic department must adhere to all NCAA, State of Louisiana and NSU Policies and Procedures as listed in other sections of this manual.

The Head Coach of each sport is responsible for ensuring that any assistant coach or camp coordinator on his/her staff adheres to these policies.

All Camps must have prior approval before conducting any activities for the camp, including any printing, advertising, purchasing, etc. Prior approval is obtained through the use of the “Camps and Clinics Approval Request Form”.

Brochures, pamphlets, flyers or other means of advertising must be approved by the Compliance Coordinator and the Marketing Director prior to any printing or distribution.

### 8.06.1 University Sport Camps

University sport camps through the Athletic Department are subject to all State of Louisiana and NSU policies and procedures as listed in prior sections of this manual.

Most university sport camps are conducted in June and July; therefore, Athletic Department staff involved in these camps are encouraged and expected to know deadlines regarding end of year processing for purchasing and travel.

As with Team Travel and Recruiting/Hosting, the Athletic Administration recommends that a Camp Coordinator be designated for each sport camp; however, because these individuals are not typically involved in purchasing and travel throughout the year, the Head Coach must ensure they are aware of regulations regarding these areas.

All camp expenses must be paid through the individual university sport camp account. No expenses may be paid through the sport’s operating account or the Demons Unlimited Foundation.



The following list is a reminder of areas that are particular to camps:

University Camp Application Forms & Checklists - Forms may be obtained at <http://facilityuse.nsula.edu/summer-camps/>

1. All camps must submit a Summer Camp Application to the NSU Office of Facility Use located at the Student Union. Other documents may also be required beginning in January prior to the summer camp dates.
2. Facilities – All camps must complete a Facility Use Request Form, including university sponsored camps. Any fees required must be submitted to the university immediately upon completion of camp.

When conducting University Camps, all camps must adhere to all NSU, ULS & State of LA Policies & Procedures, including Human Resources, Purchasing & Travel. University Policies and Procedures can be found at <https://www.nsula.edu/faculty-staff/>

### Purchasing & Travel

Purchase requisitions for food services, t-shirts, equipment, etc. should be submitted no less than 3 weeks prior to the start of camps; however, camps conducted through the Athletic Department are required to adhere to all year-end purchasing deadlines. Therefore, purchase orders may need to be requested much earlier than the three (3) week minimum. Camp Coordinators and Head Coaches (Budget Unit Heads) must be aware of the deadlines for requesting purchase orders. Allow plenty of time for shipment of items after the Purchase Order has been issued.

Items costing more than \$5,000 must be bid in accordance with purchasing requirements. Do not separate items to try to avoid the bid process. Confirming Orders are not permitted for this purpose. Review the guidelines for Confirming Orders (Policy & Procedure Manual – example: Advertising in a newspaper could be done on a Confirmation Order).

1. Meals/Food items not provided by the contracted campus food service must be bid in accordance with state purchasing regulations. The limit of \$5,000 or less for small purchases is inclusive of all camp dates, not each individual meal or camp session.



2. The contracted campus food service has exclusive rights to food service on campus; any “Special Meal Requests” must be approved (all signatures required) and a purchase order received prior to incurring the expense.
3. Any travel expenses, including rental vehicles or scheduling of motor pool vehicles, requires a Travel Authorization prior to incurring the expense.

### Other Expense Items

1. Camp insurance premiums are paid in February or March of each year for the upcoming year; therefore, funds must remain in the camp account to cover insurance costs for the next fiscal year.
2. Postage – Items to be mailed (i.e. brochures) must be taken to the University Post Office and **must be charged to the camp account not university operating accounts**. Charges for postage will be posted to camp accounts prior to June 30th each fiscal year.

### Personnel

1. **All personnel paperwork must be signed and approved by appropriate university personnel and approved by Business Affairs prior to the employment start date and must be hired through one of the following methods:**
  - a) **Student Employment** - any student enrolled during any summer session must be employed through Student Employment. A list of all students to be employed must be sent to the Athletic Business Manager with the following information:
    1. Student’s name
    2. Student’s NSU ID # (not social security)
    3. Dates of employment required
    4. Maximum number of hours per week
    5. Rate of pay
    6. Budget Title & Acct Number (Camp name & acct)

Student employees are paid on a monthly basis. Student employees cannot have two (2) assignments on campus (even if work is for different hours



during the day); therefore, any student employee already assigned a position on campus may not be employed to work camps during that same time period. Complete information regarding Student Employment can be found at <https://www.nsula.edu/financialaid/studentemployment/>

- b) **Non-Credit Presenter** – All non-NSU employees who are paying into a LA retirement system must be hired through a Non-credit presenter contract. The camp is responsible for paying the employer’s portion of retirement benefits into the appropriate retirement system. Current rates can be obtained from the Athletic Business Manager. Non-credit presenters are paid on a monthly basis.
- c) **Extra Service Contracts** – All NSU non-classified employees must be hired through an Extra Service Contract (classified employees may earn compensatory time, but only if it is charged to the camp account). No NSU employee can be on an extra service contract for the same time period as their regular work schedule, except the coaching staff of the particular sport. Coaching staff must also sign Extra Service Contracts for any camp compensation. Coaching Staff can only be paid after all other camp expenses have been submitted for payment (including other personnel) and only from net revenues of the camp

Only Camp Surplus Funds (Net Income) may be applied toward camp salaries and benefits for full-time coaching staff. All other expenses must be paid prior to the calculation of salaries for coaching staff. **No employee of the university can earn more than 25% of his/her annual salary through Extra Service contracts – no exceptions.**

- d) **Wages of Labor** – All other camp personnel must be hired through the Wages of Labor process. The “Request for Appointment” of non-classified seasonal, temporary, intermittent, or part-time (wages of labor) personnel form must be submitted. Approval must be received from Business Affairs prior to the beginning date of employment. Wages of Labor employees are paid on a biweekly basis.
2. **No individual on a Graduate Assistantship may be employed through additional contracts.** If a Graduate Assistant’s assignment ends in May, he/she can be on an Extra Service Contract for the summer; however, if an Assistantship is in effect during the summer, he/she cannot be on contract for



camps.

3. The camp is responsible for the employer's portion of benefits as a result of camp salaries. Contact the Athletic Business Manager to determine current rates and for assistance in calculating the cost of benefits such as retirement, Medicare, etc.

### ***8.06.2 Camps as Fundraisers***

Camps may be conducted as fundraisers through the Demons Unlimited Foundation only under the following conditions:

1. No university staff may receive salaries for fundraising events...including 10 & 12 month employees
2. All expenses for camps conducted as fundraisers must be paid thru the same account within the Demons Unlimited Foundation.
3. Graduate assistants can be paid for assisting with the camp as a fundraiser **only if not receiving a stipend thru the university during the time period of the camp.**
4. Accidental insurance for campers must be covered thru the fundraising activity...university camp insurance will not cover camps conducted as fundraisers.

### ***8.06.3 Private Camps***

Camps will only be considered "Private Camps" rather than NSU Camps only under the following conditions:

1. Camp may not utilize NSU name other than giving location. Camp may not utilize NSU logo.
2. All university staff must use Annual Leave to work the camp if during regular work hours (Monday thru Friday 8:00 a.m. to 5:00 p.m.), including secretarial staff.
3. No university resources may be utilized to prepare or conduct camp activities; postage, telephone, copiers, laundry, etc. Camp mailings must be taken to the



post office and postage paid at that time – postage cannot be charged to university accounts.

4. Accidental insurance must be purchased for campers. University insurance will not cover campers of a private camp, nor will it cover worker's compensation or personal liability for the staff.
5. All residential camps, regardless of status as private or university, must be submitted to the Office of Facility Use prior to reserving dorms.
6. Private camps must pay the fee for facility use through the Office of Facility Use immediately upon completion of camp.
7. Compensation from private camps by university staff must be included in the "Outside Income Reports" completed annually by all university personnel
8. Private camps are required to submit camp documentation required by the Compliance Office.
9. In order to demonstrate institutional control for NCAA purposes, all private camp records must be made available to the Athletic Director or the NCAA Compliance Director upon request.
10. Documentation verifying the requirements listed above must be available for audit purposes. The Internal Auditor for Northwestern State University and/or the Legislative Auditors for the State of Louisiana have the right to inspect these documents at any time.

## 8.07 Demons Unlimited Foundation

### 8.07.1 Fundraisers

All fundraisers for NSU Athletic programs must be conducted through the Demons Unlimited Foundation (DUF). The following guidelines must be met, along with any previous policies & procedures listed for deposit of funds, etc:

1. Finances - All finances, deposits, and expenses, must be recorded in the DUF records per procedures outlined in this manual for such transactions. A concerted effort must be made by responsible staff and sports programs to



secure sufficient income from any fundraiser prior to payment of any expenses. See Cash Handling and Deposit procedures for more information.

2. Sponsors/Donors - Any and all staff conducting a fundraiser must have the approval of the Athletic Director, Assistant A.D. for Development and/or Assistant A.D. for Marketing prior to approaching sponsors and/or donors for individual sport fundraising. By working together in approaching sponsors and/or donors, this allows the Athletic Department to fully utilize these resources and also avoid duplication to these supporters of the Athletic programs.
3. Concessions – The contracted food service has the right to sell concessions at all on campus events; however, at times, the contractor permits individual sports to sell their own concessions to assist in fundraising for that sport. Any time a sport is responsible for concessions as a fundraiser, a reconciliation report must be included with all deposits to the DUF.

### ***8.07.2 Gifts in Kind***

Many times, throughout the year, the Athletic Department receives donations of items at no costs to its programs. These donations are referred to as “Gifts-in-Kind” or “Payments-in-Kind”. Donors must have documentation in order to receive credit for tax purposes. Also, the Athletic Department must track these donations in order to assure the donors receive all contribution benefits allowed; and to report revenues accurately to Northwestern State University, the NSU Foundation, the University of Louisiana System, the Southland Conference, the NCAA, and other agencies as required by federal and state laws.

1. **Form to be utilized** - The “Gift-in-Kind Donation” form must be completed in order to ensure the donation is credited to the proper accounts. This form is a 4-part form, available in the Athletic Administrative Office, which will be routed to the proper personnel as indicated in the procedures outlined below.

The “Gift-in-Kind Donation” form must be utilized for both, tangible and nontangible items and must be submitted as outlined. These procedures will allow for accuracy in reporting revenues and will ensure donors receive accurate credit for contributions.

- a. **Tangible Items**– Tangible items include any item that can be held in your hand, such as food, t-shirts, printers, etc.



- b. **Non-Tangible Items** - Non-tangible items include any service which is provided, such as internet services, cellphone services, rental of tangible items.
  - c. **Courtesy Cars/Lease Vehicles** – See procedures specific to vehicles.
2. **Completion & Submission of Forms** - When accepting a “Gift-in-Kind” donation, the athletic staff member must complete the “Gift-in-Kind Donation” form and submit to the Athletic Administration as follows:
- a. **Date** – Enter date of transaction
  - b. **Area/Sport Donation made to** – Enter DUF account receiving donation (i.e., general fund, name of sport, training room, equipment room, etc.)
  - c. **Donation Received from** – Enter the name and address of the individual or business providing the gift.
  - d. **Description of Donation** – Briefly describe the items received, such as t-shirts for fundraising activity (name the fundraiser), post-game meal for team (include roster of individuals participating in meal), etc.
  - e. **Total Value of Donation** – Request a receipt from donor to indicate value on form. Receipt should be signed as “Gift – no payment due” from the donor. If no receipt is available, the donor must provide the value of the donation.
  - f. **Signatures Required** – Obtain the following signatures when gift is received:
    - i. **Individual/Business** – provider of the gift
    - ii. **NSU Coach/Representative** – recipient of gift
  - g. **Submit form to Athletic Administrative Office** – The completed “Gift-in-Kind Donation” form must be submitted to the Athletic Business Manager. If the document is properly completed, the administrator will sign as “Athletic Dept. Representative”.



- h. **Final Routing of Completed Form** – After all signatures are obtained, the completed form must be routed to the Athletic Business Manager with all copies still intact. The Business Manager will then route the appropriate copies as follows:
- i. **Donor** – the original copy (via Assoc A.D. for External Relations) will be mailed to donor with an acknowledgement letter thanking the donor for the gift.
  - ii. **Sport/Team** – the sport or administrator accepting the donation will receive a copy for their files.
  - iii. **DUF** – the Business Manager will maintain a copy on file in the business office for appropriate record keeping.

### ***8.07.3 Marketing Office Trade Agreements***

Corporate sponsors sometimes prefer to utilize trade (in-kind agreements) in lieu of, or in addition to, cash sponsorships. In these cases, the athletic department may receive lodging, food, or other services at no costs as trade for advertising. Athletic department marketing personnel are responsible for obtaining these agreements and distributing amongst the sports in an equitable manner. In order to ensure the athletic department is receiving all benefits allotted within the agreement and to ensure an accurate accounting of these trades, the following procedures must be followed:

1. Marketing Director and/or marketing assistants will obtain a written contract or agreement for all trades/sponsorships indicating the benefits to the sponsor and to the athletic department.
2. The marketing director is responsible for ensuring items such as hotel rooms and/or meals are distributed amongst all sports in an equitable manner.
3. The sport must request the use of any trade items through the marketing department. At no time, should a coach use a trade item without prior approval from the marketing office.
4. Request, approval, and accounting will adhere to the following procedures:
  - i. When requested, the marketing director or assistant marketing director will complete a “Marketing Gift-in-Kind Authorization Form” including the sport making request, sponsor, purpose, description of items, authorized amount, and approval signature. The marketing office will then maintain the original copy (white) on file for tracking availability of trade items.



- ii. The sport will present the signed form to the vendor at the time of meal, room reservation, etc.
- iii. The sponsor will indicate the amount actually used and sign the form. The second copy (yellow) will then be retained by the sponsor for their records.
- iv. The third copy (pink) will be retained by the sport for their files.
- v. The final 2 copies will be returned to the marketing office. The marketing director or assistant marketing director will post the actual amount used into a spreadsheet for tracking availability and maintain a copy (goldenrod) in the sponsor's file.
- vi. The marketing office will then submit the final copy (blue) to the athletic business manager for posting to the accounting records. The business manager will maintain this copy on file for audit purposes.

Any questions regarding trade agreements with sponsors should be directed to the athletic marketing office.

#### ***8.07.4 Cellphones Provided by DUF***

Since the Athletic Department has contracted with a cellphone company for comprehensive cellular services, no other reimbursements or stipends will be allowed for any other cellphone plans unless approved by the Athletic Director.

Basic cellphone plans are provided to most athletic department coaches/staff with up to date features as contracted thru the cellphone provider. An amount determined by the Athletic Director and the Associate Athletic Director for External Relations will determine the costs distribution between the general fund and the sports accounts within the DUF.

Equipment (at a minimal costs) is provided at the initial hiring of any personnel. Later updates are the personal responsibility of the individual employee unless approved to be charged to the team DUF account per the Head Coach/Head of the account.

Upon termination of employment, employees must return all equipment provided by the athletic department immediately upon final date of employment. Phone numbers may be



ported to an individual plan upon approval by the Athletic Director or Associate Athletic Director for External Relations. Phone numbers not ported to an individual plan will be terminated or placed on “inactive” status as of 5:00 p.m. on the final date of employment with the athletic department.

## 8.08 Student Self-Assessed Athletic Fee

The athletic department receives funds from the Student Self-Assessed Athletic Fee (SSAAF). Spending of these funds is restricted by the guidelines set forth by the Student Government Association (SGA) and approved by the student body during the Spring of 2007. The referendum passed allows for spending “to advance gender equity, enhance athletic facilities, to foster a comprehensive life-safety/welfare environment for its student athletes”.

On September 6, 2007, the SSAAF Oversight Committee approved clarification of each of the three areas of enhancement to athletics. The facilities portion was expanded to include maintenance, equipment and debt service and “gender equity” was changed to “equity” to ensure assistance to all NSU intercollegiate sports struggle to strive for equity within the conference and the region.

### 8.08.1 Guidelines

#### 1. Student Life/Welfare

- a. Student-athlete welfare funds will be used for the following purposes:
  - i. Holiday and post-semester meals
  - ii. Enhancing team travel by allowing for better and more nutritional meals during competition; adding additional hotel rooms to team travel to allow for only 2 student-athletes per room instead of the 3-4 which has been used in the past; use of hotels with indoor hallways instead of motels with outside entrances; enhancing the mode of travel such as using sleeper buses for long trips and/or using buses instead of vans for smaller teams; student-athlete welfare funds will also be used to allow teams to travel to competitions that have been unavailable in past years due to the lack of funds.
  - iii. Additional team equipment – some team equipment has not been



supplied in the past or new equipment has been purchased only once every few years; student athlete welfare funds will be utilized to enhance team equipment by purchasing new uniform items more frequently and/or providing a second set of uniform items such as shoes and/or practice clothing.

- iv. Athletic aid may be provided to assist student-athletes with summer school and to cover increased costs during the academic year.
  - v. Other costs directly associated with the welfare of the student-athlete as determined by the head coach and/or the athletic director.
- b. A portion of the student-athlete welfare budget may be used by the athletic director for the following purposes:
- vi. Additional medical equipment needed in the training room to ensure the welfare of all student-athletes
  - vii. Additional equipment in the weight room and the academic center to enhance the overall experience of the student-athletes of all teams and provide the best possible chance of success
  - viii. Additional costs of team buses to avoid traveling teams in vans whenever possible

## 2. **Equity**

The equity portion of the budget will consist of increases in scholarship costs to maintain all sports at the maximum level of athletic aid allowed by the NCAA. During the 2006-07 fiscal year, the only means for maintaining full scholarships was football's competition against a third BCS (Bowl Championship Series – formerly Division I-A) opponent, which places the team at a tremendous disadvantage from the start of their season and places the individual student-athletes at a higher risk of injury. If funds are available after covering the increased costs in scholarships, equity funds may be utilized by individual sports for recruiting and team equipment to strengthen each sport's competition level within the Southland Conference.

## 3. **Facilities**



The facilities budget may be utilized for renovation, construction, updating/upgrading, professional services (such as hiring of architects), and debt service as needed for these major projects. Projects may be done in phases and will be prioritized by the athletic director. Also, the facility portion may be used to purchase equipment used for maintaining facilities and preparation of practice and competition sites; and maintenance (including preventive maintenance) of facilities beyond costs covered under the auxiliary facility budget. Facility projects must be approved by the SSAAF Oversight Committee prior to spending of any funds.

### ***8.08.2 Funds Approval***

Along with State of Louisiana, Northwestern State University, and NSU Athletic Department fiscal policies and procedures, SSAAF guidelines must be followed in the spending of these funds. SSAAF funds may not be utilized to replace existing costs budgeted in athletic operating budgets; however, these funds may be used to enhance those budgets in certain areas that have not been available in the past.

Funds approval will follow the same procedures as any athletic university budget account, including all bid and travel requirements, with one additional approval required. In accordance with the SSAAF guidelines, the Vice President of Student Affairs must approve all SSAAF expenditures.

Processing of expenses thru student fees will follow the same procedures as other university accounts.

## **8.09 Postseason**

NSU's Athletic programs have maintained a level of competitiveness throughout recent history allowing for competition beyond the regular seasons on many occasions. Each sport participating in post-season competition brings valuable recognition to the Athletic Department, to NSU, to the local community, and beyond. The guidelines below will assist these programs in preparing for post-season whether it is at the conference level or in an NCAA championship.

### ***8.08.1 General Regulations***



Regulations for competition, including squad sizes, official travel party, travel reimbursements, etc. varies across the sports for post-season competition. For that reason, this section cannot be all-inclusive for all sports. Each sport must consult the appropriate manuals regarding competition beyond the regular season. For conference tournaments, the Southland Conference Championship Manuals must be consulted. For NCAA championships, the NCAA Championship Manual and Participant Manuals must be consulted. All staff, whether a coach or administrator, involved in preparing for post-season competition should review the appropriate manuals as soon as they become aware that post-season competition is possible...prior to the end of the sport's regular season.

### ***8.08.2 Conference Travel***

When competing in conference tournaments, each sport is responsible for making travel arrangements; administrators will assist as needed. All NSU and LA State travel regulations remain in effect. Travel expenses for competition at the conference level should be comparable to regular season travel and are processed in the same manner.

Any sport participating in post-season at the conference level, should plan to utilize the operating budget for that sport. However, for sports that must qualify for conference tournaments, the Athletic Administration maintains a budget account for post-season travel which may be used when funds are available.

### ***8.08.3 NCAA Travel***

Qualifying for NCAA post-season results in less time and more regulations in preparing for the competition. Although, administrative staff will always assist teams in any way possible, upon qualifying for NCAA post-season, this assistance is a great necessity due to NCAA regulations, timing of travel arrangements, and other needs of the team. All arrangements for NCAA competition must be a concerted effort between the individual sport and the athletic administration.

Air travel expenses may be paid by the NCAA instead of the Athletic Department, but only when the NCAA Travel Agency is utilized; therefore, all NCAA air travel arrangements must be arranged through the Athletic Business Manager.



The NCAA reimburses for travel expenses (partially or fully) for NCAA post-season competition; however, the official travel party usually consists of more individuals than included in the reimbursement; therefore, travel expenses will be charged to the Athletic Administration's post-season account, not the individual sport. Any travel expenses above the NCAA reimbursement will be an expense of the Athletic Administration, along with any revenues realized. The Athletic Director must approve any expenses by the team or other travelers related to NCAA competition.

#### ***8.08.4 Championship Rings***

The Southland Conference has a policy in place whereby they contribute a dollar amount for championship rings. The maximum number of rings funded by the conference office varies from sport to sport. The method of determining the winner of the rings also varies, sometimes going to the round robin winner and sometimes to the tournament winner (see Southland Conference Operating manual for allotments based on current fiscal year).

Any and all expenditures (upgrades on rings or additional rings) other than those funded by the SLC office are the sole responsibility of the NSU head coach in the applicable sport.

NSU head coaches should meet with the athletic director to request his written approval *prior to placing a ring order*. If upgrades or additional rings are part of the order, the head coach must demonstrate that the money is available from his/her budget, or that the money has been raised/collected and is deposited in the DUF.

Any orders placed that do not have the written approval of the athletic director are the personal responsibility of the head coach. In such a case, the head coach retains the financial obligation for the rings even if he/she subsequently is no longer an employee of NSU.



## SECTION 9 CAMPS AND CLINICS

### 9.01 All Camps & Clinics

All Camps conducted through the Athletic Department or any coach or staff member of the athletic department must adhere to all NCAA, State of Louisiana and NSU Policies and Procedures as listed in other sections of this manual.

The Head Coach of each sport is responsible for ensuring that any assistant coach or camp coordinator on his/her staff adheres to these policies.

Failure to comply with NSU, NCAA, SLC, and/or State of Louisiana policies regarding camps and clinics could result in non-approval of future camps and/or other penalties as determined by the Athletic Director and/or the Vice President of External Affairs.

Student-Athletes must be approved by the Compliance Coordinator prior to working any and all athletic department camps. This approval may be obtained via email or written list to the Compliance Office.

All Camps must have prior approval before conducting any activities for the camp, including any printing, advertising, purchasing, etc. Prior approval is obtained through the use of the “Camps and Clinics Approval Request Form”.

All camps must complete an “NSU Summer Camps and Conference Application Form” and submit to the Office of University Facility Use located in Room 214 of the Student Union. Information can be found on NSU’s website at [facilityuse.nsula.edu](http://facilityuse.nsula.edu).

Facilities – All camps must complete a Facility Use Request Form, including University Sponsored and/or Athletic Association camps. Forms can be obtained from NSU’s website at [facilityuse.nsula.edu](http://facilityuse.nsula.edu). Only Private Camps are required to pay a Facility Fee.

#### Pre-Camp Checklist and Prior Approval

The following steps must be taken to obtain final approval of the Camps & Clinics Approval Request form. These forms can be found in Appendix A at the end of the policies and procedures manual:



1. A Pre-camp checklist is distributed and reviewed annually with all coaches & staff thru departmental meetings. The pre-camp checklist will be distributed to the camp coordinator with each Approval Request Form.
2. Camp Coordinator submits sample or draft copy of any brochures, pamphlets, flyers, or other means of advertising to the Marketing Director prior to any expense being incurred or distribution by any means. Marketing Director (or designee) will sign the Camps & Clinics Approval Request Form indicating approval of the advertising, log use, etc and initial and date the sample/draft copy of said brochure, flyer, etc. This initialed copy must then be attached to the Camps & Clinics Approval Request form for further approval requirements.
3. Camp Coordinator then obtains approval signature from Compliance Coordinator and Athletic Business Manager.
4. Athletic Business Manager will submit final copy to Athletic Director for approval, then return approved copy to the Camp Coordinator, and keep the original on file in the athletic business office

### Post-Camp Report

Upon completion of each camp session, and no later than 30 days after camp ends, the Camp Coordinator must submit the following completed reports to the Athletic Business Manager and Compliance Coordinator. Each of these report documents can be found in Appendix A at the end of the policies and procedures manual:

1. Southland Conference Camp/Clinic Declaration form
2. Summary of Camp Revenues and Expenses (list all Expenses).
3. List of All Salaries Paid, (University Personnel, High School/Prep School/Juco Coaches, and/or Student-Athletes must be indicated on separate lists) by camp – must be included on Summary of Revenues & Expenses or as a separate list attached to the Summary
4. Roster of All Camp Participants, Amount paid by each, and Explanation of any discounts

See the “Post-Camp Checklist” for more details of each item.



## 9.02 University Sport Camps

University sport camps through the Athletic Department are subject to all NCAA, State of Louisiana and NSU policies and procedures as listed in prior sections of this manual.

Most university sport camps are conducted in June and July; therefore, Athletic Department staff involved in these camps are encouraged and expected to know deadlines regarding end of year processing for purchasing and travel.

As with Team Travel and Recruiting/Hosting, the Athletic Administration recommends that a Camp Coordinator be designated for each sport camp; however, because these individuals are not typically involved in purchasing and travel throughout the year, the Head Coach must ensure they are aware of regulations regarding these areas.

All camp expenses must be paid through the individual university sport camp account. No expenses may be paid through the sport's operating account or the Demons Unlimited Foundation.

The following list is a reminder of areas that are particular to camps:

### University Camp Application Forms & Checklists

1. All camps must complete an "NSU Summer Camps Application Form" and submit to the Office of University Facility Use located in Room 214 of the Student Union. Information can be found on NSU's website at [facilityuse.nsula.edu](http://facilityuse.nsula.edu).
2. Facilities – All camps must complete a Facility Use Request Form, including university sponsored camps. Forms can be obtained from NSU's website at [facilityuse.nsula.edu](http://facilityuse.nsula.edu).

When conducting University Camps, all camps must adhere to all NSU, ULS & State of LA Policies & Procedures, including Human Resources, Purchasing & Travel. University Policies and Procedures can be found at <https://www.nsula.edu/faculty-staff/>

### Purchasing & Travel

3. Purchase requisitions for food services, t-shirts, equipment, etc. should be submitted no less than 3 weeks prior to the start of camps; however, camps conducted through the Athletic Department are required to adhere to all year-end purchasing deadlines.



Therefore, purchase orders may need to be requested much earlier than the three (3) week minimum. Camp Coordinators and Head Coaches (Budget Unit Heads) must be aware of the deadlines for requesting purchase orders. Allow plenty of time for shipment of items after the Purchase Order has been issued.

4. Items costing more than \$5,000 must be bid in accordance with purchasing requirements. Do not separate items to try to avoid the bid process. Direct Payments (Confirming Orders) are **not** permitted for this purpose. Review the guidelines & instructions for the use and completion of Direct Payments (Policy & Procedure Manual – example: Advertising in a newspaper could be done as a Direct Payment).
5. Meals/Food items not provided by the contracted campus food service **must be bid** in accordance with state purchasing regulations. The limit of \$5,000 or less for small purchases is inclusive of all camp dates, not each individual meal or camp session.
6. The contracted campus food service has exclusive rights to food service on campus; any “Special Meal Requests” must be approved (all signatures required) and a purchase order received **prior** to incurring the expense.
7. Travel expenses must follow the regulations of the State Travel Card and all Travel policies & procedures, including rental of vehicles thru Enterprise and the use of the T Card for the Rental and Fuel.

#### Other Expense Items

8. Camp insurance premiums are paid in February or March of each year for the upcoming year; therefore, funds must remain in the camp account to cover insurance costs for the next fiscal year.
9. Postage – Items to be mailed (i.e. brochures) must be taken to the University Post Office and **must be charged to the camp account not university operating accounts**. Charges for postage will be posted to camp accounts prior to June 30<sup>th</sup> each fiscal year.

#### Personnel

**All personnel paperwork must be signed and approved by appropriate university personnel and approved by Business Affairs prior to the employment start date and must be hired through one of the following methods:**

- a. **Student Employment** – any student enrolled during any summer session must be employed through Student Employment. A list of all students to be employed must be sent to the Athletic Business Manager with the following



information:

1. Student's name
2. Student's NSU ID # (not social security)
3. Dates of employment required
4. Maximum number of hours per week
5. Rate of pay
6. Budget Title & Acct Number (Camp name & acct)

Student employees are paid on a monthly basis. Student employees cannot have two (2) assignments on campus (even if work is for different hours during the day); therefore, any student employee already assigned a position on campus may not be employed to work camps during that same time period. Complete information regarding Student Employment can be found at <https://www.nsula.edu/financialaid/studentemployment/>

- b. **Non-Credit Presenter** – All non-NSU employees who are paying into a LA retirement system must be hired through a Non-credit presenter contract. The camp is responsible for paying the employer's portion of retirement benefits into the appropriate retirement system. Current rates can be obtained from the Athletic Business Manager.

Non-credit presenters are paid on a monthly basis. Policies and procedures for hiring non-credit presenters are located in section X-29 of the NSU policies and procedures manual found online thru the Business Affairs website.

- c. **Extra Service Contracts** – All NSU non-classified employees must be hired through an Extra Service Contract (classified employees may earn compensatory time, but only if it is charged to the camp account). No NSU employee can be on an extra service contract for the same time period as their regular work schedule, except the coaching staff of the particular sport. Coaching staff must also sign Extra Service Contracts for any camp compensation. Coaching Staff can only be paid after all other camp expenses have been submitted for payment (including other personnel) and only from net revenues of the camp.

Only Camp Surplus Funds (Net Income) may be applied toward camp salaries and benefits for full-time coaching staff. All other



expenses must be paid prior to the calculation of salaries for coaching staff.

**No employee of the university can earn more than 25% of his/her annual salary through Extra Service contracts – no exceptions.**

- d. **Wages of Labor** – All other camp personnel must be hired through the Wages of Labor process. The “Request for Appointment” of non-classified seasonal, temporary, intermittent, or part-time (wages of labor) personnel form must be submitted. Approval must be received from Business Affairs prior to the beginning date of employment. Wages of Labor employees are paid on a bi-weekly basis.

**No individual on a Graduate Assistantship may be employed through additional contracts.** If a Graduate Assistant’s assignment ends in May, he/she can be on an Extra Service Contract for the summer; however, if an Assistantship is in effect during the summer, he/she cannot be on contract for camps.

The camp is responsible for the employer’s portion of benefits as a result of camp salaries. Contact the Athletic Business Manager to determine current rates and for assistance in calculating the cost of benefits such as retirement, Medicare, etc.

### 9.03 Camps as Fundraisers

Camps may be conducted as fundraisers through the Demons Unlimited Foundation only under the following conditions:

1. No university athletic staff may receive salaries for fundraising events...including 10 & 12 month employees
2. All expenses for camps conducted as fundraisers must be paid thru the same account within the Demons Unlimited Foundation.
3. Graduate assistants can be paid for assisting with the camp as a fundraiser **only if not receiving a stipend thru the university during the time period of the camp.**
4. Accidental insurance for campers must be covered thru the fundraising activity...university camp insurance will not cover camps conducted as fundraisers.



### ***9.03.1 Private Camps***

Camps will only be considered “Private Camps” rather than NSU Camps only under the following conditions:

1. Camp may not utilize NSU name other than giving location. Camp may not utilize NSU logo.
2. All university staff must use Annual Leave to work the camp if during regular work hours (Monday thru Friday 8:00 a.m. to 4:30 p.m.). Secretarial staff may not be compensated for working private camps during regular office hours – secretarial staff working private camps during regular work hours would be a violation of the use of university resources for private camps.
3. No university resources may be utilized to prepare or conduct camp activities; postage, telephone, copiers, laundry, messenger service, etc. Camp mailings must be taken to the post office and postage paid at that time – postage cannot be charged to university accounts.
4. All Insurance, including Accidental, Personal Liability, Workers Compensation, and/or any other required insurance must be purchased by the private camp funds for campers, workers, etc. University insurance will not cover campers of a private camp, nor will it cover worker’s compensation or personal liability for the staff.
5. All residential camps, regardless of status as private or university, must be submitted to the Office of University Facility Use, Student Union, Room 214 prior to reserving dorms.
6. Private camps must pay the fee for facility use through the Office of University Facility Use, Student Union, Room 214. Fee is based on a per day rate regardless of number of hours of each camp session (example: a half day camp must pay full day rate). Fee must be paid within 30 days of each camp session, with copy of receipt being submitted to athletic business manager. Failure to make payment within timely manner may result in financial penalty to the Head Coach, Camp Coordinator and/or sport program.
7. Compensation from private camps by university staff must be included in the “Outside Income Reports” completed annually by all university



personnel; outside income must be approved in advance in accordance with university policy. Regardless of whether or not compensation is realized, the individual coach/staff must reflect on the “Outside Income Reports” that they worked the camp.

8. Private camps are required to submit the camp documentation required by the Compliance Office.
9. In order to demonstrate institutional control for NCAA purposes, all private camp records must be submitted to the Athletic Business Manager within 30 days of the end of the camp. These records must include a summary of Revenue and Expenses (detailing expenses), Roster of all Camp Participants with amounts paid by each, and Salaries of any and all University personnel paid by the camp.
10. Documentation verifying the requirements listed above must be available for audit purposes. The Internal Auditor for Northwestern State University and/or the Legislative Auditors for the State of Louisiana have the right to inspect these documents at any time.



# SECTION 10 ULS ATHLETIC TRAVEL POLICY

## 10.01 Background

Travel regulations as contained in the Division of Administration (DOA) Travel PPM-49 (<http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> ), hereafter referred to as PPM49, and the Louisiana State Travel Guides apply to all departments of the university, including the Department of Intercollegiate Athletics. Specific exceptions to these regulations for the Department of Athletics are outlined as follows.

### 10.01.1 Procedure

#### A. Authorization/Approval

1. The Athletic Director has the authority to authorize travel subject to final approval by the President or his designee.
2. In accordance with PPM-49, a quarterly authorization for routine administrative in-state travel for Athletic Department staff who must travel in the course of performing his/her duties may be given by the Athletic Director once each quarter and must be renewed each quarter. Team travel and other out-of-state travel must be approved by the Athletic Director and the campus President or his/her designee.

#### B. Team Travel

1. Authorization for Payment of Team Travel Expenses for Team Members and Individuals Accompanying Teams on Road Trips
  - a. Only student athletes who are eligible and who have been officially certified by the University to compete as per the NCAA regulations may be allowed to travel.
  - b. Approval of the Annual Athletic Budget shall include the approval for team travel, including practice games. The Athletic Director's approval of the Team Travel Budgets will constitute authorization for the advance purchase of team travel, as authorized and



designated by the Board of Supervisors for the University of Louisiana System.

Individual travel vouchers or requisitions submitted for team travel will require appropriate documentation in accordance with University purchasing and travel policies. Subject to this approval, the Athletic Department shall be authorized to provide transportation, lodging, and meals for team members when in travel status for road games and also for other University personnel who are members of the official University team party.

- c. The official University team party may include the following: team members, coaches, graduate assistants, student assistants, team managers, team doctors, team trainers, administrative assistants, members of the Board of Supervisors and Board staff, University President, Faculty Athletic Representative(s), two (2) members of the faculty or campus administration, the Athletic Director, Associate Athletic Director, Academic Counselor(s), photographer, Athletic Business Manager, Sports Information Director, Assistant Sports Information Directors, cinematographer, a two-person film crew, one communications person, security personnel as required, travel coordinator, sound technician, coaches, show cameramen and producer, two- (2) person radio crew, the cheerleaders/spirit groups and their sponsor, mascot, the band and band staff, and up to two (2) announcers, and a statistician.

In addition, the Athletic Director, with approval of the President as authorized by the Board of Supervisors, may authorize team travel for other athletic personnel not listed above if he/she feels his/her services are essential to the traveling team.

- d. Whenever a University-owned bus is used to transport a team, the bus driver is considered a member of the official University team party and travel expenses are authorized for the bus driver. Travel expenses are also authorized for non-University personnel who provide security and escort for the official team party and the band. Meals may also be provided for bus drivers and security personnel traveling with the team.



Depending upon the sport, the size of the official University team party may range to 170 persons, excluding the band and band staff, cheerleaders/spirit groups, mascot, and their sponsor(s). However, it is the policy of the Athletic Department to keep the size of the team party to a minimum and only personnel whose services are essential to the traveling team are allowed to travel.

- e. The Athletic Director is responsible for the use of available transportation, lodging, and meals in the most cost-effective way. When space is available on charter flights or buses, the Athletic Director is authorized to provide transportation for other invited guests to accompany the team on road trips if there is no increase in the cost of the charter or buses.

All expenses for lodging and meals are the sole responsibility of the invited guest and not the University. On commercial flights, invited guests must pay for their own tickets and all other travel, lodging and meal costs. Invited guests should be selected from the following categories:

1. Contributors to the university
2. Potential contributors
3. University employees not otherwise covered under the provisions of this policy.
4. Selected non-University guests

NOTE: Invited guests ARE NOT members of the official team party and SHALL BE responsible for any and all expenses incurred.

- f. The Department must identify by name and above category each individual for whom transportation is provided. For charter flights, a flight manifest must be provided identifying by name and category each passenger on the charter.
- g. All travel expenses to be paid for team travel must be submitted by the Athletic Department to the appropriate Business Officer via travel expense vouchers to be audited and processed. Invoices,



passenger manifests, lodging records, rooming lists, meal lists, and/or other supporting documentation as are appropriate should be provided with all such travel expense vouchers.

Any expenses for invited guests will be deducted from the travel expense account. The Athletic Department has the responsibility to recover any expenses paid on behalf of any invited guest. The Athletic Department must have such reimbursement records on file for audit review.

## 2. Transportation and Lodging Expenses for Team Travel

Arrangements for charter services must be made by purchase order through the University's Purchasing Office or through the official travel agency for the State of Louisiana with prior approval of the Purchasing Officer. Chartering a privately owned aircraft must be in accordance with the Procurement Code. Commercial airline transportation for team travel must be made by the Athletic Travel Coordinator through the official agency for the State of Louisiana.

Team lodging and meal expenses may also be charged to the University when in travel status. This authorization to charge transportation, lodging, and meal expenses only extends to team travel, to include team members and members of the official team party for whom expenses are authorized to be paid by the University.

## 3. Transportation and Lodging Expenses for Team Travel

The Athletic Department shall be authorized to provide all necessary team meals on an actual expense basis, not to exceed PPM-49 Tier III rate plus 25%. Due to the irregularity of meal schedules, the DOA Travel PPM-49 daily rate will be the inclusive meal cost calculated on a daily basis. When in travel status, this will include team members and members of the official team party for whom expenses are authorized to be paid by the University. Team meals should be prearranged meals, when appropriate, with a set cost per person.

The cost of such meals may be charged directly to the University or reimbursed on travel vouchers. All meals are to be paid on an actual cost



basis (subject to above PPM-49 limits) and must be documented with an itemized cash register or itemized credit card receipt and a meal list identifying all participants (the team travel roster will satisfy this requirement). The “tear type” receipts are not acceptable for this type of meals. Cash meal allowances provided directly to members of the official travel party during travel status must be supported by statements signed by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49.

#### 4. Authorization of Expenses for Team Rooms

- a. The Athletic Department negotiates room rates with hotels and strives to get the lowest rate possible for team travel. Negotiated rates are typically flat rates (same rate double or single occupancy) and rarely exceed allowable state rates for double occupancy; however, there are times when the negotiated rate exceeds the allowable state rate for single occupancy.
- b. The Athletic Department shall be authorized to provide rooms for team travel on an actual expense basis when in travel status, not to exceed the per person PPM-49 Tier III Lodging rate plus 25%. This will include team members and members of the official party for whom expenses are authorized to be paid by the University. The cost of such rooms may be directly charged to the University or reimbursed on the travel expense report.

#### 5. Team Entertainment

- a. The Athletic Director is authorized to approve reasonable expenditures for team entertainment when in travel status for road games, to include team members and members of the official team party for whom expenses are authorized to be paid by the University. Local entertainment of team members prior to competition may be approved by the Athletic Director for reasonable entertainment expenditures on game day or the day before the game. Reimbursement cannot be made for souvenir type items.



- b. In no case will more than one entertainment expense be allowed per sports event or game, unless prior approval from the President or his designee has been obtained. All expenses for team entertainment must be supported by itemized receipts and a listing identifying all participants (the official team travel roster will satisfy this requirement). Team entertainment expenditures shall not exceed the lesser of NCAA's recommendations or the daily Tier III meal allowance as prescribed in PPM-49.

## 6. Miscellaneous

- a. Reasonable laundry expenses for cleaning team uniforms will be allowed. Such expenditures must be supported by itemized receipts or other appropriate substantiation.
- b. Reasonable expenses for snacks, pre-game and post-game meals for teams in competition will be allowed and reimbursed on an actual basis, not to exceed Tier III rates plus 25% when supported by itemized receipts or appropriate explanation. Pre-game and post-game meals provided as cash meal allowances will be allowed when accompanied by signed statements by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49. Meal allowances may not exceed state meal rates for Tier III plus 25%.

## C. Authorization of Expenses for Athletic Recruiting

- 1. Travel on the Controlled Billed Account (CBA) for recruits must have prior approval of the Athletic Director or his designee and the University's Business Office.
- 2. Consistent with NCAA regulations, the Department of Intercollegiate Athletics is authorized to provide transportation expenses (including prepaid transportation), lodging expenses, and meal expenses for athletic recruits and their parents (not to exceed PPM-49 Tier III rates plus 25%). Recruits traveling by private motor vehicle to campus may be reimbursed for mileage up to the PPM-49 state mileage rate. The Department of Intercollegiate Athletics may arrange for one student each day to host each recruit while on



- campus and provide (consistent with NCAA regulations) entertainment expense allowances for a maximum of two days.
3. All expenses must be supported by itemized cash register or itemized credit card receipts or other appropriate documentation, and individuals involved in entertainment must be identified by title. The “tear type” receipts are not acceptable for these types of expenses.
  4. Miscellaneous: All costs of newspapers, game admissions, and game programs are allowable expenses for coaches when recruiting if supported by itemized original receipts or explanation.

#### D. Mileage Reimbursement

Employees using “courtesy cars” furnished to the Department of Intercollegiate Athletics by automobile dealers and/or supporters may be reimbursed for official mileage not to exceed fifty percent (50%) of the mileage rate designated in PPM- 49. Whenever an individual is claiming mileage reimbursement, the expense voucher will show whether the car was used as a personal car or a courtesy car. Those individuals who are provided “courtesy cars” must have prior approval from the Athletic Director before they can use their personal cars when claiming mileage reimbursement.

#### E. Authorization to Provide Local Housing and Meals for Team Members When Dormitories are Closed and During Emergency Situations

1. The Department of Intercollegiate Athletics shall be authorized to pay for local housing and meals for team members required to be on campus for competition and/or practice during times when dormitories are closed or when emergency situations exist. Prior approval of the Athletic Director must be obtained before such expenditures may be incurred, and evidence of such approval must be attached to the travel expense voucher processed to pay such expenses.
2. Individual cash meal allowances not to exceed Tier III rates plus 25% provided to team members for local meals must be supported by statements signed by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49.



3. The Athletic Director is authorized to approve team meals contracted locally with restaurants in the community if the University Food Service is closed and it is necessary for the team to eat together as a group. All such meals must be documented with appropriate itemized cash register or itemized credit card receipts, as well as a listing identifying all participants. The “tear type” receipts are not acceptable for this type of meals. Cost of meals shall not exceed the Tier III daily rate plus 25% inclusively.

#### F. Requests for Exceptions

Requests by the Department of Intercollegiate Athletics for exceptions to the provisions of this procedure must be submitted in advance to the President or his designee for his review and consideration and forwarded to the Commissioner of Administration. Payment or reimbursement for exceptions will not be made by the University unless evidence of approval by the Commissioner of Administration and the President or his/her designee is attached to the travel expense voucher when received from the Department of Intercollegiate Athletics.

#### G. Post Season Games

1. For Bowl games and post season competition, the Athletic Director will develop a budget of revenues and expenses which will be forwarded to the Athletics Council for review and approval by the President. Reimbursement of expenses will be at actual cost not to exceed Tier III rates plus 25% in accordance with the approved budget.
2. The official party accompanying a team to a bowl game or post season event will be consistent with that of regular season road trips. The official party accompanying other sports to post season tournaments will be consistent with that of regular season road trips; however, the Athletic Director may authorize travel for additional personnel that may be needed to service additional needs of the teams as approved by the President or his/her designee.
3. Universities may arrange travel for Bowl and NCAA post season games through the NCAA’s designated travel agency when all or a portion of the



costs are being paid by the NCAA.

#### H. Air Travel and Hazardous Materials

It is imperative that all athletic teams travel safely and in accordance with all Federal Aviation Administration (“FAA”) regulations. Each institution shall designate an individual(s) who is responsible for ensuring compliance with all FAA regulations regarding the carrying of hazardous materials on aircraft. Training programs as well as any policies and procedures to ensure FAA compliance should be created and implemented prior to air travel as determined necessary and appropriate by this individual.

#### *Policy References:*

Division of Administration’s PPM-49 Travel Regulations Louisiana  
State Travel Guides

#### *Review Process:*

Vice Presidents of Business and Finance Athletic  
Directors  
Legal Counsel

#### *Distribution:*

University Presidents  
Vice Presidents of Business and Finance  
Athletic Directors



## SECTION 11 SPORTS MEDICINE

### 11.01 Mission Statement

Northwestern State University's Sports Medicine department is dedicated to providing student-athletes of intercollegiate sports with the highest quality of healthcare to enhance their athletic performance and overall well-being. Due to the probable chance of injury, our staff of physicians, physical therapists, and athletic trainers will implement appropriate medical care to prevent, evaluate, treat, and rehabilitate injuries.

Our goal is to provide the best opportunity and atmosphere for the student-athlete to return-to-play at the level of activity they had prior to injury. Additionally, we are committed to solving problems and concerns in a timely manner so the needs of our student-athletes and employees can continue to be met.

Lastly, the Sports Medicine staff strives to show excellence in carrying out these duties with the professional standards consistent with the National Athletic Trainers' Association.

### 11.02 Concussion Policy and Management Plan

#### **Purpose:**

The Northwestern State University (NSU) Sports Medicine Department recognizes sports-induced concussions pose a significant health risk for student-athletes (SA). With that stated, the Northwestern State University Sport Medicine Team (SMT) has implemented policies and procedures to identify, assess, and manage those SA who suffer a concussion. NSU SMT has based these guidelines largely on the recommendations of the "Consensus Statement on Concussion in Sports: The 4th International Conference on Concussion in Sport held in Zurich, Switzerland, November 2012."

#### **Background:**

A concussion is an injury to the brain which can cause immediate and prolonged deficits and, in extreme cases, death. Though there are over 42 working definitions of concussion, the 4th International Conference on Concussion in Sport (2012) defined concussion as follows:



Concussion is a brain injury and is defined as a complex pathophysiological process affecting the brain, induced by biomechanical forces. Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

1. Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an 'impulsive' force transmitted to the head.
2. Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes to hours.
3. Concussion may result in neuropathological changes, but the acute clinical symptoms reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
4. Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. However, it is important to note that in some cases symptoms may be prolonged.

There are many different symptoms associated with concussion. A list of the most commonly reported and acknowledged signs and symptoms are located in the table below.



<b>Signs and Symptoms of</b>		
<b>Physical</b> <ul style="list-style-type: none"> <li>• Headache</li> <li>• Nausea</li> <li>• Vomiting</li> <li>• Balance problems</li> <li>• Fatigue</li> <li>• Sensitivity to light</li> <li>• Numbness/tingling</li> <li>• Dazed</li> <li>• Stunned</li> </ul>	<b>Cognitive</b> <ul style="list-style-type: none"> <li>• Feeling mentally “Foggy”</li> <li>• Feeling slowed down</li> <li>• Difficulty concentrating</li> <li>• Difficulty remembering</li> <li>• Forgetful of recent information and conversations</li> <li>• Confused about recent events</li> <li>• Answers questions slowly</li> </ul>	<b>Emotional</b> <ul style="list-style-type: none"> <li>• Irritable</li> <li>• Sadness</li> <li>• More emotional</li> <li>• Nervousness</li> </ul> <b>Sleep</b> <ul style="list-style-type: none"> <li>• Drowsiness</li> <li>• Sleeping more than usual</li> <li>• Sleeping less than usual</li> <li>• Difficulty falling asleep</li> </ul>

Concussions are challenging injuries for student-athletes and healthcare professionals to manage; unlike other injuries, the timeline for full recovery is usually difficult to predict. The majority of concussions will resolve in a relatively short time (7-10 days), though the recovery time frame may last longer with persistent symptoms in 10-15% of concussions. There are potential health risks associated with returning to a sport before symptoms have subsided and brain healing has occurred. Proper management of concussions is vital to ensuring full and timely recovery and avoidance of prolonged issues. Studies support the possibility of post-concussive vulnerability, meaning a second blow to the head, before the brain has recovered, may result in a prolonged recovery time and worsening symptoms. Additional studies suggest when premature activity, mental and physical, begins prior to being asymptomatic, the brain may be vulnerable to prolonged symptoms and dysfunction. Returning an athlete to play prior to resolution of symptoms may also decrease reaction time and cognitive ability; theoretically, this could increase the risk of another blow to the head or injury to other body parts.

### ***11.02.1 Concussion Policy***

The NSU SMT recognizes concussions pose significant health risks to student-athletes. In order to uphold our mission of providing quality healthcare services and assure the well-being of each SA, a policy and management plan was created to assist in the assessment and management of those SA who present with concussion.

The following recommendations in this concussion policy and management plan are based on a review of current medical literature including, but not limited to, statements by the 2014-2015 NCAA Sports Medicine Handbook, 2012 Consensus Statement on Concussion in Sport from the 4th International Conference on Concussion in Sport, and the American



Medical Society for Sports Medicine position statement: Concussion in Sport 2013. Please see references for a more complete list.

## Education:

Education is an important aspect of the program, as studies have shown both coaches and athletes are not always aware of the symptoms and/or the seriousness of concussions. The first step in treatment is the ability to identify a concussion; thus, education ensures the best chance for early concussion identification and activation of the concussion management plan.

1. Student-athlete
  - a. Education will occur on an annual basis prior to the beginning of athletic activities. Each SA will be given a copy of the *NCAA Concussion Fact Sheet for Student-Athletes*.
  - b. Each SA is required to sign a document verifying that s/he received educational information regarding concussions, including the signs and symptoms of concussions. They agree to report all signs and symptoms of concussions to the athletic training staff immediately. This signed document will be part of the NSU's comprehensive SA file - Sports Medicine Participation. These files will be located in the NSU Sports Medicine Injury Management Software.
  
2. Coach will be educated on an annual basis at the beginning of each academic year or athletic season, whichever comes first. Each coach (head and assistant) will receive a copy of the NCAA Concussion Fact Sheet for Coaches and an electronic copy of the NSU Concussion Policy and Management Plan.

Each coach will sign the Coaches' Concussion Statement which acknowledges they:

- a. Have read and understood the *NCAA Concussion Fact Sheet for Coaches*.
- b. Will encourage their athletes to report signs and symptoms of any injury, including concussions.
- c. Accept responsibility for referring athletes whom they may suspect of having a concussion to the medical staff.
- d. Are educated regarding safe play and proper technique and will encourage a "safety first" approach to sport.
- e. Acknowledge the NSU SMT staff has autonomous authority on return-to-play decisions.



- f. Have read and understood the NSU SMT Concussion Policy and Management Plan.

The Head Athletic Trainer of NSU SMT, or designated staff member, is responsible for the delivery of all signed documents to the NSU Assistant Director for Compliance's office where paperwork will be kept in appropriate files.

3. All NSU athletic trainers and team physicians must read and sign the attached Medical Provider Statement on an annual basis stating that they:
  - a. Will provide the NCAA Concussion Fact Sheet to student-athletes and encourage SA to report any suspected injuries and illnesses to the Sports Medicine staff, including signs and symptoms of concussion.
  - b. Have read, understood, and will follow the NSU Concussion Policy and Management Plan.

The Head Athletic Trainer of NSU SMT, or designated staff member, is responsible for the collection of the signed documents, which will be maintained in the staff files.

4. Annually, the Athletic Director will receive an electronic or hard copy of the *NCAA Concussion Fact Sheet for Coaches*, as well as an electronic or hard copy of the NSU Concussion Policy and Management Plan. The Athletic Director will sign or e-mail a statement acknowledging s/he has read and understood the NSU Concussion Policy and Management Plan to the Director of Compliance and the head athletic trainer.

### **Pre-Participation Assessment:**

All first-year (freshmen and transfers) SA's at NSU will complete baseline testing as part of the pre- participation physical exams prior to clearance to participate in athletically-related activities. The following tests and specific procedures will be conducted or coordinated by each team's athletic trainer.

Every NSU SA will undergo a baseline neurological assessment. This will be accomplished by using the Sport Concussion Assessment Tool 3 (SCAT3) (McCroory et al, 445). Once the baseline test is completed, it will be included in their personal file for review, for comparison values, and to assist in return-to-play decisions.



## **Recognition and Diagnosis of Concussion Protocol:**

In any circumstance where a concussion is suspected, the first priority is to remove the SA from further competition or practice, at which time a thorough sideline assessment can be made. If at that time, the medical staff decides that the SA has sustained a concussion, the SA will be immediately removed from competition for at least the remainder of the day (i.e., the SA will not be allowed to return to play that day). If symptoms warrant, the Emergency Action Plan (EAP) will be activated. If symptoms are manageable, that is, not warranting immediate medical action, the SA will be seen by a team physician as deemed by the SMT.

## **Post-Concussion Management:**

The SA will be continually re-assessed in a timely fashion, for symptom deterioration, until all post-concussive confusion has cleared. At the earliest convenience, a SCAT3 will be performed. In the case that symptoms do deteriorate, the EAP will be activated.

After the performance of the SCAT3, the SA will be sent to their residence with a responsible party (teammate, roommate, guardian, parent, significant other, etc.). The SMT will review at home instructions with the responsible party. They will be sent home with the NSU Post Concussion Home Instruction Sheet, which includes signs and symptoms of a concussion. It also will include contact information for a member of the SMT should any questions or emergencies (i.e., deterioration of symptoms) arise while they are home.

The SA will be required to follow-up with a member of the SMT, in person, the following day for a review of symptoms and reassessment. This also will be a time when any questions or concerns from the SA can be addressed.

### ***11.02.2 Concussion Management Plan***

#### **Post-Concussion Management Guidelines:**

- No SA suspected of having a concussion is permitted to return-to-play on the same day, and no SA is permitted to return-to-play while symptomatic following a concussion.
- SA should be observed for warning signs of deteriorating condition including, but not limited to: persistent nausea/vomiting, focal neurologic changes, declining level of consciousness, seizure, witnessed prolonged loss of consciousness, Glasgow



Coma Scale <13, or signs of spine injury. If this occurs, the medical professional should activate the EAP and EMS response to arrange for immediate further medical care.

- Following initial on field assessment, the team athletic trainer will perform further in-office evaluation if deemed necessary which may include:
  - a. Symptom Assessment
  - b. Mental Status Assessment
- The team athletic trainer should notify the team physician within 24 hours of injury to coordinate follow-up assessment and care.
- Each student athlete will be sent home with a take home concussion statement with contact information signed by the 1) athlete, 2) responsible party and 3) his or her team's athletic trainer, which contains guidelines for management of his or her condition as well as instructions for care.
  - A copy of this document will be provided to the 1) athlete, and 2) responsible party. The SMT will place in the athletes file a copy of the Post-Concussion Home Instruction Sheet.
- During the initial recovery period, the SA should adhere to relative cognitive and physical rest.
  - a. SA should not participate in any in-classroom work or homework on day of injury
    - SA should remain at home/dorm if he or she cannot tolerate light cognitive activity
- The team academic coordinator should be notified by SA's athletic trainer of the possibility for the need of academic accommodations. These accommodations can be assessed and modified as indicated based on recovery and symptomology.
- Follow-up evaluations occur daily with the team athletic trainer to track symptom recovery. May use follow-up Symptom Evaluation from the SCAT3 form to track daily symptoms.

## Return to Learn

- It is important the SA is not completely isolated during recovery; he or she may do mental activity as tolerated such as watching television, texting, talking on the phone, etc. This should be encouraged to be kept to a minimum.
- Once the SA begins to improve and does not have return of symptoms with mental activity, he or she may begin the step-wise progress for Return-to-Learn Protocol. An example of this protocol can be found in the table below and each program will fit the individual needs of the SA.



- The return-to-learn progression will be monitored and guided by the team's athletic trainer and academic coordinator, as well as the team physician.
- If SA has prolonged or worsening symptoms, or is having academic challenges, a multi-disciplinary team will be assembled for these situations. This general plan, which will be specific to each SA, is available under Complex Return-to-Learn Management.

<b>Return-to-Learn Protocol</b>		
<i>Step</i>	<i>Action</i>	<i>Timetable</i>
<b>1</b>	<b>Gradual reintroduction of cognitive activities</b>	<b>5-15 minute increments</b>
<b>2</b>	<b>Homework at Home</b>	<b>20-30 minute increments</b>
<b>3</b>	<b>School re-entry</b>	<b>Partial day and homework</b>
<b>4</b>	<b>Full Day of classes</b>	<b>Day</b>
<b>5</b>	<b>Resumption of full cognitive workload</b>	<b>Day</b>

### **Return to Play:**

The SMT realizes rest is an essential factor in the management of a concussion. Physical and cognitive rest should be closely adhered to immediately following a concussion until symptoms resolve. Once symptoms resolve, a graduated return-to-play protocol (McCroory et.al. 437) will be strictly adhered. At this time, a repeat assessment of the SCAT3 will be documented. The return- to play protocol should take approximately one week to complete. Each step of the protocol should take 24 hours to complete. The SA will proceed to the next level if they are asymptomatic at the current level. If any post-concussive symptoms occur, the SA will go back to the previous asymptomatic level after a 24-hour rest.

The SMT has the unchallengeable authority to determine management and return-to-play for any ill or injured SA, including the management and return to play for concussions.

When a SA suffers multiple concussions, their return-to-play will be managed on a case-by-case basis. Several factors will be acknowledged during this assessment including: symptom history, number of concussions suffered, length of recovery from current concussion, and other related issues. This assessment could lead to a prolonged return to play.



<b>Rehabilitation (Graduated) Return to Play Protocol</b>			
<b>Step</b>	<b>Activity</b>	<b>Include</b>	<b>Objective</b>
1	No activity	Complete Physical and Cognitive Rest	Recovery
2	Light Aerobic Exercise	Walking, swimming or stationary cycling. Intensity less than 70% of maximum predicted heart rate. No resistive exercise	Increase heart rate
3	Sports Specific Exercise	Running / Footwork drills. No Head impact activities	Add Movement
4	Non-Contact Training Drills	More complex drills. May begin progressive resistive exercise	Exercise, coordination and cognitive load
5	Full-Contact Practice	Following medical clearance may participate in normal training activities	Restore SA confidence and functional skills
6	Return to Play	Normal game play	Competition

## **Annual Review**

The process of identifying, removing from game or practice, and assessing a student-athlete for a possible concussion will be reviewed annually by a committee appointed by the Head Athletic Trainer of NSU Sports Medicine.

## **Prolonged Recovery and Medical Disqualification:**

A SA with a prolonged recovery time will be evaluated by a physician to consider additional diagnosis and best management options. Additional diagnosis or compounding factors include, but are not limited to, post-concussion syndrome, sleep dysfunction, migraine or other headache disorders, depression, mood disorders, ocular or vestibular dysfunction, etc. The proper referrals will be coordinated through the NSU SMT.

Medical disqualification of a SA will be determined on a case-by-case basis. Prolonged recovery and subjective symptoms or cognitive changes per the SA will be considered when determining medical disqualification. This decision would be made after consulting and gathering information from the student-athlete, family, athletic trainer, team physician, and any other consultation deemed necessary.



## Complex Return-to-Learn Management

In cases where a SA has difficulties returning to cognitive activity, a multi-disciplinary team will be assembled to help navigate care. Re-evaluation by the team physician and other members of this team will occur repeatedly as needed.

1. SA reports to athletic trainer/team physician that symptoms are increasing with cognitive activity or the presence of cognitive difficulty with difficulty concentrating, recalling information, or through return to learn or return to physical activity progressions.
2. The NSU Athletics Academic Services/team Academic Coordinator is made aware of the situation through the Head Athletic Trainer.
3. The team's academic coordinator may contact the SA's dean, Faculty Athletic Representative (FAR), academic advisor, course instructors and administrators as needed.
4. All accommodations will be made in compliance with the ADA/AA specifications by communicating with NSU Office of Disability Services.
5. If requested, the team physician or athletic trainer may provide a note confirming the presence of concussion and prolonged symptoms to those involved in the education of the affected SA.
6. On a case-by-case basis, it will be determined if referral, which may include, but not limited to the following, is necessary as deemed by the team physician (i.e., Psychologist, Counselor, Clinical Neuropsychologist, Physical Therapist)
7. If symptoms persist and further academic accommodation and management is needed, the NSU Office of Disability Services will be contacted.

## Reducing Exposure to Head Trauma

Encouraging a culture of safety in sport is a fundamental part of reducing potential exposure to head trauma. Although there is a considerable amount of inherent risk in all athletics, not just football, it is the responsibility of those individuals teaching technique and formatting practices to emphasize a culture which minimizes head trauma exposure by reducing gratuitous contact during practice.

The NCAA provides bylaws and general guidelines in regard to restricting contact at football practice but does not specifically address other sports. In football, adherence to the *Inter-Association Consensus: Year-Round Football Practice Guidelines* (<http://www.ncaa.org/health-and-safety/football-practice-guidelines>) is an important step



in reducing exposure to head trauma. It is important for coaches and athletic trainers to be familiar with and adhere to these guidelines. Even though there are no specific concussion risk-based rules in place for other sports, there have been a number of rule changes over recent years to help reduce risks in sports other than football. It is up to the coaching staff to encourage following these rules, to teach proper and safe technique, and to promote an environment of a “safety first” approach to sport.

### References

1. Broglio SP, Cantu RC, Gioia GA, et al. National Athletic Trainers’ Association Position Statement: Management of Sport Concussion. *J Athl Train* 2014; 49(2):245-265.
2. Courson R, Goldenber M, Adams K, et al. Inter-Association Consensus Statement on Best Practices for Sports Medicine Management for Secondary Schools and Colleges. *J Athl Train* 2014; 49(1):128-137.
3. Harmon KG, Drezner JA, Gammons M, et al. American Medical Society for Sports Medicine Position Statement: Concussion in Sport. *Br J Sports Med* 2013; 47: 15-26.
4. McCrory P, et al. Consensus Statement on Concussion in Sport: the 4<sup>th</sup> International Conference on Concussion in Sport held in Zurich. *Br J Sports Med* 2013; 47:250-258.
5. National Collegiate Athletic Association. *2017-2018 NCAA Sports Medicine Handbook*
6. National Collegiate Athletic Association. Concussion Safety Protocol Checklist *2017-2018*.
7. National Collegiate Athletic Association. Interassociation Consensus: Diagnosis and Management of Sport-Related Concussion Best Practices

## 11.03 Sickle Cell Testing Policy

Northwestern State University developed and implemented this policy to be in compliance to NCAA Division I Legislative Council has passed a mandate requiring **ALL** student-athletes to show proof of a prior sickle cell test and results or take a blood test upon entering Northwestern State University. The Athletic Department is not providing an option for opting out of the sickle cell test by signing a release and waiver form. We feel that the sickle cell test is too important to the health and well-being of the



student-athlete to not know if they do or do not have sickle cell trait.

The sickle cell testing policy will follow the following procedures:

1. The initial testing will involve all student-athletes that are:
  - a. Incoming Freshman
  - b. Transfer student-athletes that cannot show acceptable proof of prior sickle cell testing results.
  - c. All walk-ons
2. Testing will be done by drawing a blood sample. This testing will be set up by the Sports Medicine staff (freshman and Transfers only). The results of the testing can take up to three business days to obtain.
3. Walk-ons will be responsible for providing proof of prior sickle cell test that shows the results of that test.
4. Strength and conditioning staff and coaches will have training as to what to watch for and how to handle a student-athlete that has sickle cell trait.
5. Student-athletes will receive an education sheet regarding the risks, impact, and precautions associated with sickle cell trait if they plan to participate. If the student- athlete is positive for sickle cell trait, a member of the sports medicine staff will meet one-on-one with the student- athlete to inform them of their positive results. This meeting will also be an opportunity for the student-athlete to ask any questions.

## 11.04 Heat Illness Protocol

A. Initial Steps taken for athlete experiencing heat illness:

1. Any signs or symptoms of heat illness, athlete is to be removed from practice and evaluated further.
2. If there is any vomiting, cramping, or signs of significant heat illness, then the athlete will be transported to the athletic training room. Any minor symptoms that do not resolve within 10-15 minutes result in athlete being transported to the athletic training room.
3. Upon arrival to the athletic training room, vital signs will be checked



and continuously monitored every 15 minutes.

4. Athlete will be cooled down using cold towels, ice bags, etc. Water and Powerade will be administered simultaneously.

B. Indicators requiring immediate transport or EMS activation:

1. Any loss of consciousness, mental confusion and/or disorientation.
2. Body temperature of 102 degrees or higher.
3. No signs of improvement following administration of two bags of IV fluids.
4. Athletes with vitals as follows: Systolic B/P greater than 160 mmHg or less than 100 mmHg; diastolic B/P greater than 100 mmHg or less than 60 mmHg.

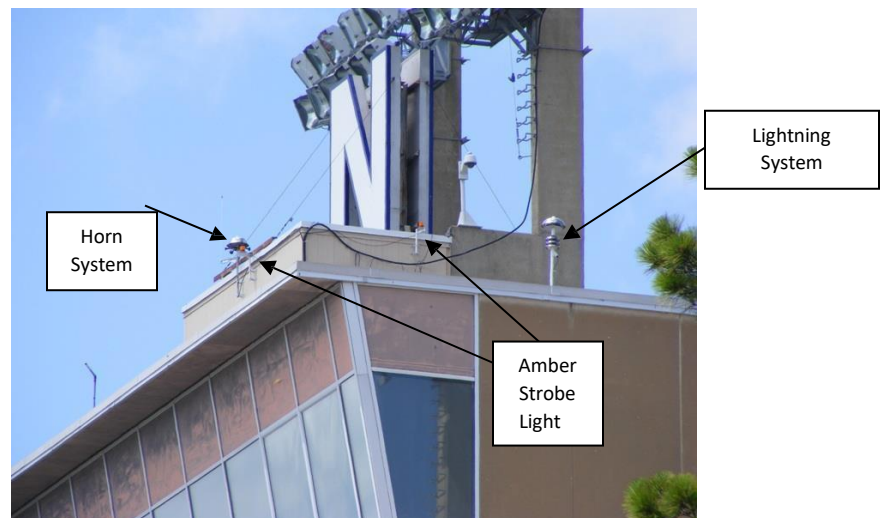
C. IV Fluids administered in athletic training room if:

1. Athlete's cramps have not subsided in 15 minutes and/or involves more than one extremity.
2. Crampers who are unable to hold fluids down.
3. Athletes who cannot stop vomiting.

D. Criteria for discharge from athletic training room following administration of IV fluids:

1. Athlete is able to ingest and hold down fluids.
2. Athlete has been symptom-free for at least 20 minutes.
3. Athlete has passed urine.

## 11.05 Thorguard Lightning Prediction and Warning System



The University has purchased and installed a Thorguard Lightning Prediction and Warning System at the top of Turpin Stadium and a remote station located at the Recreation Complex. The system is provided for your safety: please understand how the system works and what to do when an alert is sounded.

The Thorguard system is a lightning "predictor" which measures and analyzes the electrostatic field in the atmosphere to predict the risk of a possible lightning strike. This differs from a lightning "detection" system which require lightning to strike the ground before a warning can be issued. This is of utmost importance considering a majority of lightning deaths and injuries occur from the first lightning strike or from the rear of a storm that has already passed. This system predicts the lightning that will strike in a pre-determined distance from the stadium.

Please note the photo of the Stadium (above), which indicates all parts of the system. In this photo, you can only see 2 of the 4 amber strobe lights. The other 2 lights are located on the other 2 sides.

In the event atmospheric conditions are present for a potential lightning strike, the system will sound a "Warning" horn for 15 seconds to alert of the impending danger. The amber colored strobe lights that are located on each corner of Turpin Stadium will begin to flash. These lights are located on the 4 sides of the very top of the stadium, where the "N" beacon is located. The same thing will happen at the Recreation Complex. The horn and amber lights are located on the Recreation Complex Pro Shop. When this occurs, persons that are outside should seek safe shelter in a building or an automobile.

When the horn has sounded, and the lights begin to flash, there is a potential for lightning. Please remove yourself from all outdoor activities to an enclosed structure. When lightning is in the immediate area, and there is a heightened risk of lightning strikes, an "Emergency Alert" horn will sound, and the amber strobe lights will continue to flash.

The strobe lights will continue to flash until there is no more lightning and persons should remain inside an enclosed structure until the strobe lights are no longer flashing. If the strobe light remains on, the danger of lightning is still a possibility, and persons should remain inside. When there is an "All Clear" the horn will sound for three blasts and the strobe lights are no longer flashing.



The lightning prediction system is on duty 24 hours a day, 365 days a year.

Common sense needs to be used when dangerous weather conditions are approaching or exist. Don't wait for the Thorguard System to sound before you seek shelter. If severe weather is approaching, or if you hear thunder or see lightning, seek safe shelter immediately.

Here's the simple version:

- “Warning” Horn will sound (15 second blast) when a potentially dangerous weather system is approaching

- Immediately seek proper shelter (building or automobile). Remain in shelter until “All Clear” is sounded and strobe lights are no longer flashing.

-Wait for “All Clear” (3 horn blasts).

-Signal horns may not be at your immediate location, but within an earshot. If you hear the alarms, or see the strobe lights flashing, seek proper shelter, and remain until “All Clear”.

### **Athletics policy:**

1. With the sounding of the “Warning” horn all practice should be stopped, and all athletes and coaches need to relocate into an enclosed structure. Batting cages, athletic training area at the track and all dugouts, are not acceptable shelter.
2. Return to participation will be based on the “All Clear” signal.
3. Game situations will be based on prior discussion with game officials.

## **11.06 Drug Testing Policy**

1. Northwestern State University (NSU) has a strong commitment to its student-athletes to provide and maintain a wholesome atmosphere for them to excel in their athletic and academic endeavors. The university athletic department believes that a comprehensive drug screening program is an essential step in fulfilling that commitment.



2. The student-athlete will be required to provide a urine sample upon request for the purpose of performing a drug test. The test will be a witnessed sample by either a member of the athletic department staff or the sports medicine staff. The sports medicine staff will be responsible for maintaining the test results. Testing will occur at least once each school year and at random intervals throughout the year. **Failure to provide a sample will be treated as a positive test. If you falsify or attempt to falsify a sample, it will result in an automatic positive test.**
3. The sample will be sealed in the presence of the student-athlete. The sealed sample will then be sent to an off-site laboratory for testing of assorted street drugs.
4. In the event of a positive test, the following individuals will be notified by the Head Athletic Trainer: Athletic Director, Compliance Coordinator, Student-Athlete, and the Head Coach of the Student- athlete's respective sport.
5. The following provisions will be adhered to for each subsequent positive test:

First positive test: Upon testing positive for the first time by NSU, the student-athlete will be suspended for 10 percent of the total number of scheduled competitions as calculated per NCAA bylaw 17 and will include Southland Conference championships, national championships, and post-season play-offs and play-in games. If the positive test occurs at the end of a competitive season the suspension will carry over to the next season of competition. The student-athlete can still practice, condition and receive athletically related financial aid during the period of the suspension. During suspension the student-athlete will be subject to all drug tests administered by the NSU and NCAA and must pass a reinstatement drug test that will be given at the designated time and date by the sports medicine staff. The student-athlete must attend a substance abuse education program or drug counseling sessions and will be required to show proof of attendance to be reinstated.

Second positive test: Suspended for 50% of the total number of scheduled competitions as calculated per NCAA bylaw 17 and will include Southland Conference championships, national championships, and post- season playoffs and play-in games. The student-athlete can still practice, condition and receive athletically related financial aid during the period of the suspension. During suspension the student-athlete will be subject to all drug tests administered by the NSU and NCAA and must pass a reinstatement drug test that will be given at the



designated time and date by the sports medicine staff. The student-athlete must attend a substance abuse education program or drug counseling sessions and will be required to show proof of attendance to be reinstated.

Third positive test: Upon failing a third drug test, be it random, team or NCAA, the student-athlete will be suspended from all NSU athletic teams and any athletically related financial aid will be canceled.

6. Appeal process: At any step of the process, the student-athlete has 30 days from the day the results of the positive drug test are communicated to file a written appeal to the Director of Athletics. An appeal form is available at the compliance office. This appeal will be reviewed by the Substance Abuse Appeals Committee (SWA, FAR, and member of the Athletic Council) which is authorized to waive the application of all or part of this policy on a case to case basis.

7. These policies apply only to NSU drug testing. The NCAA drug testing program takes precedence in all circumstances.

## **11.07 Pre-Participation Physical Examination Policy**

### *Freshman and Transfers*

All freshman and transfer student-athletes must undergo an Entry Physical Exam prior to being cleared for participation in the NSU athletic program. Entry Physical Exams will be coordinated through the sports medicine department staff and provided by a team physician.

A pre-participation medical evaluation will be given to each student-athlete on their initial entrance to NSU athletic program. The student-athlete will need to be cleared by the compliance coordinator and an academic coordinator, including a notification sent to the athletic training staff, before a physical will be administered.

No student-athlete can take part in any conditioning or practice until they have had a medical evaluation. Student-athletes missing the assigned physical date for their team must have prior permission from the head athletic trainer.

### *Walk-ons*

All students that want to participate in walk-on tryouts are required to be cleared by the compliance coordinator and an academic coordinator, including a notification sent to the



athletic training staff, before they can receive a Walk-on Tryout Release form. After the walk-on student completes all the requirements on the Release form, then he or she will complete the packet in its entirety.

### Returning Athletes

Returning student-athletes, on designated days, will need to stop by the training room to update their medical history and determine if further evaluation by the team physicians is necessary.

## **11.08 Post-Participation Physical Examination Policy**

At any time that a student-athlete graduates or terminates participation in the NSU athletic program for any reason, such student-athlete must complete an Exit Physical form. If the student-athlete so wishes to get an exit physical exam, it will be scheduled by a member of the sports medicine department and conducted by a team physician. If the student-athlete undergoes an Exit Physical Exam and is found to have a certified injury, he or she will be entitled to receive contracted medical services for a period of no more than three (3) months after the date of the examination. By mutual agreement of the Head Athletic Trainer and the Medical Director, such period may be extended for additional specified periods. Any student-athlete who does not undergo an Exit Physical Exam, will not be eligible to receive contracted medical services under this agreement after the date of participation in the NSU athletic program, and waive any claim of eligibility for contracted medical services under this agreement. A copy of all records related to an Exit Physical Examination should be scanned and put under the student-athlete's file in their electronic medical records.

## **11.09 Blood Borne Pathogen Guidelines**

1. Latex gloves must be worn as a routine measure when dealing with blood borne pathogens, blisters, cuts, and open sores.
2. Wash hands after every contact with the previously mentioned conditions and after using latex gloves.
3. When available, use airway devices when doing mouth-to-mouth resuscitation.
4. Every instrument used should be wiped or soaked with alcohol or disinfectant solution after each use.



5. Clean modalities, equipment, and work surfaces after each use with alcohol wipe or Whizzer. Whirlpools are to be cleaned and disinfected daily.
6. Use caution when handling mouth guards.
7. Acne, boils, or infectious sores are to be handled using latex gloves and caution.
8. Additional precautions should be taken if you have cuts or open sores on your hands.
9. All procedures involving blood or body fluids are to be performed in a manner to minimize or eliminate splashing, spraying, splattering, and droplets of such substances.
10. Needles, scalpels, broken tubes, glass, wires and/or any other contaminated object that can penetrate the skin must be placed in the biohazard “sharps” container.
11. Laundry must be separated into contaminated and uncontaminated. Contaminated items must be placed into red biohazard bags and washed accordingly.
12. If blood or body fluids contaminates clothing you must remove it in such a way as to avoid contact with outer surfaces by rolling or cutting the garment.
13. Gloves must be worn when cleaning up work areas that have been contaminated.
14. Biohazardous wastes from clean up must be placed in a labeled biohazard bag.
15. Avoid splashing blood or body fluids into eyes, mouth, and etc.
16. If you are exposed to blood or body fluids, wash the area immediately with warm water and soap.
  - a. If eyes are exposed flush with warm water. Record and report all details of exposure.
  - b. If mouth was exposed rinse with water or mouthwash.
17. Use caution when eating, drinking, handling contact lenses, and/or applying cosmetics in work areas that could be infectious.

## 11.10 Pregnancy and Parenting Policy

The Northwestern State University athletics department is committed to the personal health and development of the student-athletes, coaches and staff, and to the educational mission of our school. The athletic department strives to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This Policy sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy related conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this Pregnancy Policy. The athletic department wants to protect every student-athlete’s physical and psychological health, and their ability to complete their education.



## Federal Laws

Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students.<sup>1</sup> This means that the student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from.<sup>2</sup> In addition, a student's medical information may be protected by other federal laws.<sup>3</sup> Some actions that may be permissible under NCAA rules are impermissible under federal law, and our institution adheres to federal law.

### In order to comply with federal law:

- The athletic department will only require a pregnant or parenting student-athlete's physician to certify physical and emotional fitness as a condition for participating in athletics when such certification is required of student-athletes who experience other temporary disabilities.
- The athletic department will allow a pregnant or parenting student-athlete to fully participate, or participate in a limited manner, on the team, including all team-related activities, unless the student athlete's physician or other medical caregiver certifies that participation is not medically safe.
- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
- No coach or other athletics department personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy or parental or marital status.
- The athletic department will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are hostile toward pregnancy or parenting, or that shun or shame the student-athlete because she is pregnant, or parenting will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by this institution.
- The athletic department will not terminate or reduce a student-athlete's athletics aid



because of the student-athlete's pregnancy, marital or parental status during the term of the award.

- Students may take a medical pregnancy leave, and at the end of that leave they will be reinstated to the same status they had before the leave.
- Our athletics department will renew a pregnant, formerly pregnant, or parenting student-athlete's award, so long as the student-athlete is in good standing academically, remains engaged with our athletics department and meets NCAA eligibility standards. Returning students may be evaluated in the same manner as any other team member to determine their specific position on the team.
- The athletic department will not permit the use of any written or verbal contract that requires a student athlete to not get pregnant or become a parent as a condition of receiving an athletics award.
- The athletic department will provide health benefits for pregnancy, including counseling, physical examinations, medical treatment, surgical expenses, medication, rehabilitation and physical therapy expenses and dental expenses, to the same degree that student-athletes who experience other temporary disabilities are provided these benefits.
- Pregnant and formerly pregnant students who wish to continue to participate in athletics are entitled to assistance and rehabilitation on the same basis as such assistance is provided to student-athletes with other temporary disabilities.

In order to assist our student-athletes:

- The athletic department will help the pregnant or parenting student-athlete plan for his or her continued academic progress, in accord with the university's educational mission.
- The athletic department will help the student-athlete return to sport after pregnancy and during parenting, if the student-athlete so desires.
- The athletic department will assist the student-athlete to access the pregnancy and parenting support resources that are available to all college students.
- The athletic department will publish this Policy in the Student-Athlete Handbook,



make this Policy available to student-athletes and their families on-line, and provide specific education on this Policy for all student-athletes and their families.

- The athletic department, in conjunction with the team physician, the Faculty Athletics Representative, the Senior Woman Administrator, Team Certified Athletic Trainers and others designated by the Athletic Director, will regularly review student-athlete pregnancy and parenting cases as they occur to monitor compliance with this Policy.

### Reporting

- The athletic department will not require any student-athlete to reveal pregnancy or parenting status. Our department will work to create an environment which encourages the student-athlete to voluntarily reveal her pregnancy and his or her parenting status, in order for our institution to provide optimal support for physical and mental health with professional health care. The coach's attitude toward pregnancy and parenting can be pivotal in creating such a safe environment.
- No athletic department personnel will publicly release personally identifiable health information about pregnancy without written, timely authorization from the student-athlete.
- When a student-athlete reveals her pregnancy or parenting status to athletics personnel, they should direct the student-athlete to this Policy. They should reiterate the department's protection of the student athlete's team membership status and financial aid. Athletics personnel should refer the student-athlete to the team physician, to the student-athlete's personal physician, a certified athletic trainer, the Athletic Director, or the Senior Woman Administrator.
- Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the team physician, a certified athletic trainer, the Athletic Director, or the Senior Woman Administrator.
- Teammates of pregnant student-athletes may report their concerns to the team physician, a certified athletic trainer, the Athletic Director, or the Senior Woman Administrator.

### Enforcement and Non-Retaliation



- Any member of the athletic department found to have violated this policy by threatening to withhold or withholding athletics participation or an athletics award, by harassing a student-athlete on the basis of pregnancy or parenting status, or by breaching medical confidentiality, will be subject to disciplinary action, up to and including discharge or expulsion from the university. The athletics department will also take appropriate remedial action to correct the situation.
- Any member of the athletic department who becomes aware of conduct that violates this policy should report the conduct to an appropriate official, such as the Athletics Director, the Title IX Compliance Officer, the Faculty Athletic Representative, the Equal Opportunity Officer, or the Senior Woman Administrator. The athletics department and university will make every effort to prevent public disclosure of the names of all parties involved, except to the extent necessary to carry out an investigation.
- Retaliation is specifically prohibited against anyone who complains about pregnancy or parental status discrimination, even if the person was in error about the lawfulness of the conduct complained about. This athletics department will take steps to prevent any retaliation against the individual who made the complaint.

### Footnotes

1. 20 U.S.C. § 1681-1688; 34 C.F.R. § 106.40 Marital or Parental Status; §106.37, Financial assistance; § 106.21, Admission and Recruiting; § 106.57, Employment. Available at: <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>
2. Throughout this Policy, the terms “pregnant” and “pregnancy” encompass pregnancy-related conditions, as listed in the sentence above.
3. Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191; Family Educational Rights and Privacy Act of 1974, (FERPA) 20 U.S.C. § 1232g (2000); Protection of Pupil Rights Amendment, (PPRA), 20 U.S.C. § 1232h (2000).

## 11.11 Insurance Policy

Northwestern State University has contracted with IMA, Inc. for facilitation of medical claims.

### **First Step:**

- Complete and authorize all information forms:



1. Consent for Participation In Athletics
2. Primary Insurance Form
3. Medical History Form
4. Consent of Privacy of Medical Records Form

Make a copy of the front and back of your insurance card(s) and send via fax, email, or regular mail to the Athletic Department

**IMA, Inc. is a self-funded PPO network.**

- An athlete or parent that decides to go outside the IMA network for any medical services, without prior approval of the Medical Director, will not be covered by IMA or the school for payment for any medical services. You will be solely responsible for all bills if this is your choice.
- An emergency sports related injury that occurs while on a road trip is the only exception to this rule.

**Parents insurance is always the primary payer**

- All claims must be filed on parent's insurance first.
- Once a claim is filed on the primary insurance, send any remaining bills and a detailed benefits form from your primary insurance of what has been paid and/or denied directly to IMA.

**IMA is always the secondary payer**

- Any part of the claim not covered by a primary insurance will then be filed with IMA for payment if treatment was in network.
- If no primary insurance is available on the athlete, IMA will pay as the primary coverage
- All injuries or athletic conditions covered under IMA must have occurred while actively participating in an athletic activity approved, supervised, and conducted by the school's Athletic Department or spirit group.
- All injuries must be reported to the athletic training room within a 24-hour period of occurrence and documented with an injury report.



## Frequently Asked Questions

### **What happens if a pre-existing condition is found during the pre-participation physical?**

If a pre-existing injury condition (i.e. a ligament tear) is found, IMA and NSU will not cover the condition, and your primary insurance and/or you will have sole responsibility for all medical services. The student-athlete and policy holder will be required to fill out a form stating that they understand that NSU Sports Medicine and IMA are not responsible for pre-existing conditions determined by the team physician.

NRMC shall have no obligation to provide any Contracted Medical Services arising from a Cardiac Condition, except (a) a Cardiac Condition arising from a contusion, and (b) a single medical examination and evaluation to determine the existence or non-existence of a Cardiac Condition, but which evaluation or examination shall not include any treatment or testing by a cardiologist or other specialist.

### **Are neurological, psychological, or other illnesses not injury related covered by IMA?**

Non-athletic related conditions (i.e. hernia, seizures) will have to be individually reviewed and determined as athletic related by the Medical Director in order to be covered by IMA. If a medical condition is determined not to be athletic related, IMA and the school will not be responsible for any medical expenses.

### **Will IMA cover medical bills if I or my child choose to see a provider for any type of medical services at home or anywhere outside of the IMA PPO network?**

Without receiving prior approval from the Medical Director and Head Athletic Trainer, the injury will not be covered by IMA or the school, and you will be solely responsible for all medical expenses.

### **When an athletic injury occurs, and my son/daughter are evaluated through the school's Sports Medicine and IMA Network what is my responsibility for medical bills?**

All services will be fully covered. The student-athletes are required to fill out an insurance form with your primary insurance information on it. That primary insurance information will be given to the network providers for filing claims.



**What do I do if my son/daughter is seen through the school's Sports Medicine – IMA Network, and I start receiving bills for services rendered in the IMA network?**

Send the bill to the Sports Medicine department via fax, email, or mail.

**When an athletic injury occurs, and my son/daughter needs therapy, how is that covered?**

All Physical Therapy or other rehabilitation services will be provided at the school's Athletic Training Room or the affiliated physical therapy clinic Prism Center. Any therapy services provide outside of the school's athletic training room will not be covered.



## 11.12 Parent Letter

Dear Parents:

Northwestern State University (NSU) has partnered with Natchitoches Regional Medical Center (NRMC) to be the official provider of Sports Medicine managing complete accident and injury oversight for our collegiate athletic programs. NRMC provides services to Northwestern State University in Natchitoches, Louisiana through a risk pool arrangement. The athletic department has contracted with NRMC to provide comprehensive medical and administrative healthcare services for student-athletes and or spirit group participants.

The NRMC Coverage will only be effective when an athlete has suffered an injury during a school sponsored athletic game or practice. These proven services work closely with the schools onsite certified athletic trainers. As a parent, the NRMC system offers a quick and direct access to care for all student participants. Our contracted network includes well qualified and experienced providers who work with the school in the prevention, treatment, and rehabilitation of athletic conditions.

**The NSU agreement provides medical coverage on an EXCESS BASIS only.** This means that only those medical expenses which are **NOT** payable by your own personal or group insurance are eligible for coverage under this agreement. NRMC and NSU will always review medical claims for payment secondary to any group or individual health coverage that a student athlete is entitled to.

**Please complete the attached information sheet.** If this information form is not completed, signed, and mailed back within 30 days, the claims will be denied. Attach a copy of the front and back of your insurance card.

**It is extremely important that your child has a copy of your primary Insurance Card at all times.** Your child will need to present this card if medical treatment is needed. Ask your insurer for a duplicate insurance card for your child to have in their possession. This is a convenience to you and your student athlete in order to minimize timely filing delays and coordination of benefits between your Primary Insurance coverage and the NRMC Supplemental Coverage Plan

**NRMC will not process claims without this information.** Attached is the Insurance Registration Form. Please attach a copy of your Insurance Card.

**You will have no out of pocket cost for any services if this process is followed correctly.** If the correct primary insurance information is not provided or is withheld, then NRMC will deny all claims and the athlete and parent will be billed directly.

**If you are employed but have no insurance, please include a statement of verification from your employer on their letterhead that you have no health coverage.**

Any changes during the school year to your primary insurance should be reported to NRMC as well as the Athletic Training Room. You can submit primary insurance information or changes to Jason Drury, Head Athletic Trainer at [druryj@nsula.edu](mailto:druryj@nsula.edu).



## 11.13 Medical Staff Visitation Policy

To see a member of the medical staff in the athletic training room the athlete needs to first have seen an athletic trainer and been placed on the physician's list. Athletes who are not on the list will be seen only if the situation warrants. The order athletes will be seen in is:

1. Post-Op athletes
2. In-season athletes
3. Out-season athletes
4. Athletes with infections
5. Athletes needing physicals

The order may change based on the needs of the athletes present and as the athletic trainer in charge deems necessary.

## 11.14 Pre-Participation Checklist --- Incoming Athlete

1. Physical evaluation performed by a team physician (See Pre-Participation Physical Examinations Policy, page 152).
2. Sickle Cell Test or results given to Athletic Training Staff (See Sickle Cell Testing Policy, page 146).
3. Signed NCAA Drug Testing Consent (See Appendix B).
4. Signed NSU Drug Testing Policy (See Appendix B).
5. Medical history and demographic information completed to the satisfaction of an Athletic Training Staff member (See Appendix B).
6. Take a SCAT3 Concussion Baseline Test (See Appendix B).
7. Completed and signed Insurance form and provided Copy of Medical Insurance



Card (See Appendix B).

## 11.15 Pre-Participation Checklist – Returning Athlete

1. Signed NCAA Drug Testing Consent (See Appendix B).
2. Signed NSU Drug Testing Policy (See Appendix B).
3. Medical history and demographic information completed to the satisfaction of an Athletic Training Staff member.
4. Completed and signed Insurance form and provided Copy of Medical Insurance Card (See Appendix B).

## 11.16 Mental Health Policy and Management Plan

### Purpose

The Northwestern State University (NSU) Athletic Department and Sports Medicine staff recognize mental illnesses pose a significant risk for student-athletes (SA). With that stated, the Northwestern State University Sport Medicine Team (SMT) has created and implemented this policy to include a systematic way to approach mental health. NSU SMT has based these guidelines largely on the recommendations of the “NCAA’s Best Practices for Understanding and Supporting Student-Athlete Mental Wellness.”

(“Best Practices”) is a practical extension of the NCAA publication “Mind, Body and Sport: Understanding and Supporting Student-Athlete Mental Wellness. These “Best Practices” are designed to provide athletics and sports medicine departments – regardless of size and resources – with recommendations for supporting and promoting student-athlete mental health.

### Background:

Mental health is an important and often overlooked dimension of overall student-athlete health and optimal functioning. Mental health exists on a continuum, with resilience and thriving on one end of the spectrum and mental health disorders that disrupt a student-athlete’s functioning and performance at the other. Approximately one in five adults



experience mental illness in a given year and this rate tends to be highest among young adults, many of whom are college students. Prevalence estimates of mental illness among college athletes are relatively similar to their non-athlete peers. Even in the absence of a clinically diagnosable mental health disorder, student athletes may have impaired overall well-being because of subclinical symptoms of mental health disorders such as anxiety, depression, and insomnia or the misuse of substances such as alcohol or prescription drugs.

Emerging adulthood is an important and sometimes difficult developmental period. College athletes are faced with similar developmental challenges as their non-athlete peers and additionally must respond to the challenges and opportunities of collegiate sport. The sport environment has both risk and protective factors for mental health disorders. Additionally, genetic predispositions and environmental influences outside of the sport environment may impact mental health. Mental and physical health are inextricably linked.

Student-athlete mental well-being is best served through a collaborative process of engaging the full complement of available campus and community resources, which may include athletics, campus health, counseling services, disability services and community agencies. Identifying the resources that are available and integrating strong professional working relationships across these areas are critical to ensure that professionals are informed and respond quickly and effectively. Such integration links professionals in a collaborative model of care that can enhance the ability of individual service providers and maximize support of student-athlete wellness.

### ***11.16.1 Mental Health Policy***

The sport environment is an important venue for establishing mental health promotion practices, destigmatizing mental health challenges, normalizing care seeking, facilitating early identification of mental health disorders and ensuring that all student athletes in need receive care from a licensed practitioner who is qualified to provide mental health services.

Northwestern State University's Sports Medicine Department is dedicated to providing student-athletes of intercollegiate sports with the highest quality of healthcare to enhance their athletic performance and overall wellbeing. In order to uphold NSU Sports Medicine's mission in mental health, this policy and management plan was created to insure health and safety of the student-athlete.

The following recommendations in this policy and management plan are based on the "NCAA's Best Practices for Understanding and Supporting Student-Athlete Mental Wellness." ("Best Practices") is a practical extension of the NCAA publication "Mind,



Body and Sport: Understanding and Supporting Student-Athlete Mental Wellness.”

### **Pre-participation Assessment:**

All first-year (freshmen and transfers) student-athletes at NSU will complete a questionnaire as part of the pre- participation physical exam prior to clearance to participate in athletically related activities. This questionnaire will be provided electronically for the student-athletes to complete in the academic center. This questionnaire will be used as a baseline test. Once the baseline test is completed, it will be included in their personal file in the athletic training room for review, for comparison values by the NSU counseling department, and to assist in return-to-play decisions.

### **Recognition and Diagnosis:**

Sports Medicine Mental-Wellness team including the Associate Director of Sports Medicine, Assistant Athletic Director for Student-Athlete Development, Senior Woman Administrator, and Faculty Athletic Representative will consider requests for proper diagnosis of a student-athlete.

The Sports Medicine Mental-Wellness team will arrange for the Associate Director of Sports Medicine to meet with the student-athlete to discuss the concerns raised regarding his/her behavior. Upon completion of this meeting, the Associate Director of Sports Medicine may take the following steps:

- a. Monitor, with no direct intervention
- b. Monitor, with direct intervention
- c. Refer for psychological counseling

The team physician will determine participation status in intercollegiate athletics. If medical clearance is recommended for the student-athlete, the team physician will notify the Associate Director of Sports Medicine immediately.

If further intervention is necessary, the team physician in conjunction with the Associate Director of Sports Medicine, and/or psychotherapist will devise a treatment/monitoring plan for the student-athlete.

### ***11.16.2 NSU Education Initiative Bi-Yearly***

### **Return to Play:**



The student-athlete may or may not be cleared for athletic participation pending review from the physician, counseling, and the Sports Medicine Mental-Wellness Team. All return-to-play decisions related to student athletic participation are made by the team physician, counseling, and the Sports Medicine Mental-Wellness Team.

Sports Medicine Mental-Wellness Team will be assembled to develop a final plan and written compliance contract for each student-athlete with a mental health disorder. Compliance contract developed by the sports medicine team will include a process for determining the student-athlete's compliance with the contract and the consequences if the student-athlete should not keep the contract.

### Referrals:

There are a few signs and symptoms to look for in a student athlete that is having mental health issues. Below is a chart explaining some signs and symptoms that we look for in the referral process:

Behaviors to Monitor		
<p><b><u>Symptoms</u></b></p> <ul style="list-style-type: none"> <li>• Anxiety</li> <li>• Alcohol Use</li> <li>• Cannabis Use</li> <li>• Sleep Apnea</li> <li>• Insomnia</li> <li>• ADHD</li> <li>• Changes in Sleep Patterns</li> </ul>	<p><b><u>Signs</u></b></p> <ul style="list-style-type: none"> <li>• Disordered Eating</li> <li>• Depression</li> <li>• Mood Swings</li> <li>• Long stretches of apathy</li> <li>• Decline in academic performance</li> <li>• Social Isolation</li> <li>• Inexplicable under-performance</li> </ul>	<p><b><u>Life Threatening</u></b></p> <ul style="list-style-type: none"> <li>• Suicidal/Homicidal ideation</li> <li>• Sexual Assault</li> <li>• Highly Agitated or threatening behavior, acute psychosis or paranoia</li> <li>• Acute delirium/confusional state</li> <li>• Acute intoxication or drug overdose</li> </ul>

- **Non-immediate:**
  - For all other issues (non-life threatening needing attention during university business hours) the student athlete will be referred to professional counseling hotlines (non-university business hours).
  - University Counseling Center: (318) 357-5621
  - University Police: (318) 357-5431.
- **Life-threatening:**
  - Call 911



**Guidelines for payment for further intervention:**

- a. Primary Insurance of the student-athlete will be used for payment if available; if the student-athlete does not have insurance, the Sports Medicine Mental-Wellness Team will provide financial assistance through an opportunity budget.
- b. The Northwestern State University Sport Medicine Opportunity Fund may be utilized as a secondary coverage.

**Sports Medicine Mental-Wellness Team:**

The Sports Medicine Mental-Wellness team will consist of the following members:

- Associate Director of Sports Medicine (Gate Keeper)
- Director of Counseling and Career Services
- Assistant Athletic Director for Student-Athlete Development
- Senior Woman Administrator
- Faculty Athletic Representative

If there is a need, additional personnel will be brought to the team as consultants. These consultants are, but not limited to:

- Director of Sports Medicine
- Associate Athletic Director of Compliance and Special Services
- Director of Athletics

The Sports Medicine Mental-Wellness Team will schedule monthly meetings. Any member of the treatment team may call a meeting of the group.

**Contact information to some resources on campus:**

- **University Police**  
318 357-5431
- **Director of Counseling and Career Services**  
Rebecca Boone  
318-357-5621  
[booner@nsula.edu](mailto:booner@nsula.edu)  
<http://ccs.nsula.edu/>



### ***11.16.3 Education***

Education is the act or process of imparting or acquiring general knowledge. When informing a group of people of mental health, it is important to educate them on the different aspects of these mental illnesses as well as what they can do to help prevent or notice that a student-athlete needs assistance. As with physical injuries, mental health problems may, by their severity, affect athletic performance and limit or even preclude training and competition until successfully managed and treated (NCAA sports medicine handbook). The sports medicine staff, coaches, and student athletes should be aware and knowledgeable about the different types of mental health issues (NCAA sports medicine handbook).

“A strong person is NOT afraid to ask for HELP.” – NSU Motto

#### **Create a Supportive Environment:**

Coaches and sports medicine staff members should follow the following guidelines in order to help enhance student-athlete compliance with mental health referrals:

- Express confidence in the mental health professional (e.g., “I know that other student-athletes have felt better after talking to Dr. Kelly.”)
- Be concrete about what counseling is and how it could help (e.g., “Amy can help you focus more on your strengths.”)
- Focus on similarities between the student-athlete and the mental health professional (e.g., “Bob has a sense of humor that you would appreciate.” “Dr. Jones is a former college student-athlete and understands the pressures student-athletes face.”)
- Offer to accompany the student-athlete to the initial appointment.
- Offer to make the appointment (or have the student- athlete make the appointment) while in your office.
- Emphasize the confidentiality of medical care and the referral process.

#### **Coaches/Sports Staff should:**

- Maintain a strong relationship with the student-athlete
- Help reduce the stigma of mental health by talking about it and normalizing the need to take care of our minds
- Make sure mental health information is available when students arrive at university



- Include yearly education/prevention activities for your team/athletes. This may consist of speakers for general as well as specific mental health topics (such as stress, study skills, depression, anxiety, eating concerns, or substance use)

### **Mental Health Education Seminar:**

- **Coaches/Sports Staff**
  - At least one representative from each sport will be required to attend the mental health seminar every other year. The representative will present information given at the seminar to the other coaches on their staff.
- **Strength and Conditioning and Equipment Staff**
  - Each member of the strength and conditioning and equipment staff will be required to attend the mental health seminar every other year. This includes staff, graduate assistants, and volunteers.
- **Sports Medicine Staff**
  - Each member of sports medicine staff will be required to attend the mental health seminar every other year. This includes staff, graduate assistants, and student workers.
- **Committee Members**
  - Each committee member will be required to attend the mental health seminar every other year.
- **Student-Athletes**
  - Each student-athlete will be required to attend a mental health workshop put on by the Student Athlete Development Staff their first year at Northwestern State University. If the need arises, the student-athletes will attend other types of workshops, seminars, and other learning opportunities. The first year a student-athlete attends NSU, the NSU counseling department will volunteer their services to conduct and review a questionnaire with each student-athlete. The counselors will review the results of the questionnaire individually with the student-athlete. The sports medicine staff will follow up with any suggestions of treatment.

**\*\*\*\*\* All coaches and sports staff will be responsible for reading the MHP as well as sign a confirmation page stating that they understand the content of the MHP.**

### **What Can Athletes do?**

**(FIT)**



*Northwestern State University*

*Great Tradition, Brighter Future*

- **Focus (athletes should focus on one key priority at a time)**
  - Stress and depression have been found to be closely linked. Various research has claimed that 94% of university students today say that they are “overwhelmed”. As opposed to extensive multi-tasking, student-athletes should aim to focus on one goal at a time. They should determine their top priorities and focus on giving each one the time it deserves.
- **Identity (construct an identity outside of sport)**
  - University athletes often derive their personal identity from their sport, focusing a high percentage of time on athletics. This has the potential to be beneficial to the athlete, leading to high performance, yet also has the possibility of high levels of stress and depression.
- **Time (help students maximize their time to include margins)**
  - One of the greatest sources of stress is the feeling of being not in control and overwhelmed by commitments. Students will often go on an elusive search for a “balanced life,” defined by perfectly inventing time in each priority equally, however, this ideal balance is rarely achieved by anyone and instead help must be available in determining margins in the midst of their commitments.

### **Approaching the Student-Athlete with a Potential Mental Health Issue:**

Approaching anyone with a concern over mental well-being can be an uncomfortable experience. However, the health and wellness of the student-athlete is paramount. It is important to have facts correctly, with context, before arranging a private meeting with the student-athlete. The conversation should focus on the student-athlete as a person, not as an athlete. Empathetic listening and encouraging the student-athlete to talk about what is happening are essential. Consider questions that are open ended and encourage the student-athlete to talk about his or her issue:

- “How are things going for you?”
- “Tell me what is going on.”
- “Your behavior (mention the incident or incidents) has me concerned for you. Can you tell me what is going on, or is there something I need to understand or know why this incident happened?”
- “Tell me more (about the incident).”
- “How do you feel about this (the incident or the facts presented)?”
- “Tell me how those cuts (or other wounds) got there.”
- “Perhaps you would like to talk to someone about this issue?”
- “I want to help you, but this type of issue is beyond my scope as (coach, athletic



trainer, administrator, support staff member), but I know how to refer you to someone who can help.”

### **Student-Athlete Benefits**

- Although there are a number of risks for student-athletes to develop mental health issues, there are also many positive emotional benefits. Student-athletes often have positive self-esteem and body image; may have a built-in support network through teammates, coaches/athletic department staff and may feel very connected to the campus community. A student-athlete from an American study was quoted as saying: “I don’t regret being a student-athlete because I am a competitive person, so the satisfaction of being part of a team and working towards a goal outweighs the negatives that come with being a student-athlete.”
- The culture of sport emphasizes being “mentally tough”, “showing no sign of weakness,” and “fighting through the pain”. This may inevitably prevent student-athletes from seeking help from professionals. Mental Health might be viewed as secondary to physical health; however, it is every bit as important for a successful sporting performance as our physical state. University is a time of significant change in the athlete’s life and with the increased demand of balancing academic deadlines with regular training and competition; student-athletes are subjected to a large amount of stress. Hence, mental health problems are an increased risk for this population and sufficient services should be made available if psychological help is warranted.

### **Confidentiality:**

The student-athletes’ privacy must be respected unless they are at risk for self-harm or harm to others. The student-athletes’ records will only be shared upon request from the student-athlete. If the student-athlete is under age, then refer to your institutional general counsel and student affairs office for guidance in informing the parents or guardians (NCAA sports medicine handbook).



# Appendix A





## Northwestern State University – Athletic Camps/Clinics – Pre-camp Checklist

The chart below will assist in determining the type of camp/clinic and serve as a guideline for restrictions and/or permissions for each camp owned or operated by Athletic Department Coaches and Staff:

Initials	Description	University Camp	Athletic Assn Fundraiser	Private (owned by coach)
	Camps & Clinics Approval Request Form required	Yes	Yes	Yes
	NSU Summer Camps & Conference Application Form required	Yes	Yes	Yes
	Facility Use Request Form required	Yes	Yes	Yes
	Use of NSU Name & Logo permitted	Yes	Yes	No
	Must follow LA & NSU purchasing bid laws & Travel regulations	Yes	No	No
	Brochures/Pamphlets require approval from Compliance Coord & Marketing Director prior to printing or advertising	Yes	Yes	Yes
	Accidental Insurance	Covered thru University Purchasing Office (charged to camp account in early Spring)	Sport must provide thru their DUF account	Camp must provide – see University procedures – can be found at <a href="http://facilityuse.nsula.edu">facilityuse.nsula.edu</a>
	Personal Liability Insurance	Provided thru University employment	Provided thru University employment	Camp must provide proof of insurance to university – see requirements at <a href="http://facilityuse.nsula.edu">facilityuse.nsula.edu</a>
	Workers Compensation Insurance	Provided thru University employment	Provided thru University employment	Camp must provide proof of insurance to university – see requirements at <a href="http://facilityuse.nsula.edu">facilityuse.nsula.edu</a>
	Salaries for 10 & 12-month coaches or other full time NSU staff	Yes, thru Personnel Procedures	Not permitted for athletic dept employees	Permitted thru Camp funds – see CPA/tax expert for payroll requirements
	Coaches/Staff must take Annual Leave for camps conducted during regular work schedule	No	No	Yes
	Salaries for Grad Asst	Only if NOT on an assistantship at time of camp	Only if NOT on assistant at time of camp	Permitted thru Camp funds – see CPA/tax expert for payroll requirements
	Student personnel (per NCAA regulations for student-athletes for each sport)	Thru Student Employment (cannot have more than one position on campus)	Yes	Yes-see CPA/tax expert for payroll requirements
	Facility Use Fee	Not charged	Not charged	Yes-see requirements at <a href="http://facilityuse.nsula.edu">facilityuse.nsula.edu</a>
	Apparel Purchases	Must use vendor contracted by athletic dept, if available	Must use vendor contracted by athletic dept, if available	Not required to use contracted vendor; however, recommended for staff apparel
	Use of other University Resources (postage, telephones, laundry, supplies, messenger service etc)	Yes (expense charged to camp account)	Yes (expense paid thru Sport Association account)	No
	Request for Authorization of Contract Between NSU and Coaching Staff (Form X-42)	No	No	Yes – see Business Affairs Policies & Procedures (unless provided in Coach's Contract) <a href="http://businessaffairs.nsula.edu/table-of-contents/">http://businessaffairs.nsula.edu/table-of-contents/</a> - go to X-42
	Request for Outside Employment Include on "Outside Compensation Form Annually"	No	No	Yes – see Business Affairs Policies & Procedures - <a href="http://businessaffairs.nsula.edu/table-of-contents/">http://businessaffairs.nsula.edu/table-of-contents/</a> - go to X-7

For detailed policies and procedures refer to the Athletic Dept Fiscal Policy & Procedure Manual at [nsudemons.com](http://nsudemons.com)

Please note - Per the NCAA definition below, all camps listed above are considered Institutional Camps for NCAA purposes if prospective student-athletes participate:

### 13.12.1 Institution's Sports Camps and Clinics

**13.12.1.1 Definition.** An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member member institution or an employee of the member institution's athletics department either on or off its campus, and in which prospective student-athletes participate. (Adopted: 1/11/89, Revised: 1/10/90, 4/26/01 effective 8/1/01)

## NCAA Compliance Checklist for Camps & Clinics Northwestern State University

The guidelines listed below are meant as reminders to educate coaches on what is or is not permitted regarding camps and clinics. This list is not an all-inclusive list. If questions arise concerning camps or clinics, please refer to NCAA Bylaw 13.12 (Sports Camps and Clinics) or contact the NSU Compliance Office. Initial next to each item after you have reviewed the appropriate legislation. Thank you.

- \_\_\_\_\_ 1. An institution's sport camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department (including part-time and/or volunteer coaches), either on or off its campus, and in which prospects participate (**NCAA Bylaw 13.12.1.1**).
- Further definitions:
- Owned** – When NSU or an athletics department staff member owns at least 51% of the camp or clinic.
  - Operated** – When NSU or an athletics department staff member has any authority in the operation of the camp or clinic, regardless of whether the camp or clinic is on- or off-campus.
  - Prospective Student-Athlete/Men's Basketball** – In Men's Basketball, a prospective student-athlete shall include any individual who has started classes for the seventh grade (**NCAA Bylaw 13.12.1.1.1**).
- \_\_\_\_\_ 2. In basketball and championship subdivision football, an institution's camp or clinic may be conducted only during the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3) (**NCAA Bylaws 13.12.1.1.3 & 13.12.1.1.4**).
- \_\_\_\_\_ 3. Location Restriction -- Basketball and Football. In basketball, an institution's camp or clinic shall be conducted on the institution's campus or within a 100-mile radius of the institution's campus. In football, an institution's camp or clinic shall be conducted on the institution's campus, within the state in which the institution is located or, if outside the state, within a 50-mile radius of the institution's campus (**NCAA Bylaw 13.12.1.2**).
- \_\_\_\_\_ 4. Camps or clinics shall be open to any and all entrants (limited only by number and age), with the exception of senior prospects in the sport of football. A senior prospect (a prospect who is eligible for admission to a member institution or who has started classes for their senior year in high school, as well as a preparatory school or two-year college students) shall not be permitted to enroll, participate or be employed at any such football sports camp or clinic (**NCAA Bylaws 13.12.1.3, 13.12.1.3.1 & 13.12.1.3.1.1**).
- \_\_\_\_\_ 5. An institution, members of its staff or representatives of its athletics interests shall not employ, give free or reduced admission privileges or pay expenses for a prospect who is an athletic award winner or any individual being recruited by the institution to attend a member institution's camp or clinic (**NCAA Bylaws 13.12.1.6.1 & 13.12.1.6.2**).
- \_\_\_\_\_ 6. Prospects may receive awards from a member institution's sports camp or clinic with the understanding that the cost of such awards is included in the admission fees charged for participants in the camp or clinic (**NCAA Bylaw 13.12.1.6.4**).
- \_\_\_\_\_ 7. An institution's basketball camp or clinic must include an educational session presented in-person or in a video format detailing NCAA initial eligibility standards and regulations related to gambling, agents and drug use to all camp or clinic participants (**NCAA Bylaw 13.12.1.7**).
- \_\_\_\_\_ 8. In sports other than Division I-A football, a member institution (or employees of its athletics department) may employ its student-athletes as counselors in camps or clinics, subject to the following conditions:
- The student-athlete shall not participate in organized practice activities during the camp or clinic per NCAA Bylaw 17.1.1;
  - The student-athlete must perform duties that are of general supervisory character in addition to any coaching or officiating assignments;
  - Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience. Student-athletes shall not be paid on the basis of the value that he/she may have because of athletics reputation or fame the student-athlete has achieved. It is also not permissible to establish varying levels of compensation for a student-athlete's level of athletics skill;
  - A student-athlete who only lectures or demonstrates at a camp or clinic may not receive compensation for his or her appearance (**NCAA Bylaws 13.12.2.1 & 13.12.2.1.5**).

- \_\_\_\_\_ 9. A member institution (or employees of its athletics department) may employ a high school, preparatory school or two-year college coach at its camp or clinic, provided:
- a. The coach receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience;
  - b. The coach is not paid on the basis of the value the coach may have for the employer because of the coach's reputation or contact with prospects;
  - c. The coach is not compensated on reimbursed for the number of campers the coach sends to the camp (**NCAA Bylaws 13.12.2.2 & 13.12.2.2.1**).
- \_\_\_\_\_ 10. In basketball, an institution's basketball coaches and non-coaching staff members with responsibilities specific to basketball may be employed only at their own camps/clinics. Participation in such camps/clinics is limited to the months of June, July and August. Also, it is not permissible for the institution's basketball coaches or non-coaching staff members with responsibilities only in basketball to be employed at other institutional camps or clinics or at non-institutional privately owned camps or clinics (**NCAA Bylaw 13.12.2.3.2**).
- \_\_\_\_\_ 11. In championship subdivision football, an institution's coach or non-coaching staff member with responsibilities specific to football may be employed (either on a salaried or volunteer basis) in any capacity (e.g., counselor, guest lecturer, consultant) in a non-institutional, privately owned camp or clinic at any location, provided the camp or clinic is operated in accordance with restrictions applicable to an institutional camp or clinic (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). However, employment in such a camp or clinic may occur only during the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3) (**NCAA Bylaw 13.12.2.3.4**).
- \_\_\_\_\_ 12. In sports other than basketball and football, an institution's athletics department personnel may serve in any capacity (e.g. counselor, guest lecturer, consultant) in a non-institutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to institutional camps (e.g. open to any and all entrants, no free or reduced admission to or employment of athletics award winners, etc.) (**NCAA Bylaw 13.12.2.3.5**).
- \_\_\_\_\_ 13. An institutional or privately owned camp may use a student-athlete's name, picture and institutional affiliation only in the camp counselor section in its camp brochure to identify the student-athlete as a staff member. A student-athlete's name or picture may not be used in any other way to directly advertise or promote a camp (**NCAA Bylaw 12.5.1.6**).
- \_\_\_\_\_ 14. Recruiting materials may not be provided to campers unless specifically allowed under recruiting material legislation (**NCAA Bylaw 13.4**).
- \_\_\_\_\_ 15. Camp brochures may be provided to a prospect. Brochures are not restricted by content or design (with the exception of the student-athlete's name and/or picture legislation listed above), but are restricted to a single two-sided sheet, not to exceed 17" x 22" when opened in full (**NCAA Bylaw 13.4.1.1 (c)**).
- \_\_\_\_\_ 16. Arrangements by an institution that involve a material benefit for a high school, preparatory school or two-year college coach, or for any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved (e.g. the provision of a gift such as a tangible item bearing the institution's insignia, the offer to pay a portion of the coach's or other individuals personal expenses, compensation based on the number of campers sent to an institution's camp or an arrangement to provide transportation for the coach or other individual) are prohibited (**NCAA Bylaw 13.8.2**).

\_\_\_\_\_  
Camp Director's Signature/Date

\_\_\_\_\_  
Head Coach's Signature/Date

\_\_\_\_\_  
Compliance Official's Signature/Date

## Northwestern State University – Athletic Camps/Clinics – Post-camp Checklist

The chart below will assist in submitting proper documentation to conclude any camp/clinic conducted by Athletic Department Coaches and Staff.

**All Camps - The following items must be submitted to the Compliance Coordinator and Athletic Business Manager within 30 days after each camp session ends:**

Description		
Southland Conference Camp/Clinic Declaration Form		
Summary of Revenue & Expenses		
Participant Roster		
<b>REVENUES:</b>		
Roster of Camp Participants including:		
	Overnight or Day Camper	
	Amount Paid by Each Participant	Deposit Date & Receipt #
	Discounts Given	Provide explanation for discount
Sponsors/Donors	List any Sponsors/Donors not included in Participants Rosters	
<b>EXPENSES:</b>		
Personnel/Salaries		
List all staff and amounts paid to each	Athletic Staff & Coaches	Include on Outside Compensation Forms to University
	H.S./Prep/J.C. Coaches	
	Student-Athletes	
	Others	
	Benefits Paid	Include expense for Retirement, Medicare, Other Benefits paid by Camp
Insurance Requirements	List Vendor, Type of Insurance & Amount Paid	
Housing/Food	List Vendor, Type & Amounts Paid	
Printing	List Vendor, Type & Amounts Paid	
Postage	List Vendor, Type & Amounts Paid	
Supplies	List Vendor, Type & Amounts Paid	
Other Expenses	List Vendor, Type & Amounts Paid	
Facility Use Fee	List Receipt Number & Date Paid to University	Private Camps Only

**For Private Camps Only - The following items must be submitted to the University Office of Facility Use (Room 214 Student Union) within 30 days after each camp session ends:**

Description		
Roster of Participants	Roster must be submitted immediately after camp ends – should never take more than 30 days	
Fee for Facility Use	Fee is due to the University immediately after camp ends – should never take more than 30 days	Submit copy of receipt to Athletic Business Manager







## Sports Camp/Clinic Declaration

Revised June 2008

Sport conducting camp/clinic: \_\_\_\_\_

Starting date of camp/clinic: \_\_\_\_\_

Camp Director: \_\_\_\_\_

Closing date of camp/clinic: \_\_\_\_\_

Institutional: \_\_\_\_\_ Non-institutional: \_\_\_\_\_

*For the following groups, list the name, institution and amount of compensation each individual will receive from the sports camp/clinic.*

**Athletic Department Staff (include the camp/clinic director in this listing):**

Name/Title	Compensation
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*\*Institutional volunteer coaches may work camps and receive compensation commensurate with other camp workers.*

**Staff members from high schools, preparatory schools or junior colleges:**

Name/Title	Compensation	HS/JC Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*HS and JC coaches must only receive compensation commensurate with the going rate for camp counselors of like teaching ability and cannot be paid on the basis of the value the coach may have for the institutional camp because of the coaches' reputation or contact with prospects.*

SPORTS CAMP/CLINIC DECLARATION  
PAGE TWO

---

Host institution's participating student-athletes: *See NCAA Bylaw 13.1.2.2.J and 13.12.2.1.6 for student-athlete camp or clinic employment guidelines.*

Name	Compensation	Sport (s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Prospects who are athletics award winners may not work on a volunteer or paid basis at an institutional camp (13.12.1.5.1)

In football, senior prospective student-athletes may not enroll, participate or be employed in an institutional camp(13.12.1.2.1).

Other individuals (e.g., guest lecturers, officials, auxiliary personnel, student-athletes from other institutions): Name

	Compensation	Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all campers projected to receive special or reduced admission privileges to this camp/clinic:

Name	Age
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*Bylaw 13.12.1.5.1 Free or reduced admission shall not be provided to a high school or JC college athletics award winner.

**SPORTS CAMP/CLINIC DECLARATION**  
**PAGE THREE**

---

List awards given to campers and the criteria for determining award recipients (e.g. "Camper of the Week," "Coaches Vote"). Note that prospects may receive awards only if the cost of the award is included in camp admission fee.

**Award**

**Criteria**

---



---



---



---



---



---



---



---



---



---

Please attach a camp brochure with information on the price of camp/clinic attendance, and  
 \* Provide to your institution's compliance administrator a list of all campers who register for and/or participate in the camp/clinic after its completion.

*I certify that the above information is correct and that this sports camp/clinic will be conducted in accordance with NCAA, and institutional regulations.*

---

*Camp/Clinic Director's Signature*

*Date*

If this form is completed by someone other than the camp/clinic director, please sign below.

---

*Signature*

*Title*

*Date*

---

*Head Coach Signature*

*Date*

## **Appendix B**

**Northwestern State University Sports Medicine  
Post-Concussion Home Instruction Sheet**

\_\_\_\_\_, you have recently sustained a concussion on

\_\_\_\_/\_\_\_\_/\_\_\_\_ and will need to be observed carefully over the next 24 hours.

	<i>Individuals involved</i>	<i>Phone number</i>	<i>Signature</i>
Name of Student-Athlete			
Sports Medicine Team (SMT) Member			
Responsible Party			

<i>It is OK to:</i>	<i>There is no need to:</i>	<i>DO NOT!</i>
Use Tylenol (Acetaminophen) Eat a light meal Go to sleep	Stay awake Wake up every hour	Drive Consume alcohol Perform exercise Consume <ul style="list-style-type: none"> <li>• Ibuprofen</li> <li>• Advil</li> <li>• Any NSAID products</li> </ul>

Special Recommendations:

---



---



---



---

Watch for any of the following. Should any of these problems develop, call the SMT Member listed above **immediately**:

Worsening Headache	Stumbling / Loss of Balance	Vomiting
Weakness In one Arm / Leg	Dilated Pupils	Blurred Vision
Decreased Level of Consciousness	Increased Irritability	Increased Confusion

Reminder: You need to be seen for a follow-up exam on

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm Location: \_\_\_\_\_

**Northwestern State University Sports Medicine  
Concussion Acknowledgement Form**

I, \_\_\_\_\_ (*print your name*), acknowledge that as a member of the Northwestern State University Athletic Department, accept responsibility for supporting our Sports Medicine Team's (STM) policy regarding concussion management.

I understand student-athletes (SA) may have a risk of head injury and/or concussion. I also understand the importance of reporting any such symptoms of a head injury/concussion to the SMT (i.e., team physician, athletic trainer). I also accept responsibility for reporting to the SMT any signs of symptoms I may witness.

By signing below, I acknowledge:

- a. I have read and understood the *NCAA Concussion Fact Sheet for Coaches*.
- b. I will encourage SA to report signs and symptoms of any injury, including concussions.
- c. I will responsibility for referring SA whom I may suspect of having a concussion to the medical staff.
- d. Have been educated regarding safe play and proper technique, and will encourage a "safety first" approach to sport.
- e. I acknowledge the NSU SMT staff has autonomous authority on return-to-play decisions.
- f. I have read and understood the NSU SMT Concussion Policy and Management Plan.

I acknowledge Northwestern State University has provided me educational materials regarding concussion and provided an opportunity to ask questions about areas and issues that are not clear to me on this issue.

I have read the above and agree the statements are accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Northwestern State University Sports Medicine  
Concussion – Medical Provider Form  
Sport Medicine Team (SMT)**

I, \_\_\_\_\_ (*print your name*), acknowledge as a member of the Northwestern State University Athletic Department Sports Medicine Team, accept responsibility for supporting our policy on concussion management.

I understand student-athletes (SA) may have a risk of head injury and/or concussion. I also understand the importance of reporting any such symptoms of a head injury/concussion to the team physician and/or Head Athletic Trainer.

By signing below, I acknowledge:

- a. I will provide the *NCAA Concussion Fact Sheet* for student-athletes and encourage SA's to report any suspected injuries and illnesses to the Sports Medicine staff, including signs and symptoms of concussion.
- b. I have read, understood, and will follow the NSU Concussion Policy and Management Plan.

I acknowledge Northwestern State University has provided me educational materials on concussion and given me an opportunity to ask questions about areas and issues not clear to me on this issue.

I have read the above and agree the statements are accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Sickle Cell Test Release and Waiver of Liability Eugene Christmas Sports Medicine Center

I. NCAA Division I Legislative Council has passed a mandate requiring **ALL** student-athletes to show proof of a prior sickle cell test and results or take a blood test upon entering Northwestern State University. The Athletic Department is not providing an option for opting out of the sickle cell test by signing a release and waiver form. We feel that the sickle cell test is too important to the health and well-being of the student-athlete to not know if they do or do not have sickle cell trait.

II. The student-athlete will not be allowed to participate in any physical activity including, but not limited to, weight lifting, jogging, running, drills, conditioning, practice or competition until the Sports Medicine staff has the results of the sickle cell test. During the time that it takes to acquire the results of the sickle cell test arranged for by the Sports Medicine staff at Northwestern State University, the athlete will not be allowed to participate in any physical activity including, but not limited to, weight lifting, jogging, running, drills, conditioning, practice or competition.

III. If the student-athlete provides a positive blood sample or proof of prior test that is positive, the Sports Medicine staff will provide the student athlete with an information sheet on sickle cell trait provided by the NCAA.

I, \_\_\_\_\_, understand the information provided above.  
(Print full legal name)

\_\_\_\_\_  
Signature of student/athlete

\_\_\_\_\_  
Date

\_\_\_\_\_ Blood sample provided.

\_\_\_\_\_ Proof of prior testing and results

\_\_\_\_\_  
Parent/Guardian printed name – if under 18

\_\_\_\_\_  
Parent/Guardians' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sports Medicine Staff

\_\_\_\_\_  
Date

## Drug Testing Policy

1. Northwestern State University (NSU) has a strong commitment to its student-athletes to provide and maintain a wholesome atmosphere for them to excel in their athletic and academic endeavors. The university athletic department believes that a comprehensive drug screening program is an essential step in fulfilling that commitment.

2. The student-athlete will be required to provide a urine sample upon request for the purpose of performing a drug test. The test will be a witnessed sample by either a member of the athletic department staff or the sports medicine staff. The sports medicine staff will be responsible for maintaining the test results. Testing will occur at least once each school year and at random intervals throughout the year. **Failure to provide a sample will be treated as a positive test. If you falsify or attempt to falsify a sample, it will result in an automatic positive test.**

3. The sample will be sealed in the presence of the student-athlete. The sealed sample will then be sent to an off-site laboratory for testing of assorted street drugs.

4. In the event of a positive test, the following individuals will be notified by the Head Athletic Trainer: Athletic Director, Compliance Coordinator, Student-Athlete, and the Head Coach of the Student-athlete's respective sport.

5. The following provisions will be adhered to for each subsequent positive test:

First positive test: Upon testing positive for the first time by NSU, the student-athlete will be suspended for 10 percent of the total number of scheduled competitions as calculated per NCAA bylaw 17 and will include Southland Conference championships, national championships, and post-season play-offs and play-in games. If the positive test occurs at the end of a competitive season the suspension will carry over to the next season of competition. The student-athlete can still practice, condition and receive athletically related financial aid during the period of the suspension. During suspension the student-athlete will be subject to all drug tests administered by the NSU and NCAA, and must pass a reinstatement drug test that will be given at the designated time and date by the sports medicine staff. The student-athlete must attend a substance abuse education program or drug counseling sessions and will be required to show proof of attendance to be reinstated.

Second positive test: Suspended for 50% of the total number of scheduled competitions as calculated per NCAA bylaw 17 and will include Southland Conference championships, national championships, and post-season playoffs and play-in games. The student-athlete can still practice, condition and receive athletically related financial aid during the period of the suspension. During suspension the student-athlete will be subject to all drug tests administered by the NSU and NCAA, and must pass a reinstatement drug test that will be given at the designated time and date by the sports medicine staff. The student-athlete must attend a substance abuse education program or drug counseling sessions and will be required to show proof of attendance to be reinstated.

Third positive test: Upon failing a third drug test, be it random, team or NCAA, the student-athlete will be suspended from all NSU athletic teams and any athletically related financial aid will be canceled.

6. Appeal process: At any step of the process, the student-athlete has 30 days from the day the results of the positive drug test are communicated to file a written appeal to the Director of Athletics. An appeal form is available at the compliance office. This appeal will be reviewed by the Substance Abuse Appeals Committee (SWA, FAR, and member of the Athletic Council) which is authorized to waive the application of all or part of this policy on a case to case basis.

7. These policies apply only to NSU drug testing. The NCAA drug testing program takes precedence in all circumstances.

---

Signature

---

Date

---

Witness

Send all completed forms to NSU Sports Medicine, 468 Caspari Drive, Natchitoches, LA 71497. All forms must have a copy of the Primary Insurance Card attached or a Statement of Verification of no insurance from your employer.

---

Student Last Name	First Name:	Date of Birth	Cell Phone
-------------------	-------------	---------------	------------

---

Parent/Guardian Last Name	First Name	Email address	Cell Phone
---------------------------	------------	---------------	------------

---

Home Address:	City/State/Zip Code
---------------	---------------------

---

Parent's Employer	Employer's Telephone Number
-------------------	-----------------------------

---

Student-Athlete Sport

**I have primary health insurance coverage:    Yes    No**

---

Insurance Company's Name	Insurance Policy #	Insurance Group #
--------------------------	--------------------	-------------------

---

Insurance Claims Mailing Address	Insurance Company Phone #
----------------------------------	---------------------------

---

Insurance Policy Holder Name	Insurance Policy Holder SS #
------------------------------	------------------------------

---

Insurance Policy Holder Date of Birth	Insurance Policy Holder Phone #
---------------------------------------	---------------------------------

**Does this policy include a dental plan?        Yes    No**

**Do you have a separate dental plan?        Yes    No**

**If you have a separate Dental policy, list the Dental Insurance company name, address, phone & fax #, and any Policy or Group # on the back. Also provide a copy of your dental policy card.**

---

**AUTHORIZATIONS AND STATEMENT OF OTHER INSURANCE MUST BE COMPLETED BY PARENT OR GUARDIAN**

---

- I certify that all information noted on this form is correct and factual.
- I authorize Northwestern State University or its designated representative to submit claims to the above identified insurer or health benefit plan for any medical condition suffered by the above stated student-athlete or spirit group participant. I authorize Northwestern State University or its designated representative to contact any party listed above for more information if necessary.
- I authorize payment of medical benefits directly to the providers rendering services. I authorize the release of any medical or other information necessary to process medical claims, including all data covering this and/or previous confinements and/or disabilities.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Northwestern State University Sports Medicine**  
**Mental Health Acknowledgement Form**

I, \_\_\_\_\_ (print your name), acknowledge that as a member of the Northwestern State University Athletic Department, accept responsibility for supporting our Sports Medicine Team's (STM) policy regarding mental health management.

I understand and recognize that mental illnesses pose a significant risk for student-athletes (SA). I also understand the importance of reporting any such signs and/or symptoms of mental health to the SMT (i.e., team physician, athletic trainer) or the SMMWT. I also accept responsibility for reporting to the SMT and/or the SMMWT any concerns brought to me by another individual.

By signing below, I acknowledge: a. I will encourage the SA to report any signs and/or symptoms associated with mental health. b. I will take responsibility for referring a SA whom I may suspect of having a mental health concern to the medical staff. c. I have been educated regarding the importance of mental health and the risk that comes along with having a student-athlete with a mental health issue. d. I acknowledge the NSU SMT staff has autonomous authority on return-to-play decisions. e. I have read and understood the NSU SMT Mental Health Policy and Management Plan.

I acknowledge Northwestern State University has provided me educational materials and the ability to attend seminars regarding mental health and provided an opportunity to ask questions about areas and issues that are not clear to me on this issue.

I have read the above and agree the statements are accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Intercollegiate Athletics Walk-on Tryout Release

**STEP 1: PROSPECT INFORMATION**

Prospect Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Grad Date (mm/yyyy): ( \_\_\_\_ / 20\_\_\_\_ )

Education after High School: \_\_\_\_\_ School Type: \_\_\_\_\_  
 School Name: \_\_\_\_\_  2-yr college  4-yr college  
 School City & State: \_\_\_\_\_ Date Attended: \_\_\_\_\_

School Name: \_\_\_\_\_  2-yr college  4-yr college  
 School City & State: \_\_\_\_\_ Date Attended: \_\_\_\_\_

By signing below I confirm the information above is truthful and complete.

\_\_\_\_\_  
 (Prospect Name – PRINT)                      (Prospect Name – SIGNATURE)                      (Date)

\_\_\_\_\_  
 (Parent/Legal Guardian Name – PRINT)                      (Parent/Legal Guardian Name – SIGNATURE)                      (Date)  
*(If prospect is under 18 years of age)*                      *(If prospect is under 18 years of age)*

**STEP 2: MEDICAL EXAM**

Have you had a medical exam (ie. physical) in the last 6 months?                       YES                       NO

Do you have health insurance?                       YES                       NO

**If No, then you are not eligible for walk-on tryouts at Northwestern State University.**

Name of Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_  
 Policy Holder Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**\*\*You MUST submit a copy of insurance card and medical exam with this form\*\***

**STEP 3: SICKLE CELL TESTING**

I understand and acknowledge that the NCAA and Northwestern State University recommend that I know my sickle cell trait status. I further understand that before I may participate in a tryout at Northwestern State University, I am required to disclose documented test results from a sickle cell trait test.

*Northwestern State University DOES NOT offer an option to waive the sickle cell test requirement.*

Recognizing that my physical condition depends on an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries, ailments or disabilities experienced, I am affirmed that I have fully disclosed, in writing, any prior medical history or knowledge of sickle cell trait status to the Northwestern State University Athletic Training staff.

**\*\*You MUST submit a copy of your sickle cell trait test results with this form\*\***

(Revised November 2016)

## Intercollegiate Athletics Walk-on Tryout Release

### STEP 4: MEDICAL TREATMENT CONSENT

I hereby give my permission, consent and authorization for any medical treatment deemed necessary by a hospital or physician. I appoint the Northwestern State University supervising Licensed Athletic Trainer my lawful agent with power to authorize and consent to the administration of medical treatment during the activity.

In case of such accident or illness, I give permission for medical treatment to be given to me as deemed appropriate. I will assume responsibility for any medical treatment as deemed appropriate. I will assume full responsibility for any medical bills incurred on my behalf.

### STEP 5: ACTIVITY RELEASE and INDEMNITY AGREEMENT

- Release:** State of Louisiana Board of Regents, Northwestern State University, and all regents, employees, agents, and officers for these entities.
- Release:** In consideration for facilitating my participation in the Intercollegiate Athletics Tryout at Northwestern State University, I release, discharge, and agree not to sue Releasees for any claims, demands, actions, and causes of action arising out of any loss or damage to my property and any injury, including death, that I may sustain, whether or not caused by the negligence of the Releasees, while participating in the activity, or while in transportation to and from the activity.
- Risks:** To the best of my knowledge, I can participate in this activity. I am aware of the risks and/or hazards connected with the activity, and I elect to participate voluntarily and engage in this activity knowing that the activity may be hazardous to my property and/or health. I voluntarily assume full responsibility for property loss or damage, and for personal injury, including death, which I may sustain as a result of being engaged in this activity, whether or not caused by negligence of Releasees.
- Indemnity:** I also agree to indemnify and hold harmless the Releasees from any loss, liability, damage or costs, including court costs and attorney's fees, that they may incur due to my participation in the activity, whether caused by the negligence of the Releasees or otherwise. I specifically agree to indemnify and hold harmless the Releasees from losses they may incur as a result of my injuring another person or damaging another person's property while participating in the activity.
- Intent:** I intend that this Activity Release and Indemnity Agreement bind not only me, but also the members of my family and my spouse (if any), if I am alive, and my heirs, assigns, and personal representatives, if I am not alive. I intend this as a release, discharge and promise not to sue the Releasees. I further agree that this Activity Release and Indemnity Agreement should be construed in accordance with the laws of the State of Louisiana.

By signing this release, I acknowledge that I have read and agree to the Activity Release and Indemnity Agreement and the Medical Treatment Consent. I am voluntarily signing this release as my own free act.

\_\_\_\_\_  
(Prospect Name – PRINT)

\_\_\_\_\_  
(Prospect Name – SIGNATURE)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Legal Guardian Name – PRINT)

*(If prospect is under 18 years of age)*

\_\_\_\_\_  
(Parent/Legal Guardian Name – SIGNATURE)

*(If prospect is under 18 years of age)*

\_\_\_\_\_  
(Date)