

# 2024-25

# Chattanooga Athletics



# Policies & Procedures

# Manual

(Updated August 2024)

TABLE OF CONTENTS

**1.00****ATHLETICS**

1.01	Vision Statement.....	5
1.02	Mission Statement.....	5
1.03	Core Values.....	5
1.04	Compliance Mindset.....	5
1.05	Academic Enhancement.....	6
1.06	Student-Athlete Wellness.....	6
1.07	Life Skills.....	7
1.08	Coaching Standards.....	7
1.09	Administration.....	8
1.10	Resource Allocation.....	8
1.11	Outreach & Partnerships.....	8
1.12	Constituent Relationships.....	9
1.13	Management Systems & Reporting.....	9
1.14	Professional Development.....	9
1.15	Statement of Gender Equity.....	10
1.16	Statement of Equal Opportunity & Accessibility .....	10

**2.00****GENERAL POLICIES**

2.01	Code of Conduct.....	12
2.02	Amorous Relationships Policy.....	13
2.03	Sexual Misconduct, Relationship Violence & Stalking Policy.....	15
2.04	Sexual Misconduct NCAA Attestation Policy.....	15
2.05	Compliance Policy.....	16
2.06	Office Hours.....	17
2.07	Equal Opportunity .....	17
2.08	New Employee Checklists (University & Athletics) .....	17
2.09	Employment on a Twelve-Month Basis.....	20
2.10	Officially Recognized Holidays.....	21
2.10	Voting Policy.....	21
2.12	School Colors & Logo.....	22
2.13	Departmental Contacts.....	22
2.14	Crisis Management Team.....	24
2.15	Inclement Weather Policy.....	28

**3.00****FISCAL POLICY**

3.01	Budget.....	33
3.02	Deposits, Cash Receipts & Invoicing.....	34
3.03	Purchasing & Receiving.....	34
3.04	Athletics-Specific Business Policies.....	42
3.05	Copy Machines.....	42

**4.00****TRAVEL POLICY**

4.01	Individual Travel/Off-Campus Recruiting.....	43
4.02	Reimbursement Procedures.....	50
4.03	Team Travel.....	51
4.04	Meal Authorization/Off-Campus Procedures.....	53
4.05	Pre-Season & Holiday Meals & Lodging.....	53
4.06	Complimentary Hotel Rooms for Recruits.....	53

<b>5.00</b>	<b>FACILITIES</b>	
5.01	List of Facilities .....	55
5.02	Maintenance and Preparation of Athletic Facilities.....	56
5.03	Facility Hours.....	56
5.04	Game Parking.....	57
5.05	Reserving Athletic Facilities for Internal Use.....	57
5.06	Reserving Athletic Facilities for External use.....	57
5.07	Issuing Keys for Athletic Facilities.....	57
5.08	Equipment Inventory.....	57
5.09	Laundry.....	58
5.10	McKenzie Arena Emergency Response Plan.....	58
5.11	University Safety & Risk Management Guidelines.....	59
5.12	General Safety Procedures.....	66
<b>6.00</b>	<b>ATHLETIC DEVELOPMENT</b>	
6.01	Purpose of Fundraising	
6.02	Athletics Development Mission.....	69
6.03	Purpose of the UTC Mocs Club .....	69
6.04	Fundraising by Coaches.....	69
6.05	Individual Team Fundraiser Policy.....	69
6.06	Donations Policy.....	69
6.07	Guiding Principles.....	70
<b>7.00</b>	<b>SCHEDULING</b>	
7.01	Class Miss Policy.....	71
7.02	Approval & Schedule Changes .....	71
7.03	Game Contracts.....	71
<b>8.00</b>	<b>STRATEGIC COMMUNICATIONS</b>	
8.01	Responsibilities.....	73
8.02	Media Policies.....	73
<b>9.00</b>	<b>TICKETING</b>	
9.01	Ticket Sales at Finley Stadium, McKenzie Arena & Maclellan Gymnasium.....	75
9.02	Other Venues.....	75
9.03	University Faculty & Staff Tickets.....	75
9.04	Student Tickets.....	75
9.05	NCAA Compliance.....	75
9.06	Post Season Tournament Tickets.....	75
9.07	Ticket Pricing.....	75
9.08	Group Tickets Sales.....	76
9.09	Complimentary Admissions Policy.....	76
<b>10.00</b>	<b>ACADEMIC ENHANCEMENT</b>	
10.01	Academic Advising Statement.....	84
10.02	Class Attendance.....	84
10.03	Tutoring.....	84
10.04	Academic Center.....	85
10.05	Course Repeat Policy.....	85
10.06	Student Classification.....	86
10.07	Awards Banquets & Championship Awards.....	86

<b>11.00</b>	<b>CAMPS &amp; CLINICS</b>	
11.01	General Information.....	87
11.02	Athletic Department Procedures.....	87
11.03	Safety & Reporting Regulations.....	89
<b>12.00</b>	<b>ATHLETIC PERFORMANCE</b>	
12.01	Lawson Center Rules.....	94
12.02	Lawson Center Guests Policy.....	94
<b>13.00</b>	<b>SPORTS MEDICINE</b>	
13.01	Hours of Operations.....	95
13.02	HIPPA/FERPA/OSHA.....	95
13.03	Insurance.....	96
13.04	Second Opinions.....	98
13.05	Release of Medical Information .....	98
13.06	Dispensing Medication.....	98
13.07	Student-Athlete Clinic .....	99
13.08	Dental Referral .....	100
13.09	Rehabilitation & Treatment.....	101
13.10	Try Outs/Walk Ons.....	102
13.11	Medical Disqualification.....	102
13.12	EMS Coverage.....	103
13.13	Automated External Defibrillator (AED).....	104
13.14	CPR.....	105
13.15	Inclement Weather Condition.....	105
13.16	Infectious Skin Conditions.....	113
13.17	Pregnancy.....	114
13.18	Sickle Cell .....	115
13.19	Drug Testing.....	117
<b>14.00</b>	<b>STUDENT-ATHLETE HANDBOOK</b>	
14.01	Statement of Student-Athlete Life.....	126
14.02	Parking.....	126
14.03	Housing.....	127
14.04	International Health Insurance.....	127
14.05	NCAA Compliance.....	127
14.06	Transfer Notification.....	128
14.07	NCAA Eligibility.....	128
14.08	Involvement with Professional Teams.....	130
14.09	Agents and Professional Services .....	131
14.10	Loss of Value Insurance.....	133
14.11	Financial Aid / Scholarships.....	13
14.12	Book Loan Program.....	138
14.13	Athletic Awards and Benefits.....	138
14.14	Employment.....	140
14.15	Name, Image, and Likeness (NIL).....	140
14.16	Playing and Practice.....	141
14.17	Complimentary Admissions and Ticket Benefits.....	141
14.18	Student-Athlete Code of Conduct .....	143
14.19	Substance Abuse / Drug Testing Policy.....	147
14.20	Meeting Members of the Media.....	155
14.21	UTC Equipment Room.....	157
14.22	Academic Success.....	157
14.23	SAAC.....	162

## 1.00 UTC ATHLETICS

The University of Tennessee at Chattanooga Department of Athletics sponsors sixteen NCAA Division I sports programs. A long-time member of the Southern Conference, UTC Athletics is committed to providing the highest level of student academic success, integrity, and competitiveness.

Guided by our mission and core values, our professional staff strives to equip our student-athletes for success and to achieve excellence. We strive to do things the right way, for the right reasons. Our student-athletes, coaches and staff are valued for their meaningful contributions to the academic mission of the institution.

To realize this vision, we attempt to excel in the following areas:

Academics	Creative Services
Athletics	Equipment & Facilities
Social (Student Life & Character Development)	Event Operations
Compliance	Marketing & Promotions
Budget (Resource Generation/Allocation)	Mocs Sports Properties
Support Services	Sports Medicine
Administrative Support	Strength & Conditioning
Athletics Development	Student-Athlete Life
Business Office	Ticket Office
Camps & Clinics	Video Services
Communications	Outreach (Partnerships & Engagement)
Relationships & Stewardship	

### **1.01**

### **VISION**

To Achieve Excellence

### **1.02**

### **MISSION**

Equipping for Success

### **1.03**

### **CORE VALUES**

These core values always guide and govern our actions:

- Integrity
- Accountability
- Respect
- Gratitude
- Competitiveness
- Pride
- Commitment
- Innovation

### **1.04**

### **COMPLIANCE MINDSET**

- We provide guidance to the entire University community regarding the rules, regulations and standards which mandate integrity and fair play in all our affairs.
- Compliance is our number one priority.

- We understand that compliance is everyone's job – not just the compliance director.
- We are all expected to be knowledgeable and act in a manner which reflects our core values.
- We possess a steadfast dedication to professional and personal integrity.
- We model the behaviors we wish for our student-athletes to adopt.
- We believe that there is a place in the University community for intercollegiate athletics programs conducted with honesty, integrity, and the appropriate priorities.
- We are a window to the University, community, and region. Thus, we must maintain a positive image in keeping with the institutional mission.
- We acknowledge that institutional control does not rest solely with the Chancellor.
- We have zero tolerance for cheating, rule bending or misrepresentation of the University.

#### **1.05**

#### **ACADEMIC ENHANCEMENT**

- Our role is to assist our student-athletes with the transition from high school to college and through graduation.
- We provide an environment that fosters learning and partners with our student-athletes. We challenge them to grow their intellectual interests and abilities.
- Our professional staff is warm and welcoming and takes the initiative in approaching our student-athletes.
- We provide a full array of professional support resources to help our students succeed – beginning with the development of a personalized learning plan and guidance with all facets of the student experience.
- We assemble and coordinate a full complement of learning assistance resources to help us conduct our plan (Academic Advisors, Learning Specialists, Academic Coaches & Tutors).
- We teach students how to successfully balance their academic, athletic, and social obligations.
- We strive to retain and graduate student-athletes.
- We expose our student-athletes to mentors and learning experiences which prepare them for success in the classroom and in life.

#### **1.06**

#### **STUDENT-ATHLETE WELLNESS**

To provide the best possible academic and college athletics experience, the athletics department will provide the following benefits and support to student-athletes:

- Provide medical coverage for athletically related injuries for a minimum of two years following graduation or separation from the institution.
- Provide out-of-pocket medical expenses during a student-athlete's enrollment and for at least two years following graduation or separation from the institution.
- Provide student-athletes with mental health services and resources consistent with the NCAA Mental Health Best Practices handbook.
- Provide career counseling and life skills programming that includes, at a minimum, the following modules: mental health, strength and conditioning, nutrition, name, image and likeness, financial literacy, transfer requirements, career preparation, diversity, equity, inclusion and belonging, and sexual violence prevention.
- Offer degree-completion funds to any student-athlete within 10 years of separation who received aid in a head count sport or received athletics aid in an equivalency sport that resulted in the student-athlete receiving the value of full tuition and fees, room and board and required course related books during any regular term of enrollment.
- Follow concussion management protocols consistent with the NCAA Concussion Safety Protocol Checklist.
- Provide academic support services consistent with current NCAA legislation.

- Two opportunities for student-athlete advisory committee leaders to engage with leadership to discuss and exchange feedback on student-athlete-related topics in academics, facilities, campus life and other initiatives, as well as department-wide projects and strategic planning.

## **1.07**

## **LIFE SKILLS**

As a department of athletics, our mission is to assist in the transformation of our student-athletes. We surround our student-athletes with individuals who are models for the behaviors we wish for them to adopt and develop programs which celebrate our student-athletes' success.

We pledge to provide lessons to our student-athletes in six specific areas:

(1.) Academics

- Importance of a quality education and earning a degree.
- Informed decision-making

(2.) Athletics

- A competitive spirit
- Athletic skill sets
- The benefit of a team

(3.) Life Skills

- Opportunities to serve those less fortunate.
- Instill a gentle heart.
- Sense of gratitude
- Sense of discipline
- The value of hard work.

(4.) Personal Development

- Correct inappropriate behavior in a fair and equitable manner.
- Foster lifelong friendships
- Healthy lifestyles

(5.) Leadership

- The nature of our mission and core values
- Emerge with leadership qualities and experience.

(6.) Career Placement

- Meaningful job
- Appreciation for the importance of service

## **1.08**

## **COACHING STANDARDS**

- We recruit, hire, orient and evaluate according to our department mission and values.
- We possess and demonstrate a clear understanding of our strategic plan, vision, mission, and core values.
- We provide timely information with clear communication.
- We rely upon “sets of eyes” to effectively manage risk.
- We run a fully compliant program and have adopted a “compliance mindset.”
- We set reasonable expectations for success.

- We position our programs to compete for (to move towards) championships.
- We work together and regularly attend scheduled meetings.
- We develop relationships and collaborate with others on campus and in the community.
- We embrace and celebrate diversity and inclusion.
- We professionally manage our program.

#### **1.09**

#### **ADMINISTRATION**

- In partnership with our coaches, we equip student-athletes to strive for excellence.
- We bear responsibility to manage all elements of our athletic programs efficiently and effectively. This includes, but is not limited to:
  - Academics
  - Budget
  - Compliance
  - Community engagement/participation
  - Competitive performance
  - Development
  - Equipment & facilities
  - Recruiting
  - Student-athlete safety, health & well-being
- We position our department to make data-driven and reasonable decisions.
- We view our employees as our most vital resource.
- We strive to develop a diverse and inclusive work environment.
- In collaboration with University Human Resources, our leadership team is responsible for the effective recruiting, hiring, orienting, training and management of our staff.
- We strive to create a work environment where people enjoy coming to work each day.
- We recruit, hire, orient, train and manage the best and brightest people we can find, and those who have agreed to work in line with our mission & core values.

#### **1.10**

#### **RESOURCE ALLOCATION**

- We have finite resources, and we must use them wisely.
- We are inclusive and open with regards to the budget process and the allocation of resources.
- As such, all facets of our business operations are professionally managed.
- We adhere to defined policies, procedures, and standards to effectively execute our strategic plan.
- We try to align and allocate resources with our mission and core values.
- We strive to preserve and enhance the student-athlete experience.
- We must protect and invest in our people.
- We effectively manage risk.
- We invest in revenue opportunities – particularly those areas which drive our “resource engine.”

#### **1.11**

#### **OUTREACH & PARTNERSHIPS**

- We are a window to, and a reflection of, the University.
- We enhance the visibility for our program and the university, while establishing and promoting an image which aligns with our institution’s mission and values.
- We promote and celebrate the people, events and achievements associated with the University’s athletics programs.

- We provide a consistent “look and feel” which conveys a single and unified message or ideal.
- We use existing and emerging technologies and apply innovative solutions to showcase our student-athletes, Department and University – locally, regionally, nationally and globally.
- We align with partners who share our values and aspire to assist in the fulfillment of our mission.
- We deliver services identified by the community and our partners to achieve shared goals.
- The relationships and partnerships we establish advance the Athletics Department.
- We develop and strive to expand our resources.
- Above all else, we provide premier service and show people that we care.

**1.12**

**CONSTITUENT RELATIONSHIPS**

- We build and strengthen relationships on campus and within the community.
- We maintain relationships with alumni and other friends of the university who cannot easily access the campus.
- We strive to clearly demonstrate the vision of our university and the opportunities to invest in the betterment of our student-athletes.
- We offer an array of services to expand and broaden our diverse support-base:
  - Volunteerism
  - Ticket sales and attendance
  - Annual fund/ capital giving / major gifts.
  - Endowments and planned giving
  - Directed giving.
  - Special events
- We let people know we value and appreciate their support.
- We invite friends of the University and our Athletics Department to develop a relationship with us.

**1.13**

**MANAGEMENT SYSTEMS & REPORTING**

- We expect an understanding of the strategic plan and objectives.
- We expect clearly defined purpose and direction.
- We expect standardized metrics.
- We expect alignment with strategic plan and objectives.
- We expect regular, timely, scheduled reporting.
- We expect accessible and pertinent data.
- We expect organized and professional management.
- We expect inclusion – other staff members, key constituents.
- We expect accountability.
- We expect respectful and civil behavior.

**1.14**

**PROFESSIONAL DEVELOPMENT**

- Commitment to life-long learning
- Professional credentials/certifications/accreditations
- Leadership roles within professional organization, Southern Conference, NCAA
- Diverse peer network
- Mentor(s)
- Hand-written notes
- Best practices

**1.15****STATEMENT OF GENDER EQUITY**

The University of Tennessee at Chattanooga Department of Athletics is committed to the fair and equitable opportunities and treatment of student-athletes of all genders. The University currently offers sixteen varsity sports:

<u>Men's Sports</u>	<u>Women's Sports</u>
Basketball	Basketball
Cross Country	Beach Volleyball
Football	Cross Country
Golf	Golf
Tennis	Soccer
Wrestling	Softball
	Tennis
	Indoor Track & Field
	Outdoor Track & Field
	Volleyball

The Executive Associate Athletic Director/Senior Woman Administrator serves as the Deputy Title IX Director for Athletics and partners with the University Title IX Coordinator and the UTC Equal Opportunity & Accessibility Office in the monitoring of and compliance of gender equity for the Department of Athletics as defined by the Office of Civil Rights.

**Assessment of Title IX Compliance**

- I.     Accommodations of Interests and Abilities [must meet one of following prongs]
  - Prong 1 – Substantial Proportionality
  - Prong 2 – History and continuing practice of program expansion for underrepresented gender;
  - Prong 3 – Fully accommodates the interests and abilities of the underrepresented gender.
- II.    Athletic Financial Assistance (% of female athletes = % of scholarships for female athletes)
- III.    Other Program Areas
  - (1) Equipment and supplies;
  - (2) Scheduling of games and practice times;
  - (3) Travel and per-diem allowances;
  - (4) Tutoring;
  - (5) Coaching;
  - (6) Locker rooms, practice and competitive facilities;
  - (7) Medical and training facilities and services;
  - (8) Housing and dining facilities and services;
  - (9) Publicity;
  - (10) Support services; and
  - (11) Recruitment of student-athletes.

**1.16****STATEMENT OF EQUAL OPPORTUNITY & ACCESSIBILITY**

The University of Tennessee at Chattanooga is continually working to develop into a university of choice where faculty, staff, and students of diverse backgrounds and cultures choose to affiliate; where all people are treated with respect, understanding, and fairness; and where a quality educational experience enhances the growth and

development of all served.

The University of Tennessee at Chattanooga Department of Athletics works in conjunction with the UTC Office of Equal Opportunity and Accessibility to achieve institutional equity and inclusion by:

- Enhancing and further developing training opportunities for faculty, staff, and students.
- Monitoring and Providing training and direction on all searches for faculty, administrative, and staff exempt positions at the University of Tennessee at Chattanooga.
- Providing recruiting resources for such searches.
- Meeting with individuals to discuss concerns relating to discrimination. Investigating discrimination complaints. Discriminator bases include race, sex (including sexual harassment), color, religion, national origin, age, disability or veteran status.
- Preparing annual compliance reports including the University's Title VI, Title IX, and Affirmative Action plans.

Cut and paste the following address to view specific UTC policies related to equity and inclusion:

<https://www.utc.edu/access-and-engagement/equal-opportunity-and-accessibility>

UTC Athletics is committed to the principles of diversity and inclusion regarding employment and recruitment as well as the professional development of coaches and administrative staff. It also has a goal to provide all student-athletes with equal opportunity for academic and athletic success, regardless of race or gender, and to strive to meet special needs within this student population. UTC Athletics conducts an equity diversity and inclusion review at least once every four years to ensure we are meeting all set goals.

Access by student-athletes to all athletic facilities, such as the training room and weight room and to enhancement programs such as the study skill and tutorial areas, is made available without regard to race, sex, color, religion, national origin, age, disability or veteran status.

The Senior Associate Athletic Director for Compliance serves as an advocate for minority student-athletes and athletics personnel. Whenever possible, the Senior Associate Athletic Director for Compliance or designee serves on coaches and staff search committee when vacancies in the Athletics Department occur. Specifically, the Senior Associate Athletic Director for Compliance strives to the following:

- Maintaining an awareness of challenges experienced by minority student-athletes and athletics personnel.
- Advises and/or assists the Vice Chancellor/Director of Athletics in specific matters to continually enhance diversity and inclusion activities of the Department of Athletics
- Evaluates and reports to the Vice Chancellor/Director of Athletics regarding the status of minority student-athletes and athletics personnel.
- Providing a source of mentorship for minority student-athletes and staff members.

## 2.00 **GENERAL POLICIES**

The University of Tennessee at Chattanooga Department of Athletics staff members are governed by University of Tennessee System Policies as well as The University of Tennessee at Chattanooga policies.

Cut and paste the following address to access the UT System Policy Website:

<https://policy.tennessee.edu/>

The UTC Department of Athletics, consistent with policies set forth by UTC, is an equal opportunity employer. No person may be discriminated against on the basis of race, sex, color, religion, national origin, age, disability or veteran status.

The following policies are applicable to UTC Department of Athletics. They have been formally adopted by either the University of Tennessee System, The University of Tennessee at Chattanooga, or UTC Athletic Department to govern the actions of the employees of the UTC Athletics Department.

**2.01** **UTC ATHLETICS CODE OF CONDUCT**

The Department of Athletics relies on the ethical and responsible conduct of all coaches and staff members. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the Department of Athletics.

All University employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and university policies. Specifically, all Athletic Department employees are expected to comply with the University of Tennessee System Human Resources Policy No: HR0580 as well as the policies and procedures outlined in the UTC Department of Athletics Staff Manual and the UTC Department of Athletics Compliance Manual. Failure to adhere to these standards could result in disciplinary action, up to and including dismissal.

Issues and/or disputes with coworkers should be managed in a cordial and professional manner. This includes addressing conflicts directly with the person behind closed doors in a calm demeanor. Please do not make any disparaging remarks regarding your co-workers to other staff members and especially not to our student-athletes.

The University of Tennessee at Chattanooga's Code of Conduct was developed to supplement and clarify existing university policies, procedures, and rules. It does not replace, limit, or otherwise alter any existing policies. Employees are expected to familiarize themselves with the Code and to abide by it. Employees who violate the Code will be subject to appropriate disciplinary action. Employees should direct specific ethical or compliance questions to their supervisor or the university's director of compliance. The university's Code of Conduct is comprised of 1) general principles and statements of ethical and responsible conduct and 2) specific examples of prohibited conduct.

Cut and paste the following address to view the UT System Code of Conduct:

<https://policy.tennessee.edu/policy/hr0580-code-of-conduct/>

## **2.02**

## **UTC ATHLETICS AMOROUS RELATIONSHIP POLICY**

The purpose of the UTC Department of Athletics Amorous Relationship Policy is to (1.) provide a safe and healthy environment for student-athletes so that they may reach their full potential as students and as athletes and (2.) to ensure that all coaches and other The University of Tennessee at Chattanooga Athletics Department coaches and staff adhere to ethical practices and do not develop inappropriate relationships with student-athletes, regardless of their age or consent.

### **Definitions**

Coach – any person serving as a head coach, assistant coach, graduate assistant coach, coaching intern or volunteer coach in the Athletics Department.

Staff – any employee or student serving in the Athletics Department in an administrative, management, or support capacity, or in any capacity in which they supervise student-athletes or have responsibilities for the provision of services or other benefits to student-athletes.

Supervisory Control or Authority – includes any responsibility with the potential to affect the student-athlete's participation in the athletics program and includes the provision of direct services and benefits to the student-athlete, such as strength and condition, athletic training, health services, academic and student life program support, tutoring, counseling, eligibility, determinations, program compliance, and control over the student-athlete's team.

Student-Athlete – any student at the university who is a member of a varsity athletics team as defined by University, Southern Conference, and NCAA regulations.

Amorous Relationship - any sexual, romantic, or dating relationship

### **Scope of the Policy**

#### *Coaches:*

This policy strictly prohibits amorous relationships between any coach and any student-athlete, regardless of the perception of consent by one or both participants. The respect and trust the student-athlete places in a coach, and the vulnerability of the student-athletes in such a relationship makes consent unreliable in this setting. Every coach has an ethical obligation to maintain a professional relationship with student-athletes and to place the well-being of student-athletes ahead of the coach's personal interests.

#### *Non-Coaching Staff Members:*

Amorous relationships are prohibited between a student-athlete and a staff member with supervisory control or authority over that student-athlete. While not recommended, if an amorous relationship develops between a student-athlete and a staff member that does not have supervisory control or authority over the student-athlete, the relationship must be reported to the Vice Chancellor/Director of Athletics.

### **Enforcement**

#### *Reporting a Violation:*

Any person may allege a violation of the policy by contacting the Director of Compliance or any senior Athletics Department staff member. If the person does not feel comfortable making the report to a person within the Athletics Department, he or she may directly notify the University's Director of Equal Opportunity and Accessibility. Any person receiving such a report must immediately notify the Vice Chancellor/Director of

Athletics. Additionally, any coach or staff member with information suggesting the possible violation of the policy must promptly report it to the Vice Chancellor/Director of Athletics. Failure to make a notification to the Vice Chancellor/Director of Athletics will be considered a violation of Athletics Department policy. If the report or information implicated the Vice Chancellor/Director of Athletics in a violation of the policy, it should be directed to the university's Director of Equity Opportunity & Accessibility. A report may also be made to the Chancellor at any time.

*Investigation:*

Upon receiving such a report or information, the Vice Chancellor/Director of Athletics shall immediately notify the University's Director of Equity Opportunity & Accessibility. Once on notice of a report or information of a possible violation of this policy, the Director of Equity Opportunity & Accessibility shall conduct a prompt and fair investigation into whether the policy was violated. Such investigation shall include interviews with any coaches, staff, and student-athletes with relevant information, and shall provide any coach or staff member accused of violating the policy with an opportunity to respond to the allegations. In investigating a possible violation of the policy, the standard of proof is whether it more likely than not that the policy was violated (a "preponderance of the evidence" standard, not the higher standard of proof used in criminal proceedings, "beyond a reasonable doubt"). Using this standard, the investigation will result in a determination of whether this policy was violated.

If the investigation leads to information suggesting potential criminal conduct, it shall be immediately forwarded to the University Police Department. However, the enforcement of this policy shall not be delayed pending the results of a criminal investigation.

*Disciplinary Action:*

If an investigation determines that a coach or staff member has violated this policy, that coach or staff member may be subject to disciplinary action, up to and including dismissal. The Vice Chancellor/Director of Athletics, in consultation with the University's Director of Equity Opportunity & Accessibility and the Director of Human Resources, shall determine the disciplinary action to be imposed. Any disciplinary action shall be taken in accordance with applicable university policy.

*Confidentiality:*

Complaints, reports and information relating to possible violations of this policy shall be handled as confidentially as possible without jeopardizing the enforcement of the policy and the ability to conduct a fair investigation, or the safety of student-athletes and other persons connected with the athletics program.

Information received in connection with a suspected violation of the policy shall be disseminated only on a "need to know" basis; that is, only when necessary to ensure compliance with the policy and/or to ensure the safety of student-athletes or others who come in contact with the athletics program.

*Retaliation:*

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

**2.03****SEXUAL HARASSMENT, SEXUAL ASSAULT, DATING AND DOMESTIC VIOLENCE AND STALKING POLICY**

The University of Tennessee at Chattanooga is committed to creating and maintaining a learning, living, and working environment free from Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking Policy/Title IX Policy. Those prohibited types of conduct will not be tolerated and will be grounds for disciplinary action up to, and including, permanent dismissal from UTC and/or termination of employment.

UTC strives to prevent, address, and eliminate this type of misconduct by responding to individual incidents, supporting those who have been harmed, and educating community members on how to create a safe and supportive campus that encourages healthy and respectful relationships.

UTC's ongoing Title IX compliance focuses on four elements:

- Prevention - Developing programming, training, and events that promote healthy relationships, encourage bystander intervention, prevent sexual violence, support survivors, and foster a respectful campus community.
- Response - Addressing and investigating reports of sexual misconduct, relationship violence, and stalking, and working through the conduct process with those impacted by these types of cases.
- Support - Providing support to students, faculty and staff who are impacted by sexual misconduct, relationship violence, and stalking.
- Policy - Updating and revising UTC's Policy on Sexual Misconduct, Relationship Violence, and Stalking regularly to ensure that it is current and reflects UTC's campus goals and values.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is a form of sexual discrimination that violates Title VII and/or Title IX Civil Rights Legislation.

Cut and paste the following address to view UTC's Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking Policy / Title IX Policy:

<https://www.utc.edu/enrollment-management-and-student-affairs/title-ix/policy>

**2.04****SEXUAL MISCONDUCT ATTESTATION POLICY**

The NCAA requires that students participating in athletics annually disclose whether they have engaged in conduct that resulted in discipline through a Title IX or sexual misconduct proceeding or in a criminal conviction for sexual, interpersonal, or other acts of violence. Transfer student-athletes also must disclose whether a Title IX or sexual misconduct proceeding was incomplete at the time of transfer. The policy also requires institutions to take reasonable steps to confirm whether these student-athletes have been disciplined or convicted for such conduct and requires member institutions to share relevant disciplinary information with each other when a student-athlete attempts to enroll in a different member institution.

The NCAA recognizes each member institution must collect and confirm this information in a manner consistent with federal and state law and may choose to collect additional information beyond the scope of the NCAA Board of Governors Policy on Campus Sexual Violence based upon their own policies and procedures.

## **2.05**

## **COMPLIANCE POLICY**

The University of Tennessee at Chattanooga is committed to the principle of institutional control and will maintain all aspects of its intercollegiate athletics program in full accordance with all NCAA, Southern Conference and University rules.

The commitment to operate the intercollegiate athletics program in adherence to the principle of institutional control is both institutional and individual. The University's commitment is to maintain control of its athletics programs through the responsible administrators, faculty, coaches and other institutional entities; to educate coaches, staff, student-athletes and other individuals (e.g., UTC Mocs Club members, friends and supporters of UTC athletics) involved with the athletics program in their institutional responsibilities under the rules; to develop operating systems within the Athletics Department and the University that provide guidance in how to work within the rules; and to discover and report any violations of the rules that occur.

Each individual involved with intercollegiate athletics is obligated to maintain competency in knowledge of the rules; to act within his or her realm of responsibility in full compliance with the governing legislation; and to report any violation of NCAA, conference and/or institutional rules of which he or she is aware. It is the University's policy that no violation is so minor that it need not be reported. In responding to rule violations, the University will look at such factors as whether the violation is intentional, whether any advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether a student-athlete's eligibility is affected, and whether violations are recurring. The University's goals in responding will be to encourage communication, to seek consistency and accountability and, above all, to send a strong message that the University is unequivocally committed to rules compliance.

The University is responsible for ensuring that all student-athletes, University employees and representatives of the University's athletics interests abide by NCAA rules and regulations. Any inappropriate, even inadvertent, activity by an employee could result in:

- A currently enrolled student-athlete being declared ineligible to participate for the University.
- The eligibility of a prospective student-athlete(s) being jeopardized.
- Violations of NCAA regulations and sanctions placed on the University and the athletics programs.
- Restrictions placed upon the employee's involvement with the University's athletics program.
- Disciplinary or corrective action as set forth in both University policy and the provisions of the NCAA enforcement procedures

Unethical conduct by a university employee may include, but is not limited to:

- 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 University.
- Knowing involvement in the acceptance of or arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete.
- Knowing involvement in the acceptance of or offering and/or providing a prospective or enrolled student-athlete an improper inducement or an extra benefit.
- Knowingly furnishing the NCAA or the University false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of NCAA rules.
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner").
- Refusal to submit cell phone records or other requested monitoring data

Athletic Department coaches and staff members may not share housing with current student-athletes unless the coach or staff member is the legal guardian of the student-athlete.

**2.06**

**OFFICE HOURS**

The normal office hours for staff employees will be 8 hours per day (8am - 5pm) for five (5) days per week with one hour off for lunch. Two 15-minute breaks or one 25-minute break during the day is authorized.

**2.07**

**EQUAL OPPORTUNITY**

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee Chattanooga are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title VII (sex, race, color, national origin, and religion), Section 504 of the Rehabilitation Act (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Director of the Office of Equity and Inclusion.

The Director of the Office of Equity and Inclusion is also the ADA Coordinator and is located at 201 Human Resources Center, Dept. 5455, 615 McCallie Ave, Chattanooga, TN 37403-2598; telephone 423-425-5468 or [oed@utc.edu](mailto:oed@utc.edu).

Requests for accommodation of a disability should be directed to the Director of Disability Resource Center at [drc@utc.edu](mailto:drc@utc.edu) or 423-425-4006 (V/TTY).

Questions about Title IX and complaints of violations should be directed to the University of Tennessee at Chattanooga's Title IX Coordinator at 423-4254255 or [titleix@utc.edu](mailto:titleix@utc.edu). If the student or employee does not wish to contact UTC's Title IX Coordinator, they may contact the federal Office for Civil Rights at U.S. Department of Education; 61 Forsyth Street S.W., Suite 19T10; Atlanta, GA 30303-8927 or telephone at 404-974-9406 or email at [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov).

**2.08**

**NEW EMPLOYEE CHECKLISTS**

The following checklist was developed by UTC's Human Resources Department and is designed to assist new employees in identifying resources and establishing essential access to equipment, software, and information. This checklist should be reviewed and completed by the supervisor and new employee as necessary during the 6-month probationary review period.

**Net ID/UTC ID and Password**

All faculty and staff at The University of Tennessee at Chattanooga are provided with a Network Identifier (Net ID) when they join the university. Your Net ID permits secure access to a variety of applications and services, including email, wireless, library services, Blackboard, and much more! New employees can request their Net ID

by contacting the Office of Human Resources at 425-4221 or the Information Technology Helpdesk at 425-4000.

### **Mocs Card/UTC ID Card**

The Mocs Card is your official UTC ID card. The UTC ID card can be obtained from the Mocs Card Office, located at 141 University Center, (423) 425-2218.

Cut and paste the following address to view important information regarding the UTC Mocs Card:

<http://www.utc.edu/auxiliary-services/mocscard/>

### **Mocs Card Keyless Entry**

Keyless entry is required to enter several buildings and classrooms on campus. Your department's Areas Access Manager (JAy Blackman or Andrew Horton) will approve and activate your Mocs Card should you need access.

### **Access to Appropriate Servers, Programs and Software Applications**

Each university employee may have unique technological needs. Collaborate with your supervisor to identify all necessary servers, programs, and software that you will need to successfully complete the responsibilities of your position (IRIS/SAP, S drive, Microsoft Outlook, etc.). An option for correctly identifying your technology needs may be to select a current employee within your department (often a supervisor or someone in the same or similar role as the new employee) and ask IT to mirror that person's technology access by submitting a request for installation to the IT Helpdesk at (423) 425-4000.

### **Parking Decal Purchase**

Parking Services is responsible for enforcing all regulations, maintenance and expansion of all parking areas on university property. General or reserved parking decals can be purchased on the 1<sup>st</sup> floor of the Administrative Services building, located at 400 Palmetto Street. Contact Parking Services by phone at 423-425-4051.

Cut and paste the following address to access the UTC Parking Services webpage:

<http://www.utc.edu/auxiliary-services/parking/parking-info.php>

### **UTC Phone Extension**

A UTC phone extension can be requested by contacting the IT Helpdesk at (423) 425-4000.

Cut and paste the following address to access the UTC Phone Services webpage:

<https://utc.teamdynamix.com/TDClient/2717/Portal/KB/?CategoryID=21651>

### **Office Keys**

Employees must request office keys via the “Key Request Form” which must be signed and submitted by a department head or supervisor. Keys must be picked up in person by the new employee at Facilities Planning and Management, 400 Palmetto Street, Suite 228. Questions can be directed to Facilities Planning and Management at (423) 425-4521.

Cut and paste the following address to access UTC Key Policy and Request Forms:

<http://www.utc.edu/facilities-planning-management/facilities-work-center/key-policy.php>

### **Conflict of Interest**

The University of Tennessee's System Policy on Conflicts of Interest requires all regular faculty and staff to disclose certain outside interests and activities. These disclosure requirements help prevent or minimize conflicts between an employee's outside interests and his or her university responsibilities. Outside interests may include activities such as ownership or employment in an external business venture, serving on a non-profit or for-profit board of directors, etc.

Cut and paste the following address to access the UT System Conflict of Interests webpage:

<https://policy.tennessee.edu/procedure/fi0125-h-conflict-of-interests/>.

You will need your Personnel Number and the UTC email address of your immediate supervisor to complete the Outside Interests Disclosure Form. Your six-digit Personnel Number can be viewed in IRIS or obtained by contacting Human Resources.

Cut and paste the following address to access the UTC Outside Interests Disclosure Form:

<https://www.utc.edu/finance-and-administration/human-resources/employment-services/conflict-of-interest>

### **IRIS/SAP Access**

Some position responsibilities regarding budget, payroll/time entry, position/employment management, approval of departmental actions, or viewing personnel information require access to IRIS/SAP, UT System's personnel management program. New employees must complete introductory IRIS training to gain access to this program.

### **Connect to the Wireless Network**

Campus wireless access for personal devices is administered through the UTC Information Technology Division and is available for current UTC students, staff and faculty.

Cut and paste the following address to access the Information Technology Account Information webpage:

<https://www.utc.edu/information-technology/account-activation>

### **UTC-ALERT**

Employees are strongly encouraged to register for UTC's campus emergency alert system, UTC-ALERT. This is an optional text messaging service free to university employees. Important alerts regarding campus safety, security, emergency preparedness, and law enforcement updates will be sent directly to your phone.

Cut and paste the following address to register for UTC-ALERT:

<https://www.utc.edu/finance-and-administration/emergency-services/utc-alert>

### **Business Cards & Stationary**

If business cards and/or stationary are desired, each department has a four-digit graphics arts password which will need to be obtained from your department administrator prior to ordering business cards. To order business cards, please contact UTC Graphic and Mail Services at (423) 425-4092 or contact Andrew Horton for assistance.

## **FERPA and Banner**

Faculty and professional advisors that will have access to student records are required to complete FERPA (Family Education Rights and Privacy Act) and Banner training provided by UTC. For more information on these training opportunities contact the Records Office at (423) 425- 4416

Cut and paste the following address to access Faculty and Staff Training website:

<https://www.utc.edu/enrollment-management-and-student-affairs/registrar/faculty-and-staff-resources/training>

## **Update Staff Directory Profile**

Employees should update their staff directory profile once they have their UTC phone and email accounts established. The IRIS system will automatically create a directory entry for new employees, but important contact information needs to be added/revised by the new employee for accurate information sharing and access. Only employees are able to make modifications to their staff directory profile.

Cut and paste the following address to update or change your profile:

<https://people.utc.edu/eGuide/servlet/eGuide>

*(click on the Login icon at top of webpage to enter your UTC ID and password to update information)*

## **Probationary Review Period/Performance Management**

According to the UT System Probationary Period Policy (HR0135), all newly hired regular staff employees, including those converting from temporary or student to regular appointments, shall serve one probationary period of six calendar months in an active pay status with the university beginning with the first day of regular employment. Each regular staff employee shall have his or her work performance evaluated during this period. New employees should review the performance standards to be assessed during the probationary period with their supervisor for identification and discussion of expectations, goals, and development opportunities. Areas of responsibility found in the employee's Position Description Questionnaire (PDQ) may be used as a foundation for discussing performance expectations and standards.

Cut and paste the following address to access UTC Human Resource Forms:

<http://www.utc.edu/human-resources/forms.php>

## **Additional Checklist Items for New Hires in Athletics**

1. Post Photo & Bio on webpage – Staff Page & Staff Directory
2. Facilities –order office doorplate and clean office
3. Send IT Form requesting NetID & email (set up computer)
4. I-9 form needed – HR office
5. Set orientation with Human Resources office
6. Order Temporary parking permit
7. Recruiting test taken if applicable or certification verified
8. Set up travel agency profile with administrative assistant
9. Inform of moving allowance procedures (if applicable)

## **2.9**

## **EMPLOYMENT ON A TWELVE-MONTH BASIS**

The University of Tennessee at Chattanooga Athletics Department adheres to the following University of Tennessee System policy related to full-time employment:

Annual leave provides regular staff and 12-month faculty with paid time away from work. Annual leave may not be taken until accrued. Employees accrue annual leave on a monthly basis on the first day of each month. **Leave must be approved in advance by the supervisor.**

Eligible regular full-time exempt staff and 12-month faculty earn 16 hours of annual leave a month. A maximum of 336 hours may be carried forward from one calendar year to the next year. Hours in excess of the maximum will be transferred to sick leave at the end of the calendar year.

Eligible regular full-time biweekly and monthly paid non-exempt staff earn annual leave based upon years of service. Hours in excess of maximum will be transferred to sick leave at the end of the calendar year.

- Years 1 - 5 8 hours/month; maximum of 240 hours may be carried forward from one calendar year to the next.
- Years 6 - 10 12 hours/month; maximum of 288 hours may be carried forward from one calendar year to the next.
- Years 11 - 20 14 hours/month; maximum of 312 hours may be carried forward from one calendar year to the next.
- > 20 years 16 hours/month; maximum of 336 hours may be carried forward from one calendar year to the next.

Eligible regular part-time employees who begin employment on or before January 31, 2014, will accrue annual leave at a rate pro rata to their planned working time in IRIS. Effective December 31, 2014, the maximum annual leave hours that may be carried forward from one calendar year to the next is also pro rata to the employee's percentage of effort as recorded in IRIS.

Eligible regular part-time employees who begin employment on or after February 1, 2014, accrue annual leave if their planned working time as recorded in IRIS is 75 percent effort or more. Annual leave is accrued at a rate pro rata to their planned working time in IRIS at 75 percent or more. The maximum annual leave hours that may be carried forward from one calendar year to the next is also pro rata to the employee's percentage of effort as recorded in IRIS.

If a regular part-time employee who begins employment on or after February 1, 2014, has a planned working time in IRIS less than 75 percent, he or she is ineligible to accrue annual leave. However, any unused annual leave balance may be requested and approved by the supervisor for use until it is exhausted.

Cut and paste the following address to view specific UTC Human Resources Leave Policies:

<https://www.utc.edu/finance-and-administration/human-resources/total-compensation/benefits/time>

## **2.10**

## **OFFICIALLY RECOGNIZED HOLIDAYS**

The University of Tennessee's holiday and administrative closing schedule is determined in accordance with HR Policy 0350 and includes the following dates: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. When a recognized holiday is on Saturday, it is observed on the preceding Friday. When a recognized holiday is on Sunday, it is observed on the following Monday.

Cut and paste the following address to view the UT System-Wide Holidays Policy:

<https://hr.tennessee.edu/benefits/holiday-schedule/>

## **2.11**

## **VOTING POLICY**

The UTC Athletics Department adheres to the following UT policy related to voting, HR Policy 0395:

- All university employees who are registered voters in the state of Tennessee may receive reasonable time off, not to exceed three hours, between the opening and closing of polls, to vote in an election held in the state.
- A request to be absent must be made to the employee's supervisor before 12:00 noon the day before the Election. The supervisor may specify the hours during which the employee may be absent.
- If the polls open three hours or more before the employee's work schedule begins or if the polls close three or more hours after the employee's work schedule ends, the employee may not receive time off to vote.

## **2.12**

## **SCHOOL COLORS AND LOGO**

The adopted UTC school colors are blue, gold, gray and white, and should be adhered to in all instances.

University policy specifies the following Pantone (PMS) codes for all logos, trademarks and wordmarks:

- Blue - Pantone 295
- Gold - Pantone 124
- Gray - Pantone 429

All UTC logos, marks and colors are licensed with the Collegiate Licensing Company. UTC logos, marks and colors must be used in accordance with current branding guidelines.

Cut and paste the following address to view branding guidelines:

<https://gomocs.com/documents/2023/5/24/UTC-Athletics-Brand-2022.pdf>

Cut and paste the following address to view the most recent CLC licensing sheet:

<https://licensing.tennessee.edu/wp-content/uploads/sites/2/2020/08/ut-chattanooga.pdf>

You may not order uniforms outside of our approved colors and logos without express approval by the Vice Chancellor and Vice Chancellor/Director of Athletics. You may not alter and formulate a new logo, especially sport-specific logos. For additional questions regarding logos, marks, licensing, or colors please see the Deputy Athletic Director for Internal Affairs or the Deputy Athletic Director for External Affairs.

## **2.13**

## **DEPARTMENTAL CONTACTS**

Academic Awards & Services.....	Dr. Emily Blackman
Admissions.....	Dr. Emily Blackman
Athletic Foundation.....	Ryan Jones
Awards, Graduation.....	Dr. Emily Blackman
Awards, Athletes.....	Respective Head Coach
Band.....	Randall Coleman (Music Department)
Basketball, Men's.....	Dan Earl
Basketball, Women's.....	Deandra Schirmer
Beach Volleyball.....	Darin Van Horn

Box Office.....	Carson Biggs
Budget & Finance.....	Dr. Taylor Toner
Bursars Office.....	Dr. Emily Blackman
Camps.....	Ken Jones
Capital Improvements.....	Dr. Jay Blackman
Capital Development.....	Dr. Jay Blackman
Cheerleaders.....	Ashli Brown
Community Services Projects.....	Ashli Brown
Concessions.....	Aramark
Contracts, Financial & Game.....	Melissa Cate/ Dr. Taylor Toner
Cross Country, Men's & Women's.....	Andy Meyer
Eligibility.....	Ken Jones
Equipment Purchasing & Inventory.....	Billy Wilson
Faculty Athletic Committee.....	Dr. Emily Blackman
Faculty Athletics Representative.....	Dr. Valerie Rutledge
Facilities.....	Billy Wilson
Sponsorships.....	Zach Huston (MSP)
Financial Aid.....	Ken Scannapiego/Ken Jones
Football.....	Rusty Wright
Golf, Men's.....	Blaine Woodruff
Golf, Women's.....	Colette Murray
Half-Time Activities.....	Ashley Alletto
Holiday Lodging & Meals.....	Dr. Taylor Toner
Housing.....	Ken Jones
Human Resources.....	Laure Pou (Human Resources)
Insurance, Staff/Vehicle.....	Bob Jackson (Risk Management)
Insurance, Student-Athlete (Medical).....	Evan Wilson
Interpretations (NCAA Compliance) .....	Ken Jones
News Media & Releases.....	Jim Horten
Office Supplies.....	Respective Administrative Assistants
Photography.....	Jim Horten
Press Conferences.....	Jim Horten
Radio Advertising & Network.....	Zach Huston (MSP)
SAAC/The Scrappys Awards.....	Laura Herron
Scheduling of Athletic Facilities.....	Billy Wilson
Scheduling of Dance Studio, Hall of Fame & Multipurpose Room .....	Obie Webster
Scrappy Appearances.....	Ashli Brown
Soccer, Women's.....	Gavin McKinney
Softball.....	Frank Reed
Sponsorships.....	Zach Huston (MSP)
Sports Medicine/Athletic Training.....	Evan Wilson
Staff Roster.....	Melissa Cate
Strength & Conditioning .....	Gerry Pacitti
Sugar Mocs.....	Ashli Brown
Senior Woman Administrator (SWA).....	Laura Herron
Television.....	Zach Huston (MSP)

Tennis, Men's.....	Chuck Merzbacher
Tennis, Women's.....	Chad Camper
Tickets.....	Carson Biggs
Track, Women's.....	Andy Meyer
Trade Outs.....	Andrew Horton
Transportation...	
-    Rentals (University Cars & Vans) .....	UTC Motor Pool
-    Buses.....	Billy Wilson
Tutors.....	Dr. Emily Blackman
Volleyball.....	Julie Torbett Thomas
Work Study Students.....	Melissa Cate
Wrestling.....	Kyle Ruschell

## **2.14**

## **CRISIS MANAGEMENT TEAM**

Crisis is defined for this purpose as an incident involving the Athletic Department that has affected a student-athlete, coaching member or athletic staff member by sudden death or a quality-of-life altering injury which include but are not limited to:

- Spinal Cord Injury-resulting in partial or complete paralysis
- Loss of Paired Organ
- Severe Head Injury
- Injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily functions (e.g.-coma)
- Irrecoverable loss of speech or hearing (both ears) or sight (both eyes) or both TeamWorks Compliance or both legs or one arm and one leg

These incidents may be sustained by competition, competition travel or personal incident involving one or multiple team members. These situations will strictly outline the procedures by the UTC Crisis Team in order to effectively inform all parties involved and communicate urgent information.

### **Crisis Team Members**

Chancellor.....	Dr. Steve Angle
Vice Chancellor/Director of Athletics.....	Mark Wharton
Vice Chancellor & Chief Information Officer.....	Vicki Farnsworth
Dean of Students.....	Jim Hicks
Athletics Senior Leadership Team .....	Laura Herron, Jay Blackman, Andrew Horton, Emily Blackman, Ken Jones, Taylor Toner & Ryan Jones
Director of Sports Medicine.....	Evan Wilson
University and/or Athletics Facilities Manager.....	Billy Wilson
Campus Police.....	Chief Sean O'Brien
University Relations.....	Vicki Farnsworth (interim)
University Legal Counsel.....	Yousef Hamadeh
University Risk Management Officer.....	Bob Jackson
Team Physician.....	Dr. W. Hunter Garrett

### **Immediate Action Plan following an Athletic/Travel Incident:**

Either the Vice Chancellor/Director of Athletics or a member of the Athletics Senior Leadership Team should receive the initial call that a quality-of-life altering injury has occurred. The following action plan will appropriately apply steps to manage a catastrophic incident. While applying these steps, all University Personnel will keep in mind the following goals:

- Gather all pertinent facts regarding the incident accurately and expeditiously.
- Accurately document all events, especially list all participants and witnesses.
- Secure any or all available materials/equipment involved.
- Respect the dignity of the individuals involved.
- Immediate communication within the crisis management team (CMT)
- Only members of the crisis management team, or individuals they designate, are to speak on the incident to family members, media, other staff members, student-athletes, or coaches.
- Instruct student-athletes not to speak about the incident.
- Any communication with the media is handled through the Strategic Communications Office and/or the University of Tennessee-Chattanooga University Relations Department. All information deemed appropriate for release to the media will be determined by the Athletics Leadership Team

### **Quality of Life Altering Injury Action**

- The first person to receive this information will then alert their immediate “phone chain” superior that a situation has occurred.
- The Vice Chancellor/Director of Athletics will then alert the Chancellor of the situation. In the event that the Vice Chancellor/Director of Athletics or the Chancellor is not available, the Executive Associate Athletic Director/Senior Woman Administrator or Deputy Vice Chancellor/Director of Athletics for Internal Operations will assume responsibilities and the phone chain will continue to be activated, with the knowledge that the Chancellor’s office must be notified.

### **Team Travel Catastrophic Action**

In the event of a mass or team travel catastrophic incident, the UTC Crisis Team will contact families of the team members if injuries are involved during a university sanctioned competition where travel is required. A specific phone tree will be created to inform the families of the individuals involved.

An accurate roster of the team members traveling should be forwarded to each Sport Administrator and the Compliance Office for each trip. In the event there are catastrophic injuries involved while traveling to an event, the appropriate administrators will be aware of the individuals who are traveling. Contact numbers & information for all athletes can be identified in TeamWorks. This information will always be available and always located in the Office of Compliance.

### **Chain of Command/Role Delineation**

After being informed of a catastrophic incident, the following individuals should be notified to commence their responsibilities. In the event of tragedy involving one of the following key contacts, an immediate designee or subordinate should be performing the duties. If you have no immediate designee or subordinate, you must move to the next person on the contact phone tree outlined at the end of this section.

#### **Vice Chancellor/Director of Athletics**

- Notifies or is notified by Director of Sports Medicine of a catastrophic incident.

- Notifies the Chancellor and/or Chief of Staff, who in turn enacts any catastrophic incident procedures for the University.
- Notifies Vice Chancellor for Student Development
- Notifies appropriate Athletics Senior Leadership Team member.

Athletics Senior Leadership Team

- Notifies Campus Police and Dean of Students Office
- Notifies the other Sport Administrators and Athletic Department Heads
- In the event the incident is non-athletic, the Sport Administrator/Leadership Team member notifies the Head Coach of applicable sport.

Director of Sports Medicine

- Notifies Vice Chancellor/Director of Athletics, Team Physicians and Sports Medicine Staff
- Notifies Head Coach if incident occurs during non-practice participation, or when coach may not be present (e.g.-conditioning)
- Coordinates, along with Team Physicians, communication with any physicians involved in the catastrophic incident medical care.
- Communicates with Risk Manager and legal counsel.
- Communicates with Assistant AD for Strategic Communication.
- Provides any insurance information.
- Notifies NCAA Catastrophic Injury Service Insurance Carrier.

Vice Chancellor for Student Development

- Notifies Safety and Risk Manager
- Notifies Dean of Students
- Enact any Catastrophic incident procedures for University Administration

Team Physician

- Communicates with Vice Chancellor/Director of Athletics and Director of Sports Medicine on medical facts and events.
- Communicates with any local medical personnel hospital or medical facilities regarding medical facts of catastrophic incident.

Deputy Athletic Director for Internal Operations

- Notifies University Relations Spokesperson
- Coordinates any media release with the Vice Chancellor/Director of Athletics, Head Team Physician, and Director of Sports Medicine along with the University Spokesperson.
- NO RELEASE will be made until parents/guardians are informed.

Associate Athletic Director for Business Affairs

- Will coordinate any travel plans and housing for parents, staff, coaches, or team with the Senior Associate Athletic Director for Compliance

Assistant Vice Chancellor for Athletic Academic Enhancement

- Notifies instructors of incident and impact on class/grades

#### Coaching and Support Staff

- Notify Vice Chancellor/Director of Athletics, Sport Administrator and Director of Sports Medicine of catastrophic incident.
- Follow Immediate Action Plan
- Encourage student-athletes to not discuss incident until cleared to do so by Athletic Department personnel.

#### University Safety and Risk Manager

- Notify University Insurance Carrier
- Enact any catastrophic incident procedures for university administration.
- Work collaboratively with athletic department to gather incident facts.
- Communicate with University legal counsel.

#### Dean of Students

- Notifies parents of catastrophic injury.
- Coordinate communication with athletic department and Student Development activities.
- Help facilitate efforts of athletic department, parent's office, counseling services and campus catastrophic incident stress management.

#### University Relations/Spokesperson

- Prepares a statement on behalf of the University and all related personnel about the incident that has taken place.
- Prepares the meeting space for media to address the issue and inquire.
- Works in conjunction with the Deputy Athletic Director for Internal Operations to relay facts and speculative information.
- Notifies UTC legal counsel.

#### University Legal Counsel

- Advises media relations and medical staff of adequate communication of the incident.
- Facilitates coordination of the Athletic Department, Media Relations and Student Development on any legal action or counsel.

### **IF A NEWS CONFERENCE IS TO BE HELD:**

The Deputy Athletic Director for Internal Operations and the University Relations Office will begin contacting the media and informing them that a news conference has been scheduled, and where and when it will be held. The University legal counsel will need to be in attendance in the event legal advice is needed.

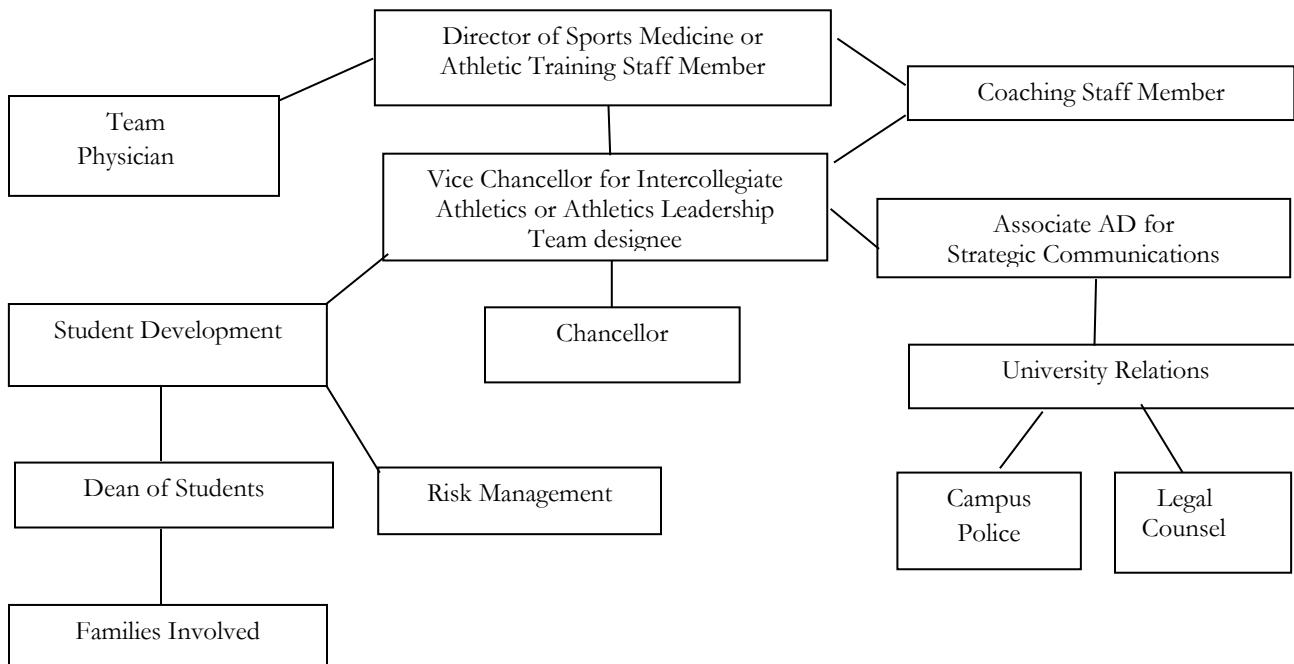
### **AT THE NEWS CONFERENCE:**

The Vice Chancellor/Director of Athletics will report on the situation to the media or, in his absence, one of the Athletics Senior Leadership Team will take over this duty. The Chancellor should be present at the news conference and prepared to comment as well as the UTC Legal Counsel.

The Director of Sports Medicine should be present & prepared to answer any questions that might arise as to injuries and their consequences. The Team Physician will be present to assist with any medical comments necessary and will be prepared to answer any questions.

NOTE: Whoever addresses the media should be prepared to be up front with the media and appropriately present the facts yet remain compassionate for the sake of families that may be involved.

### Crisis Management Operational Phone Tree



#### 2.15

#### **INCLEMENT WEATHER POLICY**

In the event that a schedule is altered, every effort will be made to begin classes at a scheduled class starting time. If the announced start time does not coincide with a class start time, students and faculty should report to the class that would be in session at the announced opening time. For example, if the University opened at 10 a.m. on a Thursday, faculty and students should report to the classes that began at 9:25 a.m. Basically, go to where you would normally be at the announced start time.

As soon as campus safety officials, campus police, and facilities management decide, the Office of University Relations will send out a RAVE text and email alert as well as contacting the following local media outlets:

- [WDEF Channel 12](#) (Chattanooga Comcast Cable Channel 13)
- [WRCB Channel 3](#) (Chattanooga Comcast Cable Channel 04)
- [WTVC Channel 9](#) (Chattanooga Comcast Cable Channel 10)
- [WUTC, FM88.1](#) will also announce schedule changes.

You may call the following numbers for up-to-date information: 423-425-411, UTC Main number will be programmed with current information, as will the UTC Inclement Weather Line, 425-4SNO (4766).

When we experience bad weather, please be patient, safe, and smart. Use your best judgment about conditions in your area. Employees who feel they cannot reach the campus should contact their supervisors.

During normal University operating hours, if weather conditions develop that threaten the safety of faculty, staff, and students—working with local safety officials—UTC Campus Police, Safety and Risk Management, and

Facilities Planning and Management will decide regarding the closing of campus. This decision will be reported using all of the methods listed above.

## **ATHLETIC DEPARTMENT STAFFING DURING INCLEMENT WEATHER**

Due to the unique nature and demands of collegiate athletics, the UTC Athletic Department will adhere to the following action plan concerning circumstantial procedures during times of inclement weather.

### Circumstantial Procedures

In the event of a total University Closure, each respective Athletic Department Unit should identify proper operational procedures in the event of inclement weather. Units to be included are:

1. In-Season Sports
2. Equipment and Facilities
3. Strength and Conditioning
4. Sports Medicine
5. Communications and Media Relations

### In-Season Sports

- The Vice Chancellor/Director of Athletics, in consultation with University Risk Management officials, may grant an in-season sport permission to conduct workouts, practice and/or competition during a university closing due to inclement weather.
- The safety and wellbeing of the student-athletes, coach and staff will take priority in the decision-making process.
- Under no circumstances may a coach or staff member require a student-athlete, coach or staff member to attend a workout, practice or competition during a university closing for inclement weather.

### Equipment and Facilities

- The Athletic Equipment Room will be closed during UTC official closings. Coverage of practices and official events will be discussed with each respective head coach and Assistant Athletic Director of Equipment and Facilities.
- It will be the responsibility of the respective sports team student manager to determine if conditions are suitable for adequate personal travel. In the event they are not, the Assistant Athletic Director of Equipment and Facilities and head coach will be notified.
- All Unit Managers should be contacted via phone, text or email.

### Strength and Conditioning

- The Wolford Family Strength and Conditioning Center will be closed during UTC official closings for inclement weather.
- In the event that a conducted lift cannot be covered by the respective strength coach, any emergent medical need should follow the E.A.P (Emergency Action Plan) for the respective sport. At this point, the head coach will be notified, of the responsibility and liability of the student athlete will fall upon the Head Coach
- It will be the responsibility of the respective strength coach to determine if conditions are suitable for adequate personal travel. In the event they are not, the director of athletic performance and head coach will be notified.

#### Sports Medicine

- The Athletic Training Room will be closed during UTC official closings. Coverage of practices and official events will be discussed with each respective coach and the Director of Sports Medicine.
- In the event that a conducted practice cannot be covered by the respective athletic trainer, a replacement certified athletic trainer will be secured. If a replacement is not available, then any emergent medical need should follow the Emergency Action Plan for the respective sport.
- It will be the responsibility of the respective athletic trainer to determine if conditions are suitable for adequate personal travel. In the event they are not, the director of sports medicine and head coach will be notified.
- All Unit Managers should be contacted via phone, text or email.

#### Communications and Media Relations

- The Athletic Communications Office will be closed during UTC official closings. Coverage of practices and official events will be discussed with each respective coach and the Vice Chancellor/Director of Athletics Communications.
- Practices will only be covered if any member of the media, other than the team's official radio partner, is expected to be present at the practice.
- It will be the responsibility of the respective communications staff members to determine if conditions are suitable for adequate personal travel. In the event they are not, the Vice Chancellor/Director of Athletics communications will be notified along with the head coach.
- All Unit Managers should be contacted via phone, text or email.

### **LIGHTENING SAFETY**

A member of the Athletic Training Staff will monitor the weather; notify the head coach or officials of impending inclement weather situations and initiate the suspension of activity in the event of lightning and/or inclement weather hazards. The athletic trainer overrides any and all practice decisions regarding weather. If an athletic trainer is not in attendance, the supervising coach will suspend activity.

### **Prior to Competition**

A member of the Athletic Training staff will greet game officials and explain that we have a means to monitor the lightning and offer to notify the officials during the game if there is imminent danger from the lightning.

### **Suspension of Activity**

UTC Athletics utilizes the Perry Weather App to detect inclement watcher. When lightning is detected, the following procedures should be followed:

- When thunder is heard or lightning is detected within 14 miles of the competition site, home team management shall utilize the public address system to inform those in attendance that inclement weather, including lightning, is in the area and that patrons should be prepared to vacate the facility for safe shelter.
- When lightning is detected within six miles of the practice/competition site, the practice/competition shall be suspended (lightning can strike as far as 10 miles away, sometimes more). Competition may be resumed after 30 minutes of no detected lightning strikes.
- The game management director or designee shall be responsible for informing the officiating crew if lightning is approaching the area. The game management director is responsible for informing the officiating crew to halt the competition if lightning is detected within six miles of the competition site. The official(s) shall not have the authority to overrule the game management director in this instance.

- The Athletic Trainer will immediately remove all student-athletes, coaches, and support staff from the playing field or practice area/facility to the nearest enclosed grounded structure.
- Resumption of activity may occur thirty minutes AFTER the last lightning strike.

In the absence of the Perry Weather App or other lightning detectors, the “flash to bang” method should be used to determine the location of lightning. To use this method,

- Count the seconds from the time the lightning “flash” is sighted to when the clap of thunder “bang” is heard.
- Divide this number by five to determine how far away (in miles) the lightning is occurring.
- For example, if fifteen seconds are counted between seeing the “flash” and hearing the “bang”, fifteen divided by five equals three. Therefore, the lightning flash is approximately three miles away.
- Each five seconds equal one mile
- If the time between seeing the “flash” and hearing the “bang” is between 15-30 seconds (3-6 miles), teams should take precautions and seek shelter.

A monitor should observe more than 30 seconds between seeing a lightning flash and hearing its associated thunder before allowing resumption of activity.

### **UTC PRACTICE / COMPETITION EVACUATION SITES FOR PARTICIPANTS**

- Scrappy Moore Field – Evacuate to the locker room in McKenzie Arena or Manker Patton Tennis Center
- Finley Stadium – Evacuate to the locker room in Finley Stadium
- Frost Stadium – Evacuate to the locker rooms behind the dugouts.
- Cross Country – Evacuate to nearest suitable structure or vehicle.
- UTC Sports Complex – Evacuate to Campus Recreation building next to soccer field.
- UTC Tennis Courts – Evacuate to the lobby of facility.
- Golf – Evacuate to the clubhouse or vehicle immediately.
- General Outdoor Locations –If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees, a dry ditch without water, or seek a flat area (do not chose an open area where you will be the highest object). When there, crouch down wrapping your TeamWorks Compliance around your knees and lower your head to minimize contact with the ground and wait for the storm to pass.

NOTE: an automobile, golf cart, or open shelter are not ideal shelters, but will offer you some protection from a lightning strike. Do not touch any metal structures directly after a lightning strike.

### **EVACUATION OF FANS**

During a competition, once the decision to suspend activity has been made, a representative of the athletic department will announce via the PA system:

*‘May I have your attention? We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek shelter in the following areas:*

- *Football Game – Finley Stadium concourse, restrooms, or vehicle.*
- *Softball Game – Frost Stadium restrooms or your vehicle.*
- *Cross Country Race – Suitable Structure, vehicle, ditch without water, group of trees, etc.*

- *Soccer – Finley Stadium concourse, restrooms, or vehicle. If at Sports Complex, evacuate to vehicle*
- *Tennis – Evacuate to your vehicle.*
- *Golf – Evacuate to your vehicle.*

*Though protection from lightning is not guaranteed, you may seek shelter in an automobile. Thank you for your cooperation.”*

**3.00**  
**FISCAL POLICY**

**3.01**

**BUDGET**

The Department of Athletics adheres to The University of Tennessee at Chattanooga Financial Policies and Procedures that can be found by cutting and pasting the following address:

<https://www.utc.edu/finance-and-administration/budget-and-finance/fiscal-policies>

**ATHLETIC DEPARTMENT FINANCIAL POLICIES AND PROCEDURES**

The Associate Athletic Director for Business Affairs will, with the guidance of the Vice Chancellor/Director of Athletics, prepare the annual operating budget for each departmental program for the next fiscal year. Each staff member responsible for a budget, hereafter referred to as a cost center manager, will be scheduled for a consultation to evaluate future financial needs of their sport or administrative area, hereafter known as a cost center, with the Associate Athletic Director for Business Affairs and the Vice Chancellor/Director of Athletics. Proper supporting or back-up information and/or justification will be expected from any staff member making additional fiscal requests.

After each individual cost center budget is formulated, a composite budget must be prepared for presentation to the Vice Chancellor/Director of Athletics. Once approved, the composite budget will then be presented to the University Budget Council for approval from the Board of Trustees. Once the budget is approved, each cost center manager will receive a copy of his/her portion of the composite budget. Our fiscal year runs from July 1 to June 30 and all bills should be dated, approved and paid during the current fiscal year in which the expenditure was budgeted. All department leads and head coaches receive a monthly report to keep them advised of the status of their particular cost center budgets. Each cost center is responsible for operating within their approved budget.

Each cost center manager will be given a copy of the budget and monthly statements as they are furnished by the University's IRIS financial accounting system. There are certain budget items over which each cost center has little or no control; however, you may find it desirable to set up an accounting system for the budget items that can be controlled so that a day-to-day remaining balance is kept. Monthly meetings with Cost Center Managers and the Associate Athletic Director for Business Affairs will be conducted.

For accounting and budget purposes, any advances will be considered expenditures until accounted for and reconciled. You should make reconciliation of all advances within two (2) business days of return. Encumbrances will also be considered expenditures until remaining amounts are liquidated.

**When a budget is exhausted, there will be no further expenses processed unless being paid from your restricted account or a plan is in place to cover your budget overage. In expense overage that is not approved shall be the personal responsibility of the individual who made the purchase.**

**If it is necessary to make additional purchases or travel after funds are exhausted, prior approval from the Vice Chancellor/Director of Athletics, CBO, and Chancellor must be received.**

Evaluate each area of Expense, plan every purchase and move on the basis of whether it's necessary, what it will cost and what it will leave the cost center for further necessary transactions during the budgeted period. The Athletics Business Office will render any assistance it can to each cost center manager.

**3.02****DEPOSITS, CASH RECEIPTS & INVOICING**

A Transmittal of Receipts Form is prepared by the respective Administrative Assistant for special events income, ticket revenues, sales of equipment purchased with restricted funds, various individual team fund-raisers and other miscellaneous receipts. This must be done within three (3) business days of receipt.

**TRANSMITTALS PREPARED BY THE ATHLETIC BUSINESS OFFICE**

The deposit is counted and an adding machine tape backup listing any checks first with a sub-total, then currency and coins is turned in with the transmittal. Checks to restricted accounts as well as any other athletics accounts are stamped with an endorsement stamp. The Administrative Assistant will enter the deposit into the IRIS system and include a scanned copy of all relevant deposit documents and the check. The transmittal is then submitted to the Cashier's Office along with the deposit. A scanned copy is retained in the Athletic Business Affairs folder. The cashier receipt is stapled to the departmental copy and filed in the Athletic Business Office after the transmittal has been processed.

**RESTRICTED GIFT MONEY**

**All monies donated to a restricted gift account for a specific athletic program, must be deposited within three (3) business days of receiving such gift.** Whenever possible, please obtain a written directive, signed by the donor, as to the specific account for deposit and the purpose of funds given. This will ensure that the proper restricted account has been credited and that those specific funds will be earmarked for future use.

**3.03****PURCHASING AND RECEIVING**

All purchases of equipment, uniforms and other items related to athletics must go through the Director of Equipment and Facilities. Accordingly, the UTC Athletics Department adheres to the University of Tennessee policies related to purchasing and receiving.

Cut and paste the following address to access UT System Policy regarding Procurement:

[http://policy.tennessee.edu/fiscal\\_policy/fi0405/](http://policy.tennessee.edu/fiscal_policy/fi0405/).

**ATHLETIC DEPARTMENT PURCHASE REQUISITION FROM STATE FUNDS**

For all purchases in excess of \$10,000, you will need to submit an IRIS Requisition listing the name and address of suggested vendor(s). Describe items with as much detail as possible listing the manufacturer, model number, etc. Be sure to specify colors and sizes if applicable.

**All purchases greater than \$10,000 must be bid regardless of the source of funding.** All State purchasing procedures must be followed regardless of the funding source. Any purchase that may exceed \$10,000 must go out on sealed bid from the Purchasing Office. Please contact the Purchasing Office for concerns regarding limits on quotes and bids.

When a Purchase Order (P.O.) is issued, the Purchasing Office will send a copy of the IRIS purchase order to the person who entered the requisition for approval and a copy will be mailed to the vendor unless otherwise specified.

Items should be delivered to the Athletic Equipment Office. An Equipment Office Assistant will schedule a delivery to each cost center office, or orders may be picked up from the equipment room if necessary.

Purchasing should be notified immediately if any items are discovered to be missing, shipped in error or

damaged after delivery from the Central Receiving Office. When all items have been completely received, the cost center manager will sign, as received, a copy of the P.O. and send it to the Athletic Business Office who will forward it to Purchasing.

## **Procurement Card Purchases**

### **HOW DOES THE CARD WORK?**

The procurement card program has been established to provide a more efficient, cost-effective alternative for departments to make purchases costing less than \$5,000. The procurement card reduces the department's need for petty cash accounts. The procurement card is a special VISA credit card that works similarly to a personal credit card, except the charges are billed directly to the university and paid through the Treasurer's Office. The procurement card contains the cardholder's name and "The University of Tennessee." The phrase "tax exempt" and the university's tax-exempt number are also printed on the card. Using the procurement card will benefit the university, its vendors, and their departments. The university will save time and money by consolidating paperwork; vendors will receive payment more quickly; and departments will obtain the materials and services they need without unnecessary delays.

University employees who are issued a procurement card are provided the ability to make purchases on behalf of their department or unit up to the spending limits imposed by the card. Cardholders are expected to make sound business decisions in the best interests of the university, perform their duties competently, and comply with the following policies and procedures. (See 14 below for eligibility requirements.) The department head, however, retains ultimate responsibility for purchases with procurement cards and the administration of the program in his or her department. The department head, therefore, is expected to make reasonable efforts to select appropriate employees as cardholders and ensure that these employees use the cards in a proper manner and in compliance with university policies.

University employees who are issued a procurement card are provided the ability to make purchases on behalf of their department or unit up to the spending limits imposed by the card. Cardholders are expected to make sound business decisions in the best interests of the university, perform their duties competently, and comply with the following policies and procedures. The department head, however, retains ultimate responsibility for purchases with procurement cards and the administration of the program in his or her department. The department head, therefore, is expected to make reasonable efforts to select appropriate employees as cardholders and ensure that these employees use the cards in a proper manner and in compliance with university policies.

### **HOW DO I GET A PROCUREMENT CARD?**

University employees who have the responsibility for making purchases on behalf of his/her department and has the approval of his/her department head is eligible for a procurement card. To receive a card, the individual must complete training and the cardholder agreement within the K@te Learning Management system. Contact the Associate Athletic Director for Business Affairs to have the training assigned. When the training is complete, a card request should be made within Concur. Contact the Associate Athletic Director for Business Affairs for current instructions.

The new card will be forwarded to your Campus/Unit Coordinator for distribution. Your Campus/Unit Coordinator will notify you when the card is ready. Before receiving your card, you must complete the procurement card questionnaire that can be accessed from the Procurement Card section of the Treasurer's Office web site. Cards are automatically renewed. Old cards must be cut in half and returned to Campus/Unit Coordinator for disposal.

## **CARDHOLDER RESPONSIBILITIES**

- Read and abide by the policies and procedures found in this User Guide.
- Keep your card in a secure location and keep your card number confidential.
- Exercise caution in sharing your account information.
- Ensure that sales tax is not charged when making a purchase. The University's tax-exempt number is printed on the face of the procurement card.
- Obtain and keep your receipts and maintain detailed information for each card transaction. Maintaining a log of purchases is advisable.
- **YOU MUST HAVE A RECEIPT FOR EACH PURCHASE/TRANSACTION.** Receipts are critical to the success and integrity of the Procurement Card Program.
- You will print your monthly statement directly from the IRIS system. Review the statement for accuracy. Sign the statement and forward the statement and receipts to the appropriate individual in your department for verification.
- Resolve all incorrect charges and product returns with the merchant/vendor as quickly as possible. IMMEDIATELY call the Bank if your card is lost or stolen and notify your Campus/Unit Coordinator and the Program Administrator in the Treasurer's Office.
- Always try to obtain the best possible value for the University with your procurement card.

## **UNAUTHORIZED/PROHIBITED PURCHASES**

- Personal use
- Purchase of any type of equipment over \$1,500 (including shipping) that would be confidential sensitive minor equipment (general ledger account 439400).
- Transactions of \$5,000 or more from the same vendor, including multiple like or unlike purchases unless the items being purchased are from an existing framework order or term contract.
- Cash advances
- Cash refunds from returned card purchases.
- Gift cards personal service contracts or those contracts that are processed through the Contract system.
- Entertainment purchases costing more than \$1,000 per function. The card may be used for entertainment items exceeding \$1,000 but less than \$5,000 if pre-approval has been obtained.

**Note:** Entertainment-type items \$1,000 or under per function may be purchased with the procurement card, subject to the approval and documentation requirements of UT Fiscal Policy 0715. Such purchases may be made only from vendors that accept the card (i.e., the card is blocked at restaurants, hotels, and other travel-related vendors). The invoice must contain the date of the function, number of individuals being entertained, price per unit (meal, ticket), and total amount due. The purpose of the function must be written on the invoice or an attachment. The cost center/WBS element and the general ledger account to be charged (446200, 449200, or 449300) should also be documented on the receipt or invoice from the chief business officer.

Cut and paste the following address to access Fiscal Policy 0715:  
[http://policy.tennessee.edu/fiscal\\_policy/f0715/](http://policy.tennessee.edu/fiscal_policy/f0715/).

## MAKING A PURCHASE

Cardholders must follow the guidelines below when making purchases.

- a. If the intended purchase is less than \$5,000, find a vendor who accepts VISA and provides the best value to the university.
- b. Ensure that the vendor will issue a proper receipt.
- c. Obtain a receipt for each transaction.
- d. Ensure that the purchase does not include sales tax.
- e. When ordering over the telephone or the Internet, the cardholder should tell the vendor that he or she is from the University of Tennessee and is making the purchase with a VISA procurement card. The vendor should be given the card name, card number, expiration date, and delivery address. A receipt and confirmation number should be requested at this time. The delivery address must be the cardholder's official address on file with VISA. Emphasize that the purchase is exempt from state sales tax.
- f. Inspect the order to verify accuracy, quality, and price.

### Acceptable Receipts

Acceptable receipts include vendor invoices, charge slips, cash register receipts, packing slips, or printout of E-mail or web page transaction confirmation, provided they include the following information.

- Itemized description of goods or services purchased, including unit price.
- Vendor name
- Transaction date
- Transaction total

Generally, order forms are not acceptable as receipts, for subscriptions, a copy of the renewal notice or initial subscription request is considered a receipt.

Receipts that do not clearly list the required information described above or that are not originals will not be considered adequate documentation. In such cases, attach a Supplemental Receipt Form to the available documentation detailing the required information. **Note:** A Supplemental Receipt Form alone does not constitute an adequate receipt.

Cut and paste the following address to access Supplemental Receipt Form:

<https://finance.tennessee.edu/wp-content/uploads/forms/Procurement-Card-Supplemental-Receipt-Form.pdf>

## DECLINED PURCHASE

If a purchase is not approved by VISA, the vendor can call the card provider directly to determine the reason, or the cardholder may call the card provider at (888) 449-2273.

## RETURNING AN ITEM PURCHASED WITH A CARD

The procedures below should be noted when returning an item.

- a. For a purchase made in person, return the item directly to the vendor and obtain a credit receipt. **Cash refunds are prohibited.**
- b. For a purchase by phone, mail, or fax:
  - Contact the vendor for return instructions.

- Obtain a return reference number from the vendor, e.g., Returned Material Authorization (RMA) or credit number. Note: Some vendors may charge a restocking or handling fee.
- Follow university or department shipping procedures to return the item to the vendor
- c. On the paper statement where the original charge appears, note the date of the return. Be sure to check subsequent statements to verify that credit was received for the returned item.
- d. For refunds to a canceled card, the department should request a credit memo from the vendor for the amount of the refund. The department may apply the credit memo to future purchases or send it to the Treasurer's Office to be processed as a refund from the vendor.

## REVIEWING/RECONCILING STATEMENTS

The monthly statement will be available in the accounting system on the first or second business day of the month. No payment should be sent to the card provider. The statement should be reviewed and reconciled as described below.

- a. The cardholder must obtain a monthly statement printed from the accounting system.
- b. The cardholder should review the statement to ensure that the transactions and amounts listed are correct. Specifically, check for the following information.
  - Amounts on the statement that are higher than the receipts (may need to allow for shipping charges)
  - Items on the statement not purchased by the cardholder.
- c. If a discrepancy is found, notify the Associate Athletic Director for Business Affairs.
- d. The cardholder should sign the statement. The cardholder's signature affirms that (1) the charges are correct with exceptions noted, (2) all receipts are included, and (3) all expenditures are properly authorized business purchases.
- e. The cardholder should forward the signed statement and original receipts to the individual who is responsible for verifying procurement card purchases in the department.
- f. The person who is responsible for verifying procurement card purchases completes the steps and electronically distributes the charges by the Treasurer's Office deadline (the 25th of each month).
- g. The department head or approver reviews and electronically approves the accounting distribution of monthly charges by the Treasurer's Office deadline (the 25th of the month).
- h. Settlements and receipts should be maintained in departmental files for six years.
- i. Any noncompliance should be reported to the program administrator.

## INCORRECT CHARGES

If an item on the monthly statement is incorrect, call the vendor immediately to resolve the disputed charge. If the vendor does not resolve the discrepancy within 30 days, fax a completed Disputed Transaction Form to the card provider at (888) 678-6046. The card provider will issue a temporary credit until the dispute is resolved, usually within 60-90 days. Vendors have a right to solve a problem with a purchase within a reasonable period of time. Thus, when either an incorrect or defective item is received, the cardholder must allow the vendor a reasonable amount of time to either replace the product, resolve the service issue, or issue a credit before turning the matter over to the card provider.

Cut and paste the following address to access Disputed Transaction Form

<https://finance.tennessee.edu/wp-content/uploads/forms/DISPUTE-A-TRANSACTION-US-Bank.pdf>

## **LOST OR STOLEN CARDS**

The cardholder should immediately call Bank of America at (888) 449-2273 as soon as he or she realizes the procurement card has been lost or stolen. Representatives are available 24 hours a day. Note the name of the bank employee who takes the call and the exact time called. Record this information on the Lost/Stolen/Compromised Card Notification Form then notify the campus or unit coordinator and the program administrator by phone. Within two days of calling the bank, fax a completed Lost/Stolen/Compromised Card Notification Form to the program administrator at 865-974-2701. The bank will block further use of the existing card and issue a new card and account number.

Cut and paste the following address to access the Lost/Stolen/Compromised Card Notification Form:

<https://finance.tennessee.edu/wp-content/uploads/forms/lostformboa.pdf>

## **Verifier Responsibilities**

The departmental verifier is responsible for verifying receipts with the monthly statements and has the following duties. If possible, the verifier should be an employee other than the cardholder and is normally the bookkeeper.

- Attend the required accounting system training on procurement cards.
- Obtain a signed monthly statement and supporting original receipts from each cardholder in the verifier's area of responsibility.
- Verify the statement by ensuring that receipts are in hand for all transactions listed on the cardholder's monthly statement. Confirm that the receipts are acceptable documents according to university policy and the items purchased appear to be legitimate in nature. (See 24 below for instructions on handling incorrect charges.) Failure to routinely verify statements may result in disciplinary action.
- Report any questionable purchases to the attention of the department head or the campus internal audit department.
- Sign the cardholder statement signifying that it has been verified, as described above.
- Distribute the charges to the appropriate cost centers/WBS elements and general ledger accounts as necessary on the university's accounting system. The distribution must be completed in a timely manner that allows the approval process to be completed by the deadline. The distribution should proceed even if the verifier does not have all of the receipts or some transactions are disputed.
- Maintain a file of signed statements with original receipts attached for six years.
- Ensure that reconciled statements and supporting documents are retained for six years or three years after a sponsored project has ended, whichever is longer.

## **CAMPUS/UNIT COORDINATOR RESPONSIBILITIES**

The campus or unit coordinator is the individual at the campus or unit level responsible for administrative and managerial functions associated with the procurement card program, as follows.

- Distribute the procurement card policy to affected employees.
- Review, approve, and forward card applications to the program administrator (see below).
- Ensure that training is conducted for verifiers (university accounting system) and department heads or their designees (electronic approval system).
- Verify, for applicable campuses and units, that card applicants have completed the procurement card questionnaire before a card is issued.
- Distribute new and replacement cards.

- Collect and dispose of expired cards.
- Maintain file of executed cardholder agreements. New cards should not be distributed to employees until agreements are executed and the questionnaire is completed.

## **DEPARTMENT/DEPARTMENT HEAD RESPONSIBILITIES**

Select and approve employees who are eligible to apply for a procurement card. Cards will not be issued to independent contractors or temporary employees. Select individual(s) who will be responsible for verifying monthly statements. A verifier must have access to IRIS and be trained to use the automated procurement card system. A verifier will typically be the departmental bookkeeper but can be the cardholder. Assure the department head, or designee, has been trained in the use of the IRIS electronic approval system. The electronic approval system is directly linked and essential to the success of the Procurement Card Program. Ensure that cardholder statements have been verified. Statements must be verified monthly. Exception reports will be generated and reviewed by Internal Audit and the Campus/Unit Coordinator. Failure to routinely verify statements will result in card suspension.

Ensure that cardholders abide by the Procurement Card Program and University purchasing policies and procedures. Retain reconciled statements and supporting documents for 6 years.

## **PROGRAM ADMINISTRATOR RESPONSIBILITIES**

Manage the flow of information into the automated departmental procurement card system. Review applications and forward applications to the Bank. Distribute procurement cards to the Campus/Unit Coordinators.

Review and pay monthly invoice from the Bank. Answer questions and solve problems pertaining to the program. Maintain cardholder database. Manage and maintain Info-Span Reporting System.

## **AUDITS**

University personnel will periodically audit departments for compliance with procurement card policies and procedures. The following non-compliant situations may result in cancellation of a department card:

- Inadequate documentation to support purchases
- Inappropriate purchases
- Monthly statements that have not been reconciled and signed by the cardholder and verifier.

Cardholders may be subject to disciplinary action, including termination, for the following non-compliant situations:

- Personal use of the card
- Not reporting a lost or stolen card
- Other excessive violations of procurement card policies.

## **CANCELLATION OF CARDS**

In the event it is necessary to cancel a procurement card, the cardholder must return the card to the department head. The department head will forward the card on to the Campus/Unit Coordinator along with an explanation as to why the card is to be canceled. The Campus/Unit Coordinator will cut the card in half and notify the Program Administrator that the card should be canceled. The Program Administrator will notify the bank of the cancellation.

Reasons for cancellation include:

- Cardholder is no longer employed by the University
- Cardholder goes on leave without pay
- Cardholder is requested to surrender card due to violation of policies
- Cardholder/department selects to discontinue participation in the program

## **ACCOUNTING FOR CARD PURCHASES**

Each procurement card is associated with a departmental expense account number. As part of the application process, each applicant discloses on the application form the departmental Cost Center/WBS Element number that is to be charged for transactions associated with the applicant's card. This account number is known as the "default account." Departmental Cost Center/WBS Element will be charged monthly in arrears (except June) following expense verification and distribution actions by the department. Expenses not distributed by the department before the cut-off date (25th of the following month) will be charged to the departmental default Cost Center/WBS element. Departments may wish to establish a departmental clearing (expense) Cost Center/WBS Element. Departments are responsible for transferring expenses from this Cost Center/WBS Element to the appropriate responsible accounts monthly. Departments are strongly encouraged to use the automated procurement card system for transferring or distributing these expenses. Any undistributed charges in the Cost Center/WBS clearing at fiscal year-end will be automatically expensed to the department's general operating Cost Center/WBS Element.

All purchases, by default, will be charged to a single "supplies" G/L Account (439100) when paid by the Treasurer's Office. Again, departments wishing to change G/L Accounts are encouraged to use the automated procurement card system for these transactions.

### **Office Supplies**

Office supplies may be purchased on-line from Staples by referring to the website at Stapleslink.com

### **Bookstore Purchases**

The campus bookstore is currently located in the University Center. If you do not have your account numbers memorized, you will need to take a list with you. Once you have made your selections to be purchased, you need to go to the checkout counter in front of the store where there is a sign that reads "department charges". The cashier will ask you what account to charge the purchase to and will make a list of your purchases with the departmental discounts. Then the purchase is totaled, and you are required to sign a register receipt. (It doesn't matter if they have a signature on file). The Associate Athletic Director for Business Affairs will then receive an invoice from the bookstore. The invoice will then be routed to the designated cost center Administrative Assistant for verification and processing. The departmental discount (departmental charges only) is 25% and the employee discount (personal items only) is 10%.

### **Athletic Equipment and Supplies**

All purchases of athletic equipment and supplies should go through the Athletic Equipment Room to ensure equity in quality and to obtain the best price.

### **RESTRICTED ACCOUNT FUNDS:**

Cost Centers will use the same procedures as were presented in the use of State funds.

## **RESTRICTED ACCOUNT PURCHASES**

It is important to note that regardless of whether funds come from state accounts or restricted accounts, you must follow the same expenditure guidelines.

Cost centers will indicate the appropriate restricted account number on an invoice when paying for purchased items from restricted accounts. If a vendor requests a purchase order or order number, an IRIS requisition must be prepared prior to the order. The cost center manager will have an IRIS requisition processed and submit it to the Senior Associate Vice Chancellor/Director of Athletics for Administration and Internal Operations for on-line approval and release. After approval and release the purchasing office will place the order by phone, fax, mail or in person. Bid limitations may apply as mentioned before. The Athletics Business Office will keep a copy of the Purchase Order until all invoices are received and processed for payment.

### **3.04**

### **ATHLETICS-SPECIFIC BUSINESS POLICIES**

#### **Time Reporting**

Monthly time reporting should be accurate and timely. You must designate each day in which you take time away from work. Remember that if you are working a camp or clinic, you are required to take 4 hours off per day regardless of whether you are being paid to work at that camp or not. If working at another institution's camp, you are required to take 6 hours of annual leave. All Time sheets will be processed by an administrative assistant. Advance time off requests should be attached to your time sheet with the appropriate signatures.

#### **Prior Purchase Approval Form**

All purchases with a value of \$250.00 or more must receive prior approval. This can be completed in TeamWorks Compliance Workflows. Once the workflow has been submitted this will be approved by your sport administrator and the Assistant AD for business Affairs. Failure to follow this policy may result in the individual being personally responsible for the full purchase amount.

#### **Budget Meetings**

Associate Athletic Director for Business Affairs will conduct quarterly budget meetings with each department/sport throughout the fiscal year.

### **3.05**

### **COPY MACHINES**

All copiers located in the Athletics offices are provided through an exclusive contract. Athletics currently purchases toner for these machines at regular intervals. Each cost center is assigned a password(s). A meter reading is taken each month, and the number of copies for each password is recorded. The inter-account transfer will be processed to charge appropriate cost centers. Please use the University Copy Center any time you have to make in excess of 100 copies or as often as is feasible.

## 4.00 TRAVEL POLICY

### **Responsibility for Administration**

- a. The Vice Chancellor/Director of Athletics shall be responsible for overall administration of this policy and shall assign a member of the athletics staff to be responsible for compliance, oversight and necessary record keeping. The Vice Chancellor/Director of Athletics or his/her designee shall provide a copy of this policy to every coach; provide training to every coach; and maintain on file in the Athletic Department a signed certificate by each coach stating the coach has read and understands this policy.
- b. The Vice Chancellor/Director of Athletics or his/her designee shall have the responsibility to verify the type of vehicle recommended for use for athletic travel follows this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining written approval from the appropriate associate athletic director in advance of the season or subsequent schedule change. Coaches will consider the type of travel necessary to comply with the institutional policy on missed classes. Post-season travel shall be handled according to NCAA guidelines and approved by the Vice Chancellor/Director of Athletics or his/her designee.
- c. When private aircraft are used under this policy, the captain & copilot shall make the final decision whether to fly. However, in no case will the pilot fly if weather conditions do not meet the standards of his/her certification. The respective head coach may always overrule the pilot if he/she concludes that it is inappropriate to fly.
- d. The Vice Chancellor/Director of Athletics or his/her designee shall review and recommend revision, as deemed appropriate to this policy annually, in accordance with institutional guidelines on policy revisions. The Vice Chancellor/Director of Athletics shall have the authority to approve reasonable waivers, in writing, of the UTC Team Travel policy guidelines to allow travel in emergency situations. The Vice Chancellor/Director of Vice Chancellor/Director of Athletics shall place student-athlete welfare as the highest priority in any modification. All such waivers will be presented at the next scheduled Athletic Administrators meeting for review.

### **4.01 INDIVIDUAL TRAVEL/OFF-CAMPUS RECRUITING**

Copy and paste the following addresses to access following policies:

Travel policy links:

<https://policy.tennessee.edu/procedure/fi0705-travel-procedures/>

Conus Per Diem Rates link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

### **Travel cards**

Employees may request a travel card if traveling for business purposes. Please contact the business office.

### **General Policy**

This policy provides the guidelines for reimbursement of expenses related to travel for the university. Authorization for travel and reimbursement of expenses must be in accordance with the policy provisions.

Travel must be necessary to execute official university business or educational objectives. Professional meetings, conferences, or workshops must be directly connected to the individual's duties and role within the university. When traveling, employees should be as conservative as circumstances permit. Reimbursement for travel will be based upon the most direct or expeditious route possible. Employees traveling by an indirect route must assume any extra expense incurred. It is the responsibility of the employee to be familiar with and adhere to established travel policies. Deliberate disregard of these regulations while traveling on university business or filing of an intentionally misleading or fraudulent travel claim is grounds for disciplinary action, including termination of employment.

The entry and approval of the request to travel and the request for reimbursement of expenses must be processed in Concur. The campus business officer and the university treasurer must approve any exceptions to this policy.

### **Air Travel**

In accordance with state of Tennessee legislation, reimbursement for airfare will be limited to economy/standard coach fare. There will be no exceptions to this restriction.

Employees must purchase their own airlines tickets through World Travel/Concur. One employee cannot be reimbursed for another employee's airfare. When an employee is accompanied by a student, the employee may pay for travel expenses incurred by that student(s); however, if the student(s) requests reimbursement for other expenses, both the employee and student request for reimbursement must be forwarded to the applicable business office or Treasurer's Office at the same time.

The cost of the ticket should be supported by the original passenger coupon. If the original passenger coupon cannot be obtained, documentation from the vendor will be accepted if it contains the name of the passenger, dates of travel, complete trip itinerary, class of service (i.e., coach), amount, and the name of the airline. Employees may be reimbursed for non-refundable and international airline tickets before the departure date.

Employees will be reimbursed fees for reissuing or revalidating a non-refundable ticket. Any unused ticket purchases or any portion of an unused ticket must be processed for a refund or the value of the ticket applied to a future trip. The traveler is responsible for managing and controlling this process.

### **AUTHORIZATION TO TRAVEL**

As of June 2023, the university no longer requires a travel request to be submitted in Concur. With that, prior to individual travel administrators should receive approval from your supervisor and coaches should assure they have the funds in their budget to cover the travel costs. Team travel coaches are required to submit a team travel estimate prior to the start of the season.

### **University-owned Automobile.**

A university-owned automobile should be used when available. Whenever possible, gasoline and oil should be purchased from university motor pool facilities or state garages. A gasoline credit card is provided with the automobile to use when these resources are not available. In the event a gasoline credit card cannot be used, and it is necessary to purchase gasoline with personal funds, a request for reimbursement must be made directly to the UT motor pool. This expense cannot be reimbursed with a Travel Expense Report.

## **Use of University Motor Pool Vehicles.**

The use of university motor pool vehicles is restricted to the continental U.S. See Motor Pool (FI0725).

Cut and paste the following address to access FI0725:

<https://policy.tennessee.edu/policy/fi0725-use-of-university-vehicles/>

## **Personally, Owned Automobile.**

A personally owned automobile may be used for official travel provided the university will incur no additional expense above that of other available transportation. The Travel Expense Report must indicate the traveler's itinerary and show the official business mileage. If an indirect route is used, mileage as indicated in the Rand McNally Road Atlas or a comparable mileage table will be considered official. See the Travel Reimbursement Rate Schedule for the standard mileage rate. In lieu of mileage, gasoline purchases can be claimed, as long as the total is not more than the mileage charge.

## **Local Mileage.**

Employees may be reimbursed for the use of their personal automobile for local travel for university business. Local travel is defined as travel within a 50-mile radius of the official station. See the Travel Reimbursement Rate Schedule for the standard mileage rate. Requests for reimbursement must be submitted on the Travel Expense Report along with a daily log that includes the origin and destination of each trip, number of miles (odometer or trip meter), and the purpose of the trip (see below). The total mileage from this log should be attached to the Travel Expense Report. Reimbursement requests should be submitted no more than once a month, but an employee may make requests on a quarterly basis. At the end of each fiscal year, these requests must be submitted by June 30.

## **Required Log for Local Travel**

Date	Origin	Destination	Purpose	Odometer	Mileage

## **Automobile Rental at Official Station.**

When it is necessary to rent a vehicle at an official station, actual expenses will be reimbursed provided a rejection slip is obtained from the motor pool and submitted with the Travel Expense Report. If a rejection slip is not obtained, reimbursement will be the lesser of the actual rental expense or the amount determined by using the standard mileage rate and the number of official miles driven.

## **Automobile Rental at Domestic Destination.**

Employees will be reimbursed for a rental automobile whenever it is more economical than alternative methods of transportation or is the only practical means of transportation. Rental cars should be refueled before returning them to the rental agency.

## **Automobile Rental at International Destination.**

Employees will be reimbursed for rental automobiles while on international travel status. The university recommends that collision waiver insurance be purchased. The cost of this coverage will be reimbursed to the traveler.

**Personal Accident Insurance.**

This coverage offered by car rental agencies provides personal benefits and is not reimbursable by the university.

**Collision Damage Insurance.**

The university is self-insured for loss due to physical damage to automobiles and other vehicles leased or rented by the university and its employees on official university business. Therefore, collision damage insurance or collision damage waivers should not be purchased as part of the rental or lease agreement and are not reimbursable. Rental vehicles should be inspected for existing physical damage before rental. In the event of any damage to a rented or leased automobile or other vehicle, the university employee must report the damage immediately to the Risk Management section of the Treasurer's Office. When physical damage occurs, the employee's departmental account or other responsible account will be charged the first \$1,000 of the loss.

**Personal Liability Insurance for University Vehicles.**

See Motor Pool (FI0725) regarding liability insurance coverage for employees driving university vehicles out of state.

Cut and paste the following address to access FI0725:

<https://policy.tennessee.edu/policy/fi0725-use-of-university-vehicles/>

**Corporate Charge Cards**

Employees who routinely travel on university business and meet the eligibility requirements may apply for a corporate charge card. Charges made on these charge cards are the liability of the employee. See Travel Cards (FI0531).

Cut and paste the following address to access FI0531:

<https://policy.tennessee.edu/policy/fi0531-travel-cards/>

**Designated Travel Agency**

World Travel Services, Inc. is the university's designated travel agency. University-negotiated airfare discounts are available only through the university's designated travel agency.

**Extended Travel**

Extended travel status applies to those employees on continuous travel for a period of more than two weeks. Employees on extended travel status may elect to rent an apartment rather than live in a motel or hotel. While this option is left to the discretion of the employee and the employing department, department head approval is required prior to renting an apartment. The monthly rental allowance shall include rental furniture and payment of utilities and shall not exceed the standard university lodging per diems.

**Grant and Contract Travel**

Travel expenses for grant or contract (restricted funds) will be paid in accordance with the provisions and reimbursement limitations of university travel policies unless otherwise stipulated by the grant or contract with the exception of airfare. Airfare will be reimbursed at coach fare, regardless of the funding source.

**Guest Travel**

Procedures in this section apply to guests, such as consultants, candidates for positions, and other individuals who are authorized to travel at university expense.

An employee number, a Travel Request and Travel Expense Report are not needed if the only expense for the

guest is direct-billed airfare. Any guest with expenses other than direct-billed airfare must be entered into the IRIS HR system as a Guest Traveler and assigned an employee number. An e-form is now available to request the personnel number for a guest traveler. A Record Guest Traveler Worksheet is available for collecting the guest information for entry into IRIS.

### **Travel Card**

A travel card can be used for business purpose travel to pay for meals, flights, lodging, rental cars and fuel. All university policies should be followed. A meal allowance/per diem can be paid if actual meals aren't charged on the travel card.

#### **Meal Allowance.**

The meal allowance will be reimbursed in accordance with the per diems for the locations of travel. Concur automatically calculates meal allowance per diem for travel over 12 hours based on CONUS rate of the destination city. Per diem is based on what city your lodging is located. A maximum per-diem of 75% for partial travel days and 100% for full travel days. Actual meals not to exceed the CONUS rate on the travel card may be charged (no alcohol) or per diem may be claimed but not both per diem and actual meals.

Note:

- The full day per diem is permitted for out-of-town recruiting travel for more than 12 hours in one day
- Gratuities exceeding 20% will not be reimbursed.

### **Lodging.**

Lodging should be arranged at a hotel or motel where the university has a contract or negotiated rate. Please use Concur to make travel arrangements and request Conus Rate when making reservations. Lodging expenses will be reimbursed subject to the maximum amounts shown in the Conus Rate. The original receipt must include the daily room charge, applicable tax, and total charges. If Conus rate is not given, an exception will be required and supporting documents for rationale will need to be provided in order to process the payment.

Employees attending official meetings (such as a conference, but not just a meeting of several individuals) will be reimbursed up to the maximum for the official conference lodging rate. The rate plus applicable taxes will be reimbursed provided the documentation confirming the rate is attached to the Travel Expense Report and the 'Lodging Conference Hotel' expense type is used.

Employees may pay for their own lodging if their University travel card is not used. If two employees share a room and the room rate is less than or equal to the allowable lodging per diem, one employee may pay the entire amount and claim the expenses. The Travel Expense Report for both employees must identify the other employee.

When employees share a room and the amount exceeds the allowable lodging per diem, each employee must pay for his or her share of the lodging. Both employees should request their own receipt. If it is not possible for both employees to get a receipt, a copy of the original receipt is acceptable. The Travel Expense Report for both employees must identify the other employee.

If a university employee shares a room with a non-employee, the actual cost will be allowed up to the maximum reimbursable amount. The receipt for the entire amount must be submitted with the Travel Expense Report.

Early departure and other hotel fees will be reimbursed, provided a receipt is obtained. Deposits or advance

payments will be reimbursed prior to a trip if required by the terms in a contract or if deposits or advance payments are standard practice.

### **Transportation.**

Transportation expenses may be paid by the guest or billed directly to the university. Guests are covered under the university's Hired and Non-Owned Automobile Liability Insurance; additional liability insurance is not necessary. Guests should purchase collision damage waiver insurance offered by the rental agency.

### **Individuals Accompanying a Guest.**

These travel expenses must be entered in IRIS as "Other Exceptions to Policy" on the guest's Travel Expense Report with an explanation given in the Comments section.

All signatures on the Travel Expense Report should be original. In situations where the guest cannot sign, a fax, signed copy or an e-mail of the document will be accepted.

Any other documentation [for example, a Travel Expense Report (Form T-3) or a letter from a guest traveler] used to submit documentation to the department for entry into IRIS can be signed by the traveler and attached to the Travel Expense Report in lieu of a signature on the expense report.

### **Honorariums**

University employees who engage in professional activities (such as speaking engagements or serving on accreditation committees) as representatives of the university occasionally receive honorariums from outside organizations. In such cases, if the university reimburses the employee for the travel expenses, the employee must remit the honorarium in full to the university. The honorarium will then be credited to the account charged for the travel expense. If the university does not pay the travel expenses, the employee may retain the honorarium. Employees cannot be reimbursed for the same travel expenses from an outside organization and the university.

### **Mileage**

The mileage limit is the maximum the State of Tennessee will allow. You may either claim a maximum of **\$0.47** cents per mile for business mileage driven (or) turn in gas receipts related to travel for reimbursement.

If you drive a courtesy vehicle or receive a car allowance, you may only claim **\$0.16** per mile driven for reimbursement regardless of car driven.

### **Procurement and Travel Card Statements**

All Procurement and Travel card statements must be reconciled monthly by the deadline by card holder and administrative specialist.

While on travel status, if any meal is provided as part of a sponsored training session or conference, the employee should deduct the cost of that meal(s) from the per diem for that day, using the meal deductions in the Travel Expense Report. This also applies to the day of departure and the day of return; however, deductions on day of departure and day of return can cause unexpected results. The following table provides the percentage of a day's meals deducted from the day's meal per diem based on the type of deduction:

## **Non-IRIS Travel Expense Report (Form T-6)**

The Non-IRIS Travel Expense Report (Form T-6) is to be used when entering travel expense for two types of individuals:

- a. Non-employees who are being paid under a personal services contract: Travel expenses for these individuals should be entered on a FORM T-6 with attached receipts and sent to the applicable business office. These items will then be forwarded to the Treasurer's Office for processing.
- a. Employees in IRIS who are in a "withdrawn" status: Anyone who has a personnel number in IRIS but is in a withdrawn status should be reimbursed for travel expenses using FORM T-6. This includes retirees, casual laborers, and persons who have left the university but still have an affiliation that requires the university to reimburse their travel.
- b. When using the FORM T-6, all receipts must be attached to the form and routed for all required approvals before being sent to the central business office for audit and processing.

### **Other Expenses**

Personal expenses will not be reimbursed. These include, but are not limited to, laundry, hotel valet service, and other types of personal expenses.

Items such as printing, duplication, and promotional materials required for official business are allowable expenses and will be reimbursed.

### **Packages**

Several Internet sites are now offering travel packages that are designed to reduce the overall cost of travel. Many of these packages include the cost of the airline ticket, lodging, and/or automobile rentals. The university will reimburse employees when a travel package is purchased to obtain the best overall cost for a trip. However, the package must not contain any expenses not covered by fiscal policy, any first-class airfare, or any lodging or meal allowances that exceed the per diem for the location of travel. Either an itemized receipt, statement from the vendor, or Travel Package Itemization Form (FORM T-40) must be provided for documentation for the expenses covered by the package.

- a. The preferred receipt is an itemized receipt or statement from the vendor. The itemized receipt or statement must contain the name of the traveler, the items covered in the package, the cost for each item in the package, and the beginning and ending dates.
- b. In the event an itemized receipt cannot be obtained, a Travel Package Itemization Form and a copy of the online receipt must be completed and attached to the request for reimbursement. The information must represent the traveler's best costs estimate of the cost for each item.

### **Parking Fees**

Charges for routine parking while on travel status will be reimbursed. Receipts must be furnished for all parking fees over \$50. Parking sites must be identified on the Travel Expense Form. If travel is by air, the employee will be reimbursed for one of the following: (a) the allowable mileage reimbursement for one round trip and airport parking; or (b) the cost of one round trip taxi fare from the employee's official workstation or residence, or (c) the allowable mileage reimbursement for two round trips from home and short-term parking when driven by a friend or relative.

### **Passports and Visas**

Fees for the purchase of passports and visas for university business will be reimbursed.

### **Personal Computer Connect Charges**

Personal computer connection charges to access or connect to the university will be reimbursed. An explanation for the charge must be provided on the Travel Expense Report.

### **Personal Time Combined with Business Travel**

When an employee stays over a Saturday night to take advantage of discounted airfares, he or she can be reimbursed for the additional meals and lodging during that time as long as the total of these expenses is no more than the savings on the airfare. A detailed explanation of all expenses and savings associated with extending the trip must appear in the Comments section of the Travel Expense Report.

### **Private Aircraft**

To be reimbursed for the use of a private (i.e., employee-owned) aircraft, the employee must have a current FAA Certificate of Airworthiness on file with the Risk Management section of the Treasurer's Office.

Evidence of aircraft liability insurance of at least \$1,000,000 must be provided. Evidence of such insurance must be in the form of an original endorsement from the insuring company and a Certificate of Insurance naming the University of Tennessee as an additionally named insured while the aircraft is being used on approved university business. See the Travel Reimbursement Rate Schedule for applicable rates.

## **4.02**

## **REIMBURSEMENT PROCEDURES**

Employees should submit claims for reimbursement for travel expenses no later than thirty (30) days after completion of travel, with the exception of local mileage logs. Departments can more effectively approve travel when timely claims are submitted. Departments should review and submit claims to the appropriate business office as rapidly as possible to ensure prompt payment to their employees.

Reimbursement per diem amounts (meals, lodging, and mileage) can be found in the Travel Reimbursement Rate Schedule

Reimbursement of expenses incurred while on university business is subject to the limitations in this policy. The limits do not indicate the amounts that should be spent but provide maximum amounts that can be reimbursed.

An acceptable itemized receipt must be submitted for lodging, registration fees, airline tickets, rental cars, and any other allowable expenses over \$50, except for ground transportation.

A Travel Expense Report must be processed in IRIS for all employees and guests of the university for travel-related expenses.

A Travel Expense Report must be printed and signed by the traveler. All required receipts must be attached to the printed expense report and routed to the appropriate business office for audit. In addition, the approved electronic Travel Expense Report will be electronically routed to the appropriate business office.

All signatures on the printed Travel Expense Report should be original. In situations where the employee or guest cannot sign (for example, an employee on extended travel status or a guest traveler), a faxed, signed copy (or for guest travelers only, an e-mail) of the document will be accepted.

Any other documentation (for example, a FORM T-3 or a letter from a guest traveler) used to itemize expenses

to the department for entry into IRIS can be signed by the traveler and attached to the Travel Expense Report in lieu of a signature on the Travel Expense Report generated in IRIS.

An employee is considered to be on official travel status and eligible for reimbursement at the time of departure from his or her official station or residence, whichever is applicable.

### **Taxi Fares**

If an individual travels by common carrier, reasonable taxi, bus, or limousine, charges to and from airports can be reimbursed. Reasonable taxi fares will also be allowed for travel between lodging and meeting sites and to and from restaurants. Receipts are not required for taxis, limousines, and other types of ground transportation. However, the destination and reason for each fare reimbursement claimed must be listed on the Travel Expense Report under "Transportation, Ground."

### **4.03**

### **TEAM TRAVEL**

#### **Chaperone Policy**

A full-time coach and/or Athletic Department staff member must accompany student-athletes when traveling for the University. The coach or staff member must be present and available to act on behalf of the student-athlete and University at all times during away-from-campus trips

Coaches and full-time staff members are not allowed to share hotel rooms with student-athletes. Every effort must be made to minimize student staff members/interns sharing hotel rooms with student-athletes

#### **Group Travel Cards**

The Head Coach or DOBOs will maintain a group travel card for their respective teams. A Travel Request should be entered into Concur for approval before the trip. A completed Season Schedule and a Roster that includes the official travel party must all be submitted with the request.

Permission of the Vice Chancellor/Director of Athletics is required before injured athletes are allowed to travel with the team. The Athletic Business Office. All Southern Conference Post-Season Tournament team travel will be handled as is needed.

**All travel expense paperwork must be turned into the Administrative Specialist supporting the team or department within two (2) business days of return, including Hotel charges.** Receipts are required for all expenses.

#### **Transportation**

Bus transportation must be requested by submitting a request to the approved bus vendor. You must provide:

- a. Dates of travel including departure time and return time
- b. Destination including location of competition
- c. Size of bus requested, and any special equipment needed
- d. Whether vicinity travel is needed (i.e., travel to practice, game site, meals)

All trips requiring bus transportation for the season should be included on one request.

University Vehicles may be requested by completing a Motor Vehicle Transfer Voucher form. The Associate Athletic Director for Business Affairs will sign, record and forward to the Facilities Management Office. The motor pool will assign the vehicle. If the motor pool does not have a vehicle during the period needed, you will

have to obtain a letter of acknowledgement from them to this effect in order to use your own car.

For motor pool vehicles, when the vehicle is returned after a trip, be sure to include gas receipts immediately. They will be reimbursed at Motor pool. The motor pool set a charge for usage of the University vans at a per mile rate. Motor pool also has a policy of charging a flat rate per day for vans left in the airport parking lot. Drivers must be University employees.

See the Director for Facilities and Operations when choosing to travel by air. More often than not, for team travel, the airfares may be encumbered. All procedures are the same as for using a bus. If changes in the roster occur prior to departure, the Associate Athletic Director for Business Affairs MUST be notified. Charter flights must be pre-approved of the Vice Chancellor/Director of Athletics.

Donors and/or guests will be allowed to travel with the team on an occasional basis only. These guests must be approved by the respective head coach and our athletic development office, as well as the sport oversight administrator.

### **GENERAL INFORMATION**

When members of a team travel party are given a meal per diem, meals & tips may not exceed maximum subsistence. State guidelines for subsistence must be followed. Each member of the travel party receiving meal money MUST sign for the cash allowance on the per diem roster.

Although direct billing is the preferred method of processing, hotel charges can be paid by cash or by credit card. All charges should be reviewed and approved by the cost center manager or travel coordinator at the time of checkout. All phone charges will be paid for at checkout and they cannot be included in the travel expense voucher for reimbursement to departmental petty cash account. The Athletic Business office prefers that each hotel be contacted and that we apply for direct billing prior to team travel.

You may not use advance funds to purchase any item(s) unrelated to travel.

### **Hotel Rates for Team Travel**

The maximum allowances for lodging will be in accordance with the rates published by the US General Services Administration (CONUS). The CONUS rates applicable for all cities can be found on their website at [www.gsa.gov](http://www.gsa.gov) and click on the Per Diem link for the lodging information.

Ideally, there should only be two student-athletes per double room. On special occasions, there may be three student-athletes but efforts should be made to attain a roll-a-way bed or couch so student-athletes have their own bed.

### **RECONCILIATION**

Each trip must be reconciled within two (2) business days of return. Each cost center must submit a Travel Expense Voucher for Students, Non-State Employees, and Group Travel form, a travel roster showing the actual travel party, receipts taped or stapled to sheets of paper and any unspent funds. Please initial and date each sheet of paper containing receipts.

It is required that any unspent funds be returned on the next business day after returning to the Athletic Business Office for redeposition, even if the travel paperwork is not yet completed.

Only itemized hotel bills will be accepted; credit card receipts are not acceptable. Room charges per night will be listed on the voucher as will phone calls and any other hotel incidentals. Athletes are not permitted to make personal charges or phone calls during team travel (listed on hotel folio).

Receipts for meals should show the amount for tip, if any. Tips should be itemized on the expense voucher. Itemized receipts are required: vendor name must be imprinted on receipt and each item must be itemized; credit card receipts will not be acceptable.

#### **4.04 MEAL AUTHORIZATION/ OFF-CAMPUS PROCEDURES**

It is not within the state travel regulations to reimburse for meals within a specified radius of an official workstation; therefore, in order for a UTC employee to host official guests of the University, a Travel Reimbursement Form (FORM T-4) must be processed.

The T-4 should include the name of guest(s), name of UTC host(s), meal (breakfast, lunch, dinner), date of meal, restaurant name and account number to be charged. The receipt must be a legible original---not a copy.

#### **4.05 PRE-SEASON & HOLIDAY MEALS & LODGING**

##### **Meals**

Pre-Season and Holiday meals allowances via per diem via pre-paid debit cards are available for teams which must practice before the fall semester begins or remain on campus after exams in either semester. A team who participates in athletic contests during fall break or spring break, may also receive per diem for athlete's meals. A student-athlete may receive not more than the per-diem maximum listed at the beginning of each fiscal year as set by the Associate Athletic Director for Business Affairs.

The Coach or Director of Operations must provide the Associate Athletic Director for Business Affairs, a week in advance, a written request with the dates, roster and amount of money requested and date the check is needed for provided pre-season or holiday meals. (A coach or an assistant MUST be present at all team meals unless per diems are provided).

##### **Lodging**

Pre-season and Holiday lodging for student-athletes is available through the University Housing Office. In an emergency situation, or if rooms are not available on campus (during holiday breaks, etc.), contact the Deputy Athletic Director for External Affairs for procedures on complimentary housing through trade-outs with local hotels.

#### **4.06 COMPLIMENTARY HOTEL ROOMS FOR RECRUITS**

For the times when the Athletics Department has complimentary hotel rooms, the department contact is Andrew Horton, Deputy Athletic Director for External Affairs

- Coaches, managers and administrative assistants are not to make reservations on their own or on behalf of their sport. All rooms must be reserved by the marketing office, per agreement with each hotel/motel. Any reservations made by anyone other than the marketing office will be charged to the respective sports' restricted accounts.
- Please utilize the "Complimentary Room Request Form." to provide essential information needed to complete the reservation.
- Each reservation must be made at least two weeks in advance. While no request can be guaranteed, the requests made at least two weeks in advance will be given highest priority. Requests made less than two

- weeks prior to arrival will have a low priority and subject to availability from the hotel.
- Only the room rate will be complimentary. Each recruit is responsible for his/her own incidental charges (movies, room service, beverages, phone calls, etc.). Per University policy, the rooms will be “blocked” from such charges unless a member of the travel party utilizes his/her own credit card.
- If you must change an existing reservation, please contact Andrew Horton, Deputy Athletic Director for External Affairs, immediately so he can get in touch with the hotel. Please follow up with the changes with an email to Andrew.
- The Athletic Department only has a limited number of complimentary rooms, so first priority is given to recruits. As a general athletics department rule, we are not able to give parents of recruit's complimentary rooms. There may be occasions when we could accommodate a recruit's parents, but that will also be based on availability. It will handle that on a case-by-case basis.

**5.00**  
**FACILITIES**

The University of Tennessee at Chattanooga has several outstanding athletic facilities. These facilities are used to house events and practice venues for all UTC intercollegiate sports.

**5.01**

**LIST OF ATHLETIC FACILITIES**

**McKenzie Arena**

The McKenzie Arena houses the Athletic Department, the Arena Offices, Box Office. It houses two classrooms for campus use as well as football, men's basketball and women's basketball locker rooms; putting and chipping practice area for the men and women's golf programs; the student-athlete computer lab and tutor rooms and the athletic training room for all students. It also houses all coaches' offices with the exception of Wrestling, Women's Tennis and Men's Tennis. It is the practice and competition site for men's and women's basketball as well as several UTC special events.

**Finley Stadium**

Finley Stadium & Davenport Field is the football and soccer competition site

**Murphy-Haugerud Football Practice Complex at Scrappy Moore Field**

Practice site for Mocs football.

**Frost Stadium**

This facility in Warner Park is used as the softball practice and competition site.

**Warner Park Hitting Facility**

This facility houses the softball locker room and serves as an indoor practice facility for UTC Softball.

**UTC Tennis Center**

This facility is next to the McKenzie Arena and has six outdoor tennis courts, men's and women's tennis locker rooms and coaches' offices for men's tennis and women's tennis head coaches. The primary use of this center is for UTC tennis practice and a home competition site.

**Maclellan Gymnasium**

This facility houses the wrestling coach's offices and locker rooms for wrestling, women's soccer and volleyball. It serves as a practice and competition site for wrestling and volleyball as well as campus intramurals.

**UTC Sports Complex**

Located next to Engle Stadium on E 3<sup>rd</sup> Street, it serves as practice site for Soccer and the practice and competition site for Beach Volleyball.

**Player Development Complex**

Locker rooms and dedicated practice area for the Mocs Men's and Women's Golf Teams

**Brenda Lawson Student-Athlete Success Center**

This facility is located on Vine Street houses the Chattem Basketball Practice Facility for both basketball teams and the Wofford Family Strength and Conditioning Facility which is utilized by all UTC student athletes.

**5.02****MAINTENANCE AND PREPARATION OF ATHLETIC FACILITIES**

All maintenance and preparation of the on-campus athletic facilities are conducted by the UTC Facilities Department. Finley Stadium is maintained by Finley Stadium staff under the direction of the Stadium Corporation. Frost Stadium is a city of Chattanooga facility

The Director of Equipment and Facilities will coordinate all activities through the appropriate entity's Facilities Management. UTC Facilities Department and McKenzie Arena Management will provide extra labor to assist the Director of Equipment and Facilities in completing the needs of the Athletic Department. All maintenance and service requests are completed on Service Request forms provided by the Director of Equipment and Facilities. The following areas of Facilities Management and other above as it pertains to their facility are frequently used by athletics.

A. Grounds-keeping

- Handle maintenance and preparation of all athletic fields under the supervision and assistance of the Director of Equipment and Facilities
- Basic set-up of parking lots for all athletic events
- All activities related to home athletic events

B. Housekeeping

- Handle day-to-day cleaning of all athletic facilities
- Set-up Flooring and seats for basketball game events
- Handle all pre-game and post-game cleaning of athletic facilities

C. Electrical

- Handle all day-to-day electrical problems pertaining to lighting or power
- Event day power at game site for media and/or television hookup
- Provide troubleshooting capabilities for athletic events

D. Electronics

- Handle day-to-day maintenance of all scoreboards, message centers, shot and game clocks and public address system.
- Event day setup of all clocks

E. Special Services

- Day-to-day assistance with setup and maintenance of athletic facilities
- Handle all game day setup with assistance and supervision of the Athletic Facilities Office

**5.03****FACILITY HOURS**

The hours of operation for the various athletic facilities vary depending on the time of year and athletic season. All fields are scheduled as needed through the office of the Assistant Vice Chancellor/Director of Athletics for Equipment & Facilities.

McKenzie Arena:	8:00am – 5:00pm
Finley Stadium Office:	8:00am – 5:00pm
Brenda Lawson Center	8:00am – 5:00 pm or as needed by the Basketball Coaches

**5.04****GAME PARKING****Finley Stadium**

For Mocs Football games, Finley Stadium parking lots open three hours prior to the contest. Brightbase Parking regulates the charges for parking at all Football games. Designated parking passes are distributed to specified event management personnel and media at no cost for specific events.

**McKenzie Arena**

For Basketball games, the lots adjacent to the McKenzie Arena are reserved for VIP and event parking with proper parking tags [lots 35, 20, 32 & 33 for men's games and lots 35 & 20 for women's games]. The 5<sup>th</sup> street parking garage and Maclellan gymnasium lots will be open to the general public two hours prior to the start of the contest. Republic Parking will staff the VIP lots prior to each home Men's Basketball game.

**Maclellan Gym**

Parking is free of charge in the adjacent Maclellan gymnasium lots. Overflow parking should go to the E 5<sup>th</sup> street garage and the parking lots across the street from the McKenzie Arena.

**Frost Stadium**

Parking for Frost Stadium is open and free of charge in the lots next to and behind Frost Stadium in Warner Park. As the city of Chattanooga controls Warner Park, UTC cannot shut down lots or reserve parking spaces

**5.05****RESERVING ATHLETIC FACILITIES FOR INTERNAL USE**

Reservations made for athletic facilities by the athletic department members can be made through the Director of Equipment and Facilities. Priority scheduling for team practice and game events are given to teams that are in season. Teams that are not in season are given use of facilities on a first come, first serve basis. Any request for chairs, tables or other facility needs should be included in a service request at least a week prior to the event. The Hall of Fame room and the Dance Studio must be scheduled through the Administrative Offices of McKenzie Arena.

**5.06****RESERVING ATHLETIC FACILITIES FOR EXTERNAL USE**

Reservations made for athletics facilities for special events and non-athletics events are made through the Facilities Use Committee of the University. The primary purpose of the outdoor facilities at UTC is to support athletic activities of the University. Use for other purposes such as non-sports special events or sports recreational use by non-affiliated users is secondary and will be permitted within reasonable time, place and manner restrictions which are established to ensure that the facilities can be maintained in a manner to support their primary purpose, UTC athletics.

**5.07****ISSUING KEYS FOR ATHLETIC FACILITIES**

Anyone requesting a key for an athletic office or locker room in an athletic facility must do so through the University Facilities Department. If approved by the Athletic Director, a Key Card form must be filled out and forwarded to the Facilities Management. Facilities Management will cut the key and call the requesting party when the key may be picked up. Also, all requests for core changes on locks will be made through the Director of Equipment and Facilities.

**5.08****EQUIPMENT INVENTORY**

Equipment and apparel for each sport is purchased and inventoried by the Director of Equipment and Facilities. An assessment to determine age, quantity, sizes and compatibility with the needs of the teams should be

conducted with the inventory. All inventories will be forwarded to the Associate Athletic Director for Business Affairs at the fiscal year end.

Once equipment, supplies, athletic apparel, etc. are purchased through the athletic department, they become legal property of the state of Tennessee. No coach or staff member is allowed to give away, dispose or sell any items purchased with university/ department funds without specific consent of the Athletic Business Office.

The NCAA regulation concerning this aspect of athletics states, “A student-athlete may retain athletics apparel items (not equipment) at the end of the individual’s collegiate participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing equipment.”

If equipment, supplies or apparel is given away, disposed of or sold after permission to do so has been granted, these transactions must be listed on a separate sheet of paper and attached to the inventory and provided to the Athletic Business Office. The monies received must be remitted to the Athletic Business Office in order to reimburse particular budgets.

#### **5.09**

#### **TEAM LAUNDRY**

Commercial washers and dryers are located in McKenzie Arena for every team’s use. Every sport should check with the Director of Equipment and Facilities regarding scheduling laundry times.

All athletic teams MUST use the laundry facilities in McKenzie Arena. If a problem arises where we cannot use the washer/dryers due to inoperable equipment, etc., the Director of Equipment and Facilities must inform the Deputy Vice Chancellor/Director of Athletics prior to using an off-campus laundry facility.

#### **5.10**

#### **MCKENZIE ARENA EMERGENCY RESPONSE PLAN**

The UTC recognizes that panic in a burning building or other emergency situations may be uncontrollable; however, a well-developed and actively implemented emergency egress plan can help prevent the development of panic. This plan provides emergency response instructions and guidelines for the employees and patrons of the UTC McKenzie Arena. The guide has been prepared to assist the occupants of the facility in the event of fire, bomb threat, medical emergencies, evacuations, or suspicious persons.

Effective implementation of this guide should provide protection and safety to individuals during emergencies at the UTC McKenzie Arena.

Except for specifically assigned responsibilities, this document is intended as a planning guide only. Employees are expected to exercise sound judgment during an emergency and follow instructions of supervisory and security personnel.

##### **Supervisor Responsibilities**

Supervisors will be in charge of their work areas during emergency conditions. Their duties will include:

- Notifying Campus Police.
- Supervising any fire-fighting effort until the Fire Department arrives.
- Orient new personnel regarding emergency procedures.
- Training their personnel and familiarizing them with all exits and extinguisher locations.
- Shall select an employee shelter area for refuge during tornado warnings.

- Shall make sure all personnel are contacted via emergency notification chart.
- Shall ensure employees are evacuated to the practice field or beyond.

Instructors and faculty members should ensure that all students are evacuated and accounted for.

#### Academic Facilities

Two classrooms are located on the fourth floor of the UTC McKenzie Arena. Fire/Emergency drills should be held periodically where practical.

#### Places of Assembly

NFPA 101 - Life Safety Code - 31-2.1. The employees or attendants of places of public assembly shall be drilled and educated in the duties they are to perform in case of fire, panic, or other emergencies in order to be of greatest service in effecting orderly exit of the UTC McKenzie Arena. The authorized occupancy of the building is dynamic and dependent on the event, day of week, time of year, etc. It is imperative that regular employees be taught proper emergency procedures.

#### Plans of Egress

- McKenzie Arena Fourth Floor (Athletics)
 

The fourth floor is primarily utilized as an office area as well as a classroom assembly area. Arena patrons are not allowed into the loft area during events. 4 exit stairwells provide basic egress for this area.
- McKenzie Arena Third Floor (Concourse)
 

The third floor Concourse is the primary exit level of the Arena. Egress can be obtained in this area by utilizing any of the main exit areas, or by utilizing the four (4) stairwell exits on this level. There are three Main Concourse Gates that lead directly to the outside of the structure:

  - Concourse Main Gate 1 - located on the Mabel Street side of the building.
  - Concourse Main Gate 2 - located on the Houston Street side of the building.
  - Concourse Main Gate 3 - located on the Fourth Street side of the building.
- McKenzie Arena Second Floor (Academic Enhancement and football team rooms)
 

The second floor is primarily utilized as offices, computer lab, tutor rooms and locker room space. On the east side of the building, egress for the area is provided for by one exit stairwell and one exit directly out of the building. The west side second floor dressing room egress is accomplished by two exit stairwells.
- McKenzie Arena First Floor (Locker Rooms, Athletic Training Room, and Stage and Activities)
 

The first floor is utilized primarily for patron seating, locker rooms, dance studio, gymnastics and weight rooms and equipment storage. During fire or emergency evacuation of Level 1, egress from the building can be accomplished by utilizing any of the three (3) primary exits on this level or by utilizing any of the four (4) secondary stairwell exit areas.

#### 5.11

#### UNIVERSITY SAFETY & RISK MANAGEMENT GUIDELINES

The University Abnormal Conditions Preparedness Guide is intended to be used as a quick reference for recommended action. This guide should be kept in a location that is accessible in the event of an emergency. For any other questions or comments, please contact the UTC Office of Safety & Risk

Management at 425-5209 or 2145 or 2297.

Cut and paste the following address to access the University Abnormal Conditions Preparedness Guide:  
<https://www.utc.edu/finance-and-administration/emergency-services/safety-and-risk-management/emergency-management/emergency-preparedness>

### **Unsafe Conditions**

If you observe an unsafe condition that poses a threat of injury or property damage, you should contact the Department of Safety & Risk Management at extension 5209 or 2145 or via email at [Safety@utc.edu](mailto:Safety@utc.edu).

If the situation is critical and needs immediate attention, call the Campus Police at 911. All unsafe conditions should be reported to avoid injury or property damage.

For non-emergency reporting, a Report of Unsafe Condition Form should be filled out and delivered to the Office of Safety and Risk Management.

Cut and paste the following address to access the Report of Unsafe Condition Form:

<https://cloudprod.utc.edu/sites/default/files/2020-05/unsafe.pdf>

### **Injury or Illness**

If you become aware of a seriously ill or injured person, you should:

1. Call the Campus Police at 911.
2. Give the police as much information as possible about the injury or illness and the location of the victim.
3. Do not attempt to move a seriously injured person.
4. Remain with the person until the police or emergency medical personnel arrive.

If the injured person is an employee, contact their supervisor as soon as possible.

### **Non-Emergency ‘on the job’ employee injuries:**

Any employee, regular or term, or a student worker while “on the clock” for UTC, who sustains a job-related injury or illness in the course of employment with the University, should call Kathy Taylor at 425-4452 or the Office of Human Resources at 425-4221 before seeking medical treatment. Go to the following website to review procedures, find a provider in the network (phone Prime Health Services network at 1-866-348-3887 or Sedgwick CMS at 1-800-526-2305), and all the forms (Accident Report, Medical Provider Appointment Time Sheet, Supervisor’s Report, and Supervisor/Department checklist) necessary for completion to be returned to the Office of Human Resources within 48 hours.

### **Suspicious Mail/Packages/Bags**

The University Mail Services Department, along with the US Postal Service, has existing guidelines for its mail handlers to identify packages that are unusual and possibly dangerous.

Please be aware of the following characteristics that may indicate suspicious letters or packages:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Are addressed to someone no longer with UTC or are otherwise outdated.

- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape on them.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.
- Show a city or state in the postmark that doesn't match the return address.

What should you do if you receive a suspicious letter or parcel?

- Do not try to open it!
- Isolate the piece of mail or package.
- Notify your supervisor.
- Evacuate the immediate area.
- Call the Campus Police (911) to report that you've received a parcel in the mail that may contain biological or chemical substances.

### **Hazardous Waste Removal Procedures**

If you generate hazardous waste in your department, the proper procedure for disposal is to provide the UTC Office of Safety & Risk Management with a completed hazardous waste removal form by getting it off their website or contacting the Safety Office directly at 425-5209. The waste is to remain properly stored within the generating department until arrangements have been made by the Safety Office for the disposal. Under no circumstances should hazardous waste be placed in any hallway or unsecured portions of any campus building. If you generate a waste product but are unsure if it is hazardous, please contact the Safety Office for review.

Cut and paste the following address to access the Hazardous Removal Form

<http://www.utc.edu/safety-risk-management/>

### **Chemical Release/Spill**

If the identity of a spilled chemical is unknown, treat it as a hazardous / toxic material. Do not attempt to clean it up. Contact Campus Police immediately (911).

If the material presents any danger to you or other building occupants, you must follow these steps:

- Call Campus Police at 911. Give your name, department and location of the spill.
- Pull a fire alarm pull station to begin building evacuation.
- **If you know it is safe to do so**, try to contain the spill by using any absorbent materials available. Close the door to the area and leave the building.
- If flammable liquids are spilled, extinguish all sources of ignition (i.e., Bunsen burners) but DO NOT turn off or on any light switches or electrical equipment. Such an action could cause an ignition.
- Evacuate to a safe distance away from the building. Do not return to the building until told it is safe to do so by authorized personnel.
- Do not walk through or stand near any smoke, vapors or fumes.
- If you have firsthand knowledge of the spill, notify emergency responders once you are outside the building. Once you have evacuated, stay with co-workers so that it can be determined if all personnel have vacated

## **Fire**

If you smell smoke or other unusual odors suggesting a possible fire, immediately call the Campus Police at 911. If you discover an actual fire situation, you should:

1. Alert other building occupants by immediately sounding the building fire alarm. To do this pull a wall-mounted fire alarm pull station, located near all exit ways.
2. Contact Campus Police by dialing 911 and give them the location of the fire.
3. Evacuate the building. Do not use the elevators. Most stairways are protected from smoke and are the safest way out of the building.

If needed, fire extinguishers are located in all public corridors approximately every 75 feet.

Never assume a fire alarm is false. If you hear a fire alarm sounding, exit the building immediately. Do not re-enter the building until told it is safe to do so by either the police or the fire department.

## **Emergency Evacuation**

In the event of an emergency situation, it may be necessary to evacuate the building. Causes for evacuation may be fire, hazardous chemical incidents, explosion, severe weather or other conditions. UTC campus buildings are equipped with fire evacuation alarm systems that include smoke and heat alarms, sprinkler water-flow alarms and wall-mounted pull stations.

If you hear a fire / evacuation alarm, you should evacuate the building immediately. Go to the emergency assembly area (or at least 500 feet away) indicated on the following emergency evacuation signage in each building:



Stay at the emergency assembly area until you receive an "all clear" from local responders.

Anyone discovering a fire, witnessing an explosion or being made aware of a hazardous chemical incident should immediately activate the building evacuation alarm by pulling a pull station located at the exit ways and then notifying the Campus Police by dialing 911.

## **Persons with Disability**

Physically impaired individuals should be identified for assistance by fellow building occupants. Mobility impaired individuals on upper floors should proceed to the nearest exit stairwell or designated area of refuge indicated on emergency evacuation signage and wait for assistance by emergency response personnel. Once outside the building, co-workers should immediately notify emergency response personnel of the location of mobility impaired individuals.

Any questions concerning this evacuation procedure should be referred to the UTC Office of Safety & Risk Management at extension 5209 or 2145.

### **High Winds or Tornado**

Visit [Ready.gov](http://Ready.gov) to learn more about Tornado planning, preparedness, response, and recovery. In the event of high winds or tornado related weather conditions, the following safety procedures are recommended:

- Avoid upper floors and especially the top floor of a multi-story building whenever possible. The upper floors receive the full force of the wind.
- Spaces in basement areas are better than locations on any other floor.
- Interior spaces - seek out spaces that form a part of a protected interior core, if possible.
- Avoid rooms with exterior walls, especially those facing south and west. Rooms facing north usually receive the least damage of all exterior rooms.
- A room that is completely interior protects against flying debris.
- Avoid interior partitions that contain glass.
- Avoid rooms containing windows.
- Avoid rooms with wide roofs that could collapse easily, such as the gym and auditoriums.
- If you are outside and you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area and cover your head and neck with your TeamWorks Compliance or a piece of clothing.

### **Shelter Locations**

- Avoid upper floors and especially the top floor of a multi-story building whenever possible. The upper floors receive the full force of the wind.
- Spaces in basement areas are better than locations on any other floor.
- Interior spaces - seek out spaces that form a part of a protected interior core, if possible.
- Avoid rooms with exterior walls, especially those facing south and west. Rooms facing north usually receive the least damage of all exterior rooms.
- A room that is completely interior protects against flying debris.
- Avoid interior partitions that contain glass.
- Avoid rooms containing windows.
- Avoid rooms with wide roofs that could collapse easily, such as the gym and auditoriums.
- If you are outside and you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area and cover your head and neck with your TeamWorks Compliance or a piece of clothing.

### **Acts of Violence**

If an active shooter is reported or encountered...

#### **RUN**

- If you are outside a building near the threat, go to the nearest cover immediately.
- If you are inside the building and you are confident you know the shooter's location and have a clear path to an exit, evacuate immediately and take others with you if possible.

#### **HIDE**

If you are unsure that you can safely exit the building, secure the area by following these tips:

- Lock and barricade doors
- Stay away from doors or windows
- Turn off lights
- Block windows
- Turn off radios and computer monitors

- Keep yourself out of sight (take cover/protection from bullets by using concrete walls or filing cabinets), and
- Silence your cell phone.
- If you can safety call 911, report the following items:
  - Your specific location.
  - Number of people at your location
  - Number of injured and types of injuries
  - Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, types of weapons, backpack, shooter's identity (if known), separate explosions from gunfire, etc.

## FIGHT

- As a last resort and only if your life is in danger
  - Attempt to incapacitate the shooter
  - Act with physical aggression
  - Improvise weapons
  - Commit to your actions
- Be prepared for Police response
  - Follow all instructions given by police officers
  - Understand their first actions will be to address the threat
  - Make sure empty hands are in plain view
- Check-In/Accountability
  - Attempt to contact your immediate family and other emergency contacts
  - Provide information to university officials for rosters upon request

For additional information, cut and paste the following address to view the Public Safety website:

<http://www.utc.edu/public-safety/index.php>.

## Assisting Distressed Students

The UTC Counseling Center is committed to serving students and offers both in-person appointments and telehealth sessions for students located in Tennessee. The Counseling Center offers a variety of services to assist students in managing difficulties that may be impacting their academic and personal success while at UTC such as counseling, case management, psychiatric services, and crisis intervention. Crisis services are available for all students 24/7.

Students exhibiting distressed behavior may have a negative impact on their academic performance, other students, or the instructor's ability to teach. Furthermore, the distressed behavior may be symptomatic of a student's ability to manage personal adjustments or emotional difficulties. Distressed individuals may be irritable, sad, unduly anxious, withdrawn, confused, lacking motivation or concentration, seeking constant attention, or demonstrating bizarre, erratic or concerning behaviors including references to self-harm.

Signs to help identify a distressed student

- The once organized, timely, and cooperative student does not seem to be that way now.
- The student may be unusually quiet or absent.

- The student's demeanor or appearance may change.
- The student may be angry, belligerent, disorganized, or even become socially isolated.
- The student may have sudden crying spells or may seem to be distracted.
- The student may be quietly distressed—possibly depressed or forlorn. These individuals may take longer to notice than angry, belligerent, or disorganized students.
- The student may display evidence of substance abuse.
- The student may be the victim of bullying or rejection or even display an *unusual* lack of empathy for others.

If an individual exhibits behavior that poses immediate danger to him/herself, is a risk to others, or makes threats of violence, immediately contact 911 or the University Police Department at 423-425-HELP.

If you feel that a student is experiencing a mental health crisis - -call 423-425-CARE (2273) or walk the student up to the UTC Counseling Center at 338 University Center. Other behavioral or psychological concerns may be addressed to the Student CARE Team by calling 423-425-CARE/2273 or filling out a “*Student of Concern*” form.

Cut and paste the following address to access the Student of Concern Form:

<https://www.utc.edu/enrollment-management-and-student-affairs/student-outreach-and-support>

For more information, cut and paste the following address to access UTC Faculty and Staff Response Guide:

<https://www.utc.edu/enrollment-management-and-student-affairs/utc-cares/individuals-of-concern>

### **Building Modifications**

In accordance with policies and procedures of the University of Tennessee, the Facilities Department and the Department of Safety and Risk Management must each approve any building modification or repair. This is to prevent individual departments from making building renovations which might be in violation of fire codes, building codes, or disturb asbestos-containing building materials or lead-based paint.

Depending on the nature of the request, Facilities Planning Committee approval may also be required, particularly if there is a change in space use or classification.

Building repair or modification requests should be submitted to Facilities Services via Work Control Contact at [work-control@utc.edu](mailto:work-control@utc.edu) or call 423-425-2254.

### **Reporting a Crime**

If you are a victim or have knowledge of a crime, UTC Campus Police should be contacted immediately. If you are calling from a campus phone, dial **911**. If you are calling from a cellular phone or any other non-campus phone, the number is **425-4357(HELP)**.

### **Bomb Threat**

Bomb threats usually occur by telephone. Try to keep the caller on the line as long as possible.

- Try to stay calm and obtain as much of the following information as possible
  - Department
  - Building
  - Date/Time
  - Exact words of caller

- Questions to ask caller
- Who are you?
- What type of device is it?
- When is it set to explode?
- Where is it placed?
- Description of caller
  - Male or female
  - Young, old or middle aged
  - Accent
  - Tone of voice
  - Speech impediment
    - Is Voice Familiar? If so, Who Did It Sound Like?
    - Time caller hung up
    - Background noises
- Contact the Campus Police immediately and give them any information you were able to obtain from the caller, as well as what time you received the call and where you are calling from.
- Inform your supervisor or department head.
- The police will be responsible for building evacuation.
- If you are instructed to evacuate the building, move a safe distance away from the building. Do not re-enter the building until told that it is safe to do so by authorized personnel.
- If you should see a suspicious object or package, report it to the Campus Police. DO NOT TOUCH it or move it in any way.

## **5.12**

## **GENERAL SAFETY PROCEDURES**

### **Facilities Maintenance and Engineering Staff Safety Procedures**

1. Keep a constant watch for any safety hazard during occupancy.
2. Continually monitor the Arena for spills and other related emergencies.
3. Assist in keeping all aisles clean and free from obstructions.
4. Facility engineers are responsible for ensuring lights are turned on after the event.

### **UTC Safety and Risk Management Procedures**

1. Prior to each event, Safety and Risk Management personnel will perform visual inspections of the fire alarm system.
2. Observe the entire facility for safety violations before, during and after the event.
3. Make sure adequate egress is available for occupancy load.
4. Continually move around to monitor potential safety hazards.
5. Provide a report of occurrence on safety related incidents.

### **UTC Department of Public Safety Procedures**

1. Ensure adequate staffing for the event based on potential for safety and security issues.
2. Provide security in all parking lots and related areas as practical.
3. Maintain a free and clear zone for emergency vehicles to access all major Arena entries & exits
4. Ensure entrances are free from obstructions.
5. Equip Security Officers with appropriate safety and security equipment, to include but not limited to flashlights, OCP spray, and radios.

6. Maintain and staff a First Aid Station on the Concourse.
7. Maintain two-way communications between security, police, medical personnel and the UTC Police

### **Safety Procedures Prior to Events**

Pursuant to the Department of Insurance, Division of Fire Prevention, State of Tennessee, and in compliance with 0780-2-10-01 Inspection of Exits. Not more than ninety (90) minutes prior to the scheduled commencement of any non-continuous event, activity, performance, show, meeting, function, or other occasion for which persons will gather at the UTC Arena, which is defined by the NFPA Life Safety Code 101 as a Class A Commercial Place of Assembly, the owner, manager or his designee will inspect every required exit way of approach, inspect every required exit, thereto, and way of approach there from. If such inspection reveals that any required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, the scheduled performance at the UTC Arena will not begin, nor will admittance to the UTC Arena be permitted, until necessary corrective action has been completed. The Department of Safety and Risk Management is responsible for ensuring compliance.

### **The UTC Safety & Risk Management Office will complete the following:**

1. Observe the entire facility for safety violations
2. Make sure adequate egress is available for occupancy load.
3. Continually move around and monitor potential safety hazards.
4. Check all fire safety equipment before each event.
5. Provide a report of occurrence on safety related incidents.

### **Safety Announcement**

Pursuant to the Rules of the Department of Insurance, Division of Fire Prevention, State of Tennessee and in compliance with 0780-2-10-02 Announcements. Immediately prior to the start of each UTC Arena event, the management of the facility orally notifies all attendees concerning the location of the exits to be used in case of fire and emergency. Other safety-related information is also given.

The safety public address announcement is written below:

*“Welcome to the UTC Arena. We invite your attention to the following: please observe all exit signs and please watch your step. We ask that you take your seats as the lights go down and that you remain seated during the show.”*

*“All concession stands, restrooms and ticket offices are located on the concourse level. Please keep in mind that smoking is not allowed in patron seating areas. Smoking is allowed only in the designated areas between gates two and three on the concourse level. Should you need assistance, please call on our ushers or security. Thank you for coming and we hope you enjoy the show.”*

### **HOUSEKEEPING, STORAGE AND WASTE DISPOSAL**

1. Good housekeeping is an essential element of any fire safety program. The maintenance program for the UTC Arena ensures safety by following the proper procedures for good housekeeping.
  - Accumulated waste, rubbish, old combustibles and paints are removed from the building.
  - Waste is removed daily from the building.
  - During events, waste is systematically removed from areas that may create a fire safety problem.
  - Only regulation containers are used to collect and store wastepaper and other combustibles.

- Cleaning materials used will be of a non-combustible variety.
- Only minimum levels, within Safety and Fire Code Regulations, of flammable liquids are stored in the facility. Safety containers are used for said storage.

2. UTC Facilities Management Office will also provide for routine inspection of:

- Lighting system
- Heating system
- Air conditioning and ventilation system
- Concession and other serving area
- Electrical equipment
- Interior construction of building
- Corridors and hallways
- Stairways
- Exits
- Fire protection systems
  - Alarm Compliance
  - Sprinklers
  - Extinguishers
- Occupancy hazards
- Exposure hazards

**6.00**  
**ATHLETIC DEVELOPMENT**

**6.01**

**PURPOSE OF FUNDRAISING**

The purpose of this policy is to effectively coordinate staff and maximize gifts of department priority support UTC student-athletes.

**6.02**

**ATHLETICS DEVELOPMENT MISSION**

The mission of Athletics Development is to seek private support to positively impact the UTC student-athlete by being the premier school of choice for the best student-athlete experience in the Southern Conference.

**6.03**

**PURPOSE OF THE UTC MOCS CLUB**

In the fulfillment of our mission, we seek to build a community of supporters that believe in the betterment and enhancement of the student-athlete experience at UTC by seeking private support that aides in funding scholarships, facility enhancements, and programmatic support. Our vision is to ensure our student-athletes reach comprehensive excellence in the classroom, in competition, and in the community.

**6.04**

**FUNDRAISING BY COACHES**

Each coach may assist in fund-raising activities, to help accelerate the growth of his/her particular program. All fund-raising activities must be reviewed and approved by the Athletics Development Office. In addition to this, coaches need to provide a summary of the visit with the donor to the sport fundraising liaison to ensure proper contact notes and outcomes are documented in the donor management system.

**6.05**

**INDIVIDUAL TEAM FUNDRAISER POLICY**

All fund-raising events should have prior approval of the Athletics Development Office. This will include the type of event, date of the event and any involved sponsors. These fundraising activities should be disclosed at the beginning of each fiscal year to your assigned sport fundraising liaison within the Mocs Club.

Each team may hold one (1) fund-raiser per year with the approval of the Vice Chancellor/Director of Athletics. This does not include participation in any fund-raiser planned by the Athletics Development Office such as the Annual Porky's Open Golf Tournament. If your team wants to arrange a second fund-raiser, a request needs to be submitted to the Vice Chancellor/Director of Athletics and the Athletics Development Office. At that time, a decision will be made by the Vice Chancellor/Director of Athletics in conjunction with the Sport Administrator and the Associate Athletic Director for Development.

Please notify the Athletics Development Office of any support provided by any individuals or businesses. This allows the Athletics Development Office to follow-up with recognition, receipts and credit toward their overall giving record.

**6.06**

**DONATIONS POLICY**

All Monetary gifts must be processed through the Office of Development. Do not solicit any monetary or Gift-In-Kind donations without going through the Mocs Club office and your sport liaison.

All gifts received should be submitted to the Mocs Club office and your sport liaison as soon as they are received. All gifts must be entered into the donor system within a 3-day period of receipt. All monetary gifts

must be accompanied by donor contact information to include: Full Name, phone number, email and address.

Gift-In-Kind donations of service, property, etc., must be accompanied by documentation of the fair market value as valued by a third party or proper documentation. There are IRS rules and regulations concerning the recognition and receipt of same. Gift-In-Kind donations may not apply toward UTC Mocs Club membership or tickets unless authorized in advance by the Mocs Club office and Vice Chancellor/Director of Athletics.

Both monetary gifts and gifts-in-kind need to be recognized with receipts and credit toward the donor's total university giving record. The Office of Development maintains the official gift records for the Chattanooga campus of the University of Tennessee for IRS tax purposes. The official gift acknowledgement must come from the Office of Development.

## **6.07**

## **GUIDING PRINCIPLES POLICY**

Who should you target for gifts to your program?

1. Former Student-Athletes of your program
2. Parents of current student-athletes of your program
3. Individuals with a previous giving history to your program (you can acquire a donor list from The Mocs Club representative if needed)

### Basic Fundraising Principles

1. Transparency and honesty are key to building a solid relationship and strong genuine relationships are vital to maximizing philanthropy.
2. Have a list of 3-8 donors/prospects that you touch base with monthly where you say hello and update them on how the program is doing. This time is used not to ask for money, but to build the relationship. Work with your sport staff liaison to create and update this list as necessary.
3. Find unique ways to engage and include donors and prospects in your program. Making them feel a part of the success of your program will go a long way.
4. Ask for guidance for solicitations for any gift...our role is to help make the "ask"
5. When you receive a gift make sure you thank the donor (letter and phone call) – current donors are your future donors. Our role will be to inform you when a gift is made to your program.
6. Tell the story/impact of a gift received or a fundraiser you put on. Donors want to know they make a difference and see how they are doing it.
7. Don't overthink it...treat others how you want to be treated in the relationship building process

## **7.00 SCHEDULING**

All contests scheduling is the responsibility of each individual coach, except for football, which is the responsibility of the Vice Chancellor/Director of Athletics, Sport Administrator and Head Coach. It is your responsibility to schedule within your team budget.

For sports that must travel to conference events during final exam week, coaches need to make every effort to arrange travel times and event times to lessen the impact on student-athletes. Ideally, there should be no nonconference away-from-home contests scheduled during final exam week. If a coach wishes to schedule a contest on Reading Day or schedule a home contest on the weekend during finals week, the coach must get approval from the Sport Supervisor and/or Vice Chancellor/Director of Athletics PRIOR to scheduling the contest

NCAA regulations preclude student-athletes from missing classes for practice, conditioning, or team meetings.

### **7.01 CLASS MISS POLICY**

Daily class attendance is expected of all student-athletes; it is the student-athlete's responsibility to attend all classes and lab sessions. UTC does not have a universal missed class policy for campus; therefore, a **student-athlete is never excused from a test, paper, or homework due on the date of travel or participation**. It is the student-athlete's responsibility to talk with his/her instructor prior to an absence to make plans to complete the work assigned. The Athletic Academic Advisor will provide the student-athlete with a form letter to take to the teachers prior to the beginning of your season.

It should be emphasized that the only thing "excused" by an excused absence is the student-athlete's presence in class. The student-athlete is responsible for the material covered in class, assignments made in class, tests, homework and additional information given to the class, such as a change in assignments and deadlines.

### **7.02 APPROVAL & SCHEDULE CHANGES**

Sport schedules must be approved by the Faculty Athletics Committee regarding missed classes and leave dates and times. Student-athletes should not miss more than three (3) Monday/Wednesday/Friday and two (2) Tuesday/Thursday classes each academic term. A leave time of 1pm or later does not result in a missed class day

If changes are needed after Faculty Athletics Committee approval, the Sport Administrator and Executive Associate Athletic Director/SWA must be notified PRIOR to the change being made. After the change is approved, coaches must notify the appropriate support areas (Strategic Communications, athletic training, equipment & facilities, MocsVision, marketing, tickets, etc.)

Changes to conference contests that were predetermined by the Southern Conference must be approved by the Vice Chancellor/Director of Athletics of both institutions. Please see Executive Associate Athletic Director/SWA Laura Herron for the official SoCon Change Form

### **7.03 GAME CONTRACTS**

While not required, it is advisable for all sports to execute game contracts for all non-conference home contests. All game contest contracts require submission through the University Contract Review Process.

### Home Contests

The Athletics Senior Leadership Team has final approval of all home game times. The Sport Administrator should draft the agreement and/or sign off on the agreement PRIOR to it being sent to the opponent to ensure that we have the proper support personnel available to properly host the event. The business office maintains the current game agreement template that is updated bi-annually or as requested by the procurement office.

Game times must be approved by the Athletics Leadership Team PRIOR to being finalized with the visiting team.

### Away-From-Home Contests

The sport coach should review any contract generated by other institutions, initial his/her approval and forward it to his/her Sport Administrator for his/her review and initials. The Sport Administrator will then submit to Melissa Cate to begin the contract review process.

## 8.00 STRATEGIC COMMUNICATIONS

The Strategic Communications Office serves as the primary media contact and official information outlet for the athletics department. This office must adhere to University, Southern Conference and NCAA regulations and guidelines. The basic philosophy of the Strategic Communications / Media Relations Office is to promote The University of Tennessee at Chattanooga by publicizing its most visible and marketable entity- -its student-athletes, teams, coaches and administrators. The goal is to create interest and enthusiasm for all intercollegiate athletics at Chattanooga, while maintaining a reputation for honesty and credibility. To do this, the Strategic Communications/Media Relations Office relies on the steady flow of information and communication with the coaching staff, student-athletes, administrators and the local, regional and national media.

### **8.01** **RESPONSIBILITIES**

- Communicate and share the stories and successes of our student-athletes, our Athletics Department and the University through a single and unified voice.
- Provide a window to, and the reflection of, the University, through the athletics department.
- Maintain the university's athletic web site.
- Monitor all social media entities tied to the Athletics Department.
- Actively pursue new avenues for promoting and distributing features and articles concerning the athletics department.
- Work closely with other UTC athletics personnel to assist in special promotional activities; and help promote deserving athletes for various honors (preseason, postseason, academic, etc.)
- Direct media activities at every home athletic event, including distribution of media credentials, supervising statistics crews, coordinating press row seating and conducting post-game press conferences and interviews.
- Write, edit and distribute all athletic news releases and information.
- Work with the Vice Chancellor/Director of Athletics, administrators and the University Relations office in crisis situations.
- Report to the media the results of all UTC varsity athletics contests, home and away.
- Publish and distribute annual statistical and biographical information on each sport.
- Assist the department in the development of printed items which may include schedule cards, game programs, posters, ticket brochures or All-American promotions.
- Maintain team and individual statistics for every sport, as well as files on honors, team and individual records and a comprehensive photography library on events and individual athletes.
- Create and maintain a current media electronic mailing list tailored to each sport, including hometown media outlets for each student-athlete.
- Respond to media requests for interviews with UTC student-athletes, coaches and administrators, scheduling mutually convenient arrangements.
- Lead the department in situations that call for crisis communications.

### **8.02** **MEDIA POLICIES**

The University of Tennessee at Chattanooga's Department of Athletics generates a high level of public interest and media coverage. The Athletics Department is aware that its image affects the reputation of the entire University and urges all student-athletes, coaches and staff to use extreme care when making statements to the media.

Media should never be made aware of any item concerning UTC athletics without the previous knowledge and consent of the Strategic Communications/Media Relations Office. The Vice Chancellor/Director of Athletics , working in conjunction with the Assistant Athletic Director for Strategic Communications, is ultimately responsible for determining which types of information and commentary are appropriate for media release.

All media interviews should be coordinated through the Strategic Communications/Media Relations Office. However, if you are approached by a member of the media, it is at your discretion to conduct the interview. Immediately following the interview, let your athletics communications contact know who interviewed you, what media outlet they represented and the topic of the discussion.

All interviews with student-athletes are required to be coordinated by and conducted through the Strategic Communications/Media Relations Office

We ask that you keep good sportsmanship foremost in your mind and in your comments during all interview sessions--especially following an athletics event. ***DO NOT COMMENT ON OFFICIATING AND BE RESPECTFUL IN COMMENTING ON THE PLAY OF YOUR OPPONENT.***

All athletics personnel are expected to comply with Conference and NCAA rules and regulations regarding the release of information about student-athletes and prospective student-athletes. The Strategic Communications/Media Relations Office can only release information on a student-athlete after a National Letter of Intent has been fully executed. Additionally, the Strategic Communications/Media Relations Office cannot be involved with media coverage at the official signing.

**9.00**  
**TICKET POLICIES & PROCEDURES**

**9.01**

**TICKET SALES IN THE MCKENZIE ARENA & FINLEY STADIUM**

All ticketed events to be held in The McKenzie Arena, such as Men's and Women's Basketball, or Finley Stadium, such as Football, will require the use of the University's computerized ticketing system. Please contact the McKenzie Arena Box Office to inquire about set-up and management fees as they relate to event ticketing.

**9.02**

**OTHER VENUES**

This section applies to the sale of tickets at Frost Stadium for Softball, and Maclellan gymnasium for Wrestling. Please contact the McKenzie Arena Box Office to inquire about fees as they relate to either option.

**9.03**

**UNIVERSITY FACULTY AND STAFF TICKETS**

Season tickets for Football, Men's Basketball and Women's Basketball are available for purchase to faculty and staff at a discounted price.

**9.04**

**STUDENT TICKETS**

All currently enrolled UTC students receive free admission to home Mocs events during the regular season. If the Mocs are hosting a postseason event for the Southern Conference or NCAA, students may be charged a small fee for those ticketed events. That is decided on a case-by-case basis for each postseason event.

Chattanooga Athletics has an online ticket reservation process for students to select sports. This allows the athletics department to better prepare for anticipated crowds and provide the best game day experience for all fans. Students need to reserve tickets for any home football, men's basketball, and women's basketball games they choose to attend. Students do not need to reserve tickets for any other sports. When attending any other home regular-season event, please make sure to have your valid UTC ID card with you. For selected sports, each student is allowed to purchase one guest ticket at a discounted price - with the price varying for each sport

Cut and paste the following address for more information on student tickets:

<https://gomocs.com/sports/2023/5/5/student-information.aspx>

**9.05**

**NCAA COMPLIANCE**

NCAA Ticket regulations shall apply to all sports in which admission is charged.

**9.06**

**POST SEASON TOURNAMENT TICKETS**

Depending on the number of tickets received, tickets to post season tournaments will be available to season ticket purchasers on a priority basis. After the initial distribution, the remaining tickets, if any, will be available to the general public on a first come, first served basis. Distribution methods and times will be announced through all forms of media available.

**9.07**

**TICKET PRICING**

The Vice Chancellor/Director of Athletics, Director of Ticket Operations, and the Deputy Athletic Director for External Operations will determine all price structures for all UTC events, and special events sponsored by the Athletics Department. The Director of the McKenzie Arena, in conjunction with the promoter for the event, determines price structures for special events held in McKenzie Arena

**9.08****GROUP TICKET SALES**

Discounts may be offered for groups of 10 or more in selected sports. Only advanced sales will be eligible for the group discount pricing. Please visit GoMocs.com for more information.

**9.09****COMPLIMENTARY ADMISSIONS POLICY**

Department of Athletics complimentary ticket policies have been developed to provide a fair and equitable means of allocation and distribution of complimentary admissions to athletic events. All policies and procedures are consistent with university, conference, and NCAA rules and regulations.

The misuse of complimentary admissions can result in extensive loss of revenues, as well as administrative and NCAA sanctions. To avoid any such problems: it is essential that department staff be aware of all constraints placed on the distribution of complimentary admissions and be sensitive to the dollar amount involved in their allocation.

1. All requests for complimentary admissions are subject to the availability of tickets and the approval of the Director of Ticket Operations and/or the Senior Associate Athletic Director for Compliance
2. For auditing purposes, all complimentary tickets for all events will go through the ticket office rather than through the individual sport office.
  - All requests for complimentary admissions MUST be submitted through the TeamWorks Compliance system within the time constraints and deadlines established before each season. No exceptions. Deadlines will be communicated to coaches and student-athletes through email and pre-season informational meetings.
  - The number of complimentary tickets for the parties involved are listed below:

**Football****Regular Season Home & Away Games**

- Head Coach –12 home & 8 away
- Assistant Coaches – 4 home & 4 away
- Managers – 2 home & 2 away (if available)
- Trainers – 2 home & 2 away (if available)
- Student Athletes – 4 home, 2 away
- Prospective Student Athletes – 3 home
- In addition, Football coaches will be allotted a pool of general admission tickets (maximum of 30) for every regular season home game

**Post-season**

- Tickets will be allocated based on availability and will be finalized upon reaching post-season play.

**Men's and Women's Basketball****Regular Season Home & Away Games**

- Head Coaches – 12 home, 8 away
- Assistant Coaches – 4 home, 4 away
- Managers – 2 home, 2 away (if available)
- Student Athletes – 4 home, 2 away

- Prospective Student Athletes – 3 home
- Premier event allocation – 30 players / 8 head coach / 12 Mocs Club
- Basketball coaches will be allotted an additional pool of general admission tickets (maximum of 10) for every regular season home game

Post Season

- Tickets will be allocated based on availability and will be finalized upon reaching post-season play.

**Wrestling**

Regular Season Home

- Head Coach – 12
- Assistant Coaches – 4
- Volunteer Assistant Coaches – 2
- Student Athletes – 4
- Prospective Student Athletes – 3
- No complimentary tickets will be available for student athletes for the Southern Scuffle

Post Season

- Tickets will be allocated based on availability and will be finalized upon reaching post-season play.

**Softball**

Regular Season Home Games

- Head Coaches – 12
- Assistant Coaches – 4
- Volunteer Assistant Coaches – 2
- Student Athletes – 4
- Prospective Student Athletes – 3
- No complimentary tickets are provided for regular season tournament

Post Season

- Tickets will be allocated based on availability and will be finalized upon reaching post-season play.

**Cheerleaders/Sugar Mocs/Ladies of GOLD**

Regular Season Home Games

- Head Coaches – 4 (general seating only)
- Cheerleaders/Dance Teams - 2 (general seating only- MUST go through TeamWorks Compliance)

Complimentary Ticket Request Deadlines

All persons receiving complimentary tickets must be submitted, approved, AND assigned to the specific athletic event through the TeamWorks Compliance system. They MUST be received before the deadlines listed below or the individual will not receive a complimentary ticket. NO exception, all ticket requests made after the deadline will not be approved.

Football Home Contests:

- Recruits: 2 days prior to the event
- High School Coaches: 2 days prior to the event (Max. 55 names)
- Coaches List: Tickets will be distributed Monday, week of game for own distribution
- Player Guests: 2 days prior to the event

All Other Sports Home Contests:

- Recruits: 2 days prior to the event
- High School Coaches: 2 days prior to the event (Max. 20 names)
- Coaches List: 2 days prior to the event
- Player Guests: 2 days prior to the event

Football Away Contests:

- Coaches List: 2 days prior to the event
- Player Guests: 2 days prior to the event

All Other Sports Away Contests:

- Coaches List: 2 days prior to the event
- Player Guests: 2 days prior to the event

All coaches' lists must be submitted to either the Director of Ticket Operations or the Assistant Director of Ticket Operations before the deadline listed above. Each individual name on the list is allowed to receive one complimentary ticket. All ticket requests are subject to the approval of the Director of Ticket Operations, the Assistant Director of Ticket Operations or the Senior Associate Athletic Director for Compliance.

**3. Internal Athletics Department Requests**

All internal requests for complimentary admissions, except those being made for the sport of Football, must be approved and received by the Director of Athletic Ticket Operations no later than 5:00 PM the day prior to game time. In the event that the contest falls on a Sunday or over a Holiday Break, then all requests must be approved and received by the Director of Athletic Ticket Operations no later than 5:00 p.m. on the last official day that the University is in session. In the sport of Football, all internal requests for complimentary admissions must be approved and received by the Director of Ticket Operations no later than 12:00 PM, two weekdays prior to the game. Any available tickets will be allocated on a first-come, first-served basis. If the demand exceeds the available supply, then each person will have their requested allotment reduced to ensure every internal request is met. Any overflow will then be allocated using the first-come, first-serve priority.

**4. Chancellor's Executive Team, Board of Trustees, Politicians, & the Athletics Committee**

Complimentary admissions shall be handled as follows:

<i>Title</i>	<i>Football</i>	<i>Men's Basketball</i>	<i>Women's Basketball</i>
Executive Team	2 Season; General Admission	2 Season (Gold Circle; Endzone)	Upon Request; must be approved by Chancellor and AD
Board of Trustees	Upon Request; must be approved by Chancellor and AD	Upon Request; must be approved by Chancellor and AD	Upon Request; must be approved by Chancellor and AD

County Commission & Mayor	2 Season; General Admission	2 Season; 300-Level	Upon Request; must be approved by Chancellor and AD
City Council & Mayor	2 Season; General Admission (9 pairs)	2 Season; 300-Level (9 pairs)	Upon Request; must be approved by Chancellor and AD
Faculty Athletics Committee	2 Season; General Admission (12 Pairs Total)	2 Season; 300-Level (12 Pairs Total)	2 Season General Admission (12 Pairs Total)

5. **Athletic Staff Tickets** – Home and away game complimentary tickets shall be handled as follows:

<i>Title</i>	<i>Football</i>	<i>Men's Basketball</i>	<i>Women's Basketball</i>
Vice Chancellor/Director of Athletics	Home: 15 AD Skybox 4 Reserved Chairbacks Away: 10	Home: 8 Season (200 Level) Away: If available	Home: 8 Season Away: If available
Head Football Coach	Home: 12 Reserved Chairbacks Away: 8 Away	Immediate Family Gold Circle; Endzone	Immediate Family
Assistant Football Coach	Home: 4 Reserved Chairbacks Away: 4	Immediate Family	Immediate Family
Head Men's Basketball Coach	Immediate Family; Reserved Chairbacks	#Home: 12 Season (4 in 100 Level; 8 in Gold Circle; Endzone) Away: If available	Immediate Family
Assistant Men's Basketball Coach	Immediate Family; General Admission	#Home: 4 Season (Gold Circle; Endzone) Away: If available	Immediate Family
Head Women's Basketball Coach	Immediate Family; Reserved Chairbacks	Immediate Family Gold Circle; Endzone	#Home: 12 Season Away: If available
Assistant Women's Basketball Coach	Immediate Family; General Admission	Immediate Family Gold Circle; Endzone	#Home: 6 Season Away: If available
Other Head Coaches	Immediate Family; General Admission	Immediate Family Gold Circle; Endzone	Immediate Family
Other Assistant Coaches	Immediate Family; General Admission	Immediate Family Gold Circle; Endzone	Immediate Family
Associate Vice Chancellor/Director of Athletics	Home: 4 Reserved Chairbacks Away: If available	Immediate Family Gold Circle; Endzone	Immediate Family
Assistant Vice Chancellor/Director of Athletics	Home: 4 Reserved Chairbacks Away: If available	Immediate Family Gold Circle; Endzone	Immediate Family

Senior Woman Administrator	Home: 4 Reserved Chairbacks Away: If available	Immediate Family Gold Circle; Endzone	Immediate Family
Other Athletic Staff	Immediate Family; General Admission	Immediate Family Gold Circle; Endzone	Immediate Family

# Unless otherwise specified in a contract

\* Must be requested through the Athletic Ticket Office

Any additional tickets above and beyond this, if needed, must be purchased. Please note that these purchased tickets may not be located with original complimentary tickets.

- a) Complimentary tickets for away contests will be provided to athletic staff only if deemed available by the Director of Ticket Operations and approved by the Vice Chancellor/Director of Athletics in which case, each Athletic Staff Member will be allowed tickets only for immediate family. In the event that there are multiple requests that consume the available tickets, a limit will be placed on how many tickets each person shall receive by the Director of Ticket Operations. Any requests must be placed one week prior to the game in question.
- b) Athletic Staff Members may not receive any payment from any source for any home or away complimentary tickets and may not exchange them for any item of value. Failure to adhere may result in a loss of benefit.

**6. Organizations or individuals participating in promotional services, in kind or advertising trade-outs with athletics**

Complimentary tickets will be provided through a signed agreement only. The coach, Deputy Athletic Director for External Operations, Assistant Athletic Director for Marketing, Director of the Mocs Club, or whoever signs the deal, will provide a copy of the signed contract to the Director of Ticket Operations. Tickets will not be issued until the Director of Ticket Operations receives a copy of the contract. This contract must show the approximate or estimated values of that which is being traded, which shall be greater than or equal to the value of the tickets being provided, including any applicable donor components.

**7. Prospective Student Athletes**

Requests for complimentary admissions must be completed by a UTC head coach and then submitted to the Director of Ticket Operations. All requests MUST be submitted, and approved, through TeamWorks Compliance two days prior to the event.

The following rules apply:

1. Official Visit - complimentary admissions, limited to three (3), are approved only to the prospect and the prospect's parents (or legal guardian(s) or spouse).
  - Seating can only be in the general seating area of the facility utilized for conducting the event.
  - It is permissible to reserve additional tickets, to be paid for at face value, only for the use of immediate family members accompanying a prospect during an official visit. (By-Law 13.7.5)
2. Unofficial Visit - maximum of three (3) complimentary admissions to a campus athletics event in which Chattanooga is participating. Such admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual game basis.

- Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event.
- It is not permissible to reserve additional tickets to be purchased by a prospect, or those accompanying the prospect, on an unofficial visit. Tickets may be purchased only in the same manner as any other member of the general public. (By-Law 13.8.2)

8. **UTC Student-Athletes**

A maximum of four (4) complimentary tickets per each regular season home contest may be allowed to each student-athlete participating in that ticketed sport. All guests and ticket requests MUST be submitted, and approved, through TeamWorks Compliance by midnight two days (2) before the event. During away games, a maximum of two (2) complimentary tickets per student-athlete may be enforced by the Director of Ticket Operations in the sports of Football, Men's Basketball, and Women's Basketball. All guests and ticket requests MUST be submitted, and approved, through TeamWorks Compliance by midnight two (2) days before the event.

1. Complimentary admissions shall be provided only by a pass list designated by the student-athlete. "Hard tickets" shall NOT be issued in advance for distribution.
2. The student-athlete may not receive any payment from any source for the complimentary ticket and may not exchange them for any item of value.
3. The disbursement of a student-athlete's complimentary tickets is made on a single game basis at the gate or sent to their guest's mobile device via email when mobile tickets are issued.
4. The individual receiving the complimentary ticket(s) must present proper identification and sign for the tickets in order to receive them. Each individual MUST sign for themselves.
5. The same individual may not be designated by more than one student-athlete as the recipient of a complimentary ticket. Each designated person (guest of student-athlete) to receive a "pass" into the contest will receive only one admission.
6. Player Pass lists may not be changed by anyone other than the student-athlete who requested the tickets. Changes to the pass list are not permitted once the pass list has been submitted to and approved by the Director of Ticket Operations. In the sport of Football, this shall be at 11:59pm two days prior to the game. In all other sports, this shall be at 11:59pm on the day prior to the contest.

For **ALL SPORTS**, the following policies regarding player pass will be instituted:

Home Games:

1. Each player will have the opportunity to receive up to four (4) complimentary tickets for each regular season home game. All ticket requests must be submitted and approved through TeamWorks Compliance.
2. If a player does not plan to use his complimentary tickets, he may issue them to another player through TeamWorks Compliance only. All student-athletes will receive instruction during pre-season TeamWorks Compliance training.
3. Once the final list has been compiled, it may not be added to or changed in any way.
4. All NCAA rules and UTC Ticket Policies apply.

Away Games:

1. Each player who is on that week's travel roster will have the opportunity to receive two (2) complimentary tickets. In order to receive complimentary tickets players must submit guests, and then request tickets for each guest through TeamWorks Compliance.

2. Once the final list has been compiled, it may not be added to or changed in any way.
3. All NCAA rules and UTC Ticket Policies apply.

For all **Olympic Sports that are ticketed**, the following policies will be instituted:

1. Each player on the official roster will have the opportunity to receive up to four (4) complimentary tickets. In order to receive complimentary tickets players must submit guests, and then request tickets for each guest through TeamWorks Compliance.
2. Once the final list has been compiled, it may not be added to or changed in any way.
3. All NCAA rules and UTC Ticket Policies apply.

For **High School Coaches & Teams** - All telephone requests for complimentary admissions must be called in by the high school Vice Chancellor/Director of Athletics to the individual sport. The deadline to receive tickets is 5:00 PM **two (2) days** before the event. **After this deadline, no complimentary tickets will be given.**

The following admission limits will apply:

1. A maximum of 55 complimentary admissions will be provided to approved Varsity High School Football Coaches and Teams.
2. A maximum of 20 complimentary admissions will be provided to approved Varsity High School Men's or Women's Basketball Coaches and Teams.

#### 9. **Retired Athletics Staff**

Current system policy does not include complimentary tickets for retirees. Retired staff will be permitted to purchase tickets at the UTC Faculty/Staff discounted rate, if applicable. Individuals who are grandfathered in and are receiving complimentary season tickets for Football and/or Men's Basketball will continue to receive the number of tickets that they were originally given; however, these tickets will be located with current staff in either the General Admission area for Football or in the Gold Circle (200-Level; Endzone) for Men's Basketball., unless other factors (e.g. Mocs Club Status) merits a priority location..

#### 10. **Nonprofit 501 C (3) Organizations –**

Each year, the Chattanooga Athletics department is asked to support many worthwhile causes and events. Every effort is made to accommodate these requests. However, due to the number of requests which we receive, this is not always possible.

The following policies must be followed when submitting a request for the donation of tickets:

1. Each organization submitting a request must complete a Donation Request Form and submit it to the Chattanooga Athletics Department for review by the Office of Compliance. This form can be found here: <https://questionnaires.TeamWorksComplianceSoftware.com/53b2323e94d6>
2. If the organization submitting the request is considered a non-profit, then this organization must include a statement supporting their 501 c 3 status along with their donation request form.
3. All donation requests must be submitted in full no later than two (2) weeks prior to the event

for which the item(s) are to be used.

4. Requests are limited to one (1) per organization, per fiscal year (July 1-June 30).

Once a donation request has been received, the request will be made by the Office of Compliance. Upon review, the contact for the organization listed on the form will be notified as to the status of the request.

Due to the number of requests received, submitting a request for a donation does not guarantee that your request will be approved, even if all guidelines are met. Upon completion of the review process, you will be contacted by an athletics representative as to the status of your request.

**10.00**  
**ACADEMIC ENHANCEMENT**

**10.01**

**ACADEMIC ENHANCEMENT STATEMENT**

Our role is to assist our student-athletes with the transition from high school to college and through graduation. We provide an environment that fosters learning and partners with our student-athletes. We challenge them to grow their intellectual interests and abilities. Above all else, our most important pursuit is the academic success of our student-athletes.

**10.02**

**CLASS ATTENDANCE**

The head coach of each sport is responsible for informing the student-athletes and enforcing the following university policy.

Registration in a course obligates the student to be a regular attendee and punctual in class attendance. It is the responsibility of each student-athlete to confer with his or her instructors (prior to any scheduled absence) to obtain class assignments which will be missed. Missed class letters for competition are provided to students by their athletic academic advisor.

Coaches are responsible for submitting accurate team travel days/times to the Academic Enhancement staff at the beginning of each semester. Changes to departure times after the start of the semester must be approved and communicated at least 7 days prior to departure date to allow revised travel letters to be sent to instructors. In the instance that travel is affected by inclement weather, notice should be made as soon as possible.

All student-athletes must be enrolled full-time (12 hours or more) each term unless they meet the final term exception. Student-athletes are never allowed to miss classes for practice---only competition and travel to competitions.

**10.03**

**TUTORING**

Our tutoring policy for student-athletes at University of Tennessee at Chattanooga is to provide competent and helpful tutorial assistance to all student-athletes regardless of gender or sport affiliation. Student-athletes who have exhausted their eligibility but are still receiving athletic financial aid are entitled to the same tutorial services as current student-athletes. Equality and fairness toward all student-athletes is our primary goal.

Tutors are hired in several ways. Professors often recommend students who have done well in their classes. Many times, a student-athlete will contact the Tutor Coordinator about a fellow student who is doing well in their class and would be willing to tutor. Sometimes students hear about our tutoring program by word of mouth and seek out the Tutor Coordinator for employment. Position postings are also listed on the UTC placement office website.

Tutors are typically juniors, seniors, or graduate students. We have both male and female tutors and seek to hire minority tutors whenever possible. The one absolute criterion for athletic tutors is that they be competent in their subject and are able to communicate their knowledge to the student-athlete. In the initial interview, the Tutor Coordinator will explain to tutor prospects that under no circumstances are they to do the student-athletes' work for them. Tutors are to guide, explain, and point out errors in course work, but the student-athlete is responsible for his or her own work.

Student-athletes may request a tutor at any time by talking with the Tutor Coordinator or their Athletic Academic Advisor. Professors may request a tutor for a student-athlete by indicating that request on the mid-term grade review. Advisors may also request tutors for particular student-athletes upon receiving mid-term grade reviews. The Tutor Coordinator then matches the student-athlete's academic needs with a tutor who has expertise in the specific area of need. In the event that a student-athlete finds they do not work well with a particular tutor, the Tutor Coordinator may place that student with another suitable tutor.

Each tutor receives a tutoring manual; which outlines their responsibilities and limitations. Each tutor is responsible for updating their available times and courses in the TeamWorks program. Tutors are paid an hourly wage for actual tutoring. A tutor's time sheet is then turned into the Tutor Coordinator every two weeks and then is submitted to payroll. All tutors must abide by the NCAA, Southern Conference and UTC rules.

Student-athletes and tutors are encouraged to meet with the Tutor Coordinator at any time to discuss problems or special concerns. Part of the job of the Tutor Coordinator is to serve as liaison with other university officials to solve special problems concerning student-athletes.

#### **10.04**

#### **ACADEMIC ENHANCEMENT CENTER**

UTC's Academic Enhancement Center is located on the 2<sup>nd</sup> floor of The McKenzie Arena and houses the office of the Tutor Coordinator, computer lab, and study areas designated solely for use by student-athletes. The Academic Enhancement Center is open daily during the week and on weeknights when Study Hall is in session. The Center provides a quiet, comfortable environment where tutors can meet with student-athletes, usually on a one-on-one basis and occasionally in small group settings. Some teams require student-athletes to put in "time management" hours weekly in the Academic Enhancement Center by studying on their own, working with tutors or using the computers.

Tutors are available at no cost to the student-athlete. The Tutor Coordinator is responsible for matching the needs of the student-athlete with the skills of a particular tutor. A student does not have to be failing a course to be assigned a tutor. **Study hall is not mandatory unless a coach requests it.** It is recommended, however, that all first-year student-athletes and upper-class student-athletes with a grade point under 2.6 attend. This study hall is supervised and staffed. Any student-athlete may attend these sessions. Any student needing a specialized course tutor (calculus, statistics, anatomy and physiology, etc.) must make that request at least 24 hours in advance.

The following is a list of rules and regulations applied to study hall:

- Turn off cell phones
- No food or drink
- Ask permission if you need to speak with your coach
- Social Media websites are not to be used during study hall

Study Hall Hours	Monday – Thursday	8:00am – 5:00pm
	Friday	8:00am – 5:00pm
	Sunday	Varies

#### **10.05**

#### **COURSE REPEAT POLICY**

1. Provided prerequisites are met, students may replace a total of three grades of C or lower. The first three grades in one or more subjects may be replaced; the total number of replaced grades cannot exceed three.

Developmental studies courses (institutional credit) will be included in the grade replacement limit, but grades of S, NC, and will not count in the allotted number of replacement grades.

2. All grades, except the three replaced grades, will be used in the grade point average computation.
3. In any repeated course, excluding "r" courses, a student forfeits the first earned hours, if any. Previous grades and credit do not count; only last grade counts.
4. Courses in which grades of A or B were earned cannot be repeated except for "r" courses. If an A or B is repeated, the repetition will be changed from credit to audit.
5. For a transfer student, a "course" is interpreted as any such course listed separately in an individual term on the transcript, regardless of the number of such courses needed to equate to a UTC course.
6. When a student is repeating more than one course in a term and is nearing the permissible limit of three replacement grades, the following order will determine replacements; 4 hour Fs, 3 hour Fs, 2 hour Fs; 4 hour Ds, 3 hour Ds, 2 hour Ds; 1 hour Fs, 1 hour D; 4 hour Cs, 3 hour Cs, 2 hour Cs, 1 hour Cs. In the case of a tie, a grade in a course within the student's major will be replaced first.

#### **10.06**

#### **STUDENT CLASSIFICATION**

The university classifies undergraduate students as freshmen, sophomores, juniors, or seniors according to the number of credit hours the student has completed. The student's classification determines the level of course for which the student may enroll. The following table presents the relation between class standing and semester hours completed.

Freshman	0 – 29 semester hours
Sophomore	30 – 59 semester hours
Junior	60 – 89 semester hours
Senior	90 or more semester hours

#### **10.07**

#### **AWARDS, BANQUETS & CHAMPIONSHIP AWARDS**

Awards for lettering in a sport are based solely on criteria established by each head coach. If championship rings are to be awarded, you must follow proper University purchasing procedures to secure these rings prior to being invoiced; even if restricted funds are used to purchase rings. A list of NCAA financial limits for student-athlete awards is found at the end of Chapter 16 in the NCAA Manual.

Team banquets are held individually and are the sole responsibility of the head coach. Unless otherwise underwritten, each sport program must use restricted funds to process expenses generated from banquets.

Awards for participation in the Southern Conference Championships are given by the conference office. Some NCAA championship events also provide participation awards. If an individual national champion does not receive an individual award from the NCAA, The University of Tennessee at Chattanooga will present an award to that individual.

**11.00**  
**CAMPS & CLINICS**

**11.01**

**GENERAL INFORMATION**

This section serves as an overview of the Athletics Compliance Office (“Compliance Office”) policy and procedures relating to camps and clinics. NCAA Bylaw 12 regulates the extent to which student-athletes may be employed at camps/clinics and Bylaw 13 governs the general regulations for conducting camps/clinics. An athletics department staff member will be charged with oversight of all institutional sports camps and clinics. This staff member will work closely with the Compliance Office to monitor all sports camps to ensure compliance with NCAA regulations and institutional policies.

**Goals and Objectives**

1. To educate all coaches, staff members and student-athletes about the NCAA regulations and institutional policies for conducting camps/clinics;
2. To monitor institutional camps/clinics for compliance to NCAA regulations and institutional policies;
3. To provide prior approval for all coaches, staff members and student-athletes to work non-institutional, privately-owned camps; and
4. To clearly define the role of each individual with responsibilities in the camp/clinic operations.

**11.02**

**ATHLETIC DEPARTMENT PROCEDURES**

All athletic sport camps and instructional clinics will be administered through the University and shall adhere to university regulations (housing and meal requirements, facility reservations and rentals, employment background checks, participant insurance, etc.)

UTC's sport camps and clinics shall...

1. Provide specialized instruction for a particular sport that may include practice and/or competition;
2. Involves activities designed to improve overall skills and general knowledge of the sport;
3. Are open to any and all entrants limited only by number, age, grade level and gender.

**Football Camps**

- A FCS institution's camp or clinic may be conducted only during June and July or any calendar week (Sunday – Saturday) that includes days in June
- The camp or clinic must be conducted within the state where the institution is located
- The camp or clinic shall be open to any and all entrants; limited only by number of participants, age, grade level and/or gender

**Basketball Camp**

- An institution's camp or clinic may be conducted only during June and July or any calendar week (Sunday – Saturday) that includes days in June
- The camp or clinic must be conducted on the institution's campus or within a 100-mile radius of campus
- In both men's and women's basketball, all institutional camps and clinics shall offer the same participation, registration procedure, fee structure, advertisement and/or logistical experience (e.g., lodging, meals, transportation or awards/mementos).

In sports other than baseball, basketball, football, men's ice hockey, lacrosse and softball, recruiting conservations during an institutional camp or clinic are not permitted between an institution's coach and a participating individual before August 1 at the beginning of the individual's junior year in high school.

UTC institutional camp procedures are outlined in Section 8 of the UTC Athletics Compliance Manual. Camp forms are located in TeamWorks Compliance.

### **NCAA Regulations Governing Athletics Staff Members Involvement in a Camp or Clinic**

#### Institutional or Non-Institutional, Privately Owned Camps/Clinics—Basketball

In basketball, an institution's coach or non-coaching staff member with responsibilities specific to basketball may be employed only at his or her institution's camps or clinics. Participation in such camps or clinics is limited to 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). It is not permissible for a basketball coach or a non-coaching staff member with responsibilities specific to basketball to be employed at other institutional camps or clinics or at non-institutional privately-owned camps or clinics.

#### Institutional or Non-Institutional, Privately Owned Camps/Clinics—Championship Subdivision Football

In championship subdivision football, an institution's coach (including a graduate assistant coach who has successfully completed the coaches' certification examination per Bylaw 11.5.1.1) or non-coaching athletics department 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) only by his or her institution's camps or clinics or another four-year, NCAA member institution's camps or clinics. Employment in such a camp or clinic may occur only in June [or any calendar week (Sunday through Saturday) that includes days in June (e.g., May 28-June 3)] and July. It is not permissible for a football coach or non-coaching athletics department staff member with responsibilities specific to football to be employed at a non-institutional, privately owned camp or clinic.

#### Non-Institutional, Privately Owned Camps/Clinics—Softball

In softball, an institution's coach or non-coaching staff member with responsibilities specific to softball 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, 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). Employment in such a camp or clinic is limited to periods when evaluation at non-scholastic practice or competition activities is permissible. During periods in which it is not permissible to evaluate at non-scholastic practice or competition activities, an institution's coach or non-coaching staff member with responsibilities specific to softball may be employed (either on a salaried or volunteer basis) only at institutional (his or her own or another institution's) camps or clinics that occur on any institution's campus or at a facility regularly used by the institution for practice or competition.

#### Institutional or Non-Institutional, Privately Owned Camps/Clinics—Women's Volleyball

In women's volleyball, an institution's coach or non-coaching staff member with responsibilities specific to women's volleyball 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 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, it is not permissible for a women's volleyball coach or non-coaching staff member with responsibilities specific to women's volleyball to be employed (either on salaried or a volunteer basis)

in an institutional camp or clinic or a non-institutional, privately owned camp or clinic that is conducted off the institution's campus during a quiet period.

**Non-Institutional Privately-Owned Camps/Clinics—Sports Other Than Baseball, Basketball, Football, Softball and Women's Volleyball**

In sports other than baseball, basketball, football, softball and women's volleyball, 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).

**Non-Coaching Athletics Staff Members**

A non-coaching athletics staff member who does not have sport-specific responsibilities may present an educational session at a non-institutional, privately owned camp/clinic that is not operated under the restrictions applicable to institutional camps/clinics, provided the staff member does not make a recruiting presentation.

**Non-Institutional Fundamental Skills Camp/Clinic**

An institution's athletics department personnel may serve in any capacity at a non-institutional camp or clinic conducted under the following conditions:

- a. The camp or clinic is designed to develop fundamental skills in a sport (rather than refine the abilities of skilled participants in the sport);
- b. The camp or clinic is open to the general public (except for restrictions in age or number of participants);
- c. The camp or clinic is conducted primarily for educational purposes and does not include material benefits for the participants (e.g., awards, prizes, merchandise, gifts);
- d. Participants do not receive a recruiting presentation; and
- e. All participants reside in the state in which the camp/clinic is located or within 100 miles of the camp/clinic.

**11.03**

**SAFETY & REPORTING REGULATIONS**

**Clery Report**

The federal Clery Act requires institutions to annually report crimes in seven major categories, some with significant sub-categories and conditions:

1. Criminal Homicide
2. Murder & Nonnegligent manslaughter
3. Negligent manslaughter
4. Sex Offenses
  - a) Forcible
  - b) Non-Forcible
5. Robbery
  - a) Aggravated Assault
  - b) Burglary, where:
    - c) There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
    - d) Unlawful entry must be of a structure - having four walls, a roof, and a door.
    - e) There is evidence that the entry was made in order to commit a felony or theft.
6. Motor Vehicle Theft
7. Arson

Facilities that are utilized off campus for institutional purposes are included in the reporting requirements. In order to comply with the Clery Act, the Executive Associate Athletic Director/Senior Woman Administrator will collect the following information each year and submit it to the campus Clery Officer.

- A list of all off-campus facilities that are utilized for practices, competition and conditioning.
- Hotels or other places where student-athletes will spend at least one night for an away-from-home contest or event

### **Programs for Minors on Campus**

All department entities that bring, work with or be around in an official capacity with any minors on campus (such as camps, clinics, mentoring programs, etc.) is officially designated a “Covered Program” and must comply with the following steps to be in compliance with the “UTC Campus Policy Implementing University of Tennessee Safety Policy 575 (Program For Minors) Sponsored By a University Unit”.

Copy and paste the following address to access the UTC Campus Policy Implementing University of Tennessee Safety Policy 575 (Program For Minors) Sponsored By a University Unit

<https://cloudprod.utc.edu/sites/default/files/2020-05/utc-policy-minorsoncampus.pdf>

Cut and paste the following address to access all the forms listed below in the requirements for programs for minors on campus:

<https://www.utc.edu/finance-and-administration/emergency-services/safety-and-risk-management/risk-management/programs-for-minors/registration-packet-and-forms>

Requirements for Covered Programs sponsored by a University Unit:

A. Program Registration

At least thirty (30) days prior to the start of a Covered Program, the Covered Program Director shall complete the Programs for Minors Registration Form [FORM A] and submit it to the Chief Safety and Risk Management Officer. This form must be completed and signed by the Program Director; signed by the Sport Supervisor or the Vice-Chancellor for Intercollegiate Athletics and submitted to the Office of Safety and Risk Management.

Any requests for clarification as to whether a particular program or activity is subject to this policy, or a request for a waiver of any requirement of this policy, should also be sent to the Chief Safety and Risk Management Officer.

B. Background Checks

The Program Director shall ensure that a criminal background check has been conducted on a Covered Adult within the last four (4) years before allowing the Covered Adult to participate in a Covered Program. Requests for criminal background checks must be submitted by the Program Director to the Chief Safety and Risk Management Officer.

Cut and paste the following address to access background check request forms and information

<http://www.utc.edu/safety-risk-management/>

The Chief Safety and Risk Management Officer will maintain a roster of individuals who are cleared to participate and the dates on which a new background check will be required. Upon receiving FORM H from a Program Director, the Chief Safety and Risk Management Officer will

ensure that a criminal background check has been conducted or will be conducted on the Covered Adult. All costs to conduct background checks will be paid by the Covered Program.

C. Training

Before allowing a Covered Adult to participate in a covered program, a Program Director shall ensure that within the last two (2) years, the Covered Adult has received the online training developed by the system's Office of Human Resources on how to prevent, recognize, report, and address child abuse, except as otherwise provided in SA 575. The Chief Safety and Risk Management Officer and the Program Director may provide additional training to meet specific needs of the Covered Program. Training resources can be obtained from the Chief Safety and Risk Management Officer at 423-425-5209

In addition to online training, a Program Director shall require every Covered Adult to affirm in writing, using FORM C, that he/she has read, understands, and agrees to comply with Tennessee Law on the Mandatory Reporting of Child Abuse and Child Sexual Abuse. A Program Director shall submit the executed forms to the Chief Safety and Risk Management Officer, who shall retain the forms for at least two (2) years from the date of the end of the Covered Program.

D. Transportation

Transportation of minors by a Covered Adult during a Covered Program must be approved by the Chief Safety and Risk Management Officer using FORM A. Except in exigent circumstances, or as specifically authorized in writing by the Chief Safety and Risk Management Officer or the minor's parent or legal guardian, a Covered Adult shall not transport a minor who is not his/her own child without another Covered Adult being present, or transport a minor who is not his/her own child using his/her personal vehicle, during the Covered Program or to/from the Covered Program.

E. Medical Treatment

1. A Covered Program that involves strenuous physical activity shall require a parent/legal guardian of a minor to provide the Covered Program with the following forms executed by the minor's parent/legal guardian:
  - Medical Information & Medical Treatment Release/Authorization Form (FORM B)
  - Authorization for Self-Administration of Prescription Medication (FORM B1)
  - Authorization for Dispensation of Over-the-Counter Medication (FORM B2)
  - Release, Hold Harmless, & Indemnification Agreement (FORM D)
2. In connection with a Covered Program that involves strenuous physical activity, a minor's medications may be dispensed by a Covered Adult under the following circumstances:
  - a) A Covered Adult may dispense prescription or over-the-counter medication to a minor for the minor to self-administer if the minor's parent or legal guardian has provided written authorization for the minor to self-administer the medication (using Form B)
  - b) The Covered Program shall keep medications in an appropriate and secure location
  - c) At the appropriate time for dispensation of a medication, a Covered Adult shall allow the minor to self-administer the appropriate medication dose as shown on the container
  - d) The Covered Program shall maintain a record showing the date and time of each dispensation of medication and the signature of the person who dispensed the medication.
  - e) Personal Epi-Pens and inhalers may be carried by a minor during Covered Program activities if notes on Form B

F. Standards of Conduct for covered Adults in Covered Programs Sponsored by a University Unit

1. All Covered Program activities involving minors shall be supervised by at least two (2) or more Covered Adults. There shall be no one-on-one contact between a minor and a Covered Adult unless one-on-one contact is essential to the program and has been approved in advance by the Chief Safety and Risk Management Officer. The term “one-on-one contact” shall mean private, unsupervised, face-to-face interaction between a minor and a Covered Adult without at least another Covered Adult, parent, or legal guardian being present.
2. The Program Director shall ensure that an appropriate ratio of Covered Adults to minors exist, based on the following factors:
  - a. The age of the minors participating in the Covered Program;
  - b. Whether the Covered Program involves an overnight stay; and
  - c. The nature of the activities involved in the Covered Program.
3. The Program Director shall develop and make available standards of conduct applicable to Covered Adults. The rules contained in FORM E are mandatory standards of conduct for Covered Adults in all Covered Programs. The rules contained in FORM E are mandatory standards of conduct for Covered Adults in all Covered Programs. The Program Director may develop additional standards of conduct that do not conflict with the rules in FORM E.

G. Procedures for Covered Programs Sponsored by a University Unit with Overnight Stays

1. A Covered Program shall develop and make available to minors the rules and disciplinary procedures applicable to the Covered Program.
2. When dealing with minors for any overnight stay, all Covered Adults must wear an easily visible form of identification indicating his/her association with the Covered Program.
3. Prohibitions on the following must be included in the rules for minors participating in a Covered Program:
  - a) The possession or use of alcohol and other drugs, fireworks, fire alarms, and other weapons
  - b) Violence
  - c) Hazing
  - d) Harassment in violation of the University's anti-discriminatory policy
  - e) Bullying, including verbal, physical, and cyber bullying
  - f) Theft
  - g) Use of tobacco products
  - h) Misuse of, or damage to, University property
  - i) Operation of a motor vehicle
  - j) Inappropriate use of cameras or other imaging devices, including but not limited to the use of such devices in showers, restrooms, or other areas in which someone has a reasonable expectation of privacy
  - k) Viewing pornography during the Covered Program, or making any form of pornography available to another minor participating in the Covered Program or assist another minor in any way in gaining access to any form of pornography
  - l) In-room visitation of minors of the opposite gender participating in the Covered Program.
  - m) In-room visitation by guests of minors participating in the Covered Program (visitation by guests of minors shall be restricted to visitation in the building lobby

and /or floor lounges, and only during approved hours specified by the Covered Program)

n) Leaving University property during a Covered Program without the approval of the Program Director or his/her designee

Sanctions For Failing To Comply With This Policy:

A Covered Program in violation of this policy may be denied permission to continue operation in connection with UTC. Any violations of this policy by an individual will be handled in accordance with other applicable University policies and procedures, which for University employees may include disciplinary action up to and including termination of employment. In addition, a person who fails to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse can face criminal prosecution

Exceptions:

Exceptions to this policy may be granted by the Chief Safety and Risk Management Officer, following consultation with the UTC Human Resources Officer and the Office of the General Counsel.

Section 5 of SA 575 provides three exceptions to the requirements of Sections 3 and 4 of SA 575, the use of two of which require the Program Director to complete a form and submit it to the Chief Safety and Risk Management Officer. A Program Director requesting the use of the first exception (“large number of volunteers”) should complete FORM F and submit it to the Chief Safety and Risk Management Officer in advance of the use of the exception. A Program Director requesting the use of the third exception (“exceptional circumstances”) should complete FORM G and submit it to the Chief Safety and Risk Management Officer after the Program Director’s use of exception.

**12.00**  
**ATHLETIC PERFORMANCE**

**12.01**

**BRENDA LAWSON SUCCESS CENTER USAGE**

Facility usage is limited to:

- Current UTC athletes
- UTC Athletic staff members
- Former UTC athletes\*
- Outside individual associated with UTC Athletics\*

\* Former athletes and outside individuals associated with UTC Athletics may use the weight room under the following conditions:

- (1) Permission is granted by Head Strength & Conditioning Coach;
- (2) Workout is supervised by member of Strength & Conditioning Coaching Staff;
- (3) Guest signs the following "Release of Liability I Waiver of Claim" Statement

**Release of Liability & Waiver of Claim**

I hereby acknowledge that I am being allowed courtesy access to UTC's Lawson Center. I further acknowledge that I understand that inherent in such activities in this facility are risks, including, but not limited to, personal injury or death. I will assume all responsibility for the risks involved in using this facility. I further release and hold harmless The University of Tennessee at Chattanooga, its agents and employees from all liability, and waive the right to file any claim, suit or action of property damage or personal injury that might arise in and out of my usage.

I further acknowledge that my use of this facility is for recreational purposes only.

**12.02**

**BRENDA LAWSON SUCCESS CENTER ACCESS**

- Lawson Center Key Card Access
  - Athletic Performance staff
  - Men's and women's basketball players and staff
  - Athletic training staff
  - Individuals by permission of the Director of Athletic Performance
- Weight Room Key Access
  - Athletic Performance staff only
- Hours of Operation
  - Based on team needs during active periods (in-season and out of season)
  - Monday – Friday, 8 am – 5 pm during discretionary periods
- Facility Capacity
  - 80 individuals

**13.00**  
**SPORTS MEDICINE**

**13.01**

**HOURS OF OPERATIONS**

Fall / Spring Semesters

Monday – Friday: treatments by appointment and hours determined by team schedules

Saturday – Sunday: treatments by appointment and hours determined by team schedules

Winter Break & Holidays:

Athletic training room is closed for normal operation during the official school closing for the winter holiday.

Teams competing during this time will have access to the athletic training room and services during specified practice/games as determined by the respective sport athletic trainer. Treatments will be made by appointment only.

Summer Term:

Monday – Friday: hours will be made available as needs arise per specific sport and coordinated by the respective sport's athletic trainer.

**13.02**

**HIPAA/FERPA/OSHA**

HIPAA

The University of Tennessee at Chattanooga has a privacy and patient confidentiality standard in place to ensure appropriate access to or disclosure of protected health information. A federal law, the Health Insurance Portability and Accountability Act (HIPAA), also provides additional safeguards for ensuring that health information is adequately protected. HIPAA requires the University of Tennessee at Chattanooga to provide a Notice of Privacy Practices (Notice) which explains how protected medical information may be used and disclosed, and it also explains patient rights related to personal medical information. The UTC Athletic Training room and all certified athletic trainers are covered entities for HIPAA regulations. In compliance with HIPAA regulations and UTC policies, our student-athletes are provided with a Notice of Privacy Practices. The notice explains how the athletic training room staff may use and disclose student-athlete protected health information to carry out treatment, payment for services, and health care operations. Other reasons to use and disclose protected information as permitted or required by law are also referred to in the notice. The notice also explains student-athlete rights to review and control protected health information and explains the responsibility of the athletic training room staff to protect student-athlete information.

FERPA

The Family Educational Rights and Privacy Act is a complex federal law that protects the privacy interests of parents and students regarding education records. This law affects all educational institutions that accept federal funding. FERPA defines the term “education records” broadly to include all records, files, documents, and other materials, such as films, tapes, or photographs, containing information directly related to a student that an education agency or institution or a person acting for the agency or institution maintains.

The sports medicine staff is committed to protecting medical information about our student-athletes. All student-athlete medical information and charts are to be kept in the strictest confidence in accordance with HIPAA regulations. The health status of any student-athlete will not be discussed with anyone other than those individuals whom the student-athlete has authorized us to discuss with. Student-athlete charts will be kept in a locked cabinet, and personal charts will be kept in this file when not in use. Furthermore, a student-athlete chart

will not leave the athletic training room for any reason. Authorized information to be shared with our healthcare team will be copied and sent to the provider. Personal information will not be shared over non-secured emails, text messages, etc. All injury documentation will be stored on the computers in the athletic training room. The program is secured with a login and password for each staff member. The injury documentation software will not be left open on any computer for any reason.

Any violation of this policy by staff members, athletic trainers, or coaches should be immediately reported to the Assistant Athletic Director for Sports Medicine. No health information will be provided to any member of the press. All violations are subject to all applicable federal fines and penalties

#### OSHA

UTC follows the universal standards/NCAA/OSHA policy and procedures for the care of blood/body fluids/open wound injury care. These policies state that if an athlete has an open/bleeding wound they will be removed immediately from practice or competition. The wound will be cleaned and dressed. Any bloody practice gear/game uniform will be cleaned or changed and, if safe/appropriate, the student-athlete may return to activity. If it is the professional opinion of the athletic trainer that the wound cannot be covered appropriately to stop bleeding and keep blood off the skin, or the injury is severe enough that further injury and bleeding will occur, the student-athlete may not return to activity. The athletic trainer will wear protective items/clothing to control the spread of any blood-borne disease and dispose of all blood-tainted/soiled supplies in the appropriate container. The soiled clothing will be bagged separately and washed separately using an appropriate solution and technique

### 13.03

### **INSURANCE**

#### **Insurance Coverage of Student-Athletes**

All student-athletes at The University of Tennessee at Chattanooga (UTC) must be covered by some type of individual health insurance prior to participation in any practice, game, and/or competition. The student-athletes medical insurance will be considered PRIMARY insurance and should also cover sport-related injuries. All student-athletes will be financially responsible for obtaining primary insurance. In the event a student-athlete does not have primary insurance it will be purchased on their behalf and will be included in school costs. When a student-athlete does not carry health insurance and is financially unable to purchase insurance, he/she may qualify for an exemption. To qualify for an exemption, the student-athlete must qualify for the Pell Grant.

International student-athlete's primary medical insurance is included in school costs. Upon completion of athletic eligibility, voluntary or involuntary dismissal from UTC Athletics, or upon transfer to another institution, student-athletes MUST complete their exit/end of eligibility physical for UTC Athletics to consider paying for athletically related injuries/illnesses suffered while participating in UTC Athletics.

All athletically related injuries/illnesses sustained while competing in UTC Athletics will be considered for payment for up to two years after graduation/dismissal/transfer if said athletically related injuries/illnesses are fully documented on the UTC Student-Athlete Exit/End of Eligibility Physical.

Please note:

1. Most employer's group insurance allows dependent coverage to be continued until age 25 if the dependent is a full-time student. DO NOT drop dependent coverage while your son/daughter is participating in intercollegiate athletics
2. Claims against your group insurance plan DO NOT increase your individual insurance premiums.

### **HMOs:**

If a student athlete's primary insurance is an HMO, UTC strongly encourages the student-athlete and/or his/her parent(s)/guardian(s) to change the primary care physician (PCP) to a UTC team physician. This allows the student-athlete to have a network of physicians in the Chattanooga area as well as better access to care. A member of the UTC Sports Medicine Department can assist in this process.

### **Secondary Insurance Coverage**

As a benefit for our student-athletes, UTC carries a "secondary" insurance policy. This policy covers only injuries/illness/accidents resulting from the direct participation in team conditioning, practice, and/or competitions representing UTC. This policy will cover charges from any medical bills incurred by your son/daughter AFTER being filed with your primary insurance. Meaning, after the primary insurance has paid all available benefits, our insurance will be responsible for remaining charges. UTC will not be responsible for pre-existing injuries, non-athletic related injuries, or illnesses, or when a student-athlete competes as an "unattached" athlete in off campus competition.

### **General medical coverage**

Non-sport-related general medical conditions are **NOT** covered by the UTC secondary policy and will be the responsibility of the student-athlete.

### **Insurance Policy changes**

UTC must receive any changes to the health insurance policy as soon as possible. Changes can easily be made by electronic mailing, faxing, or mailing a new insurance information form and a copy of the front and back of your card to your son/daughter or the Insurance Coordinator.

### **Second Opinions**

All injuries will be referred to the team physicians or those designated by a UTC Certified Athletic Trainer. Any second opinions made without the consultation of a UTC Athletic Trainer will be solely at the expense of the student-athlete.

### **Medical Bills**

If a student-athlete receives a bill or statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at UTC, the student-athlete must submit the bill and primary Explanation of Benefits (EOB) to the Athletic Insurance Coordinator within 60 days of the statement date printed on the bill. Failure to submit these bills and EOBS within a timely manner may result in the student-athlete and/or parents becoming financially responsible. Medical expenses recorded after the team physician has released the student-athlete will not be the responsibility of the University. UTC Athletic Department will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur due to a bill not being submitted in a timely manner.

Please submit all correspondence to: University of Tennessee at Chattanooga, Attn: Sports Medicine, 615 McCallie Ave., Dept 3503, Chattanooga, TN 37403, Phone: (423) 425-4275, Fax: (423) 425-5436

### **Dental Care**

Dental expenses may be covered by Intercollegiate Athletics insurance if the dental injury is a direct result of participation in a UTC conditioning, practice, and/or contest. Toothaches, dental caries, abscesses, root canals, etc., are the responsibility of the student-athlete or his/her parents.

### **Pharmacy**

Prescriptions for sport-related injuries/illnesses/conditions may be covered by the UTC Athletic Department if authorized by a member of the Chattanooga Sports Medicine Department. All non-sport-related pharmaceutical needs WILL NOT be the responsibility of UTC.

### **Walk-On, Try-Outs, and Practice Players**

All medical expenses incurred during the tryout period for walk-on, tryout, and practice players including physical exam, sickle cell testing, and any medical bills from the result of participation in practicing with a UTC intercollegiate athletic team is the responsibility of the individual.

#### **13.04**

#### **SECOND OPINIONS**

All The University of Tennessee at Chattanooga student-athletes reserve the right to seek a second medical opinion. In the event an athlete decides to exercise this right, he or she must notify their respective athletic trainer first and provide all necessary information. If the student-athlete does not notify a member of the Chattanooga Sports Medicine staff prior to seeking a second opinion, the student-athlete may be responsible for all associated costs. All final medical decisions will be made by the Assistant Athletic Director for Sports Medicine and the head team physician

#### **13.05**

#### **RELEASE OF MEDICAL INFORMATION**

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), medical providers and their associates are required to handle a patient's personal health information (PHI) in a manner that ensures privacy and confidentiality. Providers are not allowed to disclose information without expressed written consent of the patient and are only allowed to discuss/disclose information with those the patient has authorized. The authorization must also contain a timeline for information that can be released and what information; a patient may choose to allow medical information for certain conditions/treatments to be released or the entire medical record. Providers may discuss a patient's information with those directly involved with their care.

The University of Tennessee Chattanooga athletic training staff will not disclose a student-athlete's medical information without the expressed written consent of the student-athlete, with exceptions for emergency situations. In the event of an emergency, the athletic trainer may disclose pertinent medical information to another provider; information may include allergies, current medications, past surgical history, past medical history, and emergency contacts. The purpose disclosing this information is to ensure athlete safety; the information will only be disclosed to the appropriate emergency personnel to include (but not limited to) paramedics, emergency medical technicians (EMTs), emergency department nurses/doctors, and emergency dispatchers. The athletic training staff may also discuss a student athlete's current medical condition with the appropriate medical provider to ensure continuity of care and student athlete's safety such as limitations due to injury or illness

#### **13.06**

#### **DISPENSING MEDICATIONS**

Our UTC athletic trainers, in accordance with oversight from team physicians, will administer over-the-counter medications as appropriate for the maintenance and treatment of athletic injuries and illnesses. Such medication is to be used appropriately and should be monitored closely.

#### **Dispensing Over-The-Counter (OTC) Medication**

- Over-the-counter medication shall be administered only by a certified athletic trainer for SHORT-TERM

resolution of symptoms. Student-athletes may be given no more than three days' worth of medication at one time.

- Athletic training students are not permitted to administer medication of any variety unless advised by a supervising certified athletic trainer.
- Medication administered to a student-athlete by any certified athletic trainer should be noted and reported back to that team's respective certified athletic trainer.
- LONG-TERM medication (prescription or over the counter) to be taken for more than one week will be prescribed or recommended by a physician and should be obtained by the student-athlete (via Pulmonaire or a pharmacy of their choosing).
- Prescription medication may be stored in the athletic training room as a resource for the team physicians to utilize under their licensure for the benefit of UTC student-athletes. Such medication is to be kept in locked storage and any amounts given need to be recorded for the knowledge of the respective athletic trainer, Assistant Athletic Director for Sports Medicine, and physicians.
- Medication that has expired or is no longer used is to be disposed of properly. Narcotics and other classified prescription drugs can be disposed of at the UTC Police Station in the Drug Take Back Box, available at the Palmetto Street Station. The only things not accepted are syringes, IV bags, and radioactive medications. Syringes, though, can be dropped off at the police department's administrative offices.

#### **Dispensing Prescription Medication**

- Dispensing prescription medication under Tennessee state law is dictated by licensed physicians and licensed pharmacists. The UTC physicians and physicians/pharmacists who directly work with Chattanooga Sports Medicine Department Staff to specifically handle such activities.
- If certified athletic trainers are dispensing prescription medication under the supervision of the UTC physicians, the medication should be kept in locked storage and any amounts given need to be recorded for the knowledge of the respective athletic trainer, Assistant Athletic Director for Sports Medicine, and physicians.
- If an athlete is prescribed medication post-surgery, the athlete must provide the respective athletic trainer with medication. Medication will be dispensed to athletes daily to ensure proper dosage and mitigate abuse of prescription medication

#### **Non-Therapeutic Drugs, Supplements, ETC**

- UTC Sports Medicine Department will utilize variable resources to ensure education awareness on miscellaneous drugs and supplement usage per the NCAA yearly policy.
- Student-athletes are informed through pre-participation medical paperwork that all medication and supplements should be reported to their certified athletic trainer for NCAA compliance verification.
- Athletic trainers and team physicians may access Drug Free Sport Axis (<https://dfsaxis.com/users/login>), or call 816-474-8655, to ask about dietary supplements, look up medications, access athlete-centered recipes and review similar helpful resources.

#### **13.07**

#### **STUDENT-ATHLETE CLINIC**

The University of Tennessee at Chattanooga in partnership with Erlanger Sports Medicine will provide Team Physicians for Athlete's Clinic two days per week (Monday at 7am & Thursday at 7am). The clinic will be in the athletic training room on the first floor of the McKenzie Arena. Services include but are not limited to the following:

- New Injury Evaluation

- Injury Follow-up
- Illness
- Illness Follow-up
- Physicals

### **Clinic Procedure**

Appointments should be made in the sign-up sheet located in SharePoint. Appointments times can vary from 15 minutes to 30 minutes depending on the nature of the appointment and can be adjusted when making the appointment. New appointment scheduling should include the following student information:

- Name
- Sport
- Injury/Illness
- Notes
- Emergency Card

### **Details of Medical Concern**

If a physician must cancel or cannot attend the clinic, the clinic will not be rescheduled same day and athletic trainers should make other arrangements to get appointments at Erlanger locations. Staff should be notified if clinic hours change or cancellation occurs

### **Rules**

1. Athletes should attend appointments with their appointed athletic trainer unless scheduling conflicts due to travel or practice and in such cases another staff member should attend. Graduate student athletic trainers may also attend for learning purposes only with the consent of the athlete and/or physician
2. Appointments should be made ahead of time (12 hours) except for injuries occurring during games the previous night, injuries during practice while the clinic is open and sudden illnesses. In-season athletes should take priority when making appointments
3. Athletes should not miss class to attend an appointment.
4. Athletes who miss class due to an injury/illness should get a physician's note to excuse them from class. The note should be given to the student-athlete as well as the academic counselor of the student-athlete.

### **Physicians**

Dr. Mathew Chatfield, Sports Medicine  
Cell Phone: 678-361-1778

Dr. Hunter Garrett, Sports Medicine  
Cell Phone: 731-217-1134

### **13.08**

### **DENTAL REFERRAL**

The University of Tennessee at Chattanooga works with local dentists to service our student-athletes needs such as general cleaning and maintenance, athletic-related injuries, and emergency office visits.

### **Procedure**

#### **Non-Athletic General**

1. Appointments can be made by contacting the office of Dr. Frank Trundle. When scheduling the following should be included:

- Name
- DOB

- Appointment Information: new appointment or follow-up
- 2. Specify this is a non-athletic injury and student-athlete is responsible for all costs associated with this visit.
- 3. Student assistant funds can sometimes be used if a student-athlete does not have dental insurance or costs are too great. Contact the compliance director to discuss using the fund.

### **Athletic Injuries**

1. Appointments can be made by contacting the office of Dr. Frank Trundle. When scheduling the following should be included:
  - Name
  - DOB
  - Appointment Information: new appointment or follow-up
2. Athletes should give both their primary dental insurance if available and the university's secondary insurance.

### **Emergency Visits After Hours**

1. If after normal dental hours, the student-athlete should be transported to the ER for further care.  
(avulsion, luxation, fracture, etc.)
2. If athletic-related, provide athlete dental insurance if available and university secondary insurance.
3. Inform the director of sports medicine of the incident and about contacting Dr. Trundle outside of normal office hours.

### **Office Hours**

Monday/Tuesday/Wednesday	8:00am – 5 pm
Thursday:	7:30am – 3:30 pm
Friday - Sunday	Closed

### **Contact Information**

Dr. Frank Trundle Jr, DDS  
1001 Carter Street, Chattanooga, TN 37402  
Office: 423-266-0722

### **13.09**

### **REHABILITATION & TREATMENT**

All student-athletes that have sustained an injury or illness or are restricted in any form/fashion as to affect the participation or lack of participation in athletic practices/competitions/conditioning are required to participate in daily treatment sessions with Chattanooga Sports Medicine Staff. Multiple treatment sessions may be offered daily. Any athlete who does not make scheduled treatment times will be reported to their respective sports coach on a daily injury report.

Rehabilitation should occur as evidence-based practice allows with relevant clinician experiences and patient input. This approach, with physician input/guidance, will dictate the speed of such rehabilitation. Short-term rehab and maintenance rehabs can be made daily with patient input. Long-term rehabs (surgical cases) should be made in advance and in coordination with physicians' input. Rehabilitation/Treatment sessions should be documented daily in the Chattanooga Sports Medicine Electronic Medical Records System.

**13.10****TRY-OUT / WALK-ONS**

Student-athletes may “walk on/try out” to a team before the athletic season begins, during, or after a championship season. All the following must be completed and checked by the certified athletic trainer before involvement in any team activities can occur.

**Procedure**

1. All walk-on/try-out student-athletes must have a physical examination completed by a physician before trying out or joining the team. The physical examination should include the following:
  - Athlete Biometrics
    - o Height
    - o Weight
    - o Calculated BMI
    - o Blood pressure
    - o Respiration Rate
    - o Pulse
    - o Vision
  - Health History
  - General Medical Evaluation (heart/lungs)
  - Orthopedic Evaluation (normal/abnormal findings)
  - EKG/ECG
  - Sickle Cell Testing
  - Athlete Clearance
2. The following forms must be completed in SWOL by the prospective student-athlete before they participate in any team activities:
  - Acceptance of Risk
  - Authorization for Release of Medical Information
  - Authorization to Disclose Protected Health Information
  - Drug Testing Consent, Authorization for Release, and Liability
  - Medical Care Agreement
  - Medical Insurance Policies and Procedures
  - NCAA Banned Substance List
  - NCAA Drug Testing Exception Policy
  - Release of Claims and Hold Harmless Agreement
  - Student-Athlete Concussion Statement
  - Dry Needling Release
  - Authorization for Research for Sports Performance and Injury Statistics
  - NCAA Authorization-Consent PHI
3. Walk-on/try out student-athletes must show proof of primary insurance with a copy of their insurance card. All student-athletes must have primary insurance to participate in any team-related activity.

**13.11****MEDICAL DISQUALIFICATION**

A student-athlete that sustains an injury due to participation in athletics at the University of Tennessee-Chattanooga and is no longer physically capable of participating due to injury or medical clearance is eligible for a medical exemption award review.

- A pre-existing condition, prior to arrival at the University of Tennessee-Chattanooga does not constitute eligibility for a medical exemption, and at no point will UTC Athletics remain liable for pre-existing conditions.
- A disqualifying condition is defined as a “Medical Condition(s), which further prohibit a student-athlete from participation in intercollegiate practice/competition due to further risk of, increase injury and/or disability”.
- Upon recognition/diagnosis of the disqualifying condition the diagnosing physician must complete the following documents:
  - Disqualifying Condition Statement
  - Written Letter discussing the disqualifying condition. (On Physician’s letterhead)
- UTC Administration and Coaching Staff shall acknowledge and comply that when a student-athlete is injured/ill for an extended period, regardless of speculative discussions, athlete compliance, or any other warranted evidence, a student-athlete shall never be considered a disqualified student-athlete until the completed paperwork has been approved by the following:
  - Assistant Athletic Director for Sports Medicine
  - Associate Athletic Director(s) with Sport Oversight
  - Compliance Office
  - Athletic Director
- During the first year of medical exemption, UTC Athletics will continue the same percentage as the previous academic year (when the injury/illness occurred). Should the aid be renewed in subsequent years, the award will be made for in-state tuition only. Room, board, and books are the responsibility of the student-athlete.
- Student-athletes that utilize the Medical Exemption Award are required to contribute 20 hours per week to the athletic department.
- In the event a student-athlete does not maintain the 20-hour-per-week requirement, the award will be terminated. There will be no conflict with external obligations that will place this responsibility below the hourly requirement.
- Once a student-athlete has been disqualified, their eligibility in intercollegiate athletics shall become void, and at no point will they be allowed to participate/compete in intercollegiate athletics at UTC or any other institution.

### **13.12**

### **EMS COVERAGE**

#### **In-Service**

In-Service meetings will take place in the summer months prior to the start of the competitive seasons.

#### **Athlete to Hospital**

In the event an athlete must be taken to the hospital, utilize the UTC Emergency Action Plan for contacting the EMS system.

A member of the athletic training staff will accompany the student-athlete if personnel allow. If the athletic trainer must stay to cover the sporting event, another full-time UTC staff member (administration, coaching staff, etc.) may accompany the student-athlete.

#### **Road Trip Emergency Procedures**

In the event a student-athlete is injured on an away trip, the athletic trainer or assistant coach shall remain with

the athlete until a course of action has been identified. UTC Sports Medicine Department will determine the mode of return and solidify funding for such return. It is possible that other personnel may stay with the injured student-athlete other than those noted above.

### **Emergency Medical Services Coverage**

Emergency Medical Services will be provided for selecting home competitions for home football, men's basketball, women's basketball, cross country and wrestling. Additionally, Emergency Medical Services will be provided for required hosted SOCON Championship Tournaments or any other hosted events deemed necessary by Team Physician and Assistant Athletic Director for Sports Medicine.

#### **13.13**

#### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The AED and emergency care kit will be available for all UTC-sponsored athletic events. This also includes athletics-sponsored events held off campus in which athletic training coverage is present.

The AED should be used on any person who exhibits all the signs of cardiac arrest. The AED pads will be placed only after the following signs are confirmed:

- The Victim is unconscious.
- The victim is not breathing.
- The victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing, or movement.

### **Location of AEDs**

There are three Zoll AEDs located in the athletic training room on the first floor of the McKenzie Arena. There are additional AEDs located in the Wolford Family Strength & Conditioning Center, the Tennis Complex, the Intramural Complex, and the first floor of the McKenzie Arena beside the ramp entrance.

Authorized AED users include:

- Certified athletic trainers
- Team physicians
- Certified coaching and support staff
- Certified athletic training students

### **Personal Competency and Continuing Education**

Ensuring competency in the use of the device will be done every year by the Assistant Athletic Director for Sports Medicine and/or CPR/AED Program Coordinator. AED usage and competency should be conducted on a yearly basis with EAP rehearsals.

### **CPR/AED Program Coordinator**

Responsibilities of the Coordinator:

- Coordination of equipment and accessory maintenance.
- Revision of this policy as required.
- Monitoring the effectiveness of this system.

### **Routine Maintenance**

The Program Coordinator will be responsible for regular equipment maintenance which will be performed according to equipment maintenance procedures of Accutrack. Routine Monthly Maintenance will include the

following:

- Check AED for damage.
- Check that all supplies are present.
- Check the status indicator display for a green check mark.
- Check the expiration date on the pads.

#### **Documentation**

Any usage of the AED should be documented and reviewed with the Assistant Athletic Director for Sports Medicine following the usage. All documentation and actions taken will be discussed with the Team Physician.

#### **13.14**

#### **CARDIOPULMONARY RESCUCITATION (CPR)**

Cardiopulmonary Resuscitation (CPR) is an emergency lifesaving procedure performed when the heart stops beating. Immediate CPR can double or triple the chances of survival after cardiac arrest. It is imperative that all staff members obtain and maintain CPR certification. Staff members required to maintain CPR certification include the following:

- All certified athletic trainers will maintain current professional rescuer CPR certification during their employment.
- All athletic training students will maintain current professional rescuer CPR certification during their enrollment with the GATP. If this certification lapses, the student shall be removed from the clinical site, due to non-compliance with CAATE and athletic training governance. Once the athletic training student becomes re-certified in professional rescuer CPR certification they may return to their assigned clinical site.
- All coaching/support staff members affiliated with the direct supervision of student-athletes must maintain CPR and first aid certifications. If they are not certified, or their certification has lapsed, they are not allowed to directly supervise practices/conditioning without a certified athletic trainer and/or activate the emergency action plan.

#### **13.15**

#### **INCLEMENT WEATHER CONDITIONS**

##### **I. COLD**

The following guidelines for activity and associated limitations apply only in the absence of precipitation. Precipitation will affect the risk of environmental cold injury, although it is unclear exactly what rate of rain or snowfall combined with air temperature and wind rate creates unsafe conditions. It is shown in the literature that precipitation significantly increases the risk of environmental cold injury. In instances involving precipitation, decisions about participation restrictions will be made by the Athletic Trainer. These guidelines are in accordance with the *2008 National Athletic Trainers' Association Position Statement: Environmental Cold Injuries*.

All outdoor athletic events will follow the guidelines in the table below. The athletic trainer is responsible for communicating to all athletic personnel and employing these guidelines. If an athletic trainer is not present, it is the responsibility of the coaches to adhere to the following table to determine the guidelines recommended for your practice conditions. Note that all temperatures account for wind chill. Temperature readings should be taken prior to the activity starting using the Kestrel Weather Tracker. If this is unavailable, the current data provided by the National Weather Service should be used.

Wind-Chill Temperature (“Feels Like”)	Guidelines/Adjustment
30°F - 25°F	<ul style="list-style-type: none"> <li>• Be aware and ready for the possibility of cold injuries.</li> <li>• Notify appropriate personnel of the potential</li> </ul>
25°F - 15°F	<ul style="list-style-type: none"> <li>• All practice participants must always wear appropriate clothing/equipment while outdoors. This includes, at minimum: long sleeves, pants, gloves, and hats. Any practice participant not in appropriate clothing/equipment must be removed from practice and remain indoors until appropriate clothing/equipment is worn.</li> <li>• Provide opportunities and facilities for re-warming</li> </ul>
15°F - 0°F	<ul style="list-style-type: none"> <li>• Warm up and cool down activities should occur indoors.</li> <li>• Practice plan should be altered to decrease “down time” where participants are not moving.</li> <li>• Appropriate practice length should be determined, in advance, by head coach and athletic trainer based upon the intensity of the practice plan.</li> <li>• Non-participating student athletes should remain indoors to limit exposure</li> <li>• Re-warming opportunities should be made more frequent</li> </ul>
< 0°F	<ul style="list-style-type: none"> <li>• Cancel event. Reschedule or move indoors</li> </ul>

Early recognition of cold-induced stress is important in preventing cold weather-related injuries. Early warning signs include:

- shivering
- abnormal sensation at the distal extremities (e.g. numbness, pain, or burning sensation)
- disorientation
- slurred speech

#### Signs & Symptoms of Common Cold Injuries

Hypothermia	Frostbite
<ul style="list-style-type: none"> <li>• Shivering</li> <li>• Cold sensation, goose bumps, confusion, numbness</li> <li>• Intense shivering, lack of coordination, sluggishness</li> <li>• Violent shivering, difficulty speaking, mental confusion, stumbling, depression</li> <li>• Muscle stiffness, slurred speech and trouble seeing</li> <li>• Unconsciousness</li> </ul>	<ul style="list-style-type: none"> <li>• Pain</li> <li>• Burning</li> <li>• Numbness</li> <li>• Tingling</li> <li>• Skin turns hard and white</li> <li>• Skin starts to peel or get blisters</li> <li>• Skin starts to itch</li> <li>• Skin gets firm, shiny, and grayish yellow</li> </ul>

<b>Chilblain/pernio</b> <ul style="list-style-type: none"> <li>• Red or cyanotic lesions</li> <li>• Swelling</li> <li>• Itching, numbness, burning or tingling</li> <li>• Skin necrosis</li> </ul>	<b>Immersion (trench) foot</b> <ul style="list-style-type: none"> <li>• Burning, tingling, itching</li> <li>• Loss of sensation</li> <li>• Cyanotic/blotchy skin</li> <li>• Swelling</li> <li>• Blisters</li> <li>• Skin fissures</li> </ul>
--	--

### Treatment of Cold Injuries

If an athletic trainer is not present:

1. Immediately call and refer the athlete to the McKenzie Arena Athletic Training Room (423-425-4275) or member of Chattanooga Sports Medicine staff cell phone.
2. Should no member of the Chattanooga Sports Medicine Staff be available at the time; the athlete should be sent to the Erlanger Emergency Room for immediate care.

Activate EMS by calling 911 and Chattanooga Police (423) 643-5000

Any athlete that seeks medical help outside of Chattanooga Sports Medicine for cold-related illness MUST follow up with a Chattanooga Sports Medicine team physician for clearance PRIOR to returning to activity.

## II. HEAT

All outdoor athletic events will follow the guidelines in the table below. The athletic trainer is responsible for communicating to all athletic personnel and employing these guidelines. If an athletic trainer is not present, it is the responsibility of the coaches to adhere to the following table to determine the guidelines recommended for your practice conditions. Note that all temperatures are in the form of Wet-Bulb Globe Temperature (WBGT) & Heat Index. Temperature readings should be taken prior to the activity starting using the WX Sentry and monitored regularly throughout the event. The athletic trainer on-site will have a rectal thermometer to assess athletes suspected of heat illness. These guidelines are in accordance with the *2015 National Athletic Trainers' Association Position Statement: Exertional Heat Illnesses*

WBGT Index (F)	Heat Index (F)	Activity and Rest-Break Guidelines
Less than 80	Less than 80	Unlimited activity with primary cautions for new or unconditioned athletes or extreme exertion; schedule mandatory rest / water breaks (5 min water / rest break every 30 min)
80 – 84.9	80-90	Normal practice for athletes; closely monitor new or unconditioned athletes and all athletes during extreme exertion. Schedule mandatory rest / water breaks. (5 min water / rest break every 25 min)
85 – 87.9	91 - 103	New or unconditioned athletes should not practice. Well-conditioned athletes should have more frequent rest breaks and hydration as well as cautious monitoring for symptoms of heat illness. Schedule frequent mandatory rest / water breaks (5 min water / rest break every 20 min). Have immersion pool on site for practice.

88 -89.9	104 - 124	All athletes must be under constant observation and supervision. Remove pads and equipment. Schedule frequent mandatory rest / water breaks. (5 min water / rest break every 15 min) Have immersion pool on site for practice.
90 or Above	125 and Up	No outdoor workouts, cancel exercise, delay practices until a cooler WBGT or Heat Index reading occurs.

Guidelines for hydration and rest breaks:

1. Rest time should involve both unlimited hydration intake (water or electrolyte drinks) and rest without any activity involved.
2. For football, helmets should be removed during rest time.
3. The site of the rest time should be a “cooling zone” and not in direct sunlight.
4. When the WBGT reading is greater than 86F:
  - a. Ice towels and spray bottles filled with ice water should be available at the “cooling zone” to aid the cooling process.
  - b. Cold-immersion tubs must be available for practice for the benefit of any player showing early signs of heat illness.

#### Signs and Symptoms of Common Heat Injuries

<b>Exercise-associated muscle (heat) cramps</b>	<b>Heat Syncope</b>
<ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Thirst</li> <li>• Sweating</li> <li>• Transient muscle cramps</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Fatigue</li> <li>• Tunnel vision</li> <li>• Pale/sweaty skin</li> <li>• Decreased pulse rate</li> <li>• Dizziness</li> <li>• Lightheadedness</li> <li>• Fainting</li> </ul>
<b>Exercise (heat) exhaustion</b>	<b>Exertional Heat Stroke</b>
<ul style="list-style-type: none"> <li>• Core temp (97.0 – 104.0□ F)</li> <li>• Dehydration</li> <li>• Dizziness</li> <li>• Lightheadedness</li> <li>• Syncope</li> <li>• Headache</li> <li>• Nausea</li> <li>• Intestinal cramps/diarrhea</li> <li>• Pallor</li> <li>• Profuse sweating</li> <li>• Cool, clammy skin</li> <li>• Weakness</li> <li>• Hyperventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Core temp (&gt; 104.0□ F)</li> <li>• Dizziness</li> <li>• Drowsiness</li> <li>• Irrational behavior</li> <li>• Confusion/disorientation/irritability</li> <li>• Loss of consciousness</li> <li>• Dehydration</li> <li>• Weakness</li> <li>• Hot and. wet/dry skin</li> <li>• Tachycardia (100-120 bpm)</li> <li>• Hypotension</li> <li>• Hyperventilation</li> <li>• Vomiting</li> <li>• Diarrhea</li> </ul>

<b>Exertional Hyponatremia</b>	
<ul style="list-style-type: none"> <li>• Core temp (&lt; 104.0°F)</li> <li>• Nausea</li> <li>• Vomiting</li> <li>• Swelling of extremities</li> <li>• Low sodium level</li> <li>• Progressive headache</li> <li>• Confusion</li> <li>• Lethargy</li> <li>• Seizures/coma</li> </ul>	

### Treatment

See *Heat Illness Management Protocol* for the full treatment procedure.

If an athletic trainer is not present:

1. Immediately call and refer the athlete to the McKenzie Arena Athletic Training Room (423-425-4275) or a member of Chattanooga Sports Medicine staff cell phone.
2. Should no member of the Chattanooga Sports Medicine Staff be available at the time; the athlete should be sent to the Erlanger Emergency Room for immediate care.

Activate EMS by calling 911 and Chattanooga Police (423) 643-5000

Any athlete that seeks medical help outside of Chattanooga Sports Medicine for heat-related illness MUST follow up with a Chattanooga Sports Medicine team physician for clearance PRIOR to returning to activity.

### III. WIND

In the event of high winds or tornado-related weather conditions the following safety procedures are recommended:

- Avoid upper floors and especially the top floor of a multi-story building whenever possible. The upper floors receive the full fury of the winds.
- Spaces in basement areas are better than locations on any other floor.
- Interior spaces - seek out spaces that form a part of a protected interior core, if possible.
- Avoid rooms with exterior walls, especially those facing south and west. Rooms facing north usually receive the least damage of all exterior rooms.
- A room that is completely interior protects against missiles and the "wind tunnel" effects.
- Avoid interior partitions that contain glass.
- Avoid rooms containing windows.
- Avoid rooms with wide roofs that could collapse easily, such as the gym and auditoriums.
- If you are outside, go to the safest possible place (i.e., a ditch, etc.).

When wind speeds reach **15mph or greater** operation of hydraulic lifts are to be stopped. Wind speed will be monitored either by the Kestrel Weather Tracker or by data from the National Weather Service.

### IV. LIGHTNING

Lightning is one of the top causes of weather-related deaths in the U.S. There is an increased prevalence of

thunderstorms in the afternoon and evening hours from late spring to early fall that coincides with outdoor athletics activities. Due to this, our athletes are at risk during outdoor practices and competitions. This policy was developed by the Chattanooga Sports Medicine staff to minimize the risk of injury from a lightning strike to UTC athletes, coaches, support staff, and fans. This policy is in accordance with the 2012-2013 *NCAA Sports Medicine Handbook* and is in accordance with the *2013 National Athletic Trainers Association Position Statement: Lightning Safety for Athletics and Recreation*.

### **General Policy**

A member of the Athletic Training Staff will monitor the weather and make the decision to notify the head coach or officials of dangerous situations and recommend the suspension of activity in the event of lightning. Exceptions will be made for any activity where an Athletic Training staff member is not in attendance, whereby the supervising coach will have the ability to suspend the activity.

The decision to suspend activity will be based on:

1. Observation from the designated weather monitors that a storm is within striking distance. To assist the monitor in times of dangerous climate, the staff members will utilize Schneider Electric: MxVision WeatherSentry Online software. When a lightning strike is reported 10 miles from the location play is to be suspended.
2. If the software is not functioning properly or is unavailable, the Flash-to-Bang theory will be implemented. If there are 50 seconds between a lightning flash and associated thunder, play is to be suspended.
3. If there are 30 seconds between a lightning flash and associated thunder, all individuals should be off the athletic site and into a designated safe structure.

### **Prior to Competition**

A member of the Athletic Training staff and/or Athletic Director will greet the officials; explain that we have a means to monitor the lightning and offer to notify the officials during the game if there is imminent danger from the lightning. The Athletic Director and game officials will then decide whether to discontinue play.

### **Suspension of Activity**

Once it is determined that there is danger of a lightning strike, the Athletic Training staff member will notify the head coach and official. After notification, all athletes, coaches, and support staff will be removed from the playing field or practice area/facility and instructed to evacuate to the nearest enclosed ground structure.

### **Student-Athlete/Staff Evacuations During Practice & Competition**

- Football Practice:	Evacuate to the locker room in McKenzie Arena
- Football Game:	Evacuate to the locker room in Finley Stadium
- Softball Game or Practice:	Evacuate to the dugouts or locker rooms
- Cross Country Race or Practice:	Evacuate to nearest suitable structure or vehicle
- Soccer Game or Practice:	Evacuate to the locker room; outdoor shelter or vehicle
- Tennis Game or Practice:	Evacuate to the lobby of the facility or vehicle
- Golf Practice or Game:	Evacuate to the clubhouse or vehicle

### **Outdoor instructions**

If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by

taller trees, a dry ditch without water, or seek a flat area (do not choose an open area where you will be the highest object). When there, crouch down wrapping your TeamWorks Compliance around your knees and lower your head to minimize contact with the ground and wait for the storm to pass.

Remember -- an automobile, golf cart, or open shelter are not ideal shelters, but will offer you some protection from a lightning strike. Do not touch any metal structures directly after a lightning strike.

### **Away Events**

A member of the Athletic Training/Coaching staff will notify the host Athletic Training/Coaching staff member and game officials before the competition and explain our method to monitor the lightning. We will offer to notify the officials during the game if there is imminent danger from lightning. The Chattanooga Sports Medicine staff reserves the right to discontinue playing, in the event the game officials have not suspended play with the knowledge of inclement weather.

### **Evacuation of Fans/Nonparticipants**

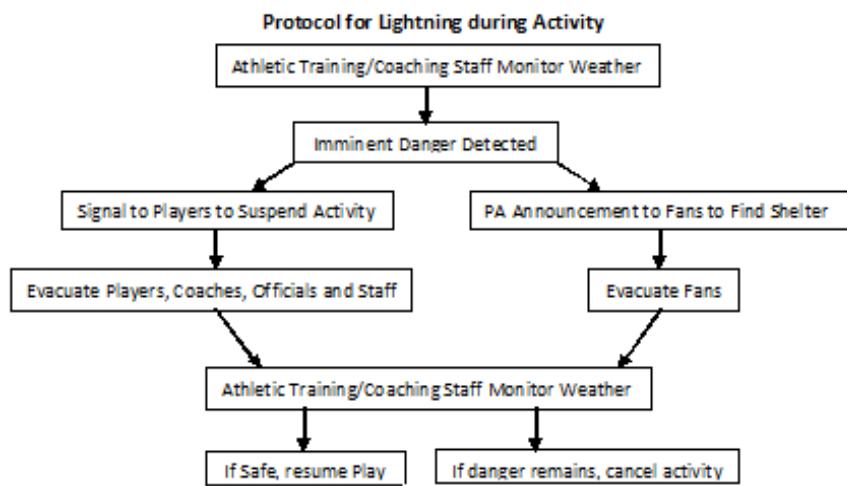
During a competition, once the decision to suspend activity has been made, a representative of the athletic department will announce via the PA system:

1. Fans are advised to immediately seek shelter in the nearest enclosed, grounded shelter. (Football-Finley Stadium or vehicles, Softball- Nearest grounded shelter or vehicles, Soccer-Nearest grounded shelter or vehicles. Cross-Country-vehicles)
2. REMEMBER: an automobile, golf cart, or open-sided shelter may not protect you from a lightning strike, so these are not adequate shelters.

### **Resumption of Activity**

During practice, activity may resume under the following conditions... This decision will be based on:

- Thirty minutes AFTER the last lightning strike within a 10-mile range.
- During a game situation, the activity will resume once the Athletic Director, Athletic Training staff members, and officials have conferred, and the above criteria have been met.



### **Other Lightning Safety Tips**

- There should be no contact with metal objects (bleachers, fences, golf clubs, bats)

- Single or tall trees, tall objects, and standing in a group should be avoided.
- If there is no other shelter you may seek refuge in a hardtop vehicle. It is not the rubber tires that protect from lightning; it is the hard-top metal roof that dissipates the lightning around the vehicle.
- The existence of blue skies and/or the absence of rain are not protection from lightning.
- Lightning can strike 10 miles from the rain shaft.
- **DO NOT LIE FLAT ON THE GROUND**
- Avoid using a landline telephone.
- Avoid standing water and open fields
- If in a forest, seek shelter in a low area under a thick grove of small trees.
- Persons who have been struck by lightning do not carry an electrical charge. Therefore, enact the EMS system and provide emergency care. CPR is what is most often required. If possible, move the victim to a safe location.

For additional information refer to the National Lightning Safety Institute at [www.lightningsafety.com](http://www.lightningsafety.com)  
*2013 NOAA.gov, 2012-2013 NCAA Sports Med, 2013, NATA Lighting Safety for Athletics and Recreation*

**Lightning Detection Procedures for Athletes during Non-Supervised Activities** (ex: athletes using facilities in the off-season, or outside of regular practice hours)

Lightning is a dangerous phenomenon. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. The safest measure to take is to proceed indoors whenever you see thunderclouds forming and remain until the storm passes. Just because you cannot see lightning does not mean you are not at risk if you are outdoors. Other warning signs of impending bad weather include:

- A sudden decrease in temperature
- sudden change in humidity
- increase in air movement
- visible dark storm clouds (though these are not always present during a lightning strike).

The Athletic Training staff has a lightning detection policy in place for practices and games; however, we are aware that athletes often use UTC's athletic facilities when there is no supervision by the coaches. In the event athletes are using the facilities without supervision, the Athletic Training staff would like to educate you and encourage you to use Flash-to-Bang Method to monitor the proximity of the lightning. The Flash-to-Bang Method approximates the distance of the lightning. NO METHOD OF LIGHTNING DETECTION CAN DETECT EVERY STRIKE.

**Flash-to-Bang Theory Lightening Detection Method**

- To use this method, count the seconds from the time the lightning "flash" is sighted to when the clap of thunder "bang" is heard. Divide this number by five to determine how far away (in miles) the lightning is occurring.
  - o For example, if fifteen seconds are counted between seeing the "flash" and hearing the "bang", fifteen divided by five equals three. Therefore, the lightning flash is approximately three miles away.
- Every five seconds equals one mile
- If the time between seeing the "flash" and hearing the "bang" is between 40-50 seconds (8-10 miles), teams should take precautions and seek shelter.

Trauma, environmental factors, and infectious agents act together to continually attack the integrity of the skin. Close quarters combined with general poor hygiene practices make athletes particularly vulnerable to contracting skin diseases. An understanding of basic prophylactic measures, clinical features, and swift management of common skin diseases is essential for certified athletic trainers to aid in preventing the spread of infectious agents.” -*Journal of Athletic Training* 2010;45 (4):411–428.

**Prevention**

1. Organizational support must be adequate to limit the spread of infectious agents.
  - a) Custodial staffing will provide the enhanced vigilance required for a comprehensive infection-control plan.
  - b) Adequate hygiene materials will be provided to the athletes, including antimicrobial liquid (not bar) soap in the showers and by all sinks.
  - c) The Sports Medicine department will contract with a team physician to assist with diagnosis, treatment, and implementation of infection control.
2. A clean environment shall be maintained in the athletic training facility, locker rooms, and all athletic venues.
  - a) Cleaning and disinfection are primarily important for frequently touched surfaces such as wrestling mats, treatment tables, locker room benches, and floors.
  - b) A detailed cleaning schedule shall be implemented for all areas within the infection control program, and procedures should be reviewed regularly.
  - c) The type of disinfectant or detergent selected for routine cleaning should be registered with the Environmental Protection Agency, and the manufacturer's recommendations for amount, dilution, and contact time should be followed.
3. Healthcare practitioners and athletes should follow good hand hygiene practices.
  - a) When hands are visibly dirty, wash them with an acceptable antimicrobial cleanser from a liquid dispenser. Correct hand-washing techniques must be used, including wetting the hands first, applying the manufacturer's recommended amount of antimicrobial soap, rubbing the hands together vigorously for at least 20 seconds, rinsing the hands with water, and then drying them thoroughly with a disposable towel.
  - b) If hands are not visibly dirty, they can be decontaminated with an alcohol-based hand rub.
  - c) Hands should be decontaminated before and after touching the exposed skin of an athlete and after removing gloves.
4. Student-athletes shall be encouraged to follow good overall hygiene practices.
  - a) Student-athletes must shower after every practice and game with antimicrobial soap and water over their entire body. It is preferable for the athletes to shower in the locker rooms provided by the athletic department.
  - b) Student-athletes should refrain from cosmetic body shaving.
  - c) Soiled clothing, including practice gear, undergarments, outerwear, and uniforms, must be laundered daily.
  - d) Equipment, including knee sleeves and braces, ankle braces, etc., should be disinfected in the manufacturer's recommended manner daily.

5. Student-athletes must be discouraged from sharing towels, athletic gear, water bottles, disposable razors, and hair clippers.
6. Student-athletes with open wounds, scrapes, or scratches must avoid whirlpools and common tubs.
7. Student-athletes are encouraged to report all abrasions, cuts, and skin lesions and to seek attention from an Athletic Trainer for proper cleansing, treatment, and dressing. All acute, uninfected wounds (e.g., abrasions, blisters, lacerations) should be covered with a semi-occlusive or occlusive dressing (e.g., film, foam, hydrogel, or hydrocolloid) until healing is complete to prevent contamination from infected lesions, items, or surfaces. The sports medicine staff must educate everyone involved regarding infection-control policies and procedures.

### **Education**

1. Administrators shall be informed of the importance of institutional support in maintaining proper infection control policies.
2. Coaches shall be informed of the importance of being vigilant with their athletes about following infection control policies to minimize the transmission of infectious agents.
3. Student-athletes will be educated on their role in minimizing the spread of infectious diseases.
  - a) Follow good hygiene practices, including showering with antimicrobial soap and water after practices and games and frequent hand washing.
  - a) Have all practice and game gear laundered daily.
  - b) Avoid sharing towels, athletic gear, water bottles, disposable razors, and hair clippers.
  - c) Perform daily surveillance and report all abrasions, cuts, and skin lesions to and seek attention from the athletic training staff for proper cleansing, treatment, and wound dressing.
4. The custodial staff and team managers must be included in the educational programs about infectious agents to be able to adequately help in the daily disinfection of the facilities.

### **13.17**

### **PREGNANCY**

The purpose of this policy is to develop guidelines to protect the health, confidentiality, scholarship, and ability of the pregnant student-athlete to participate while also assisting medical providers, coaches, and administrators with uniform guidelines that address this issue. While male student-athletes are not affected physically by pregnancy like female student-athletes, they can have stress over pregnancy and worry about their pregnant partner and her fetus. Male student-athletes may question whether they are ready for fatherhood and the personal and financial obligations associated with pregnancy. We encourage you to discuss these issues with your partner and healthcare providers at the University of Tennessee Chattanooga Counseling Center, a team physician, or an athletic trainer.

### **Pregnancy Policies**

Pregnancy places unique challenges on the student-athlete. Chattanooga Sports Medicine Staff, in compliance with the NCAA guidelines, have developed a policy clearly outlining the rights and responsibilities of the pregnant student-athlete. Please be aware of the following:

1. The student-athlete may receive confidential counseling. This can be done through the Athletics Counselor on campus, or the student-athlete can be referred off campus. Please note that any cost for going off campus is the responsibility of the student-athlete.
2. The student-athlete may receive access to timely medical and obstetrical care. This can be done at student-health services, through our team physician and his staff, or with the student-athlete's personal

physician.

3. For the medical safety of the student-athlete and the unborn child, Chattanooga Sports Medicine Staff and its team physician request that the student-athlete notifies the athletic trainer assigned to her team as well as the team physician immediately upon learning of the pregnancy.
4. A student-athlete may continue to participate in athletics with the expressed written consent and within the parameters of her OB-GYN, provided the documentation has been provided to the athletic trainer assigned to the sport. The documentation must be updated at each check-up and provided to the athletic trainer to ensure the safety of the student-athlete.
5. The athletics department insurance does not cover pregnancy-related care. All costs related to pregnancy are the responsibility of the student-athlete.
6. NCAA Bylaw 15.3.4.2 states "institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient...voluntarily withdraws from a sport at any time for personal reasons..." Pregnancy is considered a temporary medical condition and Bylaw 12.8.1.3 in the NCAA Division I Manual states that a member institution may approve a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy. If you are pregnant and you inform your athletic trainer and coach and you do NOT voluntarily withdraw from your sport, your scholarship will remain in place for the remainder of the granting year, July 1 - June 30. Your coach can help you discuss your situation with the athletics department.
7. After delivery or pregnancy termination, medical clearance is recommended to ensure the student-athlete's safe return to athletics. The physiologic changes of pregnancy persist four to six weeks postpartum, however, there have been no known maternal complications from the resumption of training. Care should be taken to individualize return to practice and competition.
8. A student-athlete with a temporary medical condition is still expected to complete all academic tasks to the best of his/her ability along with other student-athlete obligations. If he/she fails to meet academic and other obligations on a consistent basis, the athletic department and the student-athlete will enter a contract outlining the responsibilities and expectations of the student-athlete for the renewal of athletics aid the following year.
9. Student-athletes shall not be forced to terminate a pregnancy for any reason, and no one shall use financial or psychological pressure to encourage a student-athlete to terminate a pregnancy.

The team's certified athletic trainer or team physician is often approached in confidence by the student-athlete. The sports medicine staff should be well-versed in the athletics department's policies and be able to access the identified resources. The sports medicine staff will never discuss a pregnant student-athletes status with coaches, administration, members of the press, or post on social media. Members of the sports medicine staff that violate this policy are subject to legal ramifications under HIPAA violation.

### **13.18**

### **SICKLE CELL POLICY**

#### **Background**

Sickle cell trait is not a disease. It is the inheritance of one gene for normal hemoglobin (A) and one gene for sickle hemoglobin (S), giving the genotype AS. Sickle cell trait (AS) is not sickle cell anemia (SS), in which two abnormal genes are inherited. Sickle cell anemia causes major anemia and many clinical problems, whereas sickle cell trait causes no anemia and few clinical problems. Sickle cell trait will not turn into a disease.

However, it is possible to have symptoms of the disease under extreme conditions of physical stress or low oxygen levels. In some cases, athletes with the trait have experienced significant distress, collapsed, and even died during rigorous exercise.

People at high risk for having sickle cell trait are those whose ancestors come from Africa, South or Central America, the Caribbean, Mediterranean countries, India, and Saudi Arabia. Sickle cell trait occurs in about 8 percent of the U.S. African-American population and rarely (between one in 2,000 to one in 10,000) in the Caucasian population.

### **Sickling Collapse: Telltale Features**

The sickling collapse has been mistaken for cardiac collapse or heat collapse. But unlike sickling collapse, cardiac collapse tends to be “instantaneous,” has no “cramping” with it, and the athlete (with ventricular fibrillation) who hits the ground no longer talks. Unlike heat collapse, sickling collapse often occurs within the first half hour on the field, as during initial wind sprints. The core temperature is not greatly elevated. Sickling is often confused with heat cramping; but athletes who have had both syndromes know the difference, as indicated by the following distinctions:

1. Heat cramping often has a prodrome of muscle twinges, whereas sickling has none.
2. The pain is different – heat-cramping pain is more excruciating.
3. What stops the athlete is different – players with heat cramps hobble to a halt with “locked-up” muscles while sickling players slump to the ground with weak muscles.
4. Physical findings are different – players with heat cramps writhe and yell in pain, with muscles visibly contracted and rock-hard; whereas sickling players lie still, not yelling in pain, with muscles that look and feel normal.
5. The response is different – sickling players caught early and treated right recover faster than players with major heat cramping.

### **Precautions and Treatment**

The Chattanooga Sports Medicine staff will adhere to the following guidelines for the athlete with sickle cell trait:

1. Build up slowly in training with paced progressions, allowing longer periods of rest and recovery between repetitions.
2. Encourage participation in preseason strength and conditioning programs to enhance the preparedness of athletes for performance testing which should be sports specific. Athletes with sickle cell trait may be excluded from participation in performance tests such as mile runs, serial sprints, etc., if they are deemed hazardous to said athlete by the UTC Sports Medicine staff.
3. Cessation of activity with onset of symptoms [muscle “cramping”, pain, swelling, weakness, tenderness; inability to "catch breath", fatigue].
4. Allow sickle-trait athletes to set their own pace.
5. All athletes should participate in a year-round, periodized strength and conditioning program that is consistent with individual needs, goals, abilities, and sport-specific demands. Athletes with sickle cell trait who perform repetitive high-speed sprints and/or interval training that induces high levels of lactic acid should be allowed extended recovery between repetitions.
6. Ambient heat stress, dehydration, asthma, illness, and altitude predispose the athlete with sickle trait to an onset of crisis in physical exertion.
  - a. Adjust work/rest cycles for environmental heat stress
  - b. Emphasize hydration
  - c. Control asthma
  - d. No workout if an athlete with sickle cell trait is ill
  - e. Watch closely the athlete with sickle cell trait who is new to altitude. Modify training and have supplemental oxygen available for competitions

7. Educate to create an environment that encourages athletes with sickle cell trait to report any symptoms immediately; any signs or symptoms such as fatigue, difficulty breathing, leg or low back pain, or leg or low back cramping in an athlete with sickle cell trait should be assumed to be sickling.

### **Management of a Sickling Collapse**

In the event of a sickling collapse, the UTC Sports Medicine Staff will treat it as a medical emergency by doing the following:

1. Remove the athlete from the activity
2. Check vital signs.
3. Cool the athlete, if necessary.
4. Activate EAP
5. Tell the doctors to expect explosive rhabdomyolysis and grave metabolic complications.

### **Institutional Procedures at UTC**

In accordance with NCAA requirements, UTC requires all student-athletes to receive a sickle cell blood test as part of their mandatory pre-participation physical exam their freshman year. Student-athletes will not have to receive the test if they provide proper written documentation of a sickle cell blood test performed.

The results of the test must be received by the Chattanooga Sports Medicine Staff and appropriate counseling must be provided to an athlete before clearance to begin athletic activity. This includes all weight room activities as well as organized practice.

Student-athletes must obtain their sickle cell blood prior to arrival on the UTC campus to eliminate the possibility of missed practice time. Incoming student-athletes who utilize this route must produce written documentation of their test and results upon reporting to UTC.

Student-athletes who do not provide proper documentation of a prior test will receive the test at their pre-participation physical exam and must comply with the waiting period for results to return before they can begin to play.

If an athlete tests positive for sickle cell trait, they will receive counseling from their UTC athletic trainer and be given educational materials regarding sickle cell trait as well as guidelines highlighting athletic participation risk, genetics, signs and symptoms of complications, and the medical care they will be provided if a sickling collapse occurs. They will be strongly encouraged to be forthright with any signs or symptoms so that proper management can take place if the necessary situation arises.

### **13.19**

### **DRUG TESTING**

---

The University of Tennessee at Chattanooga Department of Athletics is committed to promoting the safety, health, and well-being of every UTC student-athlete. The use of illegal or banned drugs by student-athletes will not be tolerated. To meet this commitment, the Department of Athletics has developed and implemented this Drug Testing Policy to supplement the Department of Athletics' efforts to educate student-athletes about the effects of substance abuse on their safety, health, and well-being.

This policy seeks to deter and detect the use of illegal and banned drugs to:

1. Ensure that UTC's sports programs adhere to the basic principles of fair play and sportsmanship.
2. Protect the health and safety of UTC's student-athletes, their teammates, and their competitors.

3. Provide appropriate assistance, treatment, and support to student-athletes who have been found to have used illegal or banned drugs; and
4. Reflect UTC's high expectations for its student-athletes as representatives and ambassadors of UTC.

## **DEFINITIONS**

“Banned Drug”- as used in this policy, the term “banned drug” means a drug banned by the National Collegiate Athletics Association (“NCAA”) (e.g., within a banned-drug class or a substance chemically related to a banned-drug class, as defined by the NCAA).

“Illegal Drug” - as used in this policy, the term “illegal drug” means:

- 1) a drug, the use or possession of which is illegal under federal, Tennessee, or local law; or
- 2) a prescription drug not prescribed to a student-athlete by a physician; or
- 3) a prescription drug prescribed to a student-athlete by a physician but not used in the manner or for a purpose prescribed by the physician.

“Positive Finding” - as used in this policy, the term “positive finding” means:

- 1) a test conducted and confirmed under this policy or the NCAA’s drug testing program demonstrating evidence of an illegal or banned drug, where no medical exception has been granted for such use (“positive test”);
- 2) a student-athlete’s failure to appear for testing within 30 minutes of their designated testing time
- 3) a student-athlete’s evading notification of a drug test.
- 4) a student-athlete’s refusal to submit to, failure to cooperate with, failure to provide a specimen according to protocol, or failure to provide an adequate specimen.
- 5) a student-athlete’s manipulation of or tampering with a test sample or otherwise attempting to sabotage the collection process or to materially affect the test results in a test under this policy or the NCAA’s drug testing program; or
- 6) a student-athlete has been found guilty or pleads guilty or no contest to a legal, administrative, or student-disciplinary offense regarding the use, abuse, possession, manufacture, or distribution of a banned or illegal drug

## **SCOPE**

### Relationship to NCAA Testing

The NCAA administers its own drug testing program under a separate protocol. As a member of the NCAA, UTC participates in the NCAA’s drug testing program, and student-athletes are required to participate in the NCAA’s drug testing program and comply with all NCAA disciplinary actions. Testing under this policy is independent of NCAA testing, but a positive NCAA drug test will trigger concurrent disciplinary action under this policy.

Cut and paste the following address for a description of the NCAA’s drug testing program:

<https://www.ncaa.org/sports/2016/7/20/ncaa-drug-testing-program.aspx>

### Relationship to the UTC Standards of Conduct for all students

UTC’s Standards of Conduct for all students prohibit, among other things, the possession or use of illegal drugs, the unauthorized possession or misuse of prescription drugs, and the possession of drug paraphernalia. Like all other students at UTC, student-athletes remain subject to these prohibitions and related sanctions. To avoid inequitable treatment of student-athletes in relation to other students, however, a positive drug test under NCAA testing or this policy shall not provide the basis for or be considered in connection with disciplinary

action for violations of the UTC Standards of Conduct.

## **ADMINISTRATION**

This policy will be administered by the UTC Substance Abuse Committee, which is comprised of:

- 1) Vice Chancellor/Director of Athletics
- 2) Head Team Physician
- 3) Assistant Athletic Director for Sports Medicine
- 4) Assistant Director of Sports Medicine
- 5) Executive Associate Athletic Director/Senior Woman Administrator
- 6) Director for Compliance
- 7) A representative from Chancellor's Office
- 8) A representative from Student Development/UTC Counseling Center

This policy is subject to modification by the Vice Chancellor/Director of Athletics following consultation with the Substance Abuse Committee. Such modifications will be effective following written notice to student-athletes and shall not be applied retroactively.

This policy establishes the minimum consequences for student-athletes concerning disciplinary action for a positive drug test. The Head Coach of each respective sport has the discretion to adopt a more stringent policy concerning the consequences of a positive drug test--including possible dismissal from the team. These policies must be communicated in writing to the sport's student-athletes and shall not be applied retroactively.

## **UTC DRUG TESTING PROCEDURES**

### **Consent**

All student-athletes must sign two personal consent forms for drug testing as a part of their pre-participation physical. Student-athletes may refuse to sign the consent forms; however, signing the consent forms is a condition of participating in athletics at UTC.

One consent form indicates the understanding of this policy and is an agreement to be screened for banned and illegal drugs. The second consent form indicates the understanding of the NCAA drug testing policy and is also an agreement to be screened for banned and illegal drugs designated by the NCAA.

Student-athletes who test positive for banned substances and undergo assessment, evaluation, education, and/or counseling sessions must sign a consent form whereby the Team Physician and Assistant Athletic Director for Sports Medicine are given progress reports related to attendance and participation in treatment protocols.

### **Notification**

A student-athlete will be notified of his/her drug test via cell phone, text message, or person-to-person. A student-athlete must confirm the notification of drug testing either verbally or in writing (such as a text message response). The athletic trainer in charge of notifying the student-athlete will give the student-athlete specific instructions for reporting to the drug testing site, which include:

- Date, time, and location of drug testing
- Bring a photo ID to the collection site.
- To not go to the bathroom prior to the test.

- That they will be held at the collection site until they need to use the restroom, or they have class. They will be expected to report back to the collection site after their class.
- If they are more than 30 minutes late to the collection site, they will be expected to produce a sample immediately upon arrival. Failure to do so will be treated as a positive finding under this policy

### **Approval for Alternative Testing**

The Assistant Athletic Director for Sports Medicine may excuse a student-athlete from a drug test conducted under this policy and arrange alternative testing of the student-athlete in each of the following circumstances: (a) the student-athlete has notified his/her athletic trainer of an academic obligation or athletic competition that conflicts with the scheduled test and the athletic trainer has verified the conflict; and (b) the Assistant Athletic Director for Sports Medicine, in his or her discretion, determines that the student-athlete has presented a compelling justification for rescheduling the test. In addition, the Assistant Athletic Director for Sports Medicine may excuse a sick or injured student-athlete from the designated test site even if the student-athlete has not completed the test. In such a case, the Assistant Athletic Director for Sports Medicine, or his/her designee, before releasing the student-athlete from the site, must document appropriate arrangements for alternative testing of the student-athlete.

### **Specimen Collection Protocol**

UTC has contracted with a certified commercial laboratory to perform the screening of student-athletes. The laboratory's protocol will be followed for collection purposes. The student-athlete will always be accompanied by the collector.

### **Results**

A positive test for marijuana is designated as  $>$  or  $=$  150 ng/ml on the original test. The results of all drug tests will be delivered to the Assistant Athletic Director for Sports Medicine, for both NCAA and Institutional Testing. In the event of a positive test, the Assistant Athletic Director for Sports Medicine will notify the Athletic Director and the head coach of the appropriate sport. A meeting will be scheduled with the head coach, student-athlete, Assistant Athletic Director for Sports Medicine, Sports Administrator, and Vice Chancellor/Director of Athletics. At this meeting, the Assistant Athletic Director for Sports Medicine will explain the disciplinary action that is being taken and the procedures to follow. Student-athletes with previous positive findings may be subject to more frequent drug testing throughout the year as deemed appropriate by the Substance Abuse Committee.

**EXCEPTION:** Student-athletes who are enrolled in outpatient or inpatient counseling and rehabilitation program will not be subject to more frequent drug testing while successfully participating in counseling. However, once the program is complete, he/she may be subject to more frequent testing at UTC. The duration of the program will be determined by the substance abuse counselor but exclusion from testing shall not exceed sixty (60) days.

### **DISCIPLINARY ACTION**

#### **First Positive Finding**

1. Parental notification of a positive finding by your head coach at his/her earliest opportunity
2. Meeting with Assistant Athletic Director for Sports Medicine, Vice Chancellor/Director of Athletics, Sports Administrator, and Head Coach.
3. Full Assessment, evaluation, and education with UTC Center for Wellbeing.

4. Athletes will use the following link to schedule an appointment for substance abuse education (motivational interviewing) that will be over two sessions 7-14 days apart. <https://utcemsa.as.me/schedule.php>
5. Treatment as deemed necessary by UTC Center for Wellbeing. The Chattanooga Sports Medicine Drug Testing Coordinator will follow up with the Center for Wellbeing to ensure compliance.
6. Additional disciplinary action as specified by Head Coach.
7. Loss of Student Assistance Fund (SAF) and Student-Athlete Opportunity Fund (SAOF)
8. Possible loss of athletic summer school aid
9. Possible termination from the team

#### Second Positive Finding

1. Parental notification of a positive finding by your head coach at his/her earliest opportunity
2. Meeting with Assistant Athletic Director for Sports Medicine, Vice Chancellor/Director of Athletics, Sports Administrator, and Head Coach.
3. Full Assessment, evaluation, and education with UTC Center for Wellbeing.
4. Athletes will use the following link to schedule an appointment for substance abuse education (motivational interviewing) that will be over two sessions 7-14 days apart. <https://utcemsa.as.me/schedule.php>
5. Treatment as deemed necessary by UTC Center for Wellbeing. The Chattanooga Sports Medicine Drug Testing Coordinator will follow up with the Center for Wellbeing to ensure compliance
6. Treatment as deemed necessary by UTC Center for Wellbeing.
7. Additional disciplinary action as specified by the head coach.
8. Loss of Student Assistance Fund (SAF) and Student-Athlete Opportunity Fund (SAOF)
9. Possible loss of athletic summer school aid
10. Possible termination from the team
11. The follow-up treatment plan was developed (possible in-patient or out-patient program).

#### Third Positive Finding

1. Cancellation of eligibility to participate in the athletic program.
2. Any athletic grant-in-aid will not be renewed and will automatically be revoked, in accordance with NCAA and conference guidelines.
3. Parent(s), guardian, and/or spouse notified in writing by the Vice Chancellor/Director of Athletics.

All offenses are cumulative throughout the student-athlete eligibility. However, student-athletes will have an opportunity one time during their intercollegiate athletic career to remove the one level of consequences from a positive finding for marijuana only if he or she maintains a consecutive twelve-month period of having no further positive findings.

#### **APPEALS**

A student-athlete may appeal a positive finding, or a disciplinary action initiated because of a positive finding, to the Vice Chancellor/Director of Athletics. A written appeal must be submitted to the Vice Chancellor/Director of Athletics within one (1) week of notification of the finding or action being appealed. The appeal must contain an explanation of why the positive finding or disciplinary action should not be enacted with supporting information or documentation. The appeal will be considered by the Substance Abuse Committee and the Faculty Athletic Representative who will submit a majority recommendation to the Vice Chancellor/Director of Athletics. The final decision regarding the appeal will be made by the Vice Chancellor/Director of Athletics.

If an intercollegiate athletic competition is scheduled prior to the Substance Abuse Committee's ability to

consider the appeal, the student-athlete may be suspended (determined by the Vice Chancellor/Director of Athletics from that competition in accordance with the designated level of disciplinary action outlined in this Policy and Procedure. The student-athlete may request an expedited meeting of the Substance Abuse Committee to consider the appeal and the Substance Abuse Committee will reasonably attempt to meet this request. However, the Substance Abuse Committee and/or the Vice Chancellor/Director of Athletics are not obligated to render a decision prior to the next scheduled meeting of the Substance Abuse Committee.

### **SAFE HARBOR PROGRAM**

The Safe Harbor Program allows a student-athlete to refer him/herself once for voluntary evaluation and counseling one time during the student-athlete career without having the Department of Athletics consider it a positive finding. A student-athlete is not eligible for the Safe Harbor Program after he/she has been informed of an impending drug test or after having received notification of a positive finding. A student-athlete also is not eligible for the Safe Harbor Program if he/she has previously received a positive finding.

The Assistant Athletic Director for Sports Medicine will arrange for the student-athlete to receive a drug test as soon as practicable following the student's request to enter the Safe Harbor Program ("Initial Safe Harbor Drug Test") and work with the student-athlete to prepare a treatment plan which may include confidential banned/illegal drug testing. If the Initial Safe Harbor Drug Test is positive for banned/illegal drugs, that positive test will not result in any administrative sanction unless, as described below, the student-athlete tests positive in a subsequent retest or the student-athlete fails to comply with the prescribed treatment plan. (The Assistant Athletic Director for Sports Medicine may suspend the student-athlete from play or practice if medically justified.) A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period, not to exceed sixty (60) days, as determined by the Assistant Athletic Director for Sports Medicine. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference post-season competition.

If student-athlete tests positive for any banned or illegal drug after the Initial Safe Harbor Drug Test or fails to comply with the Safe Harbor treatment plan, the Assistant Athletic Director for Sports Medicine will remove the student-athlete from the Safe Harbor program, and the Initial Safe Harbor Drug Test, if positive, will be treated as a positive finding and a subsequent positive will be treated as an additional positive finding – all subject to the disciplinary actions set forth herein.

Student-athletes in the Safe Harbor Program may be selected for drug testing by the NCAA. If a screening results in a positive test, the student-athlete will be subject to the disciplinary policies and procedures set forth by the NCAA, and the positive test will be treated by UTC as described above. Note: There is no Safe Harbor Program established by the NCAA.

### **SELECTION OF STUDENT-ATHLETES FOR TESTING**

The Department of Athletics' drug testing program consists of random and unannounced drug tests year-round conducted in accordance with this policy. The substances that may be tested for during drug testing are subject to updates at any time. Unless otherwise notified, testing will be done in the Visitor's Locker Room located on the first floor of McKenzie Arena. Individuals will be subject to undergo drug testing:

- At random
- For reasonable suspicion (i.e., "for cause")
- Along with the entire athletic team and/or

- For periodic monitoring or aftercare.

#### **Testing based on random selection**

- A select number of student-athletes determined by the Athletic Training Drug Testing Coordinator may be selected at random for drug testing. Every student-athlete has an equal chance of being chosen, regardless of whether they have been previously tested. In addition, entire teams or randomly selected student-athletes on specific teams may be selected for screening.
- The selection list will be delivered to the Assistant Athletic Director for Sports Medicine.
- Notification to the selected student-athletes will be done through the certified commercial laboratory system. There will be a follow-up by the respective athletic trainer but not prior to the notification time. The information will include the location, date, time, and above-mentioned instructions.

#### **Testing in response to individualized reasonable suspicion**

A student-athlete may be subject to drug testing at any time when the Assistant Athletic Director for Sports Medicine determines that there is reasonable suspicion to believe that the student-athlete is using banned or illegal drugs. Reasonable suspicion may be based on information presented to the Assistant Athletic Director for Sports Medicine, including, but not limited to, the following:

- Observed possession or use of substances that reasonably appear to be banned or illegal drugs.
- An arrest or a criminal offense or charge of a violation of UTC's Standards of Conduct related to the possession, use, manufacture, or distribution of a banned or illegal drug.
- Observed abnormal appearance, conduct, performance, or behavior reasonably interpretable as being caused by using banned or illegal drugs. Among the indicators that may be used in evaluating a student-athletes appearance, conduct, performance, or behavior are class attendance; significant GPA changes; athletic practice attendance; increased injury rate or illness; physical appearance changes; academic/athletic motivational level changes; changes in emotional condition or mood.

#### **Testing for an entire athletic team**

There may be times when an entire team is tested for banned or illegal drugs. This may include but is not limited to the following reasons:

- Prior to pre-season or post-season competition.
- Suspected widespread use of/or association with illegal or banned drugs by team members.

#### **Testing individuals who previously received a positive finding**

Student-athletes who previously received positive findings may be subject to tests during each random, reasonable suspicion and entire athletic team test.

#### **COUNSELING/TREATMENT**

As indicated in the disciplinary actions, student-athletes who have a positive drug test or who are involved in a reportable offense involving alcohol, banned, or illegal substances will be required to attend an assessment, evaluation, and education session with the UTC Center for Wellbeing. In the case of a second offense, student-athletes will be required to attend mandatory assessment, evaluation, education, and/or counseling with the UTC Center for Wellbeing or an outpatient treatment program in which expenses incurred will be billed to their respective team. Noncompliance with treatment protocols may result in an additional positive test result and/or further disciplinary action

Student-athletes are required by UTC Athletics to request the counseling center send a notification that they attended an evaluation session to the Assistant Athletic Director for Sports Medicine or Chattanooga Sports Medicine Drug Testing Coordinator. Student-athletes will be required to comply with all recommendations made by the counselor during the evaluation. Failure to do so may result in termination from the team and loss of financial aid.

## **FINANCIAL RESPONSIBILITY**

Once a student-athlete has tested positive for a banned or illegal drug, he or she will be required to be evaluated by a counselor to determine the extent of their substance abuse problem. The student-athlete will be referred for the appropriate follow-up counseling or treatment, which could include evaluation, short and long-term counseling, and in-patient comprehensive care to help manage their addiction. Financial responsibilities must be determined prior to any form of therapeutic services. The student-athlete and/or their parent(s) or guardian may be financially responsible for the services indicated by the evaluation team.

## **EDUCATION**

Each UTC athletics department student-athlete, coach, and staff member will be made aware of this policy at the beginning and throughout the academic year in conjunction with required compliance meetings. In addition, special mandatory meetings may be held at the discretion of the Vice Chancellor/Director of Athletics, the Assistant Athletic Director for Sports Medicine, or a Head Coach.

## **PRESCRIBED MEDICATIONS**

The UTC Sports Medicine Staff must have a record of a student-athlete being prescribed medication by a team physician. If another physician prescribed the student-athlete medication, the individual must ensure that the prescribing physician supplies medical documentation for the use of that prescription. Medications being taken must be on file with the Sports Medicine Department.

## **CONFIDENTIALITY**

The athletics department must make reasonable efforts to maintain the confidentiality of information and records associated with this policy, including drug test results, disciplinary actions, and/or any counseling and treatment services that a student-athlete may receive. Unless otherwise required by law, drug test results and related records may be disclosed to the Assistant Athletic Director for Sports Medicine, the Assistant Athletic Director for Compliance, the Sports Administrator, and the Head Coach.

## **BANNED DRUGS**

The following are banned by the NCAA for the 2023 - 2024 academic year

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers (banned for rifle only).
4. Diuretics and masking agents.
5. Narcotics.
6. Cannabinoids.
7. Peptide hormones, growth factors, related substances, and mimetics.
8. Hormone and metabolic modulators (anti-estrogens).
9. Beta-2 agonists.

**Note:** Any substance chemically/pharmacologically related to all classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of substances under each class can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). There is no complete list of banned substances.

**Substances and Methods Subject to Restrictions:**

- Blood and gene doping.
- Local anesthetics (permitted under some conditions).
- Manipulation of urine samples.
- Beta-2 agonists (permitted only by inhalation with prescription).
- Tampering of urine samples.

**NCAA Nutritional/Dietary Supplements:**

Warning: Before consuming any nutritional/dietary supplement product, review the product and its label with Chattanooga Sports Medicine staff.

- Nutritional/Dietary supplements, including vitamins and minerals, are not well-regulated and may cause a positive drug test.
- Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
- Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
- Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.

**It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance.** While there is no complete list of banned substances, you may go to the following website for examples of substances in each of the NCAA Banned Class

<https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>.

An additional resource is Drug-Free Sport found at <https://www.drugfreesport.com/education/axis/>

**14.00**  
**STUDENT-ATHLETE HANDBOOK**

**14.01**

**STATEMENT ON STUDENT-ATHLETE LIFE**

Above all else, our first concern will always be the safety, health and well-being of each and every one of our student-athletes. We pledge to provide lessons to our Student-Athletes in six specific areas:

***Academics***

- Importance of a Quality Education – EARN A DEGREE
- Informed Decision-Making

***Athletics***

- A Competitive Spirit
- Athletic Skill Sets
- The Benefit of a Team

***Life Skills***

- Opportunities to Serve Those Less Fortunate
- Instill a Gentle Heart
- Sense of Discipline
- The Value of Hard Work

***Personal Development***

- Correct Inappropriate Behavior – Fair and Equitable Manner
- Perspective – The Difference Between Disappointment and Tragedy
- Foster Lifelong Friendships
- Healthy Lifestyles

***Leadership***

- The Nature of our Mission and Core Values
- Emerge with Leadership Qualities and Experience

***Career Placement***

- Meaningful Job
- Appreciation for the Importance of Service

As a department of athletics, our role, in fact, our mission is to assist in the transformation of our student-athletes. In the process of participation in UTC Athletics, we prepare our Student-Athletes for productive and meaningful lives: they simply become better people. We surround our Student-Athletes with people/individuals who are models for the behaviors we wish for them to adopt. We develop programs which celebrate our Student-Athletes' success.

**14.02**

**PARKING**

You may keep a vehicle on campus if you follow the University regulations. All students who park in University parking lots are required to purchase a parking permit. Even if you elect not to purchase a parking permit, you must register your vehicle. When a person receives a citation and a registration or license plate is not visible, the

penalty is costlier. Citations must be paid during the semester in which they occurred in order to register for the next semester or to receive grades. If you are not returning to UTC, you still must pay your fines in order to leave in good standing with the University and have access to your transcripts.

UTC Parking Services may “boot” or immobilize vehicles that have \$50 or more in outstanding parking citations. If your vehicle is immobilized, you will have to pay the full account balance, plus a \$20 immobilization fee, before the immobilization device is removed from your vehicle. Vehicle immobilization will be in accordance with TN APA 1720-2-3.

You must pull into the university parking spaces. You may have a parking pass but if you back into the space -- they will give you a ticket.

#### **14.03** **HOUSING**

It is the responsibility of each individual coach to reserve adequate housing for his/her student-athletes. Returning student-athletes who have a room as part of their athletics scholarship shall submit housing applications by way of the on-line housing web page. Please note, if a student-athlete is on a full housing athletics scholarship then the \$400 reservation fee is waived. Student-athletes without room athletics scholarship will follow the same sign-up procedures as the regular student body.

The athletic department, working with the Housing Office, will provide information concerning room spaces available for each sport and deadline dates. All athletes are expected to conduct themselves in accordance with all University policies and are to be treated as any other student living in University Housing. Any damage in or around a student-athlete's room is the responsibility of the student-athlete if the damage to university property can be directly attributed to that individual.

If approved to move off-campus, it is the student-athlete's responsibility to inform the University Housing Office prior to moving or a financial penalty may be applied to that student's billing. The Athletics Department will not pay for any housing penalties assessed to a student-athlete. It is the responsibility of each Head Coach to provide the Compliance Office with the names and UTC ID numbers of all student-athletes living on campus.

Student-athletes must have their off-campus housing approved by the Compliance office to avoid NCAA violations. Student-athletes are not allowed to live with UTC boosters, the owner of the residence (unless it is a family member) or have housing arranged by boosters.

#### **14.04** **INTERNATIONAL HEALTH INSURANCE & NONRESIDENT ALIEN TAX**

International student-athletes are automatically enrolled in International Health Insurance through either the University or the Athletics Department. International student-athletes can view and print their insurance card online. Once the policy is purchased, please see the Athletic Training Staff. This insurance is not covered by UTC Athletics Scholarship and a student may be responsible for these charges in full or in part.

This tax is not covered by UTC Athletics Scholarship and a student may be responsible for these charges in full or in part.

#### **14.05** **NCAA COMPLIANCE**

The University of Tennessee at Chattanooga is committed to the principle of institutional control in operating our athletics program in a manner consistent with the letter and spirit of the National Collegiate Athletic

Association (NCAA), Southern Conference (SoCon), and institutional rules and regulations.

The Mocs Athletics Compliance Office is dedicated to coordinating, monitoring, and verifying compliance with all NCAA, SoCon, and institutional requirements as well as providing educational programming and interpretative support to the various constituencies of UTC and the community regarding rules compliance.

The Mocs Athletics Compliance Office serves as a resource for prospective student-athletes, current student-athletes, coaches, alumni, parents, and our Mocs supporters. Please contact our office at (423) 425-2158 if you have any questions regarding NCAA legislation

#### **14.06**

#### **TRANSFER NOTIFICATION**

A student-athlete may initiate the notification of transfer process by completing the notification of transfer form in TeamWorks Compliance. The student-athlete's institution shall enter his or her information into the national transfer database within two business days of receipt of the notification of transfer form from the student-athlete. To receive access to the notification of transfer form, the student-athlete must schedule a meeting with the UTC Compliance Office by emailing [kenneth-jones01@utc.edu](mailto:kenneth-jones01@utc.edu) or [mollie-best@utc.edu](mailto:mollie-best@utc.edu)

Once a student-athlete notifies UTC that he/she wishes to transfer to another institution, the student-athlete may continue use of academic support from Student Support Services and may continue use of the Athletic Training Room for existing, not new, injuries and/or illnesses. However, the transferring student-athlete is not allowed further use of the services provided by Athletic Performance (i.e. athletics weight room) or use of athletic facilities for individual workouts. Transferring student-athletes may use campus facilities that are open to all UTC students (i.e. ARC weight room and courts). Furthermore, an institution may reduce or cancel a student-athlete's athletics aid at the end of the regular academic term in which the written notification of transfer is received.

Please contact the Compliance Office at (423)425-2158 if you have questions or want more information regarding the notification of transfer process.

#### **14.07**

#### **NCAA ELIGIBILITY**

In order to be eligible for practice and competition, you must maintain certain academic requirements established by the NCAA. Please note, all institutional rules and regulations supersede the rules for eligibility through the NCAA; please refer to your UT Chattanooga Handbook and the University Academic Catalog for the standards of progress for your particular major and for university rules and regulations.

##### ***Full-Time Enrollment***

You must be always registered for at least: twelve (12) credit hours for undergraduate students or nine (9) credit hours for graduate students during the academic year. If you drop below full-time status, you immediately become ineligible for practice and competition. UTC Athletics requires all undergraduate scholarship student-athletes to enroll and maintain fifteen (15) credit hours per regular academic terms unless specific permission is given by the Assistant Vice Chancellor for Academic Enhancement

##### ***Progress-Toward-Degree Requirements***

To be eligible to represent UTC in intercollegiate athletics, you must maintain progress toward a baccalaureate or equivalent degree and be in "good academic standing" at the University. On average a student-athlete must complete at least twenty-four (24) degree applicable credit hours per year to maintain progress-toward-degree standards.

#### ***Fulfillment of Credit Hour Requirements***

- Twenty-four semester hours of academic credit prior to the start of your second year (third semester) of collegiate enrollment. Please note, during your freshman year, up to six (6) remedial hours may be used to satisfy the twenty-four (24) hour requirement. Following your initial year of enrollment, no remedial hours can be considered degree applicable.
- Completion of a **minimum** of 18 hours towards any degree during the regular academic year (Fall/Spring).
- Completion of a **minimum** of 6-degree applicable hours in previous full-time term (Fall/Spring).

#### **Additional Requirements for Football (Nine Hour Requirement)**

In football, a student-athlete must successfully complete nine (9) degree applicable credit hours during the fall term and earn the Academic Progress Rate eligibility point for the fall term in order to compete in the first four contests against outside competition in the following playing season.

#### ***Designation of Major***

You must declare a major leading toward a bachelor's degree by the first day of class in your third year (5th semester) to be eligible for practice and competition.

#### ***Unrequired Minors***

Beginning with a student's sixth semester of full-time enrollment students on Athletic scholarship may declare an unrequired minor and have the classes paid for with their scholarship if they are meeting NCAA eligibility criteria (bylaw 14.4.3.1.7.2) and will graduate with this minor within their eligibility to compete clock as determined and approved by the Assistant Vice Chancellor for Student-Athlete Academic Enhancement.

#### ***Percentage of Degree Requirements***

- Year 2 / Third semester of full-time enrollment = Completion of 24 total hours before the start of the institutions' third semester with a **minimum** of 18 hours coming from Fall/Spring for all first year students;
- Year 3/ Fifth semester of full-time enrollment = 40% (48 hours in 120-hour major)
- Year 4/ Seventh semester of full-time enrollment = 60% (72 hours in 120-hour major)
- Year 5/ Ninth semester of full-time enrollment = 80% (96 hours in 120-hour major)

#### ***Fulfillment of Minimum Grade Point Requirements Which Will Be Certified Every Semester***

- Year 2/Third semester of full-time enrollment = 90% (1.8 cumulative GPA)
- Year 3/Fifth semester of full-time enrollment = 95% (1.9 cumulative GPA)
- Years 4 & 5/Seventh & Ninth semester of full-time enrollment = 100% (2.0 cumulative GPA)

Note: certain sports may require a 2.0gpa at all times.

If you fail to meet the required GPA requirements, then you will not be eligible for competition during the semester that follows.

Any change in your major must be documented by filling out the online "Request for Change of Major/Minor" form found on the UTC Registrar's webpage; electronically signed by the Athletic Advisor assigned to your sport and returned to the UTC University Registrar's office.

Please check with the Assistant Vice Chancellor for Student-Athlete Academic Enhancement in Arena 220 prior to changing your major to ensure that eligibility problems will not arise.

***Tryout Before Enrollment***

An individual may participate in a tryout with a professional team or league, provided he or she does not receive more than actual and necessary expenses to participate.

***Tryout After Enrollment***

After initial full-time enrollment, a student-athlete with remaining eligibility may try out with a professional athletics team (or participate in a combine including that team) at any time, provided the individual does not miss class. The student-athlete may receive actual and necessary expenses in conjunction with one 48-hour tryout per professional athletics team.

***Practice Without Competition***

An individual may participate in practice sessions conducted by a professional team, provided such participation meets the requirements of NCAA legislation governing tryouts with professional athletics teams and the individual does not:

- Receive any compensation for participation in the practice sessions;
- Enter into any contract or agreement with a professional team or sports organization; or
- Take part in any outside competition (games or scrimmages) as a representative of a professional team.

***Competition Against Professionals***

An individual may participate singularly or as a member of an amateur team against professional athletes.

***Competition With Professionals***

An individual shall not be eligible for intercollegiate athletics in a sport if the individual ever participated on a team and knew (or had reason to know) that the team was a professional team in that sport. However, an individual may compete on tennis, golf, two-person sand volleyball or two-person synchronized diving teams with persons who are competing for cash or a comparable prize, provided the individual does not receive payment of any kind for such participation.

***Professional Athlete***

A professional athlete is one who receives any kind of payment, directly or indirectly, for athletics participation except as permitted by the governing legislation of the Association.

***Professional Athletics Team***

A professional team is any organized team that:

- Is a member of a recognized professional sports organization;
- Is directly supported or sponsored by a professional team or professional sports organization;
- Is a member of a playing league that is directly supported or sponsored by a professional team or professional sports organization or;
- Has an athlete receiving for his or her participation any kind of payment, directly or indirectly, from a professional team or professional sports organization.

***Draft and Inquiry*****Inquiry**

An individual may inquire of a professional sports organization about eligibility for a professional league player draft or request information about the individual's market value without affecting his or her amateur status.

### Draft List

An individual loses amateur status in a particular sport when the individual asks to be placed on the draft list or supplemental draft list of a professional league in that sport, even though:

- The individual asks that his/her name be withdrawn from the draft list prior to the actual draft;
- The individual's name remains on the list, but he/she is not drafted; or
- The individual is drafted, but does not sign an agreement with any professional athletics team.

Exception: In men's basketball, a student-athlete must request that his name be removed from the draft list not later than 10 days after the conclusion of the professional league's draft combine in order to retain his eligibility;

- A student-athlete to enter a professional draft each year during his collegiate career without jeopardizing his eligibility, provided he removes his name from the draft by the applicable deadline, declares his intent to resume intercollegiate participation and is not drafted;
- A student-athlete may receive actual and necessary expenses each year in conjunction with one 48-hour tryout per professional team and in conjunction with a professional organization's draft combine.

### 14.09

### **AGENTS & PROFESSIONAL SERVICES**

The University of Tennessee at Chattanooga Athletic Department (UTC) is committed to the principle of amateurism in intercollegiate athletics. Therefore, the Department of Compliance has developed a program to ensure that any interaction between UTC's student-athletes and agents or financial advisors is consistent with NCAA legislation. The State of Tennessee, the NCAA, and UTC have all instituted laws, rules, and procedures that must be followed in any communication between agents or financial advisors and student-athletes. Please take a moment to familiarize yourself with the information contained in this brochure.

#### ***NCAA Definitions & Applications***

An agent is any individual who, directly or indirectly.

- (a) Represents or attempts to represent an individual for the purpose of marketing his or her athletics ability or reputation for financial gain; or
- (b) Seeks to obtain any type of financial gain or benefit from securing a prospective student-athlete's enrollment at an educational institution or from a student-athlete's potential earnings as a professional athlete.

An agent may include, but is not limited to, a certified contract advisor, financial advisor, marketing representative, brand manager or anyone who is employed or associated with such persons.

#### ***NCAA Rules & Regulations for Agents & Professional Services***

A current student-athlete shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

A current student-athlete shall be ineligible if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

A current student-athlete shall be ineligible if he or she (or his or her relatives or friends) accepts

transportation or other benefits from:

- a. Any person who represents any individual in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the student body in general; or
- b. An agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his or her athletics ability or reputation and does not represent individuals in the student-athlete's sport.

***Exception***

Student-athletes may obtain representation by a third party, including but not limited to, an athlete agent, for the purpose of securing compensation for Name Image and Likeness (NIL) activities. Any third-party representative must be a fiduciary for the represented student-athlete. Athlete agents who represent student-athletes for the purpose of securing compensation for NIL activities must be licensed in the state of Tennessee. Parents, siblings, grandparents, spouses, and legal guardians of a student-athlete who represent the student-athlete for the purpose of securing compensation for the student-athlete's NIL are not required to be licensed as athlete agents in accordance with the Tennessee NIL statute. If the student-athlete's representative is an attorney, the attorney must also be active and in good standing with the board of professional responsibility or equivalent entity in the state in which the attorney is licensed.

***UTC Department of Athletics Rules for Agents & Professional Services***

- All agents must register at the following website prior to contacting or representing any current student-athletes: [https://gomocs.com/sports/2015/4/22/GEN\\_2014010143.aspx?path=general](https://gomocs.com/sports/2015/4/22/GEN_2014010143.aspx?path=general)
- All agents must have a permit (license) issued by the Secretary of State prior to contacting any current student-athletes.
- All agents must provide a written notice to the Department of Compliance and the Head Coach of the student-athlete 48 hours in advance of planned contact with current student-athletes or their families.
- Agents cannot contact any current student-athletes until their eligibility have been exhausted.
- All mail received from agents will be directed to the head coach or director of operations in the appropriate sport.
- All sports have the option to establish team policies regarding agents that may be more restrictive than the University of Tennessee at Chattanooga and NCAA policies contained in this brochure.
- Agents cannot enter into an agreement for future representation with current student-athletes with remaining collegiate eligibility, even if the agent does not act as their representative until their eligibility is exhausted.
- Agents are not allowed to have runners or business associates, provide benefits to prospective or enrolled student-athletes with remaining collegiate eligibility, to their relatives or friends.
- Agents cannot represent current student-athletes with remaining eligibility in negotiations with a professional team.
- Agents cannot market the athletics talents or abilities of current student-athletes with remaining collegiate eligibility.
- Agents cannot communicate with professional sports teams on behalf of prospective or enrolled student-athletes with remaining collegiate eligibility to schedule, arrange or confirm tryouts, or inquire about the professional team's interest in a student-athlete.

***Introduction***

A student-athlete may borrow against his or her future earnings potential from an established, accredited commercial lending institution exclusively for the purpose of purchasing insurance with no cash surrender value against a disabling injury or illness that would prevent the student-athlete from pursuing a chosen career or for the purpose of purchasing loss-of-value insurance, provided a third party (including a representative of an institution's athletics interests) is not involved in arrangements for securing the loan.

***NCAA Definitions & Applications***

A representative of the institution's athletics interests is an individual, independent agency, corporate, entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of the institution's executive or athletics administration to:

- a. Have participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program.
- c. Have made financial contributions to the athletics department or to an athletics booster organization of that institution.
- d. Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes.
- e. Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
- f. Have been involved otherwise in promoting the institution's athletics program.

A third party is an individual other than the:

- a. Student-athlete's parents or legal guardians
- b. Designated institutional staff member or staff members (e.g., professional sports counseling panel)

***UTC Policies***

The chancellor or his or her designated representative from outside the department of athletics may designate an institutional staff member or staff members (e.g., professional sports counseling panel) to assist a student- athlete with arrangements for securing the loan and insurance. This involves advising the student-athlete about a future professional career; providing direction on securing a loan for the purpose of purchasing insurance against a disabling injury or illness; reviewing a proposed professional sports contract; meeting with the student-athlete and representative of professional teams; visiting with player agents or representatives of professional athletics teams to assist the student-athlete in determining his or her market value (e.g., potential salary, draft status).

A student-athlete may request information about professional market value without affecting his or her amateur status. Further, the student-athlete, his or her legal guardians or the institution's professional sports counseling panel may enter into negotiations with a professional sports organization without the loss of the individual's amateur status. However, a student-athlete loses his or her amateur status if he or she agrees to be represented by an agent. An agent may include, but is not limited to, a certified contract advisor, financial advisor, marketing representative, brand manager or anyone who is employed or associated with such persons.

Discussions related to determining a student-athlete's market value may also include information regarding the value of possible endorsement contracts. The value of such contracts may be considered when a student- athlete seeks to borrow against his or her future earnings potential for the purpose of purchasing insurance against a disabling injury or illness. Finally, if a student-athlete secures such a loan, he or she must report all such transactions and provide copies of any loan documents associated with the insurance to the Director of Compliance, regardless of

the source of the collateral for the loan. The student-athlete also must provide copies of the insurance policy to the Director of Compliance, regardless of whether a loan is secured to purchase the insurance policy.

Furthermore, UTC is not allowed to pay premiums for a student-athlete's loss of value insurance. However, it is permissible to use the NCAA Student Assistance Fund to purchase loss-of-value insurance for a student-athlete.

#### **14.11**

#### **FINANCIAL AID / SCHOLARSHIPS**

Athletic scholarships are available to student-athletes who demonstrate outstanding athletic ability. In order to receive athletically related financial aid, you must

- (1.) fulfill the admission requirements of the University of Tennessee at Chattanooga;
- (2.) meet and maintain the eligibility requirements for athletics participation and financial aid established by the NCAA, Southern Conference, and UTC;
- (3.) attend classes, and participate in your respective sport's meetings; study hall; conditioning, practices, and competition; and
- (4.) meet the athletic and academic expectations, including all ethical conduct provisions, as presented by UTC's Department of Athletics.

Most athletic scholarships, unless otherwise denoted, are valid for one (1) academic year (fall and spring semesters) and may be increased, decreased, renewed, or not renewed in accordance with NCAA regulations after each academic year of participation.

Student-athletes will be informed in writing no later than July 1 of each year of the exact amount of aid the institution will offer the following academic year. If your aid is decreased or not renewed for the following year, you have the right to a hearing to appeal the decision. You must submit your appeal to the Financial Aid Advisory Committee within two weeks of receiving the written notification of the reduction, cancellation or non-renewal. The committee will review all mitigating circumstances to determine whether the coach's decision to recommend a decrease or nonrenewal of aid was unreasonable.

It is permissible for student-athletes to receive aid from other sources outside the athletics department (grants, scholarships, student work and loans) so long as the total value of their financial aid does not exceed the maximum limits established by the NCAA. All academic cash awards received by the student-athlete are subject to NCAA regulations and must be approved by the department of athletics before the student-athlete can receive the award. As a result, your athletics scholarship may be reduced by scholarships you receive from other sources.

#### ***Reduction or Cancellation of Athletics Aid During Period of Award***

Institutional financial aid based in any degree on athletics ability awarded to an individual other than an undergraduate four-year transfer who receives or is issued athletically related financial aid in the academic year of initial full-time enrollment at the certifying institution may be reduced or canceled during the period of the award or reduced or not renewed for the following academic year or years of the student-athlete's five-year period of eligibility if the recipient:

- a. Is rendered ineligible for intercollegiate competition based on the recipient's action or inaction.
- b. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement
- c. (c) Engages in serious misconduct warranting substantial disciplinary penalty, as determined by the institution's regular student disciplinary authority.
- d. Voluntarily (on the recipient's own initiative) 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 is reduced or canceled.

- e. Violates a nonathletically related condition outlined in the financial aid agreement or violates a documented institutional rule or policy (e.g., academics policies or standards, athletics department or team rules or policies); or
- f. Provides written notification of transfer to the institution; however, the student-athlete's financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately.

**Undergraduate & Four-Year Transfer-** The period of the award must be awarded for a period no less than the student-athletes five-year period of eligibility or until all requirements to receive a baccalaureate degree are completed, whichever occurs earlier.

Institutional financial aid based in any degree on athletics ability awarded to an undergraduate and four-year transfer student **may only be reduced or canceled during the period of the award if the recipient**.

- a. Transfers to another institution
- b. Loses amateur status and is no longer eligible for intercollegiate competition in the applicable sport; or
- c. Is disqualified or suspended from receiving institutional financial aid by an institutional (as opposed to athletics department) proceeding (e.g., disciplinary process). However, the student shall remain a counter for the period of the award.

\*Undergraduate refers only to a student-athlete who received athletically related aid in his or her initial year of enrollment at UTC.

#### ***Maximum Institutional Financial Aid to Individual***

Per NCAA legislation, UTC will reduce institutional financial aid that will result in the student-athlete to exceed the *cost of attendance* that normally is incurred by students enrolled in a comparable program at that institution or that exceeds the limitations established by Division I, whichever is less. Any financial aid permitted that would result in a student-athlete's total financial aid exceeding the value of tuition and fees, room and board and required course-related books shall be based upon the demonstrated financial need of the individual student-athlete.

#### ***Financial Aid Not Administered by Institution***

Any student who receives financial aid other than that administered by UTC shall not be eligible for intercollegiate athletics competition, unless it is specifically approved under the Association's rules of amateurism, or the aid is:

- Received from one upon whom the student-athlete is naturally or legally dependent.
- Awarded solely on basis having no relationship to athletics ability.
- Awarded through an established and continuing outside program to aid students provided.
- The recipient's choice of institutions is not restricted by the donor of the aid; and
- There is no direct connection between the donor and the student-athlete's institution.

#### ***Non-Recruited Student-Athlete***

If a student-athlete was not recruited and receives institutional financial aid unrelated to athletics ability and in excess of a full grant-in-aid, the student may retain the aid for the period of the award without any adjustment.

Once the original period of the award expires, renewal of the same financial aid in excess of the limitation is permissible only if the aid is renewed on the same basis as originally awarded.

## **NCAA STUDENT-ASSISTANCE FUND**

The following student-athletes will receive preference when applying the funds:

- Pell-eligible student-athletes.
- Student-athletes who have demonstrated financial need.
- Demonstrated financial need for foreign student-athletes must be determined and certified annually in writing by the official foreign student entity of the institution outside of the department of athletics.

Non qualifiers in their initial year of residence are not eligible for the fund. All student-athletes must qualify for the fund on an annual basis.

### ***Permissible Uses of the NCAA Student Assistance Fund***

- Cost of clothing (limited amount) and other essential expenses (except entertainment). If funding is available, the Compliance office will notify all student-athletes of the opportunity to apply for the allowance
- Cost of expendable academic course supplies (notebooks, pens) and rental of non-expendable academic course supplies (computer, camera, etc.) that are required for all students in the course.
- Medical and dental costs not covered by another insurance program.
- Costs associated with student-athlete or family emergencies.
- Vision Therapy (eye exams and corrective lenses, if necessary). UTC limits vision expenditures to \$150 per student-athlete per year.

## **EXHAUSTED ELIGIBILITY SCHOLARSHIP**

When student-athletes have completed their eligibility in four years and have maintained satisfactory progress as defined by the NCAA toward their degrees during their eligibility periods, the UTC Athletics Department may pay up to full tuition and/or fees for a maximum of two semesters for those who meet the guidelines. Determination of the Plus One Scholarship (i.e. exhausted eligibility scholarship) will be determined on a case-by-case basis as funding allows. Please note that Plus-One Aid is not automatic – it is a privilege and not mandated by NCAA legislation. A student-athlete must apply for this in the semester immediately prior to the time he/she wishes to receive the aid. See Dr. Emily Blackman, Assistant Vice Chancellor for Athletic Academic Enhancement for an application

Guidelines for Plus-One Scholarship:

- Plus-One application must be submitted to the Assistant Vice Chancellor for Athletic Academic Enhancement by April 1. This application includes a written recommendation by the Head Coach & Sport Administrator.
- Plus One scholarship may cover no more than two terms and is limited up to full tuition and fees only as funding allows. It cannot exceed the dollar amount received during your last year of eligibility.
- Student-athlete must meet NCAA Progress-Towards-Degree's standards to receive Plus One.
- All students must undergo special committee review to receive Plus One if he/she has received three or more years of summer school aid
- No student will receive institutional aid beyond five years.

Recipients of this scholarships will be required to provide service within the Athletics Department based on a pro-rated scale that takes into consideration the percentage of scholarship aid being awarded.

75% - 100% Scholarship	16 hours work/week (256 sem. hrs.)
50% - 74% Scholarship	12 hours work/week (192 sem. hrs.)
25% - 49% Scholarship	8 hours work/week (128 sem. hrs.)
Less than 25% Scholarship	4 hours work/week (64 sem. hrs.)

Locations of service will be decided by the Assistant Vice Chancellor for Athletic Academic Enhancement and will be based upon the needs of the UTC athletics department. Assignments will be confirmed once post-eligibility athletic aid has been finalized. Reductions in hours of service due to extenuating circumstances will be determined by the senior administrative staff.

If service hours are not completed the student-athlete is subject to having tuition charges added to their University MyMocsNet account and the charges will become the responsibility of the student-athlete to repay to the Athletics Department.

### **MEDICAL NONCOUNTER SCHOLARSHIP**

The Medical Noncounter Scholarship goes into effect the academic year after a student-athlete suffers a career-ending injury/illness and is medically disqualified by UTC's team physician. The amount of the Medical Noncounter Scholarship will be determined on a case-by-case basis as funding allows and lasts until student-athlete obtains the degree he/she is currently pursuing at the time of the initial injury. Medical Noncounter Scholarship student-athlete remains on sport's APR and are subject to eligibility regulations. Please note that Medical Noncounter Scholarship is not automatic – it is a privilege and not mandated by NCAA legislation.

To be considered for a Medical Noncounter Scholarship, a potential recipient must agree to the following conditions:

- Sign a contract attesting to the understanding that a medical disqualification is permanent and as such, a recipient will no longer be eligible to participate in collegiate athletics at UTC or any other NCAA institution.
- Meet NCAA Progress-Toward-Degree standards and meet UTC continuation standards each semester in order to receive the Medical Noncounter Scholarship
- Adhere to the student-athlete Code of Conduct & other policies in Student-Athlete Handbook
- Meet with my Athletics Academic Advisor at least twice a semester and will partake in study hall and tutoring as assigned by my Academic Advisor
- Recipients of this scholarships will be required to provide service within the Athletics Department based on a pro-rated scale that takes into consideration the percentage of scholarship aid being awarded.

75% - 100% scholarship	16 hours work/week (256 sem. hrs.)
50% - 74% scholarship	12 hours work/week (192 sem. hrs.)
25% - 49% scholarship	8 hours work/week (128 sem. hrs.)
Less than 25% scholarship	4 hours work/week (64 sem. hrs.)

Locations of service will be decided by the Assistant Vice Chancellor for Athletic Academic Enhancement and will be based upon the needs of the UTC athletics department. Assignments will be confirmed once post-eligibility athletic aid has been finalized. Reductions in hours of service due to extenuating circumstances will

be determined by the senior administrative staff.

If service hours are not completed the student-athlete is subject to having tuition charges added to their University MyMocsNet account and the charges will become the responsibility of the student-athlete to repay to the Athletics Department.

## **SUMMER SCHOOL POLICY**

Reasons for Attending:

- A student-athlete must need aid for eligibility; (OR)
- Team APR improvement; (OR)
- A student-athlete must need aid to graduate; (OR)
- A student-athlete is a member of a fall sport and is required to report early.

Priority will be given to teams needing APR improvement, students who need summer school for eligibility purposes followed by student-athletes who need summer school to graduate. Coaches may utilize restricted accounts to pay for summer school needs that are not met under the above policy. If a student-athlete drops a summer course after the refund deadline date, any amount not refunded will become their personal financial responsibility. In cases of exceptional circumstances, an appeal must be made in writing to the committee.

Per NCAA legislation, student-athletes may not receive an amount of summer aid that is greater than the percentage of athletic aid received during the academic year (i.e., students who receive a scholarship equal to 50% of a full scholarship during the academic year will receive 50% of a full scholarship during the summer). If a student athlete receives an F or a non-passing grade, they will be responsible for paying back the cost of the attendance of the course to the Athletics department. Further, if a SA puts their name in the Transfer Portal or quits their team before or during the summer term they received aid, their aid will be revoked from their student account and the student will owe the summer school tuition, fees and book charges.

### **14.12**

### **BOOK LOAN PROGRAM**

As a portion of athletic financial aid, a student-athlete may be entitled to receive a book loan. A list of student-athletes receiving book loans will be generated for the University Bookstore. The student-athlete will then receive their books from the University's Bookstore. Each student receiving books as a part of their scholarship must pick up their books within the first 3 days of classes. After this time, the Athletic Department is not responsible for furnishing books for that student.

At the end of each semester, the student-athlete must return all required books/course materials to the University Bookstore no later than the last day of exams. Any student-athlete who loses books or has books stolen must report such a loss to his or her athletic advisor immediately. If the book(s) are not located and returned, the student-athlete will be required to pay for them. If books are not returned or paid for, a hold will be placed on the student-athlete's next semester registration, or he/she will be billed if they no longer attend. When a course is added or dropped, the student-athlete will secure a book change form from his/her advisor to take to the bookstore in order to receive or return the required books. Online books will be ordered when available.

### **14.13**

### **ATHLETIC AWARDS AND BENEFITS**

#### **Extra Benefit**

An extra benefit is any special arrangement by a UTC employee or a representative of UTC's athletics interests to

provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to other UTC students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability. Examples of extra benefits: Booster co-signing a loan, free or reduced housing, cask or like items, free or reduced-cost services, rentals or purchases of any type, loan of money and/or assistance in payment of bills.

### ***The UTC Varsity Athlete and Athletic Awards***

The Department selects deserving student-athletes to receive athletic awards as recognition of athletic participation, academic performance, and outstanding achievement in various elements of the unique life of the student-athlete. Factors which are taken into consideration in award selection include: athletic performance, academic standing, service, and observance of University, Department, team, and training rules and regulations, sportsmanship and personal conduct.

To receive any athletic award, a student-athlete must be an amateur athlete representing the University and eligible for competition (as defined by the NCAA). Awards are standardized by the Athletic Department and are limited to Southern Conference and NCAA requirements. The NCAA restricts athletic awards to those which are approved and administered by the University, SoCon, or other approved agencies. Additional NCAA limitations set the maximum value and number of awards a student-athlete may receive from the Department. In general, to be eligible for an award in any sport, you must complete the season, train to the satisfaction of the coach and be recommended by the coach. Exceptions may be granted for injury or for any reason deemed legitimate by the Head Coach. Awards by outside groups or organizations are not allowed unless approved by the Vice Chancellor/Director of Athletics.

Student-Athletes can receive one letter jacket during their career at UTC. They must be in good standing with their team, academically eligible and be an athletic junior or senior or in their third year at UTC. Jackets are typically distributed late in the fall semester.

### ***Conference Awards***

The Directors of Athletics of the Southern Conference annually select two Athletes-of-the-Year, one female and one male. Lists of ALL-SoCon Players of the Year for most sports are also compiled by numerous groups. The prominent are those named by the respective sports coaches and the Southern Conference Media Association.

The Southern Conference presents the trophies and awards for individual and team achievement at the end of the conference regular season. In general, the following awards are made, but there are differences according to sport. Please consult with your coach or inquire of the Sports Information Director to learn the exact awards for your sport.

- Championship Trophies (one per team)
- All-Conference Team
- Player-of-the-Year
- Freshman-of-the-Year
- Players-of-the-Week, in some, but not all, sports
- Plaques presented to the members of the team that win a conference championship
- Individual plaques based on the final finish in individual sports

**14.14****EMPLOYMENT**

All student-athletes must complete an employment form on TeamWorks Compliance and obtain permission to work from their head coach. Student-athletes must be paid only for work actually performed and at a rate commensurate with the going rate in the locality for similar services. Such compensation may 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.

***Fee for Lesson (not applicable to the sport of Golf)***

Student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

1. Institutional facilities are not used;
2. Playing lessons shall not be permitted;
3. The compensation is paid by the lesson recipient (or the recipient's family member) and not another individual or entity;
4. Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time; and
5. The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

**14.15****NAME IMAGE LIKENESS (NIL)**

- Student-athletes may earn compensation for their name, image, and likeness. Such compensation must be within fair market value.
- Pell Grant or need based financial aid could be impacted based on compensation from Name, Image and Likeness. Those questions should be directed to the UTC Financial Aid and Scholarship department.
- International student-athletes should not enter into any NIL agreements without the guidance from the UTC International Student Center to guard against any potential immigration issues.
- UTC, the athletic department, staff members or boosters may not compensate or arrange compensation to a current or prospective intercollegiate athlete for her or his name, image, likeness.
- Compensation may not be provided in exchange for athletic performance or attendance at UTC.
- The expectation is that NIL compensation opportunities will not conflict with academic or team related activities.
- Student Athletes are not allowed to use University or athletic department related marks and logos, including all aspects of the uniform without receiving permission.
- Student-athletes will not be permitted to enter into NIL agreements with gambling/sports wagering, tobacco and alcohol vendors or vendors associated with NCAA banned athletic substances.
- The use of athletic department facilities will require approval in advance (location agreements, including waiver of liability forms and applicable rental fees).
- Student-athletes must disclose within four days of any NIL agreements to the athletic department through the Name, Image and Likeness form in TeamWorks Compliance. This is not an approval process but a component of the Tennessee state law.
- The duration of a contract for representation of student-athlete or compensation for the use of Name, Image and Likeness may not extend beyond participation in athletic program at institution.
- Student-athletes may secure representation (agent or lawyer), ONLY for Name, Image and Likeness and NOT for future professional athletic contract negotiations.
- An athlete agent representing a student-athlete for purposes of securing compensation for name, image,

likeness, or persona must be licensed in the state of Tennessee and registered as an agent through the athletic department.

- An attorney representing a student-athlete for purposes of securing compensation for her or his name, image, likeness, or persona must be a member in good standing of The Tennessee Bar.
- Any NIL compensation received by a student athlete is considered taxable income and is reportable on an applicable state tax form and for federal income tax returns.
- A student-athlete under the age of 18 years must have any contract for compensation for her or his name, image, likeness, or persona approved under state statutes title 50, chapter 5, part 2.

#### **14.16**

#### **PLAYING AND PRACTICE**

##### ***Out-of-Season Athletically Related Activities***

In sports other than football, a student-athlete's participation in the off-season shall be limited to a maximum of eight (8) hours per week of countable athletically related activities (CARA) with not more than two (2) hours per week spent on skill-related instruction.

In football, a student-athlete's participation in the off-season shall be limited to a maximum of eight (8) hours per week of CARA, of which not more than two (2) hours per week may be spent on the viewing of film.

Outside the playing season, all CARA are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exam

##### ***Playing Season Athletically Related Activities***

A student-athlete's participation in countable athletically related activities during his/her declared playing season is limited to a maximum of four (4) hours per day and twenty (20) hours per week. Student-athletes must be given one (1) day off per week. Note: a day of competition counts as three (3) hours, regardless of how long the competition lasts.

##### ***Preseason Practice***

Daily and weekly hour limitations do not apply to CARA occurring during preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.

##### ***Vacation Periods and Between Terms***

Daily and weekly hour limitations do not apply to CARA occurring during UTC's official vacation period, as listed in the UTC official calendar, and during the academic year between terms when classes are not in session. If such vacation periods occur during any part of a week in which classes are in session, UTC is subject to the daily and weekly hour limitations during the portion of the week when classes are in session and must provide the student-athletes with a day off, which may be a vacation day.

##### ***Practice Prohibited After Competition***

Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g., double-headers in softball or baseball, rounds of golf in a multi-day tournament).

#### **14.17**

#### **COMPLIMENTARY ADMISSIONS AND TICKET BENEFITS**

Per NCAA and UTC rules and regulations, student-athletes may receive up to four complimentary admissions per home intercollegiate athletics events and two complimentary admissions per away intercollegiate athletics events in the sport in which the individual participates (either practices or participates), regardless of whether

the student-athlete competes in the contest. Please note, per UTC ticket policy you must be included on the team's travel roster for that specific contest to receive complimentary admissions at an away-from-home athletics event.

The following NCAA and UTC regulations apply:

1. Complimentary admissions shall be provided only by a pass list designated by the student-athlete. "Hard tickets" shall NOT be issued in advance for distribution.
2. The student-athlete may not receive any payment from any source for the complimentary ticket and may not exchange them for any item of value.
3. The disbursement of a student-athlete's complimentary tickets is made on a single game basis at the gate.
4. The individual receiving the complimentary ticket(s) must present proper identification and sign for the tickets in order to receive them. Each individual MUST sign for themselves.
5. The same individual may not be designated by more than one student-athlete as the recipient of a complimentary ticket. Each designated person (guest of student-athlete) to receive a "pass" into the contest will receive only one admission.
6. Player Pass lists may not be changed by anyone other than the student-athlete whom has requested the tickets. Changes to the pass list are not permitted once the pass list has been submitted to and approved by the Director of Ticket Operations. In the sport of Football, this shall be 48 hours prior to the game. In all other sports, this shall be 24 hours prior to the contest.

These restrictions apply to both home and away contests.

#### ***UTC Athletics Complimentary Ticket Policies and Procedures***

A maximum of four (4) complimentary tickets per each regular season home contest may be allowed to each student-athlete participating in that ticketed sport. All guests and ticket requests MUST be submitted, and approved, through TeamWorks Compliance. In the sport of Football, this shall be 48 hours prior to the game. In all other sports, this shall be 24 hours prior to the contest.

During away games, a maximum of two (2) complimentary tickets per student-athlete may be enforced by the Director of Ticket Operations in the sports of Football, Men's Basketball, and Women's Basketball. All guests and ticket requests MUST be submitted, and approved, through TeamWorks Compliance. In the sport of Football, this shall be 48 hours prior to the game. In all other sports, this shall be 24 hours prior to the contest.

Each player will have the opportunity to receive up to four (4) complimentary tickets for each regular season home game. All ticket requests must be submitted and approved through TeamWorks Compliance. For all sports, the following policies regarding player pass will be instituted:

Home Games:

1. If a player does not plan on utilizing his/her complimentary tickets, he/she may issue them to another player through TeamWorks Compliance only. All student-athletes will receive instruction during pre-season TeamWorks Compliance training.
2. Once the final list has been compiled, it may not be added to or changed in any way.
3. All NCAA rules and UTC Ticket Policies apply.

Away Games:

1. Each player who is on that week's travel roster will have the opportunity to receive two (2) complimentary tickets. In order to receive complimentary tickets players must submit guests, and then request tickets for each guest through TeamWorks Compliance.
2. Once the final list has been compiled, it may not be added to or changed in any way.
3. All NCAA rules and UTC Ticket Policies apply.

For all Olympic Sports that are ticketed, the following policies will be instituted:

1. Each player on the official roster will have the opportunity to receive up to four (4) complimentary tickets. In order to receive complimentary tickets players must submit guests, and then request tickets for each guest through TeamWorks Compliance.
2. Once the final list has been compiled, it may not be added to or changed in any way.
3. All NCAA rules and UTC Ticket Policies apply.

**14.18**

**STUDENT-ATHLETE CODE OF CONDUCT**

As the university's most visible ambassadors, student-athletes at UTC are expected to uphold, at all times, high standards of integrity and behavior which will reflect well upon themselves, their families, coaches, teammates, UTC, and the UTC Department of Athletics. Student-athletes are expected to act with propriety, to respect the rights of others, and abide by all state and federal laws and all rules, policies, and regulations of UTC (including, without limitation, the UTC Student Handbook), the UTC Athletics Department (including, without limitation, the rules and policies in this handbook), the Southern Conference, and the NCAA. A student-athlete who fails to meet those expectations has engaged in misconduct.

Examples of misconduct include, without limitation:

- Lying, fraud, abuse of property, and disturbing the peace;
- Possessing firearms or explosives;
- Gambling activities;
- Hazing;
- Unsportsmanlike conduct;
- Academic dishonesty (e.g., cheating and plagiarism);
- Failing to participate in student-athlete development programs as directed by the Head Coach and/or the Department of Athletics;
- Failing to follow academic procedures established by UTC, an athletic academic advisor, and/or a coach;
- Failing to comply with the Athletics Department's drug testing policies and procedures;
- Stealing, accessory to theft, unauthorized entry and accessory to unauthorized entry;
- Domestic violence or dating violence;
- Stalking;
- Sexual misconduct; and
- Violation of team rules

This Code of Conduct governs student-athletes' privileges of participating in intercollegiate athletics at UTC. Because student-athletes are students of UTC, student-athletes are also subject to the standards of conduct that apply to all UTC students.

A student-athlete who is reported to have committed misconduct may be disciplined by the student-athlete's Head

Coach, the UTC Athletics Department, and/or UTC, in addition to receiving consequences under state and/or federal law. Athletics discipline that may imposed by the Head Coach and/or the Athletics Department includes, without limitation: warning; probation; restricted use of athletics services or facilities; suspension (definite or indefinite) from athletic competition, practices, and/or other athletically-related activities; permanent dismissal from the team; and/or revocation of all or part of the student-athlete's financial aid (in compliance with NCAA rules).

When a student-athlete is reported to have committed misconduct, the Vice Chancellor/Director of Athletics, the Sport Administrator and the Head Coach will discuss, on a case by case basis, what athletics disciplinary action, if any, is appropriate based on factors that include, without limitation: the totality of the known circumstances; the student-athlete's conduct history; the seriousness of the alleged misconduct; whether the alleged misconduct involves violence; and whether the alleged misconduct, if true, constitutes a felony or misdemeanor crime. The Vice Chancellor/Director of Athletics is the final decision maker on matters of athletics discipline for misconduct. The Vice Chancellor/Director of Athletics may suspend the student-athlete from competition, practices, and/or other athletically related activities on an interim basis while the Vice Chancellor/Director of Athletics determines what disciplinary action, if any, is appropriate.

The UTC Athletics Administration will fully support appropriate disciplinary action taken by a Head Coach for a violation of team rules. A student-athlete may appeal a disciplinary action taken by a Head Coach by contacting the Senior Woman Administrator.

This Student-Athlete Code of Conduct does not supersede any other UTC, NCAA, or Southern Conference rule, policy, or regulation. Nothing in this Student-Athlete Code of Conduct shall be construed as a limitation on the UTC's right to take disciplinary action against a student-athlete pursuant to University's code and standards of conduct that are applicable to all UTC students.

### ***Gambling***

Departmental staff members and student-athletes may NOT engage in gambling activities as they relate to intercollegiate or professional sporting events. The term "gambling activities" is defined as putting something at risk, such as an entry fee, with the opportunity to win something in return. As such, student-athletes, coaches, and administrators may not participate in competitions where there is both a required entry fee and an opportunity to win a prize (cash, clothes, dinner).

Student-athletes who participate in gambling activities, even in the most minor fashion, jeopardize their athletic playing career. Student-athletes are required by the NCAA and by the Athletic Department to report anyone who attempts to secure information from you about problems which might alter the normal performance of your team, especially if they offer gifts, money, or favors in exchange of that information OR for altering the outcome of a contest.

### ***Hazing***

Student-athletes may not participate in any form of hazing or initiation. Any activity of this nature is strictly prohibited, and allegations will be thoroughly investigated. If it is found that the policy was breached, involved student-athlete(s) may be suspended from the team for a specified time. The University has a policy regarding hazing and the Dean of Students will be notified if the Athletics Department determines that hazing has occurred.

### ***Conduct Rules for Team Trips or Other Team Functions***

On a team trip, or at any team-related function, student-athletes cannot consume alcohol, use tobacco products, or use illegal substances. This prohibition applies to travel to and from an event, home games, team gatherings before/after games and any time the team is together in an official capacity. Coaches will designate additional team rules for road trips including room visitation, family time, curfews, etc. While on a team trip, student-athletes must travel with the team unless special permission is obtained from the head coach.

### ***Unsportsmanlike Conduct***

The Department of Athletics condemns any act by a player that deliberately injures an opponent or teammate during a game or practice. The techniques taught to you by your coaches are designed to minimize the risk of injury to you and to your opponent. These student-athlete standards for team conduct also apply to your involvement with spectators, game officials, and media representatives. The Department enforces established guidelines related to sportsmanlike conduct. Some examples of unsportsmanlike behavior that you will avoid include but are not limited to:

- Physical or verbal abuse of an official, coach opponent, teammate, or spectator;
- Unauthorized seizure of equipment or camera from officials or media representatives;
- Use of obscene or inappropriate language or gestures toward officials, coaches, opponents, teammates, or spectators;
- Any action that violates generally recognized intercollegiate athletics' standards or the values and standards associated with UTC as determined by each Head Coach and approved by the Vice Chancellor/Director of Athletics.

### ***Harassment, Intimidation & Bullying***

The UTC Athletics Department is committed to a safe and civil educational environment for all student-athletes, coaches, and staff members free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harm a student or damages the student's property; or
- Has the effect of substantially interfering with a student's educational environment; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening environment; or
- Has the effect of substantially disrupting the orderly operation of the team and/or athletic department

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other team or department policies. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

### ***Sexual Misconduct, Relationship Violence & Stalking***

Sexual misconduct and relationship violence will not be tolerated and may be grounds for disciplinary action up to, and including, permanent dismissal from UTC and/or termination of employment. Survivors of sexual misconduct or relationship violence are strongly encouraged to promptly report the incident to UTC's Title IX coordinator (Anitra Barrett), Deputy Title IX Coordinators (Jim Hicks or Laura Herron), the Dean of Students Office, or the UTC Police Department.

Copy and paste the following address to access UTC's Policy on Sexual Misconduct and Relationship Violence

<http://www.utc.edu/sexual-misconduct/>

### ***Discrimination***

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, UTC does not discriminate on the basis of race, sex, or disability in its education programs and activities. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Department of Equity and Diversity, 201 Human Resources Center, Dept. 5455, 615 McCallie Ave, Chattanooga, TN 37403-2598, telephone (423) 425-5468.

### ***Use of Social Media***

Social media websites and apps (e.g., Facebook, Twitter, Snapchat, Tinder) are very popular with college students. Social media websites and apps, however, are public domains that are subject to review by anyone with access to the internet. Given the nature of social media, the UTC Athletics Department encourages student-athletes to remember their role as representatives of the University when using social media. Any writings or photographs posted on social media may be accessed and scrutinized by members of the media, parents, coaches, and potential employers. When using social media, the UTC Athletics Department advises student-athletes to maintain a level of appropriate behavior, to avoid being portrayed in a negative way that might adversely affect your status as a student-athlete, and to avoid presentation of any illegal activity or violation of team rules. Inappropriate comments or criticism of any other student-athletes, coaches or athletic department staff and/or inappropriate pictures or other content may be subject to discipline and could lead to suspension and/or dismissal from the team.

### ***Student-Athlete Grievance Procedures***

The Athletics Department is committed to resolving all complaints for grievances brought to its attention against coaches and/or support staff by student-athletes in the most equitable fashion possible for all people concerned. The grounds for grievance may not infringe upon the coach's judgment regarding ability or any other factor considered to be important to further the goals of intercollegiate athletics at UTC. It is each coach's responsibility to treat each student-athlete in a fair, consistent, and appropriate manner. The Department of Athletics is adamant that the student-athlete's best interest always is taken into consideration.

The administrative philosophy of the Athletics Department is to maintain an open door to both staff and student-athletes. It is the expectation of the Athletics Department that attempts be made to resolve any complaints or grievance via the informal procedures outlined below. However, if a satisfactory resolution of the problem proves impossible through the informal mechanism, then the formal grievance procedure may be employed.

NOTE: These grievance procedures are not applicable to, and shall not be used, to resolve issues involving sexual

misconduct, relationship violence, or stalking. These grievance procedures are also not applicable to, and shall not be used, to appeal discipline for misconduct that has been imposed by the Head Coach or Vice Chancellor/Director of Athletics.

#### Informal Procedure

Any student-athlete with a grievance involving an athletic team, coach, department official, or policy should discuss and attempt to resolve the grievance with the person(s) involved. All persons involved in the process should make every attempt to resolve the grievance as promptly as possible. If the parties involved cannot reach a satisfactory resolution, then the student-athlete (“grievant”) can request a meeting with the sport administrator or staff member’s supervisor (found on the Athletics Department’s Organizational Chart). If a meeting among the involved parties is not feasible or if the parties are unable to resolve the grievance to their satisfaction, then the grievant may use the formal grievance procedure.

#### Formal Procedure

The grievant is required to employ the informal procedure prior to taking formal action. Should the grievant wish to employ formal means to resolve a grievance, the following actions should be taken:

1. The grievant should notify the Vice Chancellor/Director of Athletics of his/her grievance in writing, outlining the grievance, the persons involved and any other pertinent information.
2. The Vice Chancellor/Director of Athletics or designee should conduct a preliminary interview with the grievant. The Director, or his designee, may deem it necessary to contact and interview the person(s) about whom the complaint is being lodged.
3. The Vice Chancellor/Director of Athletics or designee shall conduct a formal meeting involving the grievant, the person(s) against whom the complaint is being made and any other relevant parties.
4. Within a reasonable period of time after the formal meeting, the Vice Chancellor/Director of Athletics or designee shall notify the grievant, in writing, of the decision.

#### *Anonymous Reporting*

UTC Athletics Department utilizes an online platform called RealResponse to solicit feedback regarding your student-athlete experience. Each month, a “Report an Issue” link is sent out which can be used anytime to anonymously report concerns to Athletic Administration

#### 14.19

#### **SUBSTANCE ABUSE / DRUG TESTING POLICY**

The University of Tennessee at Chattanooga Department of Athletics is committed to promoting the safety, health, and well-being of every UTC student-athlete. The use of illegal or banned drugs by student-athletes will not be tolerated. To meet this commitment, the Department of Athletics has developed and implemented this Drug Testing Policy to supplement the Department of Athletics’ efforts to educate student-athletes about the effects of substance abuse on their safety, health, and well-being.

This policy seeks to deter and detect the use of illegal and banned drugs to:

1. Ensure that UTC’s sports programs adhere to the basic principles of fair play and sportsmanship.
2. Protect the health and safety of UTC’s student-athletes, their teammates, and their competitors.
3. Provide appropriate assistance, treatment, and support to student-athletes who have been found to have used illegal or banned drugs; and
4. Reflect UTC’s high expectations for its student-athletes as representatives and ambassadors of UTC.

## **DEFINITIONS**

“Banned Drug”- as used in this policy, the term “banned drug” means a drug banned by the National Collegiate Athletics Association (“NCAA”) (e.g., within a banned-drug class or a substance chemically related to a banned-drug class, as defined by the NCAA).

“Illegal Drug” - as used in this policy, the term “illegal drug” means:

1. a drug, the use or possession of which is illegal under federal, Tennessee, or local law; or
2. a prescription drug not prescribed to a student-athlete by a physician; or
3. a prescription drug prescribed to a student-athlete by a physician but not used in the manner or for a purpose prescribed by the physician.

“Positive Finding” - as used in this policy, the term “positive finding” means:

1. a test conducted and confirmed under this policy or the NCAA’s drug testing program demonstrating evidence of an illegal or banned drug, where no medical exception has been granted for such use (“positive test”);
2. a student-athlete’s failure to appear for testing within 30 minutes of their designated testing time
3. a student-athlete’s evading notification of a drug test.
4. a student-athlete’s refusal to submit to, failure to cooperate with, failure to provide a specimen according to protocol, or failure to provide an adequate specimen.
5. a student-athlete’s manipulation of or tampering with a test sample or otherwise attempting to sabotage the collection process or to materially affect the test results in a test under this policy or the NCAA’s drug testing program; or
6. a student-athlete has been found guilty or pleads guilty or no contest to a legal, administrative, or student-disciplinary offense regarding the use, abuse, possession, manufacture, or distribution of a banned or illegal drug

## **SCOPE**

### Relationship to NCAA Testing

The NCAA administers its own drug testing program under a separate protocol. As a member of the NCAA, UTC participates in the NCAA’s drug testing program, and student-athletes are required to participate in the NCAA’s drug testing program and comply with all NCAA disciplinary actions. Testing under this policy is independent of NCAA testing, but a positive NCAA drug test will trigger concurrent disciplinary action under this policy.

Cut and paste the following address for a description of the NCAA’s drug testing program:

<https://www.ncaa.org/sports/2016/7/20/ncaa-drug-testing-program.aspx>

### Relationship to the UTC Standards of Conduct for all students

UTC’s Standards of Conduct for all students prohibit, among other things, the possession or use of illegal drugs, the unauthorized possession or misuse of prescription drugs, and the possession of drug paraphernalia. Like all other students at UTC, student-athletes remain subject to these prohibitions and related sanctions. To avoid inequitable treatment of student-athletes in relation to other students, however, a positive drug test under NCAA testing or this policy shall not provide the basis for or be considered in connection with disciplinary action for violations of the UTC Standards of Conduct.

## **ADMINISTRATION**

This policy will be administered by the UTC Substance Abuse Committee, which is comprised of:

1. Vice Chancellor/Director of Athletics
2. Head Team Physician
3. Assistant Athletic Director for Sports Medicine
4. Assistant Director of Sports Medicine
5. Executive Associate Athletic Director/Senior Woman Administrator
6. Director for Compliance
7. A representative from Chancellor's Office
8. A representative from Student Development/UTC Counseling Center

This policy is subject to modification by the Vice Chancellor/Director of Athletics following consultation with the Substance Abuse Committee. Such modifications will be effective following written notice to student-athletes and shall not be applied retroactively.

This policy establishes the minimum consequences for student-athletes concerning disciplinary action for a positive drug test. The Head Coach of each respective sport has the discretion to adopt a more stringent policy concerning the consequences of a positive drug test--including possible dismissal from the team. These policies must be communicated in writing to the sport's student-athletes and shall not be applied retroactively.

## **UTC DRUG TESTING PROCEDURES**

### **Consent**

All student-athletes must sign two personal consent forms for drug testing as a part of their pre-participation physical. Student-athletes may refuse to sign the consent forms; however, signing the consent forms is a condition of participating in athletics at UTC.

One consent form indicates the understanding of this policy and is an agreement to be screened for banned and illegal drugs. The second consent form indicates the understanding of the NCAA drug testing policy and is also an agreement to be screened for banned and illegal drugs designated by the NCAA.

Student-athletes who test positive for banned substances and undergo assessment, evaluation, education, and/or counseling sessions must sign a consent form whereby the Team Physician and Assistant Athletic Director for Sports Medicine are given progress reports related to attendance and participation in treatment protocols.

### **Notification**

A student-athlete will be notified of his/her drug test via cell phone, text message, or person-to-person. A student-athlete must confirm the notification of drug testing either verbally or in writing (such as a text message response). The athletic trainer in charge of notifying the student-athlete will give the student-athlete specific instructions for reporting to the drug testing site, which include:

- Date, time, and location of drug testing
- Bring a photo ID to the collection site.
- To not go to the bathroom prior to the test.
- That they will be held at the collection site until they need to use the restroom, or they have class. They will be expected to report back to the collection site after their class.

- If they are more than 30 minutes late to the collection site, they will be expected to produce a sample immediately upon arrival. Failure to do so will be treated as a positive finding under this policy

### **Approval for Alternative Testing**

The Assistant Athletic Director for Sports Medicine may excuse a student-athlete from a drug test conducted under this policy and arrange alternative testing of the student-athlete in each of the following circumstances: (a) the student-athlete has notified his/her athletic trainer of an academic obligation or athletic competition that conflicts with the scheduled test and the athletic trainer has verified the conflict; and (b) the Assistant Athletic Director for Sports Medicine, in his or her discretion, determines that the student-athlete has presented a compelling justification for rescheduling the test. In addition, the Assistant Athletic Director for Sports Medicine may excuse a sick or injured student-athlete from the designated test site even if the student-athlete has not completed the test. In such a case, the Assistant Athletic Director for Sports Medicine, or his/her designee, before releasing the student-athlete from the site, must document appropriate arrangements for alternative testing of the student-athlete.

### **Specimen Collection Protocol**

UTC has contracted with a certified commercial laboratory to perform the screening of student-athletes. The laboratory's protocol will be followed for collection purposes. The student-athlete will always be accompanied by the collector.

### **Results**

A positive test for marijuana is designated as  $>$  or  $=$  150 ng/ml on the original test. The results of all drug tests will be delivered to the Assistant Athletic Director for Sports Medicine, for both NCAA and Institutional Testing. In the event of a positive test, the Assistant Athletic Director for Sports Medicine will notify the Athletic Director and the head coach of the appropriate sport. A meeting will be scheduled with the head coach, student-athlete, Assistant Athletic Director for Sports Medicine, Sports Administrator, and Vice Chancellor/Director of Athletics. At this meeting, the Assistant Athletic Director for Sports Medicine will explain the disciplinary action that is being taken and the procedures to follow. Student-athletes with previous positive findings may be subject to more frequent drug testing throughout the year as deemed appropriate by the Substance Abuse Committee.

**EXCEPTION:** Student-athletes who are enrolled in outpatient or inpatient counseling and rehabilitation program will not be subject to more frequent drug testing while successfully participating in counseling. However, once the program is complete, he/she may be subject to more frequent testing at UTC. The duration of the program will be determined by the substance abuse counselor but exclusion from testing shall not exceed sixty (60) days.

### **DISCIPLINARY ACTION**

#### **First Positive Finding**

1. Parental notification of a positive finding by your head coach at his/her earliest opportunity
2. Meeting with Assistant Athletic Director for Sports Medicine, Vice Chancellor/Director of Athletics, Sports Administrator, and Head Coach.
3. Full Assessment, evaluation, and education with UTC Center for Wellbeing.
4. Athletes will schedule an appointment for substance abuse education (motivational interviewing) that will be over two sessions 7-14 days apart.

5. Treatment as deemed necessary by UTC Center for Wellbeing. The Chattanooga Sports Medicine Drug Testing Coordinator will follow up with the Center for Wellbeing to ensure compliance.
6. Additional disciplinary action as specified by Head Coach.
7. Loss of Student Assistance Fund (SAF) and Student-Athlete Opportunity Fund (SAOF)
8. Possible loss of athletic summer school aid
9. Possible termination from the team

#### Second Positive Finding

1. Parental notification of a positive finding by your head coach at his/her earliest opportunity
2. Meeting with Assistant Athletic Director for Sports Medicine, Vice Chancellor/Director of Athletics, Sports Administrator, and Head Coach.
3. Full Assessment, evaluation, and education with UTC Center for Wellbeing.
4. Athletes will schedule an appointment for substance abuse education (motivational interviewing) that will be over two sessions 7-14 days apart.
5. Treatment as deemed necessary by UTC Center for Wellbeing. The Chattanooga Sports Medicine Drug Testing Coordinator will follow up with the Center for Wellbeing to ensure compliance
6. Treatment as deemed necessary by UTC Center for Wellbeing.
7. Additional disciplinary action as specified by the head coach.
8. Loss of Student Assistance Fund (SAF) and Student-Athlete Opportunity Fund (SAOF)
9. Possible loss of athletic summer school aid
10. Possible termination from the team
11. The follow-up treatment plan was developed (possible in-patient or out-patient program).

#### Third Positive Finding

1. Cancellation of eligibility to participate in the athletic program.
2. Any athletic grant-in-aid will not be renewed and will automatically be revoked, in accordance with NCAA and conference guidelines.
3. Parent(s), guardian, and/or spouse notified in writing by the Vice Chancellor/Director of Athletics.

All offenses are cumulative throughout the student-athlete eligibility. However, student-athletes will have an opportunity one time during their intercollegiate athletic career to remove the one level of consequences from a positive finding for marijuana only if he or she maintains a consecutive twelve-month period of having no further positive findings.

#### **APPEALS**

A student-athlete may appeal a positive finding, or a disciplinary action initiated because of a positive finding, to the Vice Chancellor/Director of Athletics. A written appeal must be submitted to the Vice Chancellor/Director of Athletics within one (1) week of notification of the finding or action being appealed. The appeal must contain an explanation of why the positive finding or disciplinary action should not be enacted with supporting information or documentation. The appeal will be considered by the Substance Abuse Committee and the Faculty Athletic Representative who will submit a majority recommendation to the Vice Chancellor/Director of Athletics. The final decision regarding the appeal will be made by the Vice Chancellor/Director of Athletics.

If an intercollegiate athletic competition is scheduled prior to the Substance Abuse Committee's ability to consider the appeal, the student-athlete may be suspended (determined by the Vice Chancellor/Director of

Athletics from that competition in accordance with the designated level of disciplinary action outlined in this Policy and Procedure. The student-athlete may request an expedited meeting of the Substance Abuse Committee to consider the appeal and the Substance Abuse Committee will reasonably attempt to meet this request. However, the Substance Abuse Committee and/or the Vice Chancellor/Director of Athletics are not obligated to render a decision prior to the next scheduled meeting of the Substance Abuse Committee.

### **SAFE HARBOR PROGRAM**

The Safe Harbor Program allows a student-athlete to refer him/herself once for voluntary evaluation and counseling one time during the student-athlete career without having the Department of Athletics consider it a positive finding. A student-athlete is not eligible for the Safe Harbor Program after he/she has been informed of an impending drug test or after having received notification of a positive finding. A student-athlete also is not eligible for the Safe Harbor Program if he/she has previously received a positive finding.

The Assistant Athletic Director for Sports Medicine will arrange for the student-athlete to receive a drug test as soon as practicable following the student's request to enter the Safe Harbor Program ("Initial Safe Harbor Drug Test") and work with the student-athlete to prepare a treatment plan which may include confidential banned/illegal drug testing. If the Initial Safe Harbor Drug Test is positive for banned/illegal drugs, that positive test will not result in any administrative sanction unless, as described below, the student-athlete tests positive in a subsequent retest or the student-athlete fails to comply with the prescribed treatment plan. (The Assistant Athletic Director for Sports Medicine may suspend the student-athlete from play or practice if medically justified.) A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period, not to exceed sixty (60) days, as determined by the Assistant Athletic Director for Sports Medicine. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference post-season competition.

If student-athlete tests positive for any banned or illegal drug after the Initial Safe Harbor Drug Test or fails to comply with the Safe Harbor treatment plan, the Assistant Athletic Director for Sports Medicine will remove the student-athlete from the Safe Harbor program, and the Initial Safe Harbor Drug Test, if positive, will be treated as a positive finding and a subsequent positive will be treated as an additional positive finding – all subject to the disciplinary actions set forth herein.

Student-athletes in the Safe Harbor Program may be selected for drug testing by the NCAA. If a screening results in a positive test, the student-athlete will be subject to the disciplinary policies and procedures set forth by the NCAA, and the positive test will be treated by UTC as described above. Note: There is no Safe Harbor Program established by the NCAA.

### **SELECTION OF STUDENT-ATHLETES FOR TESTING**

The Department of Athletics' drug testing program consists of random and unannounced drug tests year-round conducted in accordance with this policy. The substances that may be tested for during drug testing are subject to updates at any time. Unless otherwise notified, testing will be done in the Visitor's Locker Room located on the first floor of McKenzie Arena. Individuals will be subject to undergo drug testing:

- At random.
- For reasonable suspicion (i.e., "for cause");
- Along with the entire athletic team; and/or
- For periodic monitoring or aftercare.

### **Testing based on random selection**

- A select number of student-athletes determined by the Athletic Training Drug Testing Coordinator may be selected at random for drug testing. Every student-athlete has an equal chance of being chosen, regardless of whether they have been previously tested. In addition, entire teams or randomly selected student-athletes on specific teams may be selected for screening.
- The selection list will be delivered to the Assistant Athletic Director for Sports Medicine.
- Notification to the selected student-athletes will be done through the certified commercial laboratory system. There will be a follow-up by the respective athletic trainer but not prior to the notification time. The information will include the location, date, time, and above-mentioned instructions.

### **Testing in response to individualized reasonable suspicion**

A student-athlete may be subject to drug testing at any time when the Assistant Athletic Director for Sports Medicine determines that there is reasonable suspicion to believe that the student-athlete is using banned or illegal drugs. Reasonable suspicion may be based on information presented to the Assistant Athletic Director for Sports Medicine, including, but not limited to, the following:

- Observed possession or use of substances that reasonably appear to be banned or illegal drugs.
- An arrest or a criminal offense or charge of a violation of UTC's Standards of Conduct related to the possession, use, manufacture, or distribution of a banned or illegal drug.
- Observed abnormal appearance, conduct, performance, or behavior reasonably interpretable as being caused by using banned or illegal drugs. Among the indicators that may be used in evaluating a student-athletes appearance, conduct, performance, or behavior are class attendance; significant GPA changes; athletic practice attendance; increased injury rate or illness; physical appearance changes; academic/athletic motivational level changes; changes in emotional condition or mood.

### **Testing for an entire athletic team**

There may be times when an entire team is tested for banned or illegal drugs. This may include but is not limited to the following reasons:

- Prior to pre-season or post-season competition.
- Suspected widespread use of/or association with illegal or banned drugs by team members.

### **Testing individuals who previously received a positive finding**

Student-athletes who previously received positive findings may be subject to tests during each random, reasonable suspicion and entire athletic team test.

## **COUNSELING/TREATMENT**

As indicated in the disciplinary actions, student-athletes who have a positive drug test or who are involved in a reportable offense involving alcohol, banned, or illegal substances will be required to attend an assessment, evaluation, and education session with the UTC Center for Wellbeing. In the case of a second offense, student-athletes will be required to attend mandatory assessment, evaluation, education, and/or counseling with the UTC Center for Wellbeing or an outpatient treatment program in which expenses incurred will be billed to their respective team. Noncompliance with treatment protocols may result in an additional positive test result and/or further disciplinary action.

Student-athletes are required by UTC Athletics to request the counseling center send a notification that they attended an evaluation session to the Assistant Athletic Director for Sports Medicine or Chattanooga Sports

Medicine Drug Testing Coordinator. Student-athletes will be required to comply with all recommendations made by the counselor during the evaluation. Failure to do so may result in termination from the team and loss of financial aid.

## **FINANCIAL RESPONSIBILITY**

Once a student-athlete has tested positive for a banned or illegal drug, he or she will be required to be evaluated by a counselor to determine the extent of their substance abuse problem. The student-athlete will be referred for the appropriate follow-up counseling or treatment, which could include evaluation, short and long-term counseling, and in-patient comprehensive care to help manage their addiction. Financial responsibilities must be determined prior to any form of therapeutic services. The student-athlete and/or their parent(s) or guardian may be financially responsible for the services indicated by the evaluation team.

## **EDUCATION**

Each UTC athletics department student-athlete, coach, and staff member will be made aware of this policy at the beginning and throughout the academic year in conjunction with required compliance meetings. In addition, special mandatory meetings may be held at the discretion of the Vice Chancellor/Director of Athletics, the Assistant Athletic Director for Sports Medicine, or a Head Coach.

## **PRESCRIBED MEDICATIONS**

The UTC Sports Medicine Staff must have a record of a student-athlete being prescribed medication by a team physician. If another physician prescribed the student-athlete medication, the individual must ensure that the prescribing physician supplies medical documentation for the use of that prescription. Medications being taken must be on file with the Sports Medicine Department.

## **CONFIDENTIALITY**

The athletics department must make reasonable efforts to maintain the confidentiality of information and records associated with this policy, including drug test results, disciplinary actions, and/or any counseling and treatment services that a student-athlete may receive. Unless otherwise required by law, drug test results and related records may be disclosed to the Assistant Athletic Director for Sports Medicine, the Assistant Athletic Director for Compliance, the Sports Administrator, and the Head Coach.

## **BANNED DRUGS**

The following are banned by the NCAA for the 2023 - 2024 academic year

- Stimulants.
- Anabolic agents.
- Alcohol and beta blockers (banned for rifle only).
- Diuretics and masking agents.
- Narcotics.
- Cannabinoids.
- Peptide hormones, growth factors, related substances, and mimetics.
- Hormone and metabolic modulators (anti-estrogens).
- Beta-2 agonists.

**Note:** Any substance chemically/pharmacologically related to all classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-

clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of substances under each class can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). There is no complete list of banned substances.

#### **Substances and Methods Subject to Restrictions:**

- Blood and gene doping.
- Local anesthetics (permitted under some conditions).
- Manipulation of urine samples.
- Beta-2 agonists (permitted only by inhalation with prescription).
- Tampering of urine samples.

#### **NCAA Nutritional/Dietary Supplements:**

Warning: Before consuming any nutritional/dietary supplement product, review the product and its label with Chattanooga Sports Medicine staff.

- Nutritional/Dietary supplements, including vitamins and minerals, are not well-regulated and may cause a positive drug test.
- Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
- Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
- Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.

#### **It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance.**

While there is no complete list of banned substances, you may go to the following website for examples of substances in each of the NCAA Banned Class

<https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>.

An additional resource is Drug-Free Sport found at <https://www.drugfreesport.com/education/axis/>

#### **14.20**

#### **MEETING MEMBERS OF THE MEDIA**

The staff members in the Strategic Communication Office are the department's contacts with newspapers, radio and TV stations both in Chattanooga, in your hometown and around the world. The Strategic Communication office is located in Arena 115, telephone 425-2350. The athletic program generates extensive public interest and media coverage. The Department of Athletics is aware that its image affects the reputation of the entire University and your sports program and urges you to use sound judgment when making any statements to the media.

*Because a single incident or impulsive statement can receive national attention, the Strategic Communication Office will arrange all contacts with the media; therefore, that office has developed certain policies concerning interviews and news conferences. Before you talk with a media representative, be sure that you have had advance contact with the Strategic Communication Office.*

These precautions are primarily to ensure the fair and accurate representation of the University, the Department, your sport and YOU. The Strategic Communication Office is available as necessary to provide additional assistance. The Office can advise you on interview techniques and can offer ideas about the types of question that

may be asked. The Office can also provide suggestions for handling sensitive or negative questions.

### ***Interviews***

You are encouraged to participate in interview sessions when they are arranged through the appropriate channels. The Strategic Communication Office schedules interviews around your availability and the media representative's schedule and will not ask you to miss class for interviews. You will be sent an interview notification/request form, setting a time and location to meet and requesting a response if those arrangements are inconvenient. Pre-contest interviews with student-athletes are usually arranged ~~for~~ before or after practice. You will not be asked to be available on contest days until after your contest.

### ***News Conferences***

In all sports, win or lose, you are required to be available to the media following a contest. Post-contest interviews are conducted in an equal access media room or separate area after a ten-minute "cool-down" period. The Strategic Communication Office will notify you if you are needed for post-contest interviews, and you will be expected to remain in the media room until all obligations are met. The usual news conference begins with comments by the coach or a student-athlete followed by questions from the media. Printed support material is usually made available to media representatives. If you have any questions concerning the type of information you may discuss with the media, check with the Strategic Communication Office.

### **Suggested Guidelines for Working with the Media**

UTC athletics program receives some of the finest media coverage in the Southeast and, for a school its size, maybe in the nation. The reason for this is that the athletes and coaches deal with the media in a professional and respectful way. Here are some guidelines to help you when speaking to media representatives. While some specifics may be appropriate for different sports, the Strategic Communication Office has included instructions on how to respond to both typical and high-stress situations, which may occur during or after a contest.

- Always be courteous. Use good manners and be on time for your interview. Being late for an interview is just as bad as being late for a team meeting or practice.
- Say good things about your opponent and your teammates. Don't let what you say become bulletin board material for an opposing team.
- Remember, you always have the right not to answer a question. If a member of the media asks you a question that you feel is not fair to you, just say, "I'd rather not answer that question." You always have that right.
- Whatever you say becomes a permanent record. What you say may not be shown on television or heard on the radio right away, and it may not get printed in the newspaper the next day, but it can be used a week, month or even a year from now.
- Don't invite members of the media to your dorm, either during the season or in the off-season. Your room is a private domain for you and your roommates.
- Don't do interviews over the telephone from your room, apartment or cell phone unless arranged by the Strategic Communication Office.
- Don't be afraid of dealing with the media. Things you say and do in front of a television camera or a radio microphone can be edited and straightened out. One way that you can help yourself is by answering in complete sentences. Don't use one-word answers. Avoid cliché answers such as "we will take it one game at a time" and so on. Avoid "ahs" and "you knows".
- The media can be your friend. We are very fortunate here in Chattanooga that we work and deal with media representatives who are truly professional. If you are having a problem with a member of the media, please get

in touch with the Strategic Communication Office, and we will get things straightened out.

*The Strategic Communication Department will set up and arrange all of your interviews. If a member of the media calls you in your room, just say that all interviews are set up through the Strategic Communication Department. Also, don't provide your cell phone number.*

#### 14.21

#### **UTC EQUIPMENT ROOM**

##### **Hours**

Monday through Friday - 1:00 pm to 5:00 pm

##### ***Issued Clothing & Equipment***

Any Athletic Department clothing and/or equipment that you are issued while you are at UTC belongs to the University. The day equipment is issued to you; it becomes your responsibility to keep up with it. It is against NCAA Rules and the State of Tennessee law to sell any of the University's equipment."

##### ***Worn Out / Broken / Damaged Equipment or Clothing***

If any of your equipment wears out, breaks, or is damaged in any way, all you have to do is bring it to the Equipment Room, where it will be replaced.

##### ***Missing Equipment / Clothing***

Anytime you come into the equipment room to replace missing equipment, it will be recorded in the daily log. At the end of the semester these charges will be sent to the Business Office. You will be charged the replacement cost, and your grades will be put on hold until the time you either pay the University or return the equipment.

##### ***Student Managers***

Managers have a busy and complicated work environment. They assist the head coach and head equipment manager and must account for all equipment daily. You are always expected to treat the student managers with respect and dignity.

##### ***Alteration of Equipment***

Because of liability insurance, at no time should you or anyone alter any of your equipment. If alterations need to be made, take that piece of equipment into the equipment room.

##### ***Laundry Bag***

Be sure your laundry loop is closed tightly and put into the hamper at the end of the day for washing. Please take clothing that has not been used that day off the loop. Each locker has a lock so please use it

#### 14.22

#### **ACADEMIC SUCCESS**

Tutors are available through Chattanooga Athletics – Academic Enhancement Center located in the Arena 2<sup>nd</sup> floor, 208, 217, 218, 219 and 442/445. Appointments with tutors can be arranged by the tutor coordinator if the request is made at least 24 hours before the tutoring is wanted. In general, if you need a tutor, go to Arena 218 to request one or message your athletic advisor through TeamWorks. There is no guarantee that tutors will be available for every class offered at UTC, but our staff will work with professors and other resources on campus to ensure that the most qualified tutors are employed by the Athletic Department. If a tutor is already provided by campus via Tutor.com, the UTC Writing Center, or specific academic departments (ex. Engineering), students must use these resources before athletics will provide a tutor.

Students who are assigned a tutor and do not cancel the session with their athletic advisor in the appropriate time frame (24-hour notice) will be subject to 1) suspension/cancellation of tutoring privileges 2) Financial charges equivalent to the missed session up to \$15 per hour. Missed sessions will be reported to the Academic Liaison for each team.

### ***Athletic Study Hall***

Head coaches from each sport, in conjunction with the athletic academic advisor, decide whether or not team members are required to attend a certain number of hours per week in study hall. Student-athletes deemed to be “at-risk” academically are required to work in the Arena Computer Lab (Arena 445) 6-10 hours each week. Student-athletes are encouraged to use the Arena Computer Lab for general school work, checking e-mail, quiet study, and needed software. Failure to complete study hall hours can result in a loss of privileges, including priority registration.

#### **Arena Computer Lab hours:**

Monday	8:00 am - 8:00 pm
Tuesday	8:00 am - 8:00 pm
Wednesday	8:00 am - 8:00 pm
Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 4:00 pm <i>[all study hall hours are to be completed by this time weekly unless documented]</i>
Saturday	Closed
Sunday	Variable

### ***Full Time Enrollment for Eligibility***

In order to be eligible to compete, all student-athletes are required to carry a minimum of 12 semester credit hours each term. Correspondence course credit hours cannot be applied toward this requirement. Under no circumstances can an undergraduate/post-bac student-athlete drop below 12 hours of course work at UTC at any time during the semester (9cr for graduate school). UTC Athletics requires all student athletes to be enrolled in 15 credits per regular term (9cr for graduate school). Request to drop or be below 15 credits is at the discretion of the Assistant Vice Chancellor for Student-Athlete Academic Enhancement.

All majors at UTC require at least 120 hours for graduation, which means one will need to average 15 hours a semester to attain a degree within 4 years.

### ***Academic Advisement***

Student-athletes are required to meet with their athletic academic advisor a minimum of two times each semester. These sessions will discuss time management, study skills, course selection, as well as NCAA eligibility.

All non-1<sup>st</sup> year student-athletes must consult with their department advisor about classes needed for the next semester AND meet with their athletic advisor.

### ***Priority Registration***

Student-athletes are among a group of targeted students who are allowed access to “Priority Registration,” which occurs prior to the general student population registration. In order to use this service, students need to complete the advising process prior to the beginning of registration and complete all required study hall and tutoring programs. Please watch for emails and posters regarding dates/times for advising. Students also need to ensure access to Priority Registration by making sure that the following items are addressed:

- Take care of all holds (parking, book fees, immunizations holds, dorm fees,). If you have ANY type of financial or disciplinary hold, you will not be allowed to register.
- Meet with Professional/Faculty Advisor and have Advisement Form completed
- Meet with your Athletic Advisor
- Your final schedule is your responsibility. Proofread it carefully.
- Registration will take place for student-athletes through the academic enhancement staff. If you fail to meet the deadlines, you will not receive the “priority registration” status.
- Students who have quit the competition team, are on a medical or exhausted eligibility scholarship, will not receive priority registration as you are not practicing or competing for the institution.

ADVISEMENT HOLDS WILL NOT BE REMOVED FOR REGISTRATION UNTIL THE STUDENT-ATHLETE HAS MET WITH HIS/HER ATHLETIC ACADEMIC ADVISOR.

***Online Class Policy***

- No freshman will be enrolled in an online course that has an in-class seat available at an appropriate time, regardless of instructor.
- Freshmen and sophomores shall not have more than one (1) online class in a single term unless approved by the Assistant Vice Chancellor for Student-Athlete Academic Enhancement.
- Juniors and seniors shall not have more than two (2) online classes in a single term unless approved by the Assistant Vice Chancellor for Student-Athlete Academic Enhancement.
- More than three (3) students per 10 on a team in the same online course needs approval by the Assistant Vice Chancellor for Student-Athlete Academic Enhancement.

***Fee Payment / Schedule Confirmation***

All student-athletes, even if they have a full grant-in-aid, must process their fees or confirm attendance through the bursar’s office, by the deadline established for each term. You must do every semester, including summer. If you do not, your classes will be cancelled, and you will have to pay a fee to re-register and face the certainty of not having access to the same schedule that you had previously registered for during the registration period.

***Class Absence***

The Faculty Athletic Committee reviews and ultimately approves each team’s proposed travel/competition schedule to ensure that there is minimal disruption of class attendance for each semester of competition. Each team submits departure times and is required to adhere to those departure times.

At this time there is no uniform “University Excused Absence Policy” for students who are participating in co-curricular activities. Currently, it is up to the individual professor to allow student-athletes who are considered “excused” under the Athletic Council review policy to miss class for travel and competition without penalty. Students are encouraged to present each faculty member with the list of absences that will affect the particular course to ensure that they will not sustain any penalty for representing the University. If there will be problems, you need to speak with the Assistant Vice Chancellor for Student-Athlete Academic Enhancement IMMEDIATELY to see if there is a possible section change or to drop the course.

No matter what the absence policy of various teachers may be, YOU must remember that you must save any absences for these extreme circumstances. Most teachers who have absence policies count “excused absences” as they would any type of absence. Therefore, if a teacher “allows” a certain number of absences without penalty, save those for travel or your grade will suffer.

If it becomes necessary for you to visit a physician, please inform the trainer of your class schedule BEFORE he/she calls for an appointment so that the trainer may, if possible, schedule your visit in such a way as to avoid missing classes. If you have a medical reason for missing class or are absent from the University because of a death in the family, the head trainer (medical reasons) or head coach in your sport (case of death) will inform your academic advisor in Athletics who will contact your professor(s). You must personally inform your professor of any absence. The director/advisor will only confirm your cause from the Athletics Department.

### ***Academic Awards***

Academic achievement is highly recognized in intercollegiate athletics at UTC. The Department, each sport, and various groups, present many awards to honor exceptional academic efforts by student-athletes including some in the form of scholarships. Satisfying the criteria necessary to receive any of these honors may have a tremendous impact on your career goals. The Academic Enhancement Center can give you details on these programs.

The most prominent of these honor rolls are:

- Dean's List - student must earn a 3.2 semester GPA to be eligible.
- Southern Conference Honor Roll - recipient must have completed 24 hours countable toward his/her degree during that year, have participated in a varsity sport, and have an average 3.0 GPA for that year.
- Athletic Director's Honor Roll - student must earn a 3.0 semester GPA to be eligible.

### ***Student-Athlete Sash:***

Upon completion of a degree at UTC, student-athletes may qualify for a student-athlete sash to wear during commencement exercises and to keep as a memento of your time and hard work at UTC. To qualify for a sash a student-athlete must:

- have completed their eligibility in good standing both academically and behaviorally
- be within one calendar year of exhausting their eligibility
- have practiced and/or competed at least 75% of their time at UTC

## **EMPLOYEE ACADEMIC MISCONDUCT INVOLVING STUDENTS**

This policy specifically prohibits misconduct by university employees relating to student academic matters. All faculty, staff, student-employees, and friends of the University described in this section are considered "employees" for purposes of this policy.

The term "student", including when used in the term "student-athlete", means a person admitted, enrolled, or registered to study at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, as well as non-degree students. Prospective students of the University and people not officially registered or enrolled for a particular term but who are eligible to enroll or have applied for admission to the University also are considered "students" for purposes of this policy.

Employees who engage in any conduct prohibited by this policy may be subject to disciplinary action, up to and including, termination of employment

### ***Academic Misconduct Relating to a Student***

Employees are prohibited from engaging in any misconduct described in this section, with or without the knowledge of the student.

### Academic Fraud Relating to a Student

Employees are prohibited from engaging in the following conduct:

- (1) Knowing involvement in authorizing or arranging for fraudulent academic credit or false transcripts for a student.
- (2) Providing incomplete or inaccurate information to the University's admissions office, the NCAA, or any other organization of which the University is a member regarding the academic record of a student (e.g., schools attended, completion of coursework, grades and test scores).
- (3) Engaging in fraud or misconduct in connection with the entrance or placement examinations of a student.
- (4) Falsifying or impermissibly altering, or authorizing, enabling, or assisting with the falsification or impermissible alteration of, transcript or academic record of a student.
- (5) Authorizing, enabling, or assisting in any fraudulent act that results in the false certification or confirmation of any portion of the academic record, including, but not limited to, the above examples, of a student.
- (6) Knowing submittal of erroneous material information to the NCAA's Academic Performance Program.

### Authorizing, Enabling, or Assisting Student Violations of the Honor Code

Employees are prohibited from authorizing, enabling, or assisting a student to engage in any conduct that constitutes a violation of the University's Honor Code by a student. The following are a few examples (not all inclusive) of specifically prohibited conduct:

- (1) Authorizing, enabling, or assisting a student to cheat or otherwise gain an unfair or fraudulent advantage on an exam or graded assignment.
- (2) Authorizing, enabling, or assisting a student to incorporate words or ideas of another author in a research paper without giving proper credit to their source (i.e., to plagiarize).
- (3) Authorizing, enabling, or assisting a student to receive, or providing a student, unauthorized assistance during an examination or in preparing a graded assignment.
- (4) Authorizing, enabling, or assisting a student to engage in any act of academic dishonesty, including, but not limited to, the above examples.

### Impermissible Academic Assistance to a Student

Employees are prohibited from providing academic assistance to a student that is not generally available to other students and not otherwise permitted by university policies or, in the case of student-athletes, NCAA rules.

With respect to academic assistance provided to student-athletes, examples of prohibited academic assistance include, without limitation:

- (1) Substantial academic assistance that is not generally available to university students who are not student-athletes and is not otherwise expressly authorized in NCAA Bylaw 16.3, which results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point; or
- (2) An academic exception that results in a grade change, academic credit or fulfillment of a graduation requirement when such an exception is not generally available to university students who are not student-athletes and the exception results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point.

The Student-Athlete Advisory Committee (SAAC) serves as a means of communication among student-athletes, coaches and athletics administrators on issues to improve the student-athlete experience and promote growth and education through sports participation. Concerns can be voiced, and solutions offered, regarding any issue that may be relevant to NCAA student-athletes.

UTC's SAAC is comprised of at least two student-athletes from each sport with Executive Associate Athletic Director/Senior Woman Administrator serving as committee advisor.

Functions of campus SAAC include but are not limited to:

- Promote communication between athletics administration and student-athletes.
- Disseminate information.
- Provide feedback and insight into athletics department issues.
- Generate a student-athlete voice within the athletics department formulation of policies.
- Build a sense of community within the athletics program involving all athletics teams.
- Solicit student-athlete responses to proposed conference and NCAA legislation.
- Organize community service efforts.
- Create a vehicle for student-athlete representation on campus-wide committees
- Promote a positive student-athlete image on campus.
- Plan and organize the annual Scrappy Awards Reception