

# **The University of Tennessee at Martin Intercollegiate Athletics Handbook**

## **Purpose**

This handbook was developed to guide coaches, staff, and student-athletes through various departmental processes and to assist them in having a positive experience at UT Martin. Generally, this handbook does not restate other NCAA, OVC, or University of Tennessee source documents such as UT Fiscal Policy, the OVC Handbook, the NCAA Manual, the UT Martin Student Handbook, or the UT Martin General Catalog. However, certain portions of these documents are restated for emphasis. Other relevant portions of these documents should be studied and understood by coaches, staff, and student-athletes. Internet links to this Handbook as well as the NCAA Manual, and the UT Martin Student Handbook can be found at [www.utmsports.com](http://www.utmsports.com) under the Compliance Section.

This handbook is organized into three sections:

**Section I:** General policies or statements affecting coaches, staff and student-athletes.

**Section II:** Policies and procedures primarily affecting student-athletes.

**Section III:** Policies and procedures primarily affecting coaches and staff.

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**SECTION I**  
**GENERAL POLICIES OR STATEMENTS AFFECTING COACHES,**  
**STAFF AND STUDENT-ATHLETES**

**UT Martin Intercollegiate Athletics Mission & Inclusion Statement**

The University of Tennessee at Martin Department of Athletics emphasizes academic integrity, competitive excellence, community stewardship and the well-being of all student-athletes.

The University of Tennessee at Martin Department of Athletics embraces diversity and inclusion by emphasizing a sense of belonging among its student-athletes, staff and coaches. The expectation for all Skyhawks is to RISE through leadership and service.

Respect  
Integrity  
Sportsmanship  
Equality

*(This mission statement was adopted by the Athletics Strategic Planning Committee, effective summer 2023)*

**Compliance Statement**

The UT Martin Intercollegiate Athletics coaches and staff are fully committed to compliance with all University, OVC, and NCAA rules and with any and all federal regulations that impact the operation of an athletic department (i.e. Title IX, Clery Act, etc)

**Equal Employment Opportunity Statement**

The University of Tennessee at Martin is an equal employment opportunity institution and does not discriminate based upon race, color, or national origin. The University's Office of Access, Compliance, and Title IX has adopted a policy and procedures to provide students and employees, who feel that they have experienced discrimination but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, the opportunity to discuss their concerns confidentially and informally with the Equity and Diversity Officer/Title VI Coordinator for prompt and equitable resolution of discrimination complaints.

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. 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 at Martin 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, and national origin), Title IX (sex),

Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity.

### **Adherence to External Policies & Laws**

Student-Athletes and staff are encouraged to participate in non-athletic activities on and off campus. During such activities, Student-Athletes are expected to conduct themselves in accordance with campus and local governmental laws and policies. A failure to comply with local laws and campus rules can result in disciplinary action from warnings or probation to termination or suspension from the University. Coaches, staff, and students are expected to know and follow appropriate laws and rules as set forth in UT Martin Fiscal Policy and the UT Martin Student Handbook. In addition to any discipline administered by local authorities, the respective coach, or the Office of Student Affairs, the Athletic Director reserves the right to assign additional disciplinary action such as public service hours, suspension, or dismissal from team activities.

### **Summary of Sports Programs**

The UT Martin Intercollegiate Athletics program currently sponsors the following NCAA sports:

- Men: Football, Baseball, Golf, Cross Country, Indoor Track, Outdoor Track
- Women: Basketball, Volleyball, Beach Volleyball, Softball, Soccer, Cross Country, Indoor Track, Outdoor Track, Stunt, and Equestrian

In addition, the program sponsors men's and women's rodeo which are sponsored by the National Intercollegiate Rodeo Association (NIRA) and varsity cheerleading which is not formally governed by a national association.

### **Conference Affiliation**

UT Martin became a member of the Ohio Valley Conference in 1992. Now in its seventh decade of competition, current OVC representatives include Eastern Illinois University, Lindenwood University, University of Arkansas at Little Rock, Morehead State University (charter member), Southeast Missouri State University, Southern Illinois University Edwardsville, University of Southern Indiana, Tennessee State University, Tennessee Technological University, the University of Tennessee at Martin and Western Illinois University. The University of Tennessee at Chattanooga is an affiliate member for the sport of beach volleyball, while Chicago State University, Houston Christian University, University of Incarnate Word and Liberty University are affiliates for the sport of men's soccer. Chicago State is also an affiliate for men's and women's golf while Murray State is an affiliate member for rifle.

### **Ohio Valley Conference Mission Statement**

#### **Values**

The conference's six values capture the essence of its members and their commitment to the student-athlete experience.

- Integrity – We are dedicated to ensuring our student-athletes, coaches, administrators and fans treat one another with respect, show a strong commitment to sportsmanship and act with integrity on and off the playing field.
- Academic Success – We are committed to upholding the collegiate model by providing student-athletes with transformative academic experiences integrated in the greater campus community with the ultimate goal of graduation.
- Student-Athlete Well-Being – We will strive to provide the necessary resources to help student-athletes to be well-balanced, healthy, safe and reach their human potential.
- Fiscal Responsibility – We manage our resources responsibly while sustaining viability for the future and striving for growth.
- Competitive Success – We provide a competitive environment for our student-athletes to be successful at the Division I level while gaining experiences that provide lessons for life.
- Community – We are institutions that play a special role in our communities and we strive to ensure our students appreciate the value of being contributing members of society.

### **Vision**

The conference's vision is meant to answer the question of why members are committed to offering collegiate athletics opportunities. The vision of the conference is to be nationally competitive while inspiring student-athletes to realize their academic aspirations, maximize their athletics potential, and cultivate their leadership skills to prepare them for life beyond their collegiate experience.

### **Mission**

The mission focuses on simply stating how the members accomplish the vision. The OVC is comprised of universities with shared values and regional alignment, providing an exemplary Division I collegiate experience for student-athletes.

### **Pillars**

The strategic priorities point to three pillars which drove the development of the goals and objectives:

- Inspiring Excellence in the Classroom and Beyond.
- Inspiring Athletic Excellence.
- Telling Stories of Inspiration and Excellence.

Further, it is the mission of the Ohio Valley Conference to encourage student-athletes and coaches, representing their respective universities and the Conference, to reflect the values inherent within their academic and external communities; and to develop opportunities for students and others, both participants and spectators, to enrich themselves through the

acquisition of lifelong values embodied in the great traditions of competitive sports.

## **UT Martin Mission Statement & Values**

### **Mission**

The University of Tennessee at Martin educates and engages responsible citizens to lead and serve in a diverse world.

### **UT Martin values:**

#### *Academic Program Excellence*

UT Martin embraces the critical role faculty play in developing and delivering an academically challenging curriculum, advising and mentoring students and participating in scholarly activities.

#### *Student Experience and Success*

UT Martin is committed to providing a learning environment that encourages degree completion as well as the personal and professional development of our students.

#### *Inclusion*

UT Martin is committed to creating a culture of belonging and a safe environment for all students, faculty, staff and visitors to the campus.

#### *Advocacy and Service*

UT Martin serves as an educational and cultural leader in West Tennessee, and we strive to partner with educational institutions, community leaders, government entities, business and industry to enhance the quality of life in the region.

## **UT Martin Athletics Board**

Article III, Section 14 of the University of Tennessee Charter and Bylaws states that Intercollegiate Athletics like all other programs offered by the University, are subject to the governance of the Board of Trustees. The Board of Trustees has established an Athletics Board for each campus of the University which offers intercollegiate athletics programs. These Boards serve in an advisory capacity with respect to intercollegiate athletics. Members of the Board of Trustees are appointed to the Athletics Boards in the same manner as Trustees are appointed to standing committees. Trustee members of the Athletics Boards, together with the University administration, shall maintain a liaison between the University's intercollegiate athletics programs and the Board of Trustees. Any change in the structure or function of the Athletics Boards is subject to the approval of the Board of Trustees.

**Purpose:** The UT Martin Athletics Advisory Board has been appointed by the Chancellor for the following purposes:

1. To advise the Chancellor on the status and projected needs of intercollegiate athletics at UTM and on other athletics matters as deemed necessary by the Chancellor; and

2. To expand the base of financial and public support among several constituencies, including trustees, UT University-wide administration, alumni, donors, faculty, students, parents, UTM administration, staff, legislators, and the general public, particularly in the state of Tennessee.+

**Composition:** The UTM Athletics Advisory Board shall be composed primarily of representatives from the following constituencies: UTM administration, UTM faculty, UTM student body, UTM Chancellor's Roundtable, UTM Alumni Council, and UTM Office of Intercollegiate Athletics. The Chancellor, as appointing authority, will be committed to viewpoint diversity and inclusivity on the Athletics Board.. NCAA Constitution Article 6.1.2.1 requires that administration and/or faculty staff members shall constitute at least a majority of the Athletics Advisory Board. Specifically, the Board shall be composed of the following members:

1. UTM Chancellor
2. UTM Vice Chancellor for Academic Affairs
3. UTM Vice Chancellor for University Advancement
4. UTM Vice Chancellor for Finance and Administration
5. UTM Vice Chancellor for Student Affairs
6. Chairperson, UTM Chancellor's Roundtable or designee
7. President, Northwest Tennessee Region UTM Alumni Chapter
8. Alumni Representative
9. President, UTM Alumni Council
10. President, UTM Student Government
11. Director of Intercollegiate Athletics
12. Senior Woman Administrator (as defined by the NCAA)/Assistant Athletic Director for Academic & Student-Athlete Services
13. Chief Communications Officer
14. President, Skyhawk Club
15. Two Male Student-Athlete Representatives\*
16. Two Female Student-Athlete Representatives\*
17. Student Representative from UTM Undergraduate Alumni Council
18. At-large student representative
19. President, UTM Faculty Senate
20. President-Elect, UTM Faculty Senate
21. Six additional faculty members
22. Employee Relations Council Representative
23. At-large staff member
24. Registrar
25. Faculty Coordinators of the reading, writing, and mathematics laboratories
26. Faculty Athletics Representative, Chair

\*NOTE: The Student-Athlete Advisory Committee President will serve as one of the four player representatives.

Each member of the full Athletics Advisory Board shall have one vote. To transact business, a quorum of more than half of the members plus one must be present at a regularly called meeting.

**Committees of the Athletic Board:** Committees: The Athletics Advisory Board is authorized to establish appropriate standing committees having responsibility for the study of problems and issues of continuing concern and also temporary committees for special assignments as conditions suggest. The Athletics Advisory Board has established the standing committees described below.

A. Committee on Student Relations

Purpose: To study ways intercollegiate athletics might better serve student-athletes and the student body generally; to consider suggestions or criticisms from constituents; and to promote athletics and good sportsmanship at athletic events among students.

Composition:

1. SGA President
2. Student Representative from Undergraduate Alumni Council
3. Two Male Student-Athlete Representatives
4. Two Female Student-Athlete Representatives
5. At-Large Student Representative
6. Senior Woman Administrator/Assistant Athletics Director for Academics and Student-Athlete Services
7. \*Associate Athletics Director for External Operations
8. UTM Vice Chancellor for Student Affairs or designee, Chair

\*Non-voting Committee Resource Member

Reporting Channel: Chair of Athletics Advisory Board to the Athletics Advisory Board

B. Committee on Faculty and Staff Relations

Purpose: To promote mutual understanding and support between faculty and coaches for academic and athletics programs; to monitor and evaluate periodically academic performance issues affecting the student-athlete and make recommendations to the athletics administration; to monitor and evaluate NCAA certification issues; to study ways of improving student-athlete and faculty communication; to be concerned with scheduling which causes undue absences during the seasons of competition; and to consider requests and suggestions from faculty and staff.

Composition:

1. Six Faculty Members on the Athletics Advisory Board
2. Faculty Coordinators of the reading, writing, and mathematics laboratories
3. ***President, Faculty Senate***
4. Director of Intercollegiate Athletics
5. Employee Relations Council Representative
6. At-large staff member

7. UTM Vice Chancellor for Academic Affairs
8. \*Director of the Student Success Center
9. \*Senior Woman Administrator/Assistant Athletics Director for Academics and Student-Athlete Services
10. Faculty Athletics Representative, Chair

\*Non-voting Committee Resource Member

Reporting Channel: Chair of Athletics Advisory Board to the Athletics Advisory Board

#### C. Committee on Public Relations and UTM Sports Promotion

Purpose: To propose policies and procedures for the Skyhawk Club and promote Skyhawk athletics among alumni organizations in the state and region; to promote media coverage (newspaper, radio, and TV) of UTM sports (sponsorship, provide parking, help with equipment, refreshments, etc.); to encourage recognition of former UTM athletes and their support for Skyhawk athletics programs; and to consider needs for new programs, facilities, and fund-raising methods.

Composition:

1. Director of Intercollegiate Athletics
2. President, Northwest Tennessee Region UTM Alumni Chapter
3. Alumni Representative
4. President, UTM Alumni Council
5. Chair of the UTM Chancellor's Roundtable or designee
6. President, Skyhawk Club
7. Senior Woman Administrator/Assistant Athletics Director for Academics and Student-Athlete Services
8. UTM Vice Chancellor for University Advancement
9. \*Chair of the Student Activity Council or designee
10. \*Associate Athletics Director for External Operations
11. \*Sports Information Director
12. Chief Communications Officer, Chair

\*Non-voting Committee Resource Member

Reporting Channel: Chair of Athletics Advisory Board to the Athletics Advisory Board

#### D. Committee on NCAA Rules Compliance Oversight

Purpose: To oversee on a regular basis the rules compliance efforts of the UT Martin Office of Intercollegiate Athletics.

Composition:

1. Six Faculty Members on the Athletics Advisory Board

2. President, UTM Faculty Senate
3. President-Elect, UTM Faculty Senate
4. Faculty Coordinators of the reading, writing, and mathematics laboratories
5. Registrar
6. President, Student-Athlete Advisory Committee
7. \*Assistant Athletics Director for Compliance
8. Faculty Athletics Representative, Chair

\*Non-voting Committee Resource Member

Reporting Channel: Chair of the Athletics Advisory Board to the Athletics Advisory Board

#### E. Executive Committee

Purpose: The Executive Committee shall have authority to act for the Board between regular meetings of the Board. Like the Board, however, the scope of the Executive Committee's authority shall be limited to advising the Chancellor on athletics matters. The Executive Committee shall keep full and complete records of its business and proceedings and shall file these records with the Athletics Advisory Board.

#### Composition:

1. UTM Chancellor
2. UTM Vice Chancellor for Academic Affairs
3. UTM Vice Chancellor for University Advancement
4. UTM Vice Chancellor for Finance and Administration
5. UTM Vice Chancellor for Student Affairs
6. President, Student-Athlete Advisory Committee
7. President, UTM Faculty Senate
8. President-Elect, UTM Faculty Senate
9. Director of Intercollegiate Athletics
10. Chief Communications Officer
11. Senior Woman Administrator/Assistant Athletics Director for Academics and Student-Athlete Services
12. Faculty Athletics Representative, Chair

In order to transact business, at least seven (7) members of the Executive Committee must be present in a meeting regularly called.

### **Skyhawk Club Membership**

#### *UT Martin Skyhawk Club*

The Skyhawk Club is UT Martin's primary fundraising arm for Skyhawk Athletics. Contributions to the Skyhawk Club help with scholarship costs for our student-athletes, providing academic support, facility maintenance and improvements, and many other necessary

resources for our student-athletes to compete at the highest level in the classroom and on the field of competition in the Ohio Valley Conference. 100% of all gifts to UT Martin Athletics through the Skyhawk Club go to the designated program or fund of your choice. All contributions are tax deductible. Please consult your tax advisor for more information.

*Mission*

The Skyhawk Club, through financial investment of alumni, friends, fans, and family, is committed to providing UT Martin student-athletes with the necessary resources they need to thrive in the classroom and on the field of competition while striving for excellence academically, athletically, and socially.

The UT Martin Department of Athletics is responsible for providing our student-athletes top academic resources, high level coaching staffs, great athletic facilities, and the absolute best opportunity to enter their chosen professional career on the field, on the court, or in the office. You can help make a difference and get involved by joining the Skyhawk Club by donating a chosen dollar amount to the program or fund of your discretion.

*Membership Levels*

Membership Level & Benefits	Starter \$1-100	Varsity \$300	All-American \$650	Pilot \$850	Captain \$1,250	Orange \$2,500	Blue \$5,000	AD's Circle \$10,000	Scholarship \$15,000
Making a Difference!	•	•	•	•	•	•	•	•	•
Tax Deduction	•	•	•	•	•	•	•	•	•
Skyhawk Club Gift	•	•	•	•	•	•	•	•	•
Website/Wall Recognition	•	•	•	•	•	•	•	•	•
Blue Plate		•	•	•	•	•	•	•	•
Hospitality			•	•	•	•	•	•	•
North Parking Lot				•	•	•	•	•	•
Captain's Club Plate					•	•	•	•	•
Event Invite						•	•	•	•
Exclusive Invite with AD/Coaches							•	•	•

**Personnel and Fiscal Policies and NCAA Rules**

Personnel and fiscal policies unique to the Athletic Program are stated within this handbook. All UT personnel and fiscal policies apply to the athletic programs and may be found at: <https://policy.tennessee.edu/ut-system-policies/>. Refer to the NCAA manual for current NCAA regulations which can be found in the Compliance Section of the utmsports.com website.

## Sexual Harassment Policy

The University of Tennessee at Martin is committed to creating and maintaining a safe and non-discriminatory learning, living, and working environment free from Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), Sexual Exploitation, and Retaliation (collectively, “Prohibited Conduct”). Prohibited Conduct will not be tolerated and will be grounds for disciplinary action up to and including suspension from the University and termination of employment.

The primary purposes of this Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence and Stalking (“Policy”) are to:

- (1) define, eliminate, prevent, and remedy the effects of Prohibited Conduct;
- (2) identify care, support, and reporting options for students and employees;
- (3) explain the obligations of employees to report Prohibited Conduct to the University; and
- (4) identify the grievance procedures the University will follow to thoroughly, equitably, and promptly investigate and resolve reports of Prohibited Conduct.

This policy implements the requirements of Title IX, Title VII, and the Clery Act with respect to Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking including amendments to the Clery Act made by the Violence Against Women Reauthorization Act (VAWA) but not including proposed VAWA regulations published in the U.S. Department of Education’s notice of proposed rulemaking, 79 Fed. Reg. 35418-35460 (June 20, 2014).

Additional information on UT Martin’s Sexual Harassment Policy can be found here:

[https://www.utm.edu/offices-and-services/office-of-equity-and-diversity/titleix/\\_media/2023-2024%20Title%20IX%20Policy.pdf](https://www.utm.edu/offices-and-services/office-of-equity-and-diversity/titleix/_media/2023-2024%20Title%20IX%20Policy.pdf)

## SECTION II POLICIES AND PROCEDURES PRIMARILY AFFECTING STUDENT-ATHLETES

### Code of Conduct

The University of Tennessee at Martin’s Department of Athletics requires coaches, trainers, and staff to conduct themselves in a manner which creates a positive image of the people, values, and traditions associated with the University, the OVC and the NCAA. As a student-athlete, you are expected to uphold the same standards of conduct that have been adopted by the Department and the University.

**Personal Conduct:** By joining UT Martin’s intercollegiate athletics program, you become a representative not only of your team, but of your University. It is important that your personal conduct demonstrates good moral and ethical judgment. You are expected to conduct yourself both on and off campus in a manner that brings credit to the University and your team.

**Student-Athlete Conduct:** Once registered at UT Martin, you are expected to conform to all federal, state, and local laws, as well as University regulations. Students penalized for violating public laws are not exempt from further prosecution by University authorities if their actions also violate University rules.

**Sportsmanlike Conduct:** When participating in intercollegiate athletics competition, you are expected to demonstrate good sportsmanship in accordance with the following OVC Sportsmanship Statement for student-athletes: “Respect for the game in which the student-athlete participates also demands respect for the opponent. Student-athletes at Ohio Valley Conference institutions are expected to treat opponents with sportsmanship. There can be no tolerance for taunting and baiting of opponents.

OVC student-athletes must understand that they are perhaps the most visible representatives of their institutions. Also, their behavior is observed and emulated by many who are younger. OVC student-athletes must honor the responsibilities that accompany the privilege of representing our schools by behaving with dignity and class on and off the field.”

Additionally, the UT Martin Department of Intercollegiate Athletics enforces its guidelines as related to sportsmanlike conduct. You must avoid actions that display unsportsmanlike behavior. Some of these behaviors are as follows:

- Physical abuse of an official, coach, athlete, opponent, or spectator;
- Inciting players or spectators to violent action or any behavior which insults or defiles an opponent’s traditions;
- Use of obscene or inappropriate language or gestures to officials, opponents, team members, or spectators.

Be advised that the NCAA and OVC can assess suspensions when student-athletes are disqualified for unsportsmanlike behavior.

### **Sports Betting**

NCAA rules ban participation in sports betting activities and prohibit providing information to individuals involved in or associated with any type of sports betting activities concerning intercollegiate, amateur or professional athletics competition.

In other words, if you are a student-athlete, coach or athletics staff member, regardless of sport or division, you are not allowed to bet or provide any useful information that can influence a bet in any sport the NCAA sponsors at any level.

## Student-Athlete Employment

Under certain conditions prescribed by the NCAA, student-athletes may be employed on or off campus. Student-athletes who plan to work must understand they are responsible for following pertinent NCAA rules. This includes, but is not limited to Name, Image, Likeness Legislation, and the opportunity to engage in NIL activities with sponsors outside of the institution.

## Name, Image, Likeness Policy

As of July 1, 2021, the NCAA and the State of Tennessee passed legislation to allow student-athletes to earn compensation for the use of their Name, Image, & Likeness (“NIL”). Such compensation must be commensurate with the fair market value of the authorized NIL use and may be provided in any form (i.e., cash, check, mobile payment app, product, good, service, etc.). Examples of permissible NIL activities include, but are not limited to, student-athlete appearances, autograph signings, camps, clinics, and the promotion/endorsement of products & services. Compensation refers to money, goods, or services, and may only be provided by a third party unaffiliated with UT Martin.

The following is prohibited under the NCAA’s policy and may negatively impact a student-athlete’s intercollegiate athletics eligibility:

1. NIL agreement for compensation for work *not* performed,
2. NIL compensation contingent upon enrollment at a particular school, and
3. Compensation for athletic participation or achievement

Additionally, NIL activities that interfere with a student-athlete’s academic or athletic-related obligations are strictly prohibited. UT Martin will provide continuing education on NIL activities in an effort to educate and maximize opportunities for student-athletes through the compliance office. Any questions can be directed to [compliance@utm.edu](mailto:compliance@utm.edu).

**Disclosure Requirements:** Student-athletes are required to disclose each compensated NIL activity by creating a profile within NOCAP Sports and maintaining accurate information to verify that all NIL deals have been approved and documented via that platform. Alternatively, student-athletes can fill out an NIL Disclosure form and submit it to the compliance office. This form is located on the [utmsports.com](https://utmsports.com) compliance page.

**Institutional Involvement:** The University of Tennessee at Martin, the athletic department, staff members or boosters may compensate and arrange compensation to a current intercollegiate athlete for her or his name, image, likeness consistent with NCAA Bylaws and Tennessee state law.

Student-athletes may not engage in NIL activities involving a commercial product or service that conflicts with one of UTM's existing contracts. As a result, student-athletes may not engage in NIL activities that requires the student-athlete to wear or display a competing brand to a UTM existing contract while participating in team activities.

**Use of Facilities, Trademarks, Equipment, & Logos of the Institution:** Student-athletes are

limited in their use of UT Martin facilities in the pursuit of NIL compensation. If facilities are in use, this must be approved by the Athletic Department by submitted a request to the compliance office at [compliance@utm.edu](mailto:compliance@utm.edu).

Student-athletes are prohibited from using UT Martin marks and/or logos for NIL activities. If a student-athlete opts to participate in a sponsorship or endorsement of a product, there may be no use of the UT Martin Skyhawk, or any other logo or trademark associated with the institution while engaged in these activities.

In accordance with NCAA Bylaws, “an item received for participation in intercollegiate athletics may not be sold or exchanged or assigned for another item of value.” Therefore, student-athletes may not sell institutionally-issued apparel, equipment, awards, etc. until they have exhausted their competition eligibility.

**Prohibited Categories:** Student-athletes are prohibited from involvement in NIL activities that promote gambling, tobacco, alcohol, or adult entertainment. In addition to this, student-athletes should avoid involvement with activities that are reasonably considered to be in conflict with UT Martin values.

**Financial Implications:** It is the responsibility of the student-athlete to educate themselves and understand the financial implications of capitalizing on NIL compensation. Need-based financial aid (i.e. Pell Grant) can be impacted based on NIL compensation. International student-athletes should not engage in any compensated NIL activities without checking with the appropriate parties on campus.

**Professional Service Providers:** Student-athletes may obtain representation by a third party, including but not limited to, an athlete agent, for the purpose of securing compensation for 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](#). 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.

### **Student-Athlete Statement**

At the beginning of each school year, each student-athlete must affirm that to the best of his/her knowledge the athletic program as well as his/her own actions are in compliance with appropriate NCAA, conference, and University regulations. There are additional mandatory forms that must be signed prior to participation in athletic competition. These forms will be administered and signed through Jumpforward during the preseason compliance meeting.

## Application for Financial Aid

All student-athletes must apply for financial aid (FAFSA) through the online application at [www.studentaid.gov](http://www.studentaid.gov). Once the Office of Financial Aid and Scholarships receives the student's completed FAFSA, this will determine their eligibility for Federal/State funding and/or loans.

### Grant-In-Aid (Scholarship) Procedures

In addition to procedures outlined in the NCAA Manual, Bylaw 15, UT Martin financial aid agreements can be for one semester, one academic year, or a multi-year aid agreement, depending on the enrollment status of the student-athlete. Midyear student-athletes can be on a single semester aid agreement. Four-year, undergraduate transfers must be on a multi-year aid agreement, for the full duration of their athletic eligibility or until they graduate from the institution. All other student-athletes will be on a single-year aid agreement that is renewable each summer.

**Discontinuation of Scholarships:** Grants-in-aid awarded to any individual other than a four-year undergraduate transfer, may be discontinued during the term of the award and prorated on the basis of the percentage of the competition season completed, if the athlete:

- (A) Renders himself/herself ineligible for athletic competition;
- (B) Misrepresents information on the application or Letter of Intent;
- (C) Engages in misconduct serious enough to warrant disciplinary action by University authorities;
- (D) Voluntarily withdraws from his/her sport for personal reasons;
- (E) 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.

NCAA rules require that an athlete be notified by July 1 of each year whether or not the athlete's aid will be renewed for the following year. This information must be sent through the Office of Student Financial Assistance. If the athlete's aid is not being renewed, the athlete must be informed of his/her right to a hearing before a committee established for this purpose.

### Room Scholarship

Student-athletes must comply with university housing policy which currently states:

**Academic Year Lease:** First-time students under 21 years of age are required to sign an academic year lease.

**Housing Assignment and Rates:** Students who meet the live-on requirement, have registered for classes, and have not completed a housing application/deposit or been approved for a housing exemption will receive a housing assignment at the lowest residence hall rate.

**Live-On Requirement Exemptions:** Transfer Students, Returning Students, and students who will be 21 before the first day of classes in their first term of enrollment are automatically exempt

from the live-on requirement.

All other students will be required to submit an Exemption Request Form.

Students living at home with a parent or guardian in following counties have automatic access to the Housing Exemption Form:

- Weakley County, TN
- Obion County, TN
- Carroll County, TN
- Gibson County, TN
- Henry County, TN
- Fulton County, KY
- Hickman County, KY
- Graves County, KY

Requests for exemption based on compelling personal circumstances will be considered on an individual basis. These include financial hardship, marriage, custody of a child, military service, medical accommodations and more. To access the Housing Exemption Form for one of these criteria, please contact the Office of Housing at 731-881-7730 or [houseme@utm.edu](mailto:houseme@utm.edu).

### **Meal Plan Policy**

Student-Athletes on meal scholarship must select one of the meal plans available through Sodexo Dining Services. A meal plan will be mandatory for student-athletes living in on campus housing.

### **Book Scholarship Policy**

As part of the student-athlete scholarship, the Office of Intercollegiate Athletics may furnish textbooks that are required for the academic courses of the student-athlete.

Once the student-athlete finalizes his/her schedule, Intercollegiate Athletics works in conjunction with the UT Martin bookstore to make sure the student-athlete receives his/her books promptly. The student-athlete must provide an official class schedule and photo ID to the bookstore attendant to verify the books required. Only textbooks required for the courses in which the student-athlete is enrolled are furnished.

At the end of each semester, the bookstore gives Intercollegiate Athletics a list of any books that the student-athlete did not return. The student-athlete must pay for the missing books directly to athletics. Books for the next semester will not be issued until charges for lost or missing books have been paid.

## University Charges Not Paid by Athletics

Tuition, fees, required books, room, and board may be paid for student-athletes. Charges not paid by athletics include (but are not limited to) the following:

- cost of treatment for non-athletically related injuries;
- “consumable charges” examples: lab fees for breakage, non-required field trips;
- library fines;
- fines for damage to University property, including the Residence Halls;
- key deposits or replacement of a list Residence Hall keys;
- replacement costs for lost student I.D.’s;
- vehicle registration fee;
- parking permits or fines;
- international student fees;
- graduation fees;
- international student insurance; and
- dental care.

While the above expenses are not covered by athletic scholarships, the student-athlete may be eligible for assistance under the guidelines of the Student Assistance Fund. The student should request additional information for payment of the above-listed expenses from the Athletics Business Manager.

## Academic Student Services for Athletes

UT Martin’s Office of Intercollegiate Athletics personnel understand that student-athletes have additional responsibilities and time constraints not experienced by the rest of the general student body. Because Intercollegiate Athletics has interest in supporting the student-athlete athletically, but also academically, every effort is made to help the student-athlete take advantage of the excellent educational opportunities offered at UT Martin. Below is a list of the academic support services offered to student-athletes through the Department of Intercollegiate Athletics.

**Player Class Progress Monitoring:** The majority of class progress monitoring will take place at the beginning of the semester, midterm, and when final grades are posted. The academic advisor is responsible for checking grades and ensuring that the student-athlete is making the grades necessary to be eligible to compete and graduate within 5 years of enrollment. Advisor will also field any questions that are posed by the students throughout the semester. At-risk students will require more attention throughout the semester based off of the chart below (ineligible, high risk, low risk, no risk). Advisors will assist in preparing bi-monthly reports that will be sent to coaching staffs regarding student-athlete’s academic progress

### Identifying and Advising At-Risk Athletes:

- Identify the at-risk level at the beginning of the semester
- Mid-term – you can increase to a higher risk level based on midterm grades, cannot decrease to lower risk level at midterm evaluation

- Freshmen/Transfers do have the ability to move from Low Risk to No Risk at midterms, based off of the discretion of their academic advisor
- Coaches may identify athletes that they consider at-risk, even if they are not at risk per academics' evaluation

Ineligible	High Risk	Low Risk	No Risk
Academic Metrics: NCAA Bylaws GPA below 1.8/1.9/2.0 <6 hrs/term(9 FB) <18 hrs/academic year <24 hrs before sophomore year <40/60/80% Academically Ineligible per UTM	Academic Metrics: <2.6 cum GPA <2.0 term GPA <9 hrs/term Academic Redshirt(per EC) Academic Probation per UTM	Academic Metrics: <3.0 cum GPA <2.2 term GPA <10 hrs/semester Freshman(without academic issues) Transfer(without academic issues)	Academic Metrics: >3.0 cum GPA
Frequency of Academic Meetings: 2x/week	Frequency of Academic Meetings: 1x/week	Frequency of Academic Meetings: every 2 weeks	Frequency of Academic Meetings: as needed
Study Hall Requirements: Objective-based study hall: -10 objectives/week -Daily study hall	Study Hall Requirements: Objective-based study hall: -5-6 objectives/week -6-8 hours/week	Study Hall Requirements: Objective-based study hall: -3-4 objectives/week -4-5 hours/week	Voluntary, incentivized
Class Checks: 2x/week	Class Checks: 2x/week	Class Checks: 1x/week	Class Checks: random

**Class Attendance Monitoring and Reporting:** Academic advisor will be responsible for auditing class attendance on a basis that is to be determined by the risk level of the athlete (see above). Classes checked will be based on the risk level of the course and the availability of staff to do so.

**Study Hall:** Advisors will be responsible for monitoring study halls based off of the chart above and the risk level of each student-athlete. The academic team will take specific times and record the hours that are completed by student-athletes.

**Player Registration and Monitoring:** Advisor will be responsible for checking the classes that a faculty advisor suggests during meetings with student-athletes before they register. Advisor is responsible for verifying that student-athletes are registered for classes that are degree applicable and appropriate for the student-athlete's specific situation. In order for competition, the athletes must be enrolled full-time, the advisor will also ensure full-time enrollment throughout the semester. In addition to this, the advisor will be responsible for adding or dropping courses based off of the student-athlete's discretion. If a student-athlete needs to execute a withdrawal (medical

or otherwise), this will also be handled by the academic advisor.

**Proctoring Tests:** At times, athletes will be required to take exams outside of the normal examination schedule because of athletic competition. If a student-athlete needs a test to be proctored, this should be handled by the academic advisor assigned to that athlete.

**Player/Professor Communication:** Student-athletes are responsible for communicating with their professors regarding their coursework, missing classes, and competition schedules. In the event of a student-athlete reaching a point in conversation with the professor where someone needs to intervene, the academic advisor will be responsible for this. This will be on an as-needed basis and should be left to the student-athlete until that is no longer an appropriate option. Coaches should not be in communication with faculty.

**Transcript Evaluations:** Throughout the recruiting process, coaches will gather transcripts (high school or transfer) that will need evaluation. These transcripts need to be evaluated to ensure that the student-athlete will be eligible for competition upon enrollment at the institution. This includes determining which courses will transfer into the institution, determining NCAA approved core courses, evaluating GPA and test scores, and any other information that is important to the student-athlete's academic record.

**Graduation Report Management:** The academic advisor should determine which student-athletes are eligible for graduation within the next three semesters. Based on that information, the advisor shall monitor enrollment for the coming semesters, to ensure the athlete is completing all courses necessary for graduation.

**Missed Class Letters:** During the first week of the semester, the advisor should send an email to all professors that have a student-athlete in one of their courses, to make them aware of the fact that they have an athlete in their class and they are prone to missing classes as a result of their participation in intercollegiate athletics. A follow-up letter should be sent at the beginning of the student-athlete's sport's season with the specific dates that will be missed.

### **Eligibility Monitoring**

- Academic advisor will be responsible for monitoring eligibility as determined by the NCAA and the year in school of the student-athlete. See chart below.

**Progress-Toward-Degree Requirements**

Academic Requirements	Prior to the Second Year of Enrollment	Prior to the Third Year of Enrollment	Prior to the Fourth Year of Enrollment	Prior to the Fifth Year of Enrollment
<b>Regular Academic Term</b>	6 semester hours of credit  (9 hours for football in the Fall)	6 semester hours of credit  (9 hours for football in the Fall)	6 semester hours of credit  (9 hours for football in the Fall)	6 semester hours of credit  (9 hours for football in the Fall)
<b>Regular Academic Year</b>	18 semester hours of credit	18 semester hours of credit	18 semester hours of credit	18 semester hours of credit
<b>Degree Credit</b>	Credits accepted toward any degree offered at the institution	Credits used must go toward the designated degree	Credits used must go toward the designated degree	Credits used must go toward the designated degree
<b>Annual/Percentage-of-Degree</b>	24 semester hours of credit	40-percent of the designated degree must be completed	60-percent of the designated degree must be completed	80-percent of the designated degree must be completed
<b>Grade-Point Average</b>	1.8	1.9	2.0	2.0

**Initial Eligibility for Incoming Athletes – Eligibility Center:** Academic advisor will help monitor the eligibility center, which determines whether freshmen are initially eligible for collegiate athletics.

**Ensuring Jumpforward information is accurate**

- Advisor will be expected to keep the following information up-to-date for student-athletes within Jumpforward (with coach’s assistance):
  - Contact information – phone, email
  - Transfer information – 2 year? 4 year? Eligible? Etc.
  - Participation information – did the SA use a season of competition?
  - Sport information – rosters up-to-date, multi-sport athlete?
  - School schedule
  - All required documentation attached—advising meetings

**Reporting Obligations:**

- Advisors will be required to attend weekly academic team meetings to report previous week activities and next week activities
- Advisors will be required to keep joint spreadsheets [see Dropbox] and Jumpforward up-to-date with all information that is pertinent to the SA's academic progress/monitoring
- Advisors will assist in preparing bi-monthly reports that will be sent to coaching staffs regarding SA's academic progress
- Advisors will be responsible for meeting with and advising SA's assigned to them at a frequency based on their risk level

### **Tutors**

The Department of Intercollegiate Athletics has a partnership with the UT Martin Scholars Program, which allows for honors students to serve as tutors for student-athletes. Student-athletes should request a tutor from their academic coordinator. The coordinator will match a student-athlete with a tutor, and athletics will cover the expenses for the tutor.

Student-athletes that achieve exceptional metrics in certain subject areas can also obtain employment through the athletic department to serve as a tutor. Requests for employment should also be directed to the student's academic coordinator.

### **Class Attendance Policy**

Student-athletes are required to attend all classes in which they are enrolled. Regardless of the attendance policy for each course, student-athletes are expected to attend class. The Department of Athletics will provide notice to all faculty members of the student-athletes in their course to facilitate compliance with the catalog policy of excusing absences for athletic competition. Student-athletes are excused from class for in-season competition or travel only. Student-athletes are not permitted to miss class for practice or out-of-season competition.

### **Student-Athlete Academic Requirements**

#### **General Eligibility Requirements**

- (A) Student-athlete must be enrolled in at least 12 academic hours per semester.
- (B) A minimum grade point average of 2.0 must be maintained.
- (C) Each student must declare a major beginning his or her third year of enrollment. **(This major may not be changed without first notifying the Compliance Office and/or Academic Coordinator).**
- (D) Student-athlete must meet the following course requirements in the student's specific degree program.
  1. Entering the fifth full-time semester – 40% (48/120)
  2. Entering the seventh full-time semester - 60 percent (72/120)
  3. Entering the ninth full-time semester - 80 percent (96/120)
- (E) A student-athlete must pass a minimum of six hours in order to be eligible to compete in the next regular term. For football student-athletes, 9 hours must be

achieved in the fall term.

### **Transfer Portal**

In order to transfer to another institution, a student-athlete must enter themselves into the Transfer Portal. The NCAA requires that student-athletes enter the transfer portal during specific windows in order to be eligible at their next institution. The Compliance Office will send an email to student-athletes on the dates that the portal window opens for their respective sport(s). Typically, the windows will open on the date that championship selection takes place and again for 15 days at the conclusion of the semester that is considered the sport's non-championship segment.

Student-athletes who enter the transfer portal must complete an educational module through the NCAA and complete a request form with the UT Martin Compliance Office before they are eligible to enter the portal. Student-athletes are able to retain access to the training room, academic services, and the student assistance fund upon entering the transfer portal. Student-athletes may lose their ability to participate with their specific sport by entering the transfer portal, this is at the discretion of the coaching staff. If a student-athlete is concerned about their athletic grant-in-aid as a result of entering the transfer portal, they should address this with the compliance office in advance of completing the required steps for entering the portal.

### **Medical and Athletic Training Facilities and Services**

Medical and athletic training personnel, facilities, and services are available to all student-athletes. The University of Tennessee at Martin has certified athletic trainers who are responsible for the administration of the athletic training services and sport coverage. These professionals and their athletic training students are available during home and away games and practices. Physicians associated with the contract combined with Student Health medical staff provide physicals for all athletes. Also, local optometrists and dentists provide their services on an as-needed basis. All UT Martin athletes are supplied with athletic accident insurance that provides excess or secondary coverage at no cost to the student-athlete.

**Emergency Plan for Out of Season Workouts, Strength Training, and Skill Sessions:** The University of Tennessee at Martin intercollegiate athletic teams follow the emergency action plan set forth in the Athletic Training Handbook. Each member of the coaching staff has received a copy of the Emergency Action Plan.

In the event an emergency occurs during an out-of-season workout, strength and conditioning session, or skills session, the first responder will activate the emergency action plan. The first responder will be a certified athletic trainer, member of the coaching staff, or member of the strength and conditioning staff. All members of the strength and conditioning staff are required to be certified in First-Aid and CPR. Certified athletic trainers are either present for all out-of-season workouts, strength and conditioning sessions, and skill sessions, or are on call and available to respond to an emergency. Emergency equipment such as spine boards, splints, oxygen tanks and AED's are maintained in the Athletic Training facilities.

**UT Martin Student-Athletes Athletic Training Rights:** A UT Martin student-athlete being treated by a member of the Athletic Training Staff has the right to:

- (A) Considerate and respectful treatment and care;
- (B) Information regarding your injury, treatment, and rehabilitation;
- (C) Have a part in the planning of your medical treatment and rehabilitation program.
- (D) Confidential treatment of you and your medical records;
- (E) Approve or refuse the release of your medical information;
- (F) Expect the athletic trainers and medical staff to make a reasonable response to your requests.

**UT Martin Student-Athletes Athletic Training Responsibility:** The UT Martin student-athlete has the responsibility to the athletic training room staff to:

- (A) Keep appointments! Be on time!
- (B) Report all injuries and illnesses immediately. Failure to do so may cause the student-athlete to be responsible for all bills incurred as a result of that injury or illness.
- (C) Follow the treatment and rehabilitation plan set up for the student-athlete. It is the responsibility of the student-athlete to advise the athletic trainers if there is any problem or reason why the student-athlete cannot follow the treatment.
- (D) Report to the athletic training room daily for treatment until cleared by the athletic training medical staff.
- (E) Report any change in condition to the athletic trainer.
- (F) Be honest and direct with the athletic trainers. Student-athletes should tell the athletic trainers exactly how they feel about the things happening to them.
- (G) Understand his/her health problem and the treatment program to his/her satisfaction. If the student-athlete does not understand any part of this program, he/she should ask the Athletic Trainer or Physician.

The NCAA regulations state the University is/or can be responsible for medical care of the student-athlete only when the injury is directly related to his/her sport during supervised practice, conditioning sessions, or competition. The Athletic Department cannot pay for injuries that occur in the off-season, the dorm, off-campus, or during recreational activities. The University will not be responsible for injuries or illness that occur in the summer.

### **Medical Insurance Policy**

UT Martin provides secondary athletic accident insurance which normally pays for services rendered that are not covered by the student-athletes accident insurance. The University reserves the right to deny certain medical procedures that are deemed experimental and thus not covered by the student-athlete's insurance. While the university desires to help all student-athletes return to competition as soon as possible, some procedures may be cost prohibitive. If so, the University may choose to select medical alternatives that will allow the student-athlete to resume a normal lifestyle but not return to competition. Medical providers will be responsible for getting

all procedures preauthorized by the student-athlete's insurance provider.

NOTE: The procedures outlined below must be followed by the athlete. Failure to do so will result in the denial of insurance coverage.

UT Martin Intercollegiate Athletics has obtained the services of the physicians at the Student Health Center, as well as team physicians to treat student-athletes for sports-related injuries.

Each year before a student-athlete may participate in any athletic activity he/she will be required to complete a series of forms from the athletic training room. These forms include a health history questionnaire and a parent insurance information form that must be completely filled out and returned with a front and back copy of any insurance card covering the athlete. Failure to complete these forms each year will result in not being able to participate in any running, lifting, or practice activities.

When any athlete comes on campus for the first time he/she will be required to have an orthopedic and G.P. examination by UT Martin team physicians. In addition, returning athletes are required to complete a yearly heart and lung check performed by team physicians. These physicals are a one-time event and are provided at no cost, but must be completed before participation. Physicals from other physicians will not be accepted.

(A) If a student-athlete becomes injured in an intercollegiate sports related activity such as practice, competition, conditioning, etc., he/she should report to the athletic trainer immediately. The student-athlete will be evaluated and referred to a physician for diagnosis if necessary. Failure to report to the athletic trainer may result in the student-athlete being responsible for any bills resulting from such injury. If a student-athlete becomes ill or injured outside of athletic participation, he/she must report to the athletic training room first thing in the morning or as soon as possible. The student-athlete will be evaluated and referred to Student Health Services or one of the team physicians.

(B) If a student-athlete becomes injured while participating in a sports related activity and that injury requires a physician's care, special tests, surgery, or rehabilitation, the student-athlete's insurance will be filed and all bills will be in his/her name and home address. Once the student-athlete's insurance has responded with payment or denial, the student-athlete will receive an explanation of benefits (EOB). The student-athlete must send a copy of any EOB and any bills received to the UT Martin insurance secretary for processing and payment. Failure to do so in a timely manner or lack of cooperation may result in the student-athlete becoming 100 percent responsible for these bills.

UT Martin has excess insurance coverage that will pay any bills for athletic related injuries that the student-athlete's insurance does not pay. This includes any deductible, co-pay, or out of network expenses. The student-athlete should pay nothing out of his/her own pocket. UT Martin requires that the student-athlete's insurance be filed first and that he/she follow any and all procedures required by his/her personal insurance company. Again, failure to do so or lack of cooperation may result in the student-athlete being 100 percent responsible for these bills.

(C) The Student-Athlete who becomes ill at any time during the night or day must notify the athletic trainer (not a coach, manager, etc.). If the head athletic trainer (upon examination) feels the athlete needs further medical attention, he will arrange an appointment with the appropriate specialists as soon as possible. The athletic trainers are the only authorized persons who can refer Student-Athletes. A Student-Athlete may be seen by whomever he wishes for sickness, but Intercollegiate Athletics insurance does not provide benefits for ordinary sickness.

No head coach or assistant coach will take it upon himself to recommend or personally acquire an appointment for any athlete unless that coach wishes to make payment for such personally and be in violation of NCAA rules.

(D) The athletic trainer must notify the hospital or doctor for any sport-related injury visitation. If this authorization is not obtained prior to the athlete's visit to the hospital or other physician or surgeon, UT Martin's athletic insurance will not be filed until after receiving notice of payment or denial by the athlete's insurance.

(E) The head athletic trainer must authorize all prescriptions prior to visiting the pharmacy. Valid prescriptions must be for the treatment of athletic injuries only. If the student-athlete parent's insurance provides Major Medical coverage then the student-athlete's parents should pay for all prescriptions and file for reimbursement with their insurance. After receiving notice of payment or denial by the student-athlete parents' insurance, UT Martin will then file with Intercollegiate Athletics insurance for the percentage not covered by Major Medical.

(F) Dental expenses may be covered by Intercollegiate Athletics insurance if resulting from injuries received while participating in a formal supervised intercollegiate practice or game. Toothaches, dental caries, abscesses, root canals, etc., are the responsibility of the student or his/her parents.

(G) Correction lenses for glasses or contact lenses may be covered by Intercollegiate Athletics insurance if the glasses were broken or the contacts lost while participating in a formal supervised intercollegiate practice or game.

(H) Any situation not covered in the above regulations must first be presented to the athletic trainer to obtain approval by the medical insurance secretary before any fees, charges, or prescription costs are incurred.

(I) It must be known that the university/the university's insurance carrier will not and cannot accept the responsibility for expenses incurred for a pre-existing medical condition of an athlete. Failure to report and document pre-existing problems releases the UT Martin Office of Intercollegiate Athletic from any liability in the event of another problem caused by the initial injury.

The UT Martin Office of Intercollegiate Athletics will not be financially responsible for medication of long-term pre-existing conditions such as allergies, diabetes, acne, etc. The athletic training staff will be happy to assist the student-athlete in ordering and coordinating the administration of the medication but will not be financially responsible for it.

Reminder: In compliance with NCAA rules and regulations, UT Martin shall be responsible for providing athletic accident insurance coverage for only those injuries that are directly related to the athlete's participation in intercollegiate competition, practice, or related travel for UT Martin. All other injuries or illnesses are the responsibility of the student-athlete and his/her family.

**Report All Injuries and Illnesses:** All injuries and illnesses must be reported as soon as possible to the Athletic Trainer. A minor injury often develops into a more significant injury unless properly and immediately treated. Student-athletes will be referred to Student Health who will then advise him/her on the course of treatment and whether or not he/she should practice or play. Missing class as a result of accident or injury, even when student-athlete has visited with Athletic Trainer, does not constitute an excused absence in class.

**Doctor Appointments:** After the initial evaluation by the Athletic Trainer, if necessary, the athlete will be referred to a physician. The physician will be either a team physician, health services physician, or team consultant. A second opinion may be obtained through the coordination of the athletic training staff.

Records of doctor visits, x-rays, lab results, etc. not initiated by the athletic training staff, must be on file before the athlete will be cleared to participate.

On occasion, a second opinion or referral may be requested by the athletic training staff. All second opinions and referrals will be handled through the athletic training staff only. Any appointment made without the coordination of the athletic training staff will not be the financial or legal responsibility of the University. In the event of a conflicting opinion between the two physicians, a third medical opinion will be obtained from a physician mutually acceptable to the athlete, parents, and two physicians. This appointment will be made through the athletic training staff.

If a student-athlete is unable to keep a physician's or athletic trainer's appointment, he/she should call and cancel.

**Prescription Medicine:** When an athlete is prescribed medication, the following procedure should be followed. If prescribed by a team physician that medication may be issued by that physician in or through his office. If the medication is not issued by the physician, the Athletic Trainer will use a designated pharmacy and the medication will be paid for by either the Student-Athlete's insurance or the university's athletic insurance if the medicine is prescribed for an athletic injury. If the medicine is not for an athletic injury then the athlete is free to purchase the medicine at a pharmacy of his/her choosing at the athlete's expense.

**Diet Supplements:** All diet supplements (even over-the-counter) must be approved by the head trainer.

**Contacts or Glasses Policy:** Lost or damaged contacts or glasses will be the responsibility of the athlete unless lost or damaged during practice or competition. If a student-athlete loses or damages a contact in practice or competition, the athletic trainer is to be notified as soon as possible. If the student-athlete waits until the next day to notify the athletic training staff it is too late and then becomes the student-athlete's responsibility. The student-athlete will be responsible for his/her own contact solution.

**Dental Care:** NCAA regulations do not permit (nor does the athletic insurance permit) the University to be financially responsible for routine dental care: (for example: teeth cleaning, cavities, orthodontics, wisdom teeth removal, tooth aches). The UT Martin athletic insurance is only responsible for dental injuries (a cavity is not an injury) that occur during organized practice or competition. All appointments for dental injuries must be made through the Athletic Trainer.

The following is a list of rules that must be adhered to if Athletic Training Room staff are to be effective with regard to prevention, treatment, and rehabilitation or athletic injuries.

1. Contact the Athletic Trainer immediately at any sign of injury or illness so that it can be properly treated.
2. See or contact the Athletic Trainer before going to Student Health Services.
3. Report for all treatments unless you have been excused by the Athletic Trainer. Coaches are informed if student-athletes do not show up for treatment. Do not miss class to come to the Athletic Training Room.
4. Continue all treatment until the Athletic Training Staff decides they are no longer needed. Do not stop treatments just because it feels better.
5. Wear appropriate clothing in the athletic training room.
6. No athletic gear or cleats of any kind are to be worn in the athletic training room.
7. No supplies should be removed from the athletic training room without an athletic trainer's permission.
8. Do not handle any of the treatment machines. If misused, they can be dangerous.
9. Treatments will not be administered unless an appointment is made in a timely manner.

### **Tobacco Product Use**

To protect the health and safety of UT Martin students, employees, and visitors; to promote a healthy and safe work, educational, and living environment; and to comply with the Tennessee Non-Smoker Protection Act and other applicable state laws, UT Martin is a Smoke-Free Campus effective July 1, 2018. For further information please review [The University of Tennessee at Martin Environmental Health and Safety SmokeFree Campus Procedure](#).

**Respect and Responsibility:** The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All members of the University community share in the responsibility for adhering to and enforcing this policy. Any complaints should be brought to the attention of the appropriate University authorities and, anyone who

complaints shall be protected against retaliation.

**Compliance:** It is the responsibility of University faculty, staff, student, visitor or contractor to voluntarily comply with the no smoking policy. Violation of this policy may be regarded as a willful safety violation. If someone is non-compliant, the supervisor (or other authority) has a responsibility to speak with person(s) and encourage compliance. Community-Wide

**Accountability:** Each member of the University community will be responsible for respectfully informing or reminding others of the smoke-free environment if coming upon someone smoking. Effective approaches for talking with individuals who smoke must be employed with respect. Please consult with Student Affairs or Human Resources should you need further assistance in addressing compliance.

### **Student-Athlete Advisory Committee**

UT Martin has established a Student-Athlete Advisory Committee for its student-athletes as required in By-Law 6.1.4.

The purpose of the Committee is to:

- (A) Generate a student-athlete voice and promote efficient communication between UT Martin student-athletes and athletics administration.
- (B) Enhance school spirit by encouraging UT Martin student-athletes to lead or partner with campus members to provide valuable service projects for UT Martin.
- (C) Enhance school spirit by encouraging UT Martin student-athletes to lead or partner with community members to provide valuable service projects for UT Martin.
- (D) Design and implement programs which will encourage academic achievement, health promotion, social responsibility, and awareness throughout the UT Martin campus in conjunction with the OVC and national SAAC organization.

The UT Martin Student-Athlete Advisory Committee (SAAC) is composed of at least two members from: baseball, women's basketball, men's basketball, cheerleading, women's cross country, men's cross country, equestrian, football, golf, rifle, rodeo, soccer, softball, and volleyball. Members of the Committee are selected by their respective team members to serve as liaisons between the Committee and their respective teams.

The UT Martin SAAC officers shall be selected by the SAAC advisors and previous executive board based on interviews and the level of participation in the previous academic years. The Executive Board and duties include:

President - presides at all meetings and serves as spokesperson. Represents UTM SAAC and OVC at National Meetings. Passes along any information for the larger group.

Vice-President - serves as president-elect and presides over meetings in absence of the president. Assists president in OVC and National Meetings.

Social Media Coordinator – handles all of the SAAC social media accounts and ensures distribution of information and visibility.

Secretary – handles the minutes for meetings, creates agendas in advance of meetings, and handles most of the group communication.

Treasurer – helps budget and manage financials.

Community Engagement – identifies, coordinates, and encourages community projects.

The SAAC shall meet at least once a month. Additional meetings may be scheduled as needed.

### **Student Assistance Fund**

The Student Assistance Fund (SAF) is intended to provide direct benefits to student-athletes and their families and determined by conference offices. As a guiding principle, the fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in academic curriculum, or to recognize academic achievement.

The SAF is administered by the business manager for the department of intercollegiate athletics. Any student-athlete that is requesting funds from the SAF for a permissible purpose should request to do so through the business manager or other administrative staff member with authority to do so.

### **Student Host**

As part of the recruiting process, student-athletes are sometimes asked to serve as a student host for a visiting prospective student-athlete. Instructions as to the rules and limitations that a student host must comply with will be provided by athletic staff personnel. Serving as a student host, you are an ambassador for the university and your particular sport program. Therefore, you are expected to conduct your hosting duties in such a way as to reflect a positive image on yourself as well as the university and the athletic department. This includes abiding by all applicable NCAA regulations, OVC regulations, institutional policies and procedures, and state and federal laws and regulations.

### **Illegal Benefits**

Illegal benefits is a topic that should concern every student-athlete, as it constitutes a serious violation of NCAA rules. Students who accept illegal aid may lose their eligibility, scholarship and the right to compete in intercollegiate athletics.

If a student-athlete is ever put in a position where they are given or requested money by a member of the community, a donor or booster, or even an institutional staff member, they should promptly report that to the compliance staff.

The problem is that most student-athletes think of illegal benefits in terms of accepting gifts or money. While that is one form of an illegal extra benefit, athletes may not:

- Receive more than the allotted number of complimentary admissions;
- Sell complimentary admissions at any price; or
- Receive material benefits that are not available to the general student body.

This means that athletes should not accept special discounts on purchases or services, or even accept special payment arrangements on any purchases. Be very careful of “free” or “special” benefits that someone offers unless they are available to the general student body. Athletes who have questions about any benefits should check with their coach and/or the compliance staff.

### **Complimentary Admissions**

Complimentary admissions to team competitions are distributed in accordance with UT Martin, OVC, and NCAA rules and regulations. Up to four complimentary admissions per home or away contest may be provided to a student-athlete in the sport in which they participate.

Complimentary admissions are provided only through a pass list for the individuals the athlete designates via their Jumpforward account.

The complimentary admission policy will be further explained during a team orientation meeting, as procedures vary from sport to sport.

### **Athletic Awards and Recognitions**

Because of outstanding athletic contributions, athletes may receive both public and professional recognition in the form of awards. As you are recognized for your achievements, remember, you are representing not only yourself, but also your team, the athletics program and the University of Tennessee at Martin.

**Athletic Awards:** In order to receive an athletics award, they must be of amateur standing, eligible for athletic participation, as defined by the NCAA and must have been representing UT Martin at the time of competition. Additionally, athletes must meet specific standards in order to be eligible to receive an award.

All award nominations are recommended by your Head Coach, and then approved by the Director of Athletics. Consideration is given to athletics performance, sportsmanship, and observance of rules, as well as other applicable criteria. All awards must fall within NCAA limitations regarding the type and value of presented awards.

**Athletics Participation Awards:** Student-athlete participation awards come in two forms: 1) Letter

Jacket & 2) Senior Plaque. Below is the criteria that must be met in order for a student-athlete to be eligible for these two awards.

**Letter Jacket:** Each program and coaching staff are responsible for determining the achievements that a student-athlete must meet to be eligible for a Letter Jacket. This can happen at any time the student-athlete is enrolled and participating at UT Martin. The letter jackets are limited to one per student.

**Senior Plaque:** A senior plaque is awarded at the conclusion of a student-athlete's playing career or during the season immediately prior to the student's date of graduation. It is at the discretion of the student if they receive their plaque before graduation or during their final season of competition, as these two events often happen in different terms.

**Special Awards:** Special awards may be given. The number, criteria, and types of awards are determined by the head coach, within NCAA allowable limits. Student-Athletes may receive awards in recognition of winning a national championship.

Awards for participation in special events (e.g., postseason football games, team or individual NCAA championships, etc.) may be presented when a team or an individual has represented the department in such an event. Such an award is designated specifically for the championship team in accordance with NCAA regulations. The total value of all such awards to a student-athlete may not exceed \$300.

### **Sports Information, Media, and Public Relations**

The University of Tennessee at Martin sports information office is a branch of the Department of Athletics and is responsible for all public relations for the school's 21 sports. The office publicizes information on each Skyhawk team, its student-athletes and coaching staffs and is located in Room 40 of Skyhawk Fieldhouse, overlooking the volleyball court.

Sports information duties include, but are not limited to, distributing press releases, serving as media host and generating official statistics for home events, producing media guides/game day programs, coordinating event operations and maintaining the official UT Martin athletics webpage. The office also files historical records, submits information to the Ohio Valley Conference and NCAA on a daily basis and serves as the primary media liaison for the department of athletics through local, area, regional and national media.

Media interviews with student-athletes and coaches are encouraged, and every effort will be made to accommodate media requests. In-person interviews are preferred, but telephone interviews can be arranged through the sports information office. Players and coaches are available for interviews at the conclusion of each game after a NCAA-mandated brief cooling-off period. For non-game day interviews with a coach or player, please reach out to the contact for that sport for more information.

To obtain a media credential, accredited journalists must contact the sports information office. All requests must be made in writing (via email) at least one week in advance of the contest.

Season-long passes will be issued to select media at the beginning of each sports season. A wealth of resources from the sports information department can be found at [www.UTMSports.com](http://www.UTMSports.com). The site features updated schedules, rosters, player bios, scores and statistics. Additional supplements may be found on the school's Facebook (UT Martin Athletics) and Twitter (@UTMSports) social media profile pages.

The name of our institution is The University of Tennessee at Martin and if abbreviated, should be referred to as UT Martin. The University of Tennessee at Martin should be used as the first reference in a news story. UT Martin should be used in subsequent references and UTM is acceptable in headlines. Tennessee-Martin, UT-Martin, UT or Martin should **never** be used. The description Skyhawks should be used to represent all UT Martin athletic teams. Lady Skyhawks or 'Hawks should never be used.

Live stats for all UT Martin Skyhawk home events are available for free, either via the individual online links accessible on each sports schedule page or at the following [link](#).

Videostreaming of select home athletic events are also available through [ESPN+](#), when available.

UT Martin Athletics facilities contain wireless access for use by visiting teams and media members. Ethernet and/or phone lines will also be provided at most Skyhawk athletic events upon request.

UT Martin Athletics logos can be requested through any member of the sports information office. Our PMS Colors for any Skyhawk logo are PMS 289 Blue and PMS 151 Orange.

For a full viewing of our athletic and institutional logos, check out our [UT Martin Artsheet](#). If you are in need of a logo, please reach out to a member of the SID staff.

We appreciate your interest in UT Martin Skyhawk Athletics. Please feel free to contact a member of the staff for any needs at 731-881-7630.

### **Student-Athlete Exit Interview**

The director of athletics or designated representative (excluding coaching staff members) shall conduct exit interviews in each sport with a sample of student-athletes whose eligibility has expired. Interviews shall include questions regarding the value of the students' athletic experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes' specific sport. Each student-athlete who has exhausted their eligibility will be asked to fill out an exit survey, the responses to this survey will dictate the student-athletes that are interviewed by the Athletic Director or designee.

## Grievance Procedure

Student-athlete shall follow all guidelines of the Office of Student Conduct if they are facing disciplinary proceedings with the institution. This would include the grievance and appeal process, in the event that they are dissatisfied with the outcome.

When a student-athlete is disciplined by their coach, or if a student-athlete believes they are being mistreated in any way by the coaching staff, they may address this with the athletic department's administrative staff, including the Athletic Director. If the student-athlete is unsatisfied with the outcome at this point, the athletic administrative staff will provide resources available through the institution to address the issue.

Appeal procedures related to non-renewal or cancellation of scholarships are addressed under the Grant-in-aid section of this handbook.

## NCAA Banned Substances

The NCAA bans substances that are performance enhancing or harmful to your health. It is your responsibility to be familiar with the NCAA's list of banned-drug classes, drug-use policies and drug-testing programs. The complete NCAA list is available at <https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>. Check with your athletics department staff to review the label of any produce, medication or supplement before you consume it. Some of the most commonly used banned drugs are listed below.

Prescription: Adderall, Anadrol, Androgel, Cylert, Dexedrine, Epogen, Lasix, Oxandrin, Ritalin, Testoderm and others.

Over-the-Counter: Bronkaid, Primatene tablets and others.

Supplements: Androstenediol, Androstenedione, Caffeine, Citrus aurantium, DHEA, Ephedrine, Norandrostenediol, Norandrostenedione, Synephrine and others.

Other banned substances: Illicit drugs such as heroin, marijuana, cocaine, Ecstasy, etc.

Nonbanned Over-the-Counter Drugs: Aspirin, Benadryl, Imodium, Sudafed, Tinactin, Tylenol and others.

**Drug Screening Procedures:** Student-athletes may be annually screened at their pre-season physical examination for any or all of the chemical substances named on the NCAA list of banned drugs, including alcohol. Additional tests are made in the following situations.

Institutional:

1. All student-athletes are or can be tested at their pre-participation physical.
2. Student Athletes can be tested whenever medically warranted. Requests

must be made in writing to the Head Athletic Trainer.

3. All student-athletes, and especially those who have previously tested positive, are subject to random drug testing throughout the year.

NCAA:

1. The NCAA reserves the right to come to campus and take random drug screenings during the academic year. A positive test would result in a minimum one year suspension from participation in any NCAA sport.

2. Athletes who participate in a post-season event (i.e., bowl games or NCAA championships,) may be tested by the NCAA. A positive test could result in individual or team disqualification from further participation.

**Screening Protocol:** Screening is accomplished by urinalysis, or other recognized analytical procedure, on specimens obtained from the student-athlete at the direction of the Head Athletic Trainer. The testing procedure ensures that the specimen being analyzed is identified with the appropriate student-athlete and that the purity of the sample is maintained. All specimens are coded to insure confidentiality, and the identity of each person tested is known only to the Head Athletic Trainer. All chemical analyses are conducted by a professional laboratory selected by the Athletic Trainers/Athletic Director.

Urine specimens of student-athletes are obtained under the following guidelines:

(A) Testing samples will consist of 10% of participation from each athletic team.

(B) All specimens are taken as first-morning specimens or immediately following physical exercise.

(C) All specimens are collected under the direct supervision of and witnessed by an athletic trainer.

(D) The specimen container is handled **only** by the student-athlete. He/she selects, closes, and seals the container, marks the seal, attaches his/her ID number to the container, and places the container in the device used to transport the specimen to the laboratory.

(E) The athletic trainer transfers all specimens to a laboratory courier, who signs for them and transports the specimens to the laboratory where they are received by a laboratory agent who signs for them. All signatures attest that the official seals on the specimen bottles remain intact.

Results of the analysis are evaluated by the Athletic Trainer/Athletic Director and any decisions concerning athletic participation are based on acceptable medical practice for the safety of the student- athlete, his/her teammate, and his/her opponents.

Appropriate medical follow-up is handled by the Athletic Trainer and Counseling Center. In the event of positive test results, the follow-up may include retesting. This and any further retesting is based upon medical reasons determined by the Athletic Trainer, Team Physician, or Counseling Center.

**Consequences of Test Results:** A positive test result is determined in any of the following circumstances:

- (A) Testing of a student-athlete's specimen by a professional laboratory yields a positive result. This must be confirmed by the laboratory through a gas-mass/spectrum testing procedure.
- (B) The student-athlete is found guilty **or admits guilt** to a legal offense regarding a controlled substance or alcohol (DUI, violating drinking age, dorm, etc.), in particular using a controlled substance, possession of a controlled substance, or sale of a controlled substance.
- (C) The student-athlete is proven to have used a controlled substance. Use must be confirmed by signed affidavits and/or admission by the student-athlete. Validity of proof to be determined by the Director of Athletics, the Head Coach of the student-athlete's sport, and the Head Athletic Trainer.
- (D) The student-athlete does not report for drug screening at the designated time for testing.
- (E) Testing positive for NCAA testing.

**Save Haven Rule:** Any athlete volunteering for drug counseling prior to be selected for random testing will not be subjected to disciplinary actions. The Safe Haven rule can only be used on one occasion.

### **SECTION III**

#### **POLICIES AND PROCEDURES PRIMARILY AFFECTING COACHES AND STAFF**

##### **Teaching Responsibility**

The UT Martin athletics and general administration philosophically support the practice of coaches teaching academic classes because it promotes athletics among the general student body, and it enhances the quality and number of coaches available to the athletic program. As a result, teaching assignments must be approached professionally. Coaches should work amicably with the Health and Human Performance Department to ensure that they meet all deadlines, requirements, and other obligations that come along with instructing courses.

##### **Annual Leave**

The following information applies to regular employees in regard to their annual leave:

- Employees must be in active status to accrue annual leave (vacation).
- Employees accrue annual leave on a monthly basis on the first day of each month.
- The amount of annual leave accrued is based on the constructed annual leave date, the work schedule (planned working time) as recorded in IRIS, the employees Fair Labor Standards Act (FLSA) designation of non-exempt or exempt, and the number of workdays in the month the employee is eligible to accrue leave.
- Employees are not permitted to take annual leave until accruing it, and the university is not permitted to advance annual leave. Leave must be approved in advance by the supervisor. Failure to follow departmental procedure in requesting leave and obtaining

- approval may result in the use of leave being denied.
- Supervisors are responsible for ensuring that annual leave is being documented and taken where appropriate. The UT System Human Resources Office will contact and question any employee who does not record any annual leave within the calendar year.

### **Personnel Performance Appraisals**

Annual performance evaluations are performed for each full-time and part-time exempt and non-exempt employee. This will take place in the month of March. Each supervisor is required to evaluate their employees and provide those evaluations to the Athletic Director during their own performance evaluation.

### **Media and Public Relations**

Intercollegiate athletic teams create tremendous public interest and are a great means for media exposure. The Sports Information Office acts as a liaison between the athletic teams and the media. The Office of Sports Information is happy to act as a liaison to media outlets. Coaches and staff should be sensitive to WUTM and The Pacer, both UT Martin student media outlets. These two student entities are a valuable public relations tool as well as valid media outlets.

### **Athletically Related Income**

NCAA Bylaw 11.3 requires that an athletics department staff member report on an annual basis all outside income or benefits from a source outside of the institution. This is done through the conflict-of-interest disclosure form that is issued by the Office of Finance & Administration. All athletic department staff members must complete that form accurately and expeditiously when requested by the university.

### **Rules Education and Compliance Efforts**

The University of Tennessee at Martin will operate its Intercollegiate Athletic Program in compliance with published NCAA, OVC, and University regulations and directives through the combined efforts of the following agencies and departments:

1. National Collegiate Athletic Association
2. Ohio Valley Conference
3. Chancellor of UT Martin and Chancellor's Cabinet
4. Faculty Athletics Representative
5. The Registrar
6. Director of Admissions
7. Director of Student Financial Assistance

The Associate Athletics Director for Internal Operations is responsible for ensuring that all appropriate compliance procedures are followed and that documents are submitted to the appropriate agency or department in accordance with regulations and schedules prescribed by the NCAA and the OVC.

## **Rules Education**

The task of educating those individuals at The University of Tennessee at Martin with a need to know pertaining to NCAA rules and regulations will be accomplished through discussions at regularly scheduled staff meetings and email correspondence on a weekly, monthly, and occasional basis. Specific rules interpretations will be directed to Associate Director for Internal Operations via e-mail.

Through the medium of athletic department correspondence, newsletters, and announcements at Skyhawk Club meetings, boosters are reminded of rules pertaining to inappropriate student-athlete contact and other rules governing outside influence by those with an interest in UT Martin athletics.

## **Violations of NCAA Rules**

The University of Tennessee at Martin's Department of Intercollegiate Athletics program is committed to conducting all aspects of its operation by NCAA rules and regulations, and when necessary, more restrictive conference rules. **Self-Reporting Violations** discovered internally to the University will be reported immediately to the NCAA and the OVC. At the advice of the NCAA, the necessary written correspondence will be forwarded to NCAA headquarters providing the full details of the violation.

The unit to be advised that a violation has occurred are as follows (not in specific order):

- Office of the Chancellor
- Faculty Athletics Representative
- Director of Intercollegiate Athletics Sports Information Director
- Coach(es)
- Student-athlete(s)
- Any other UT Martin staff member that may be involved or interested

All procedures prescribed by the NCAA manual for internally and externally reported violations will be followed and coordinated by the Associate Director for Internal Operations.

## **Sports Camps and Clinics**

NCAA Bylaw 13 provides the basic guidance for The University of Tennessee at Martin's conduct for sports camps and clinics.

The Department of Intercollegiate Athletics and the Office of University Outreach are the responsible agencies for the scheduling and conduct of athletic sport camps and clinics initiated by the Department of Intercollegiate Athletics. The Office of University Outreach has the primary responsibility of coordinating all camps conducted at the University of Tennessee at Martin, and the accountability of all funds associated with camps. All coaches are required and responsible for reporting all camps and clinics that take place on or off campus.

Failure to adhere to the policies and procedures of the Office of University Outreach, including but not limited to failure to obtain approval prior to hosting the camp, will result in cancellation of the camp and filings of NCAA Violations against the offending coach.

### **Scheduling of Games and Practice Times**

The head coach of each sport, with the assistance of the Director of Intercollegiate Athletics as required, develops the sport competition schedules. The Director of Athletic Communications maintains a master schedule of all sports and must be included in the planning of all home contests. This protocol is to prevent the scheduling of non-conference contests on the same day as conference contests or post-season tournament dates for other sports. These schedules must comply with the NCAA maximum and minimum number of Division I contests, as listed in NCAA Bylaw 17 and NCAA Bylaw 20.

Pre-season competition, including scrimmages, are conducted at the discretion of the head coach of each sport. However, any pre-season competitive activity must be in compliance with NCAA Bylaw 17 for the sport. Post-season competition is permitted in all sports and conducted in accordance with the Ohio Valley Conference guidelines and the NCAA championship selection process.

Practice schedules are established by the sport head coach in compliance with the provisions of NCAA Bylaw 17 for his or her sport. All programs are responsible for keeping their calendar and practice schedule in Jumpforward for the compliance office and student-athletes to be aware of. The facility coordinator schedules practice facilities for all practices inside the Elam Center. Each sport head coach who uses outdoor facilities has priority for use of his or her game/practice facility.

### **Equipment and Supplies**

Each sport is provided with an operating budget for the purchase of equipment and supplies. Each sport is responsible for developing a replacement schedule for supplies or inadequate or unsafe equipment. Head coaches are responsible for submitting equipment, supplies, and facility needs during his or her annual budget request.

### **Scheduling the Elam Center**

Practice and competitive schedules within the Elam Center are coordinated by the Elam Center Facility Manger. The Facility Manager coordinates the Elam Center use for the Office of Intercollegiate Athletics, Department of Health and Human Performance, and Office of Campus Recreation.