

**STANISLAUS STATE  
ATHLETICS  
POLICIES & PROCEDURES**



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**INTRODUCTION**

The purpose of this manual is to serve as a guide for new department staff members and a resource for all continuing staff. It is intended for use in conjunction with the current editions of other resource documents including:

- Policies of the board of trustees of the California State University (calstate.edu)
- CSU Executive orders (calstate.edu)
- Faculty handbook of California State University, Stanislaus (csustan.edu)
- National Collegiate Athletic Association (NCAA) manual (ncaa.org)
- California Collegiate Athletic Association (CCAA) manual (ccaa.org)

The policies in this manual are subject to change based on the NCAA, CCAA, or institutional updates.

## **POLICY PROHIBITING DISCRIMINATION, HARASSMENT AND RETALIATION AGAINST STUDENTS**

California State University, Stanislaus is committed to providing an educational environment in which students, faculty and staff work together in an atmosphere free from discrimination on the basis of sex, race, color, creed, national origin, religion or disability in its programs and activities. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Sex discrimination under Title IX includes sexual harassment, sexual assault and sexual violence by employees, students or third parties. The university does not permit discrimination or harassment in our programs and activities. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined in Executive Order 1097 ([www.http://www.calstate.edu/eo/EO-1097.html](http://www.calstate.edu/eo/EO-1097.html)) to report these concerns. Students who wish to report a concern or complaint relating to discrimination or harassment may do so by reporting the concern to the university Title IX coordinator: Paul Norris at [pnorris@csustan.edu](mailto:pnorris@csustan.edu) or (209) 667-3868 or Associate Director, Alissa Aragon at [aaragon@csustan.edu](mailto:aaragon@csustan.edu) or (209) 664-6596.

## **STATEMENT ON DIVERSITY, EQUITY, INCLUSION, AND SOCIAL JUSTICE**

California State University, Stanislaus is a collegiate community that serves a diverse population of students, faculty, staff, and administration. These facets of diversity encompass but are not limited to: race, ethnicity, nationality, sex, sexual orientation, gender, gender identity, creed, religion, age, social class, socio-economic status, physical and cognitive differences, political views, and veteran status. The University is intent on engaging with all of its community members in meaningful ways that support the values and strengths that each individual brings to this campus. In building a community inclusive of everyone, more than recognition, tolerance, acceptance, and celebration are required; CSU Stanislaus also strives to teach, incorporate, mediate, and promote issues of diversity that go beyond the surface.

The ways in which the University actively embodies diversity include:

- Offering courses that are centered on or incorporate material for our diverse student, faculty, and staff populations, as well as educating us about one another.
- Recruiting and hiring administrators, faculty, staff and students to create a diverse campus community through employment practices and faculty/staff development opportunities.
- Recruiting and hiring faculty who are passionate about and committed to (1) sharing, as appropriate, course materials reflective of underrepresented histories and cultural issues; (2) participating in discussions related to these matters in the classroom on a regular, rather than occasional, basis; (3) honoring the complex diversity of this region; and/or (4) engaging colleagues and students in teaching and learning that promotes dialogue, critical reflection, and action focused on human dignity and worth.
- Encouraging, organizing, funding, and promoting workshops, trainings, clubs, lectures, forums, orientations, and other events that allow our community of students, administrators, staff, and faculty to come together to learn about and support one another and discuss experiences, understandings, and values en masse.
- Assembling services, activities, and committees that continually gauge the ways in which diversity is honored and promoted on campus and in neighboring communities.
- Offering targeted methods of outreach toward the recruitment, retention, and graduation of a diverse student body.
- Understanding that creating an inclusive community is an ongoing project, thus always requiring reassessment.

Through these various strategies, California State University, Stanislaus seeks to do more than merely acknowledge its invaluable members and local constituents. We wish also consistently to demonstrate equity in status, rights, and opportunities through the establishment of purposeful conversations that inspire our students to reach out to each other and beyond. This thread of respect should also resonate through the attitudes of campus administrators, students, staff, and faculty. The University believes this type of environment will continue to attract and to retain a socially-just image of what we represent and who we are.

## **PHILOSOPHY**

The California State University, Stanislaus Department of Athletics is a service organization for multiple constituent groups: student-athletes, the general student body, faculty and staff, alumni and friends, media, and the community at-large. The Department's basic obligations to these groups are two-fold: (1) to develop and maintain excellence in academics (2) excellence in athletic competition that can be a source of pride, and (3) to allow members of these groups the opportunity to become involved in the program, whether as participants, contributors, or spectators. The CSU Stanislaus Athletic Department is committed to the fair and equitable treatment of its student-athletes and institutional personnel regardless of gender, race, creed, sexual orientation, gender identity, or national origin.

The Department's primary purpose is to direct each student-athlete toward growth as a student-athlete and responsible citizen while striving to earn a college degree. We will provide each student-athlete the opportunity to get involved in all areas of student life and equip them with the tools necessary to be successful in their career after graduation.

The Department strives to allow all members of our student body the opportunity to be a part of the athletic program. Students can be actively involved as athletes, trainers, managers, on-campus recruiters, or student assistants. For many students who participate as spectators, we will field competitive teams that represent the quality and purpose of the institution. The Athletic Department will be the most important generator of positive school spirit on campus. Warrior

Athletics will be receptive to student suggestions and inquiries and will treat students with courtesy and respect.

Our faculty and staff serve as a valuable resource for the athletic program. We will perform our duties in an open, transparent, competent, and professional manner which will be viewed with respect by the academic departments on campus and viewed as an integral part of our institution. A sound competitive athletic program will be a source of pride for faculty and staff members. We must always be certain the faculty understands our commitment to academia and is aware of our activities and plans.

Alumni and friends are the financial backbone of the athletic program. Therefore, we must be sensitive to their needs. We must have a service attitude, meaning that every alumnus, friend, or visitor will be treated with courtesy and respect, regardless of the level of their contribution. We must make purchasing tickets as convenient as possible and always a pleasant experience. Many alumni and friends want to become actively involved in recruiting, marketing, or fundraising. We will engage and allow our alumni to serve in these capacities, under our direction, consistent with CSU, NCAA, and CCAA guidelines.

We will make every effort to assist the media in covering Warrior Athletics. Warrior Athletic coaches, staff and student-athletes will attempt to work with the media in an honest, sincere, and positive manner. Our goal relative to media relations is to create an environment in which each member of the media feels welcome to our program.

Athletics will be a source of pride for our community. A quality, competitive athletic program can be a positive focal point for the community. We must be willing to donate our time and resources to civic and charitable efforts, and every employee of the Athletic Department is encouraged to become involved in community activities. Whenever we help our community, we help contribute to the success of our program and the success and positive vision of the University.

## **VISION STATEMENT**

Provide a championship experience by winning in the classroom, winning in the community, and winning in competition while learning valuable life skills.

## **MISSION STATEMENT**

The Department of Athletics is committed to creating an environment where individuals and teams reach their full potential and become a source of university and community pride. The Department motivates behavior that fosters academic achievement, self-discipline, group loyalty, sportsmanship and personal integrity, hard work, perseverance, and pride of accomplishment. We believe these qualities lead to the attainment of skills necessary for success in academics, athletics, and most importantly life-long learning.

## **PERSONNEL ISSUES**

## **CODE OF CONDUCT**

All Department of Athletics' employees are bound to the code of conduct put forth by CSU Stanislaus as referenced in the current Faculty Handbook. The bargaining unit of each individual employee dictates employment rights. The personnel of the Athletic Department are, by nature, visible to the public and are often the face of the University. Therefore, it is expected that all employees will conduct themselves in a professional and ethical manner in accordance with all California State University, NCAA, and CCAA bylaws.

## **CAMPUS SECURITY AUTHORITY (CSA)**

All employees (coaches, staff, volunteers, student workers etc.) who have significant responsibility for students and campus activities are CSAs of the University. The function of a CSA is to report allegations of Clery Act crimes that they conclude were made in good faith (meaning that there is reasonable basis for believing that the information is not rumor or hearsay) to campus police to collect crime report information. CSAs are not responsible for determining authoritatively whether a crime took place and should not try to apprehend the alleged perpetrator. The criminal offenses CSAs are required to report are murder/non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, and arson. CSAs are also required to reports of bias-related (hate) crimes for all the aforementioned crimes in addition to incidents of larceny-theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism, intimidation, simple assault and damage/destruction/vandalism of property. Additionally, CSAs must report incidents of sexual assault, domestic violence, dating violence, stalking, liquor law violations, drug abuse violations and weapons, carrying, possessing, etc. If a CSA is in doubt as to whether a crime is reportable, please err on the side of reporting the matter.

All CSAs must watch the Campus Security Authority Training Video on the [csustan.edu](http://csustan.edu) website.

## **MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT**

The California Child Abuse and Neglect Reporting Act, [California Penal Code §§ 11164-11174.3](#) (CANRA), identifies certain groups of employees as “Mandated Reporters” of child abuse and also imposes various obligations on and extends certain protections to those Mandated Reporters as well as their employees. As a covered employer, the California State University (CSU) is required to comply with the Act. [Executive Order 1083](#) (Revised July 21, 2017) provides additional guidance for employees that are identified as Mandatory Reporters.

Apart from the legal obligations the Act imposes, it is the policy of the CSU System to strongly encourage all other members of the CSU community who are not designated under the Act, to report child abuse and neglect occurring on the CSU premises or at an official activity of, or program conducted by, the CSU.

As a designated Mandated Reporter, whenever you, in your professional capacity or within the course of your employment, have knowledge of or reasonably suspect child abuse or neglect has occurred, you must personally report the incident. It is the individual employee’s legal obligation to report, not the CSU’s.

For step-by-step instructions for reporting, use the following website:  
<https://www.csustan.edu/compliance/mandatory-reporting-child-abuse-and-neglect>

## **EMPLOYMENT CONTRACTS**

The Department of Athletics employs personnel for the academic year (9 months), or the calendar year (12 months). All full-time positions are secured via a contractual appointment. Contracts are generally for one-year terms renewable annually at the discretion of the Director of Athletics and the Vice President for Student Affairs. Multi-year appointments may be issued as appropriate or necessary.

## **GENERAL PERSONNEL POLICY**

To maintain personnel that are of the highest caliber, the Department of Athletics strongly encourages all coaches, staff, and administrators to engage in professional development activities. While such activities may be limited as to institutional funding available, it is the position of the Department and the University that all members of the Department of Athletics should endeavor to maintain the highest quality of continuing education opportunities. Involvement in professional and scholarly organizations and the governance of these activities will only serve to enhance the program offered within the Department of Athletics. All personnel are strongly encouraged to partake in these endeavors. Such endeavors, however, must lie within the realm of the position held at the University and must not unduly interfere with the Mission and Purpose of the University and the Department of Athletics. In the event external or internal activities prove to be detrimental to the mission and purpose of the University and Department of Athletics, disciplinary action may be taken. Procedures for disciplinary action for personnel and staff will be in accordance with existing bargaining unit guidelines established within the California State University system and consistent with established policies.

## **GENDER EQUITY POLICY**

CSU Stanislaus is committed to providing equal educational opportunities for all peoples, regardless of race, gender, creed, sex, color, gender identification, sexual orientation, or religious affiliation. The Department of Athletics adheres to maintaining a diverse population within its personnel and student-athlete ranks. CSU Stanislaus endeavors to provide equal opportunity in equitable sports for both genders. The Department of Athletics is committed to maintaining opportunities in all sports in compliance with NCAA and Title IX.

## **JOB DESCRIPTIONS**

Prior to the initiation of any appointment, a job description is to be reviewed by athletic administration and the prospective employee. Job descriptions for all full-time and part-time staff members are retained in the Athletic Office.

## **PERFORMANCE EVALUATIONS**



The Director of Athletics and/or a senior staff member will conduct performance evaluations for all full-time and part-time employees and head and assistant coaches annually. Evaluations are conducted in a manner consistent with the bargaining unit of the employee per the Memorandum of Understanding of record. Usually, the performance evaluation is scheduled near the end of a contracted appointment. Copies of annual performance evaluations are maintained as a permanent document in the employee's personnel record.

## **CODE OF CONDUCT FOR ALL ATHLETIC PERSONNEL**

### **RESPONSIBILITY TO STUDENT ATHLETES**

- a. Provide academic, emotional, physical, and moral support for the well-being of student athletes.
- b. Maintain strictly professional relationships with student-athletes, student-managers and student-trainers while performing work related duties.
- c. Maintain a healthy and safe competitive environment for the student-athlete.

### **RESPONSIBILITY TO PROSPECTIVE STUDENT-ATHLETES**

- a. Follow all NCAA rules and regulations while recruiting.
- b. Refrain from making any statements or promises to a prospective student-athlete that, knowingly, cannot be fulfilled.
- c. Educate prospective student-athletes and their parents of the basic NCAA rules regarding recruiting.

### **RESPONSIBILITY TO FELLOW COACHES AND STAFF**

- a. Conduct oneself in a manner that brings credit to the profession and exhibits professionalism in all words and actions.
- b. Honor all professional relationships with colleagues and treat colleagues with dignity and respect.
- c. Notify the head coach of another institution prior to interviewing or offering a position to one of his/her staff members.

### **RESPONSIBILITY TO THE SPORT**

- a. Conduct all competition within the spirit and intent of the rules.
- b. Support and respect competition officials and abide by their judgment, while refraining from criticizing the officials to news media or the public.

### **RESPONSIBILITY OF PERSONAL CONDUCT**

- a. Abstain from public demonstrations of inappropriate behavior and obscene gestures while discouraging the same behavior among staff members and student athletes.
- b. Adhere to all university and department policies. Complete administrative duties as written in the existing university and department policies. Contribute to the university and department by volunteering for committees, supporting other teams, and securing athletic facilities and equipment (including department items such as game chairs, tables, etc.).

## **OUTSIDE EMPLOYMENT**

NCAA and CSU regulations do not explicitly require coaches or staff members to disclose outside work activities unless it is deemed that there may be a potential conflict of interest or if the employee is appointed to a specific classification that requires disclosure. Outside work activities are not to interfere with an employee appointment and it is highly suggested that all employees disclose their outside work activities to the Director of Athletics to prevent any potential conflict of interests. Refer to NCAA Compliance Manual.

## **EMPLOYEE CONFLICT OF INTEREST POLICY**

Since some coaches and staff at CSU Stanislaus serve as part-time employees (either paid or volunteer), they may hold outside business interests that are not under the domain of the University.

In an effort to minimize/reduce any potential conflict of interest that may pertain to the duties of any part-time head or assistant coach and their outside activities, the following policy shall be utilized to maintain the best interest of the student-athlete and the University:

1. A complete review of candidate to include, but not limited to:
  - a. Educational background
  - b. Reference check
  - c. Disclosure of all other employment
  - d. Disclosure of outside activities
2. In the event an employee/potential employee exhibits any conflict of interest that will affect the candidate's ability to work at CSU Stanislaus, such activity must be reviewed by the Director of Athletics. The Director of Athletics will then determine if the conflict of interest would preclude the candidate from employment at CSU Stanislaus.
3. The employee, if deemed employable, shall complete, and maintain on file in the Department of Athletics an understanding of the potential of the conflict of interest and indicate that they will not use their employment by the University to gain benefits, either real or potential, for their personal or business entity's use.

## **NEW EMPLOYEE CHECKLIST**

A new employee checklist is available on <https://warriorathletics.com/index.aspx> as a resource for all new Employees.

## **SPECIAL CONSULTANT HIRING PROCESS AND FORMS**

A special consultant contract is generally used for an individual who is currently employed at the University but who is working outside of their general work classification to work in an area that is not represented by a bargaining unit. This is most often used for a coach or assistant coach on an academic year appointment to be reimbursed for a camp.

<https://www.csustan.edu/hr/employment-services/recruitment-employment-transaction-services/special-consult-agreement>

You may hire someone off campus, but they must have experience in coaching or as a student athlete. This process will be completed through Human Resource CHRS Recruiting <https://www.csustan.edu/hr/hiring-employment-resources/non-faculty-special-consultant>

Coaches with an FTE 1.0 or staff members on a 12-month appointment are not eligible for special consultant contracts as the work would generally fall within the parameters of the coaching contract

### **FACULTY AFFAIRS PROCESS FOR A SPECIAL CONSULTANT FOR A COACH CURRENTLY EMPLOYED BY THE UNIVERSITY**

1. Completely fill out the Special Consultant form including details of job duties, qualifications and dates the duties will be performed. The Daily Rate cannot be less than \$124/day (subject to change based upon cost of living, as reported by Human Resources). Please make sure that the Special Consultant form and the pay voucher (which you complete at the end of the scheduled work) have the same daily rate. The special consultant is usually paid an agreed upon flat rate that is easily divisible by the daily pay rate (e.g., \$620 = 5 days x \$124/day). If you are hiring a person off campus, this will need to be completed through CHRS Recruiting. Please email the Athletics Administrative Coordinator the name of the person, e-mail address, job description, total days of work, start date, end date, daily rate and total amount budgeted.
2. Submit completed form to the Athletics Administrative Coordinator to be checked for completion and accuracy. If the form is completed correctly, the form will be forwarded to the Athletic Director and Students Affairs for signature for approval. Once it is approved it will be sent to Faculty Affairs. **If the information is not accurate the form will be sent back to you to complete.**
3. Once approved and sent to Faculty Affairs it will initiate the signing in of the individual. If the person is not already employed by CSU Stanislaus, they must have a Live Scan and Background check prior to starting work. The Department of Athletics is not authorized to finalize any employment documentation. All final employment documentation is to be completed by Faculty Affairs, depending upon the classification of the employee. The individual is not hired until all necessary processes have been completed.
4. Once Faculty Affairs has processed or received the appropriate documentation, all applicable information will be sent to payroll in preparation for future salary disbursement.
5. Once the scheduled work has been completed, please complete the Pay Voucher and forward to the Athletics Administrative Coordinator. Once the Pay Voucher has been checked for accuracy it will be submitted to the Director of Athletics for signature. Make sure that the daily rate and worked dates match your daily rate and your worked dates on your Special Consultant form that was completed. Keep in mind that any changes to the daily rate that result in exceeding the Total Budgeted Amount will require the appropriate level of authorization for an increase of funds. The Pay Voucher should then be sent to Faculty Affairs for processing.

## **HUMAN RESOURCES PROCESS FOR A SPECIAL CONSULTANT FOR AN OFF-CAMPUS CANDIDATE COMPLETED THROUGH CHRS RECRUITING.**

1. Please see the link of the process <https://www.csustan.edu/hr/chrs-recruiting/training>
2. Please email your request to hire a Special Consultant with detail information of job description, name of person, e-mail address, phone number, potential start date and end date with a daily rate.
3. Once the job request is submitted through CHRS Recruiting. Individuals are not hired until all necessary processes have been completed.

Once the scheduled work has been completed at the end of the month, please complete the Pay Voucher and forward it to the Athletics Administrative Coordinator. Once the Pay Voucher is checked for accuracy, it will be submitted to the Director of Athletics for signature. Make sure the daily rate and worked dates match your daily rate and worked dates on your Special Consultant that was completed. Keep in mind that any changes to the daily rate that result in exceeding the Total Budgeted Amount will require the appropriate level of authorization for an increase of funds. The Pay Voucher should then be sent to Human Resources for processing.

## **HIRING STUDENT ASSISTANTS**

You must post your position with Human Resource prior to hiring a student. All requests must be submitted through CHRS Recruiting. Job postings must be posted in Human Resources a minimum of 5 workdays (weekends/holidays do not count as a workday).

### **PROCESS TO HIRE STUDENTS FOR CAMPS**

1. For all vacated and new student assistant positions (non-work study), the hiring department completes the Job Requisition through CHRS Recruiting. Please email the job description, the number of student assistants needed and the start and end date of the job to the Athletics Administrative Coordinator. The appropriate department head must verify funds are available and approved.
2. Human Resources prepares the job announcement and posts on the HR (Human Resources) Career Opportunity Page webpage: <http://www.csustan.edu/hr/student-employment/job-opportunities> NOTE: All positions must be posted for a minimum of five working days prior to selection of student.
3. Students must submit their applications online at the Career Opportunity Page.
4. The hiring department reviews required materials (application, resume, etc.) from applicants:
  - Review all applications
  - Conduct interviews with top candidates
  - The hiring manager should change the status of the interviewed applicant that was selected as the finalist to “Finalist Selected HR Review” and change the status of those will not be considered further to “Interview Unsuccessful”.

If a background check is required the Talent Acquisition Specialist (TAS) will give instructions on making the contingent offer, the Hiring Authority will then need to contact the finalist and make a verbal offer.

1. Once the finalist's acceptance of the conditional offer, the Hiring Authority will change the applicant status to "Conditional Offer Accepted" or "Conditional Offer Declined", as appropriate.
  - The hiring authority will conduct reference checks with at least three of finalist's most recent supervisors and submit to the assigned TAS when completed.
  - Once you have received notification that the Offer Card is ready for review the hiring authority should review the following:
2. Update the recommended salary the Hiring Authority will update the "Base Pay Rate" to the approved salary
3. Confirm that the start is correct
4. Update the dates that the verbal offer was extended and accepted.
  - The hiring department must not start student working until confirmation from HR has been received that the student has cleared all background checks.
5. The TAS will start the onboarding, assigning tasks to the new employee and hiring the manager in preparation for the employee's first day.
  - New hires log into their applicant portal to access the onboarding portal.
  - A list of onboarding tasks that must be completed by the new hire and sometimes also the hiring manager. Tasks are grouped into times when the tasks must be completed.
  - The Talent Acquisition Specialist will schedule to meet with new employee on their first day to complete New Hire Documents.
  - Athletics will schedule twice a year an Athletics Group Sign-in with Human Resources

Brand new student assistants that have never worked for CSU Stanislaus before will also be required to complete and submit the following to Human Resources during a Sign-in Session:

- Student Payroll Action Request (SPAR) \*
- Employment Eligibility Verification (I-9) \*
- Statement Concerning Your Employment in a Job not Covered by Social Security (Form SSA-1945) \*
- Emergency Contact Form

All forms may be downloaded from: <https://www.csustan.edu/hr/student-employment/new-studentemployee-sign>

All new student assistants must show identification documents as proof of employment eligibility, which will be verified by a Human Resources representative.

NOTE: If a student cannot attend one of the prescheduled sessions, they may make an individual appointment with Human Resources.

\* Student assistants that have been employed by CSU Stanislaus within the past 18 months do not need to submit any of the new hire forms unless they want to make updates to their previously completed forms.

6. Rehire student assistants – email the Athletics Administrative Coordinator the name, student ID#, start and date.
7. Upon completion of all required paperwork and background checks, HR will set up student access to the online timecard. The student employee will then be able to log onto Mycsustan to enter their hours worked. After all work hours are entered for the pay period, assigned timekeeper verifies hours are correct, and submits hours online by the second business day of the next pay period. Paychecks are issued on the 15th of the month from the Cashier's Office.

Additional information can be found at: <https://www.csustan.edu/hr/student-employment/manager-resources>

## **VOLUNTEERS**

Individuals who volunteer their time and expertise to Stanislaus State provide important services to the campus and its surrounding communities. In turn, these volunteers gain valuable experience and a sense of personal satisfaction from performing such services. Volunteers, who perform work or provide services to the university without financial gain, have had a long-standing relationship with Stanislaus State. We make every effort to ensure that we promote a productive, safe, and mutually beneficial environment for Stanislaus State volunteers. The paperless Volunteer Form must be completed and fully approved before performing volunteer duties.

Please email the Athletics Administrative Coordinator the volunteer's name, email address, start date, end date and all duties assigned. Once the paperless form is submitted, the volunteer, supervisor and MMP will receive an email from HR to approve. Additional training is required including defensive driver, mandated reporter, small cart, etc. Volunteers are not considered CSU Employees therefore a Non-CSU Employee Access Request is required for access to 25Live, Warrior Connect, CSU Learn, etc..

Additional information can be found at <https://www.csustan.edu/hr/hiring-employment-resources/volunteers>

## **CAMPS AND CLINICS PROCEDURES**

Through ARMS you will submit your Camp/Clinic information in the Camp/Clinic Workflow. **Recommended to begin process 30 days in advance, if not camp/clinic may not be approved.**

1. Submit initial Camp/Clinic information:
  - Coordinator information
  - Program Information \*This must be detailed information for flier, website to be created and for Risk Assessment
  - List of Activities (Camp Itinerary) \*This must be attached if not it will be returned to you to re-submit

- Participant Information
- Supervisor Information
- List ALL supervisors including student assistants
- Pre-Budget Reconciliation
- List all items including paying of all workers, camp insurance, any merchandise given to campers
- Signature

## 2. Compliance Approval

- Athletics Compliance Coordinator will review and approve camp. Must be verified to make sure the camps/clinics follow the NCAA rules.

## 3. Public Safety – PMP and Live Scan completed by Athletics Administrative Coordinator

- All adult supervisors will be checked if they have clearance on Protection of Minors Program and Live Scan
- All live scans must be completed through Public Safety, this process could take up to 30 days to be cleared. Please start this ASAP so that there is enough time for the clearance to come back prior to the start of the camp/clinics.
- Email will be sent back to Camp Coordinator on the update of each adult supervisor of what they need to complete.
- Workflow will be sent over to Risk Assessment for approval and waivers and rosters will be created and sent to Camp Coordinator.
- Risk Management will send you a Sports Camp Participation Release form for the parents /guardians to complete and turn in on the first day of camp. Prior to sending the participation release forms please check and make sure the parent has signed in the correct area and the birthdate of the child is on the form. All participation release forms must be turned into Risk Management at the end of camp. They will hold all forms the length of time that is needed.
- Risk Management will send you a Camp Insurance Roster. Please fill out all the names of the campers prior to camp start date. Day of camp use the form as parent's drop of their campers. Once camp is completed this form must be turned into Risk Management, this is how they calculate the insurance cost.

## 4. Pre-Budget Reconciliation

- List all items including the paying of all workers, camp insurance and any merchandise given to campers.

## 5. 25Live Schedule

- Associate Director of Athletics, Facilities & Game Operations will approve and schedule the camp on 25Live. All camps/clinics must be on the University calendar.

## 6. Graphic Design Approval

- If necessary, Senior Communications Specialist will schedule a meeting with coach(es) to verify information for the flyer and website.
- Once flyer is created based on information provided, a draft will be attached in ARMS for coach approval.

7. Coach Flier Approval
  - Once the flier is created and sent to you, you will then approve the flier.
8. Budget Approval
  - Final reconciled budget due within two weeks after completion of camps/clinics, Business Operations Specialist will approve.
9. Website Approval
  - Once webpage is created/updated, coach(es) will receive an email from Senior Communications Specialist, to verify information.
  - Online registration will open after website is approved. All online registration will not close until after the 2<sup>nd</sup> day of camp has ended.
10. PMP and Live Scan Revisited
  - Update all Adult Supervisors to ensure they have completed all training and clearance on live scan.
11. All Adult Supervisors
  - Volunteers will need to complete a paperless volunteer form, including students that are not getting paid. All volunteers will need to have live scan and background check and must be cleared prior to work. Please email the Athletics Administrative Coordinator the volunteer's name, email address, start date, end date and all duties assigned. Once the paperless form is submitted, the volunteer, supervisor and MMP will receive an email from HR to approve.
  - Paid employees.
  - Follow the process for Hiring Student Assistants in the Athletic Policy Manual.
  - Follow the process for Special Consultant Hiring in the Athletic Policy Manual.
  - **\*NEW POLICY\***All paid employees need to be cleared by Human Resource or Faculty Affairs prior to working any camps, **this does include all head and assistant coaches.**
12. Temporary Food Permit – must be completed if you will be selling food at your camp. This form must be completed 14 days prior to camp, if this is not completed on time you might be denied. <http://www.csustan.edu/safety-risk-management/temporary-food-service>. If you will be providing food for your campers, then you must contact Chartwells for food service.
13. Parking Moratorium – Per Parking Management the cost for a parking moratorium for camps/clinics per day are: Lot 7 \$94, Lot 8 \$99. You may have a parking moratorium for the first 15 minutes of camp and the last 15 minutes each day. Please remind parents if they are staying longer, they will need to buy a parking pass or park on the street. This must be on your reservation on 25Live.

## **CASH HANDLING PROCEDURE FOR CAMPS/CLINICS**

**All camp/clinic checks received through the mail prior to camp is given to each head coach.**

1. Each head coach will track the camper on an excel spread sheet:
  - Name
  - Address or Email



- Phone number
  - Payment – dollar amount, check/cash, online
  - Which camp the camper will be attending
  - Grade/Age
  - Liability release form received
2. Deposit of received camp checks will be turned into the Budget Analyst within 48 hours of receipt.
  3. Business Operations Specialist will stamp endorsement and log all checks and turn into Cashiers Office within the same or next business day that checks are received from the Coach.

**All Parents/Guardians are encouraged to register online for camps/clinics, all checks or cash received on the first day of camp will be accepted at the time of registering the camper. Head Coach and Assistant Coach will be at the table to accept checks and cash.**

4. Receipts will be given to each check/cash received.
5. All monies received will be tracked on an excel spread sheet:
  - Name
  - Address or Email
  - Phone number
  - Payment – dollar amount, check/cash
  - Which camp the camper will be attending
  - Grade/Age
  - Liability release form received
6. Deposit of received camp checks/cash will be turned into the Business Operations Specialist within 48 hours of receipt.
7. Business Operations Specialist will stamp endorsement and log all checks/cash and submit a Cash Reconciliation sheet for the cash verified with the coach.

**All camp/clinic online registration checks are received twice a month (1<sup>st</sup> – 15<sup>th</sup> and 16<sup>th</sup> – 31<sup>st</sup>) will be received and deposited by the Business Operation Specialist. Each camp is individually sent a check from My Online Camp and has an activity sheet with ID#, Name, Camp and dollar amount.**

8. Business Operations Specialist will stamp endorsement and log all checks and turn into Cashiers Office within the same or next business day that checks are received.

## **FACILITIES/EQUIPMENT**

Facilities at CSU Stanislaus are for the exclusive use of Faculty, staff, and students and approved outside groups. Facility usage is governed by CSU Stanislaus facility use policy. While athletic events are considered priority events, all coaches/groups looking to reserve any facility must submit a request by email to the Associate Director of Athletics for Facilities and Game Operations. If the request is for an athletics facility, the event will be scheduled barring conflicts. If the event request is for a non-athletics-controlled facility (i.e. Warrior Stadium, SRC Complex, etc.) the request will be submitted via the 25live online scheduling system. This system is utilized by the University to schedule both academic and non-academic events in all

facilities on campus. Coaches are encouraged to complete this process at their earliest convenience to protect their facility use. No practice or competition may be held without completion of this on-line process.

## **INDOOR FACILITIES**

### **FITZPATRICK ARENA AND FIELDHOUSE**

Fitzpatrick Arena and Fieldhouse are the buildings that house the gymnasium, Warrior Fitness Center, athletic training room, equipment room, classroom, locker rooms, administrative offices for athletics, and office space for the Department of Kinesiology.

### **FITZPATRICK ARENA**

The facility serves as the home arena for the basketball and volleyball programs with a seating capacity of 1608. The primary use of the arena is to accommodate athletic events and to accommodate the classroom needs of the Department of Kinesiology. Fitzpatrick Arena also serves as a venue for campus and community special events.

### **WARRIOR FITNESS CENTER**

Administered by the Department of Kinesiology, Warrior Fitness Center offers a full line of fitness equipment including, free weight area, aerobic area featuring indoor bicycles, treadmills, stair climbers, versa climbers, and a platform area for Olympic style lifts. Management of the Fitness Center is done by the Department of Kinesiology. Use of the Fitness Center is limited to faculty, staff and students only. The hours for athletic use of the Fitness Center are between 5:30-7-45am and 3:30-5:30pm Monday through Friday. Any issues with the facility or conflicts with time should be communicated with the Associate Director of Athletics for Facilities and Game Operations.

The State of California Fire Code prohibits the following items being left unsecured in the facility: book bags, duffel bags, coats, or other miscellaneous items are not permitted in the Fitness Center.

The goal of the CSU Stanislaus Strength and Conditioning (S&C) program is to create a safe environment for athletes to maximize their physical potential while simultaneously making themselves more resilient to injury. It is important that athletes have the proper attire (athletic clothes, closed toed shoes, no loose jewelry) when using the facilities. Athletes are responsible for making sure they are in good standing (sports medicine and compliance) prior to using the facility or attempting to schedule training sessions with the S&C staff.

Use of the facilities should follow the agreed upon schedule and changes should be communicated to the strength and conditioning staff. All training sessions (use of free weights/machines/equipment with the goal of developing physiological qualities) must be supervised by a NSCA or CSCC a certified professional who is also certified in CPR/First Aid. Regeneration sessions (use of low intensity cardio machines as a mode of active recovery) may

be supervised by a member of the sport staff who is CPR/First Aid certified. Athletes are not permitted to use the facility unsupervised.

Athletes may have access to the facility during voluntary periods. During these periods student athletes should contact the strength and conditioning staff to set up hours by appointment. If any injuries happen to occur during training, it is important that this be communicated to the strength staff. At the conclusion of all training make sure all equipment is returned to the appropriate place and that surfaces/machines used are wiped down and disinfected.

## **OUTDOOR FACILITIES**

The University complements its indoor facilities with fine outdoor fields and tennis courts. Use of all athletic facilities is governed by CSU Stanislaus facilities usage policy.

### **WARRIOR STADIUM AND AL BRENDA TRACK AT WARRIOR STADIUM**

Warrior Stadium and Al Brenda Track is located at the northeast edge of campus. It is a state-of-the-art all-weather, 400-meter track and soccer stadium. Spikes larger than one-quarter inch are not permitted on the surface. Bicycles, baby carriages, skateboards, in-line skates, dogs and other animals are not permitted on the track or on the field of play (in-field/soccer field). All requests for use of Warrior Stadium and Al Brenda Track must go through the SRC staff and a 25live request must be made.

### **TENNIS COURTS**

The University has six tennis courts. These courts are used for Kinesiology classes and the Women's Tennis Team. Use of the courts is regulated according to Tennis Team practice and competition and use as an academic facility by the Department of Kinesiology. Additions of new windscreens and courtside benches have enhanced the feel of the college level courts. The courts are open for students and faculty/staff when not in use for the women's tennis team or academic courses.

### **WARRIOR BASEBALL FIELD**

Located on the northern end of campus, the men's baseball field is primarily used by the Warrior Baseball team. In recent years it has seen major upgrades including lights, new stadium seating, a new press box, a new 10-inning scoreboard and refurbished backstop and dugout netting. As with all athletics facilities, the baseball field and indoor batting cage/weight room is available for use by all student-athletes and teams. Reservations can be requested via contacting the Associate Director of Athletics of Facilities and Game Operations.

### **WARRIOR SOFTBALL FIELD**

Warrior Softball Complex was built in 1999. It is the primary venue for the softball team. Recent additions of lights and a new 10-inning scoreboard have made it a premier venue in the CCAA. Its use is subject to the CSU Stanislaus facilities use policy.

## **USE OF ATHLETIC DEPARTMENT EQUIPMENT**

All equipment belonging to the Athletic Department must be properly reserved and checked out through the Associate Director of Athletics for Facilities and Game Operations. This does not include normal equipment needed for games/matches/meets or practice, but rather for events such as camps, clinics, fundraisers, third party events, etc. This does not include training room equipment, requests for that equipment must be made directly with training room personnel. Should your request exceed the amount of our supply, a work order can be placed on your behalf to request equipment from Facilities. Equipment check-out must be submitted via email to the Associate Director of Athletics for Facilities and Game Operations a minimum of two weeks prior to the date equipment is needed. It is the borrower's responsibility to notify the Associate Director of Athletics for Facilities and Game Operations or the Administrative Assistant if equipment is being returned with any damage or changes. An inventory will be kept and updated by the Associate Director of Athletics for Facilities and Game Operations.

## **USE OF STATE UNIVERSITY BUILDINGS AND GROUNDS**

Most of the facilities, buildings, and grounds that comprise California State University, Stanislaus are owned by the State of California and its taxpayers. The usage of the facilities on campus are strictly monitored and are not to be rented, approved for use, or authorized for use by anyone other than those authorized to do so by the University President or the Chancellor of the California State University. Strict guidelines must be adhered to when utilizing these facilities. Failure to do so may result in stiff penalties, including loss of employment, to the individual.

Following is an outline of the guidelines that are to be followed when securing the use of a facility on campus that is owned by the State of California.

### **A. USE OF UNIVERSITY BUILDINGS, FACILITIES, OR GROUNDS**

1. As used in this article the following definitions apply:
  - “Solicitation” means request, or endeavor to persuade or obtain by asking, but does not include “commercial solicitation.”
  - “Commercial solicitation” means any direct and personal communication during a trade or business reasonably intended to result in a sale.
  - “Commercial transaction” means selling or purchasing or both selling and purchasing by any person in the course of employment in, or in the carrying on of, a trade or business.
  - “Sale”, “selling” or “purchasing” means an activity creating an obligation to transfer property or services for a valuable consideration.
  - “Private sale” means occasional selling between persons who are campus students or employees.
  - “Campus President” means those persons referred to in Title 5, Section 42355 and includes their designees.
2. The University President may permit the use of campus buildings and grounds for public meetings, performances, rallies, and similar events held in accordance with the

established time, place, and manner regulations. Any such event occurring on campus in violation of these established campus directives regarding time, place, and manner is prohibited.

3. The use of campus buildings, facilities, or grounds for purposes of solicitations, Commercial solicitations or transactions, the distribution of handbills and circulars, and public meetings, performances, rallies, and similar events is contingent upon the agreement of those engaging in such activities to assume responsibility for observing the following requirements:
  - The activities must be conducted in an orderly and lawful manner.
  - The activities must not unreasonably interfere with the instructional program or operation of the campus.
  - The activities must conform to the time, place, and manner restrictions established by the policy and facility reservation process.
  - The activities must be conducted in conformance with all applicable Federal, State, and University laws, policies and regulations.
  - Prior written authorization must be obtained for the display of commercial advertising.

## **B. POLICY**

The President of the University, pursuant to California Code of Regulations, Title 5, Sections 42350, may permit the use of campus buildings and grounds for public meetings, performances, rallies, and similar events held in accordance with reasonable directives. The CSU Stanislaus administrative policy relating to the use of university facilities for purposes other than scheduled instruction is the policy for the use of CSU Stanislaus buildings and grounds. It applies to student, faculty, and staff organizations, campus affiliated organizations, and off-campus groups or persons.

Campus policies and regulations are adopted pursuant to the authority of the Campus President, who is responsible for the general welfare of the campus over which he/she presides (Title 5, California Code of Regulations, and Section 42402).

Violations of this policy constitute a violation of an order of the President of CSU Stanislaus and applicable statutes and regulations. Policy violations may result in removal of the offending party or parties from the campus, as well as possible loss of further use of campus facilities and grounds and personal liability for any cost incurred by the campus due to the improper use (California Education Code Section 89031).

## **C. USE OF THE UNIVERSITY BUILDINGS, FACILITIES, OR GROUND**

The use of buildings, facilities, or grounds by officially recognized campus organizations, faculty, staff, and off-campus groups or persons is contingent upon the agreement of those engaged in meetings, events, activities, and programs to assume the responsibility for observing the following university policies:

- The activities must be conducted in an orderly and lawful manner.
- The activities must not unreasonably interfere with the instructional program or operation of the campus.

- The activities must conform with established time, place, and manner restrictions.
- The activities do not display commercial advertising unless prior written authorization or clearances have been obtained.
- The events must be conducted in conformance with all applicable Federal, State, and University laws, policies, and regulations.

Signature of the responsible officer of the organization, or individual on the Facility Request Form, attests to the acceptance of responsibility for observing university regulations. Signature indicates that a specific person(s) has/have accepted the responsibility, as individuals or as representatives of an organization, to abide by the rules and regulations of CSU Stanislaus.

#### **D. USE OF UNIVERSITY FACILITIES FOR FUNDRAISING EVENTS**

Recognized student, faculty, staff, or affiliate organizations may be granted use of the University facilities for functions at which admission is charged or donations solicited, when facilities are available, and providing they observe University policies and regulations.

#### **E. COMMERCIAL TRANSACTIONS AND COMMERCIAL SOLICITATION**

(California Code of Regulations, Title 5, Sections 42350.1, 42350.5, 42350.5, 42351)

- Commercial transactions and the display of property or services for sale on campus are prohibited unless proper written authorization has been obtained from the Campus President or designee. Persons or organizations wishing to engage in commercial transactions or to display goods or services for sale on campus grounds may be granted permission to do so if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place, and manner established in the written authorization, unless such commercial transactions would be in violation of law. Private sales are excluded from this section.
- Commercial solicitation on campus is prohibited unless prior written authorization has been obtained from the campus President or designee. Persons wishing to engage in commercial solicitation on campus grounds may be granted permission to do so if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place, and manner regulations established below, unless such commercial transactions would be in violation of the law.
- Commercial transactions and commercial solicitation must be conducted in a manner that does not unreasonably interfere with classes or other normal university functions or obstruct the free flow of pedestrian and vehicular traffic and must be carried out without voice amplification or other unduly loud noise, and without provocation, harassment, or disturbance of persons in the area.
- For approval to engage in commercial transactions or commercial solicitation on campus ground, contact the Facility/Event Scheduling Office for a permit, MSR 290, telephone (209)667-3062.
- The permit must be displayed at all times at the approved vendor site.

#### **F. POSTING OF SIGNS**

1. All posting on the campus, use of General Announcement Boards, banners, stakes, and bulletin boards, is governed by the authority of the University President and published in the document “Posting Guidelines” available in the Office of Student Life & Development. All publicity is limited to the interior of the campus. Posters may not be placed on the boundaries of the campus.
2. Material may not be posted on buildings, sculptures, posts, railings, sidewalks, trees, traffic control signs, utility poles, vehicles, or in planted garden areas. Nothing shall be posted as to obscure previously posted, properly placed materials.
3. Further information can be found in the campus Posting Policy at [https://www.csustan.edu/sites/default/files/posting\\_policy\\_002.pdf](https://www.csustan.edu/sites/default/files/posting_policy_002.pdf).

## **WARRIOR ARENA/GYMNASIUM USE - Inclement Weather Policy**

- Following is the Warrior Arena Facility Usage Reservation Blocks and are subject to change:
  - a. 8:00am – 1:30 pm: Kinesiology & Health
  - b. 1:30pm – 7:30pm: Athletics
- Teams that use Warrior Arena as their primary venue have priority for sole practice times and facility use during their competitive season.
- Teams that utilize other campus areas as their primary venue may use Warrior Arena for practice activities during times available that do not overlap with the primary team(s) practice times.
- A team may utilize Warrior Arena for practice activities during the time(s) that another team is practicing after consulting with the head coach of the “in-season, primary venue” team and mutual agreement is reached as to the activity to be performed by the “in-season, secondary venue” team, so as not to unduly interfere with the “in season, primary venue” team.
- A team may utilize Warrior Arena for practice activities during “off-hours” after requesting use from the Associate Athletic Director.
- There should be no activities in the facility that utilize hard, non-yielding objects that will mark, damage, or otherwise deface the facility.
- Care should be given so as not to damage the flooring of the facility and the mirrors at the southeast corner of the facility.
- Proper footwear is to be worn at all times (i.e., no hard soled shoes, no black soled shoes, no spikes, etc.)

## **SCHEDULING GUIDELINES FOR STUDENT EVENT PLANNERS**

### **A. GENERAL INFORMATION**

University Users are defined as university budget organizations, recognized student organizations, campus committees, official support and auxiliary organizations, academic departments, and official employee organizations and groups. Non-University Users are defined

as all entities, groups, or individuals that are not defined as University Users, including University employees using University facilities for personal events. Examples of Non-University Users are as follows: charitable organizations, private parties, other governmental agencies, chambers of commerce, community groups, business entities, other educational institutions, and education related associations or agencies, and fund-raising tax-exempt organizations. Organizations and groups using CSU Stanislaus facilities are responsible for the conduct of its members and guests and must, at all times, follow proper policies and procedures as established by the University. Scheduled events that are open to the public, or charge admission to the public, must be approved by the Facilities/Event Scheduling Office and the Department of Public Safety/Police Services prior to the event.

## **B. FACILITY RESERVATIONS**

Facility Reservations are secured only through the Event Scheduling Office, University Student Union, or John Rogers Faculty Development Center. Priority is given at the University to instruction-related activities and University Users.

## **C. ONLINE RESERVATIONS FOR ALL UNIVERSITY FACILITIES**

The CSU Stanislaus campus community can now check for availability, verify reservations, and request space using the 25live online event calendar. From the CSUS homepage, click on “Faculty/Staff” menu, then click on the “25live calendars” button. From there you can survey current scheduled events by browsing through the calendar or submit a new request by clicking on the “submit request” option. A valid CSUS user ID and password is required, contact the 25live scheduling office to request a logon. You will receive an email confirmation when your event has been reviewed and approved and your event should be viewable on the Master Calendar. If your event is not found under either screen, contact the Associate Director of Athletics for Facilities and Game Operations for assistance.

## **D. RESERVING SPACE FOR PRACTICE/COMPETITIONS**

To reserve space for practice and/or competitions, please submit the Schedule Review Procedure Form complete with dates and times to the Associate Athletics Director for Facilities and Game Operations. Barring any conflicts and assuming proper procedure has been followed and appropriate approvals obtained, the requests will be entered into the 25live system and scheduled for you. You will receive an email to confirm the event(s) have been scheduled.

## **E. RESERVING SPACE FOR CAMPS/CLINICS**

Camps and clinics can be reserved through the ARMS camp workflow. Through that process there is a step to reserve through 25live and that will be done by the Associate Director of Athletics.

## **F. RESERVING UNIVERSITY SPACE FOR OTHER EVENTS (I.E. MEETINGS, FUNDRAISERS, ETC.)**

It is the responsibility of the coach or staff member to reserve space for all non-practice, non-competition, or non-camp use. This can be done using the 25live application on the university



website. The Associate Director of Athletics for Facilities and Game Operations is available to assist with this process if needed but must be given information at least a week prior to the event being scheduled. The Associate Director of Athletics is also available to assist and/or train coaches and staff on the 25live system.

## **G. THE RESERVATION PROCESS FOR OTHER UNIVERSITY USERS**

A complete event reservation consists of a request with account number (**required**), the expected number of attendees, and all forms required by other departments for rental items or services. It is the responsibility of the requestor to submit forms to the appropriate department and obtain departmental approval well in advance of the event date. Events may require the following:

- Alcohol Use form for all events serving alcohol, (beer, wine or champagne only) and one-day license (may be required if the event is held outside of Campus Dining facilities)
- Media rental forms for portable equipment and equipment permanently installed in a facility (MSR media, OIT media, and University Student Union media for non-student groups)
- Rental of tables and chairs from Facilities
- Work orders for custodial services and set-up of rental items
- Event insurance if deemed necessary by the campus risk manager
- Catering and/or concession arrangements for food and beverage through Campus Dining for ALL food and beverages offered at the events on campus
- Housing arrangements for camps
- A food preparation permits from Environmental Health Safety Office (required for all foods prepared on campus by anyone other than Campus Dining).

## **H. FACILITY USE FEES**

- University users are not charged a Facility Use Fee, but charges may apply for items and/or services listed above. Knowingly understating the terms of your event (e.g., number of attendees, food service requirements) to avoid fees may result in limitations to your reservations of facilities.
- Non-University Users reservations are provided by the Event Services Office. A request can be submitted through the Associate Director of Athletics for Facilities and Game Operations, but any event put on by non-university users must have a valid contract and agreement through the Event Services Office.

## **I. UNIVERSITY USERS**

### **FOOD SERVICE ON CAMPUS**

All food and/or beverages served or sold on campus at events must be provided by Campus Dining. Campus Dining has an exclusive food service contract with Chartwells. Contact the Campus Dining Catering department at 667-3634 or [catering@csustan.edu](mailto:catering@csustan.edu) to make food and beverage arrangements. Also, all beer and/or wine at campus events must be served by Campus Dining. If donated beer or wine is to be served at university-user events, Campus Dining will charge a corkage fee to cover the costs of providing the license, bar set up, and service. Non-University users may not serve donated beer or wine at events using University facilities. Priority in scheduling the Main Dining and South Dining halls is given to events involving food service.

Other events will be scheduled in the Dining Halls only when another room is not available or the group size cannot be accommodated, and when student food service will be unaffected.

### **SPECIAL EVENTS**

For more information on Special Events, go to Safety and Risk Management website <https://www.csustan.edu/safety-risk-management>. It is extremely important to follow these guidelines. If you have any questions, contact the Director of Athletics, the Business Operations Specialist, or the Athletics Administrative Coordinator.

### **J. INSURANCE & LIABILITY**

Liability insurance is required for all Non-University User events and may be required for University-User events. Facility use requests are reviewed by University Risk Management to determine if the University User must obtain event insurance. It is the responsibility of the requestor to ensure that adequate insurance is arranged in advance of the event. The Facility/Event Scheduling Office can obtain event insurance on behalf of the requestor, but an account number must be provided for the insurance charges. The facility user agrees to indemnify and save harmless the University, its officers, agents, and employees, from any and all loss, damage, or liability that may be suffered or incurred by the University, its officers, agents, and employees, caused by, arising out of, or in any way connected with the use by the renter of said property. A \$1M Liability Certificate of Insurance must be supplied by the renter. The Person-in-Charge and the group or organization and its officers are legally responsible for the event and for any injury to property or persons due to their negligence. Chaperones may be invited by the group, but responsibility remains with the Person-in-Charge. The serving of alcohol involves the potential for considerable civil and criminal liability. **(Submitting an event online indicates acceptance of these terms.)**

### **PRACTICE SCHEDULES**

Practice schedules are to be turned in to the Associate Director of Athletics for Facilities and Game Operations 14 days prior to the upcoming season. Coaches sharing facilities need to coordinate times. Coaches should take into consideration student class schedules. All practice schedules will be reviewed and approved by the Director of Athletics, Associate Director of Athletics, Senior Communications Specialist, Head Athletic Trainer, and Academic Advisor.

Any changes to schedules need to be approved by the Head Athletic Trainer and Sport Supervisor. Coaches also need to notify the athletic training staff the day prior to cancelling a scheduled practice.

The Associate Director of Athletics for Facilities and Game Operations, the Compliance Coordinator and Head Athletic Trainer must receive a monthly calendar prior to the last day of the preceding month.

### **EVENT SCHEDULING POLICY / TRADITIONAL SEASON**

Each coach is responsible for developing a competitive contest schedule that provides ample opportunity to establish a winning program. It is expected that coaches make every attempt to balance their schedules with home and away contests. NCAA and CCAA standards must be followed, and specific championship requirements must be met.

The schedules coaches formulate are only tentative schedules. Schedules must be approved with respect to staffing, compliance, budgets, and facilities. All game schedules will be reviewed and approved by the Director of Athletics, Associate Director of Athletics, Senior Communications Specialist, Compliance Coordinator, Head Athletic Trainer, and Academic Advisor.

When scheduling, coaches should complete the Schedule Review Form ([WarriorAthletics.com/forms](http://WarriorAthletics.com/forms)) keeping the following in mind.

- Scheduling game times to ensure the least amount of class schedule conflict for student-athletes.
- Scheduled University vacations and dorm closings, and maximum weekly athletic related activities hours as sanctioned by the NCAA.
- All scrimmages, exhibitions and Alumni games must be on the internal department schedule.
- Scheduling non-conference games during another sports conference home schedule should be avoided and any requests must be approved by the Director of Athletics.
- Any games scheduled within a week of the final exams must be approved by the Director of Athletics and Faculty Athletics Representative.
- All major Holiday competitions should be avoided, and any requests must be approved by the Director of Athletics.
- Be aware of Kinesiology classes in the evening when scheduling Monday through Thursday.

**Falls Schedules are due for approval by – April 15**

**Winter Schedules are due for approval by – July 1**

**Spring Schedules are due for approval by – July 1 (of prior year)**

## **EVENT SCHEDULING POLICY / NON-TRADITIONAL SEASON**

Each coach is responsible for developing their non-traditional schedule. When developing schedules, coaches need to keep in mind that traditional seasons take priority over the non-traditional schedule. There may be weekend “black outs” for non-traditional home events where no non-traditional events will be scheduled at home. Also, there should be a balance of home and away events.

The schedules coaches formulate are only tentative schedules. Schedules must be approved with respect to staffing, compliance, budget, and facilities. All game schedules will be reviewed and approved by the Director of Athletics, Associate Director of Athletics for Facilities and Game Management, Senior Communications Specialist, Compliance Coordinator, Head Athletic Trainer and Academic Advisor.

Fall Schedules are due for approval by – July 15

Spring Schedules are due for approval by – January 15

Coaches must submit a budget with their non-traditional schedules. No non-traditional games will be held on campus on Sunday's.

## **CONTEST CONTRACTS**

The Director of Athletics maintains and administers all official contracts. Generally, contracts are not executed for CCAA contests since these contests are scheduled through the conference office. In the event of significant changes in the conference schedule, however, contracts should be completed and forwarded to all necessary personnel/organizations.

It is essential that coaches review official contracts for accuracy of dates and times. Coaches will be responsible for scheduling, transportation arrangements and for working with the appropriate officials assigning organizations for referee scheduling. Should changes occur with a scheduled contest, all administrative personnel are to be notified (Director of Athletics, Senior Communications Specialist, Head Trainer, Assignor of Officials, and the CCAA office). Any changes in CCAA competition must follow the CCAA protocol as outlined in the code book.

## **CAMPUS WIDE EVACUATION**

When it is necessary to completely evacuate the campus due to emergency conditions, a systematic and controlled approach will be used. When campus buildings are deemed safe for occupancy, personnel will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe the Gathering area and Staging Area system will be used (described below). Following the decision to order the evacuation of the CSU Stanislaus campus, the University President or their representative shall notify:

\*The Chief of University Police or their representative of the need to evacuate.

\*The University Communications Public Information Officer or their representative of the need for information broadcasts asking all persons to stay away from campus.

The University Police, with the assistance of the Building Marshals, Monitors and Facilities Associates, shall be responsible for coordinating the evacuation process.

**IN THE EVENT OF AN EMERGENCY EVACUATION, PLEASE REFER TO THE UNIVERSITY WEBSITE FOR PRODECURES AND EVACUATION GATHERING AREAS MAP: <https://www.csustan.edu/emergency/evacuation>**

## **TICKET SALES**

Game tickets for all Warrior Athletic Events can be purchased on the day of the event at the venue or online at [www.warriorathletics.com/tickets](http://www.warriorathletics.com/tickets). Tickets for events that are hosted by the University or as a specific fund-raising activity may be purchased through the Office of University Advancement or the specific program sponsoring the event.

## **SEASON TICKETS**

Season tickets, passes and plans are available for select sports. Costs vary depending on sport and schedule and are reviewed each year. The following sports offer season ticketing plans: men's and women's soccer, volleyball, men's and women's basketball, baseball, and softball.

Online season ticket sales can be purchased on [WarriorAthletics.com/Tickets](http://WarriorAthletics.com/Tickets)

## **COMPLIMENTARY TICKETS**

### **ATHLETIC STAFF**

All Warrior Athletic staff members are issued CCAA passes that admit one person and a guest to all CCAA events. All staff and faculty members are issued four complimentary tickets to all regular season Warrior athletic events upon request. Post season and tournaments are excluded.

### **VISITING TEAMS**

NO complimentary tickets are issued to visiting conference teams per current bylaws of the California Collegiate Athletic Association. All CCAA coaches and administrators should have their CCAA passes with them. The CCAA passes are not transferable to student-athletes.

### **OTHER GUESTS**

Members of the media, scouts from other institutions, and other special guests may receive complimentary admission to events as determined by the Athletic Department. Such tickets are available at the will-call window unless other arrangements were previously made.

## **FISCAL/BUDGET ISSUES**

After conducting budget meetings with each head coach in the spring, and after thorough review of all available information relative to the subsequent budget year, the Director of Athletics, in consultation with the Associate Director of Athletics/SWA and Business Operations Specialist, formulates a preliminary department budget proposal. Formulation of the overall budget is done with consideration to scheduling, travel, operations, gender equity, and the scholarship needs of each team/head coach. The budget, once established, shall be strictly adhered to reduce the likelihood of deficits. It is imperative for each individual head coach to be cognizant of policies and procedures for procurement and spending tendencies.

## **BUDGET SUMMARY**

Upon request, the business office and/or Business Operations Specialist will furnish a coach with a budget summary statement. This summary will include remaining balances and account activity.

## **TELEPHONE CALLS**

Phone calls designed to advance Warrior Athletics are permissible and should be made from CSU Stanislaus office telephones whenever possible. Coaches may receive reimbursement for business calls provided they submit appropriate documentation through the normal expense Account reimbursement procedure.

## **PURCHASING PROCEDURES**

See [WarriorAthletics.com/logos](http://WarriorAthletics.com/logos) for Brand Identity and logo use guidelines and information for vendors to obtain art files when purchasing apparel and equipment.

All purchasing must follow strict policies and procedures established and set forth by the State of California. Following are some items to remember:

- CSU Stanislaus prefers to award contracts and other sale agreements to the lowest quote on items over \$2,500.
- It is required that all purchase requests over \$50,000 go through the bid process.
- The bidding process significantly increases the time commitment involved in making purchases.
- All purchases are to be made on a purchase request, a direct payment authorization, or the University Procurement Card (P-Card). In no situation are goods/services to be delivered without express and written authorization of athletic administration or procurement services in the Office of Business and Finance.
- The shipping address and email address on the purchase must match CSU Stanislaus information. **Personal email address or mailing address is not acceptable for any purchases made by the university or for reimbursement.**

## **PURCHASE REQUISITION**

For large purchases, a quote must be submitted to the Business Operations Specialist or Department Administrative Coordinator if the Business Operations Specialist is not available. The Business Operations Specialist then prepares an official *Purchase Requisition* using the PeopleSoft Requisition Process. All purchase requests must be made within the parameters of a given programmatic budget. The Business Operations Specialist will verify the availability of funds and send it electronically to the Director of Athletics for approval. If approved, the Director of Athletics will then send it to the V.P. of Student Affairs for approval. If approved by the V.P. of Student Affairs, the V.P. will submit it to Financial Services to create a Purchase Order.

The Business and Finance Office will order the merchandise and provide the vendor with a purchase order, as appropriate. If possible, the merchandise will be purchased using the PCard system. This system allows for quick delivery of the equipment/merchandise. Goods and services are not to be delivered to any departmental staff member without the issuance of a purchase

order by the Business and Finance Office. The requisition number **IS NOT THE PURCHASE ORDER NUMBER.**

## **PURCHASE ORDER**

All purchases requiring a purchase order must include a quote. Quotes are submitted to the Business Operations Specialist for processing. Any requests for rush purchasing should be clearly noted on the request. At this time, a purchase order number is assigned, a ***Purchase Order*** (“PO”) is completed, and the order is placed with the vendor. Once the PO has been assigned a number, the Business Operations Specialist will notify the coach.

## **RECEIPT OF GOODS**

All equipment and supplies are delivered through the campus Receiving Department. The personnel at the Receiving Department will verify complete orders and purchase order numbers. If the supplies are capital items or items over \$500, the Receiving Department personnel will attach university identification tags. When these processes are complete, the material will be sent to the Athletic Office for disbursement. If an invoice is found in any received boxes, it must be forwarded to the Business Operations Specialist or Administrative Coordinator to ensure that the items are paid for appropriately.

## **PAYMENT**

Goods are paid for when the entire order is complete and satisfactorily meets specifications. Receiving Department personnel will verify all orders and receipts. Upon satisfactory completion of the order, payment will be completed through the Business and Finance Office. The amount is deducted from the individual team’s account balance when the purchase order is issued, and the order is placed.

## **REIMBURSEMENT FOR EQUIPMENT OR SUPPLIES**

All equipment and supplies should be purchased according to the above-mentioned procedures. However, in extremely unique situations, one may find it necessary to purchase items in-person, immediately. In such a case, the individual may be reimbursed granted subject to specific qualifying conditions (i.e. necessity of goods, fund availability). To request reimbursement, one must submit the **original** receipt accompanied by a written explanation justifying why it was necessary to bypass existing purchasing procedures to the Business Operations Specialist. The purchase cannot be more than \$100.

## **FOOD AND BEVERAGE FORM**

In the event that awards, food, beverages, or gifts are purchased via a procurement card or via a direct pay request, a hospitality form must be completed prior to the purchase and included with the receipt. This form is used to outline the expense, the vendor, the date of the expense, attendees to the event (team dinner, lunch, snacks for a trip), and the benefit to the University. In most instances, the team members are listed on a team roster to denote the team members and the benefits that they receive.

Student Athlete meals or food purchases needed for home games, practices or recruiting in Turlock can be made with the Procurement Card (**PCARD**). If you have been approved to do this you must **ONLY** use it for food purchases, you are not approved to buy any other items with your PCard.

1. Make sure to request a detailed receipt.
2. Complete the hospitality form and receive approval prior to your purchase.
3. Reconcile the US Bank statement online and follow all CSU guidelines each month. Submit to Business Operation Specialist for final preview and approval from Athletics Director.

## **DEPARTMENT PROCEDURES FOR CASH DONATIONS AT EVENTS**

Campus departments or organizations may, on occasion, collect cash donations in support of their program. At these times departments must follow appropriate procedures to safeguard and protect any cash collected.

1. Cash should be collected in locked containers, if possible, accessible only to authorized campus personnel.
2. Cash collected must be promptly counted and verified by at least two authorized personnel, preferably campus employees (not students or non-employees). A log signed by individuals verifying cash collected must be maintained listing the amount collected, day and time, event, and date cash transmitted to Main Cashiers.
3. Cash collected must be kept in a safe (located in the Business Operations Specialist office) or other secure locked storage until delivered to Main Cashiers. Access to safe or other locked storage must be restricted to authorized personnel and limited to as few individuals as possible.
4. Cash must be transmitted to Main Cashiers the same day or the next business day using secure locking bags.
5. If cash in excess of \$500 is being transmitted, contact University Police for escort.
6. Transmitted cash must be accompanied by the Transfer Receipt form STD 440 (in triplicate) when deposit is delivered to Main Cashiers. One copy to be retained by Department (transferor), one copy to be retained by Cashiers (transferee), and one copy to be provided to Financial Services. Form is available online at: <http://www.documents.dgs.ca.gov/osp/pdf/std440.pdf>
7. Transfer Receipt Form must indicate cashier code (or accounting chart-string) to be used to receipt the deposit.
8. Main Cashiers will issue a receipt to be used by the department to verify the amount transmitted as shown in the department's log and as posted to their revenue account.

## **SATELLITE CASHIER RESPONSIBILITIES**

A CSU Stanislaus employee at the satellite location will be designated in writing as the Satellite Cashier (cash custodian). The Satellite Cashier is responsible for ensuring that Cash Management policies and procedures are followed. Tasks can be assigned to other staff at the satellite location, but the Satellite Cashier has the ultimate responsibility.



1. At the start of business day (or event), remove cash fund drawer/box from secure storage.
2. Verify that the opening balance of the cash funds reconcile to the amount assigned to the specific Satellite Cashier and cash drawer/box.
  - If the amount does not reconcile, immediately notify supervisor, and resolve discrepancy. If discrepancy cannot be resolved, immediately notify the University Police of potential loss, and need for possible additional investigation.
  - If the amount reconciles, place the cash drawer in service counter, locking the drawer. The drawer/box is to be locked anytime the Satellite Cashier is away from the service counter and unable to adequately safeguard the cash.
3. If a satellite cashier receives funds from ticket sales from an event, tickets available for sale will be numbered and have the ticket price imprinted on the ticket to facilitate reconciliation of sales revenue at the end of the event, regardless of the method used to create the tickets. If the ticket price varies for particular participants (e.g. adult, child, senior citizen, student, staff, alumni, etc.) the appropriate cost will be identified on the ticket.
4. At the conclusion of the event, the Satellite Cashier will prepare an accounting reconciliation of ticket sales and related revenue.
5. At the end of the business day, the Satellite Cashier will reconcile the cash drawer/box to the opening balance.
6. All funds (opening cash balance plus revenue received) will be stored in secure storage at the satellite location by the Satellite Cashier. If no secure storage is available, the Satellite Cashier will transport the cash drawer/box to the University Cashiers Office with assistance by the University Police if necessary.
7. During the next available business day, the Satellite Cashier will transport the revenue from the satellite location to the University Cashiers office for deposit into the appropriate account. University Police should be asked to assist in securing the safety of the Satellite Cashier while transporting cash.
8. The University Cashiers will verify the deposit, issue a receipt and process the transactions in the appropriate Financial System (Cash Net, PeopleSoft).
9. Secure Storage/Safe:
  - Secure storage will be provided at the satellite location.
  - Access to secure storage will be limited exclusively to authorized personnel. If access cannot be limited due to the physical layout of the work area, then secure storage must remain locked and secure at all times except for the times it is accessed by authorized personnel.
  - Combinations to the safe or keys to the secure storage are to be limited to as few people as necessary to facilitate normal business operations. If combination or key access is compromised and becomes known or accessible by unauthorized personnel, the Satellite Cashier or manager in the area must immediately notify the University Police and the University Cashiers Office to obtain other secure storage until access can be secured. In addition, a request must be made that the safe combination be changed and/or the secure storage be rekeyed. In the interim, the Satellite Cashier must obtain other secure storage or assistance from the University Cashier Office. If a change in satellite cashier

personnel or other authorized personnel occurs, the Satellite Cashier or manager must immediately obtain a change in the safe combination and/or re-key the secure storage.

10. University Police Security for the Transport of Cash:

- University Police personnel are to escort the Satellite Cashier in the transport of cash to the University Cashiers Office upon request.
- University Police assistance should be requested if the amount of cash to be transported is over \$500.00.
- Request for escort is to be made no later than 4:00 pm in order to arrive at the University Cashiers Office prior to closing.
- If the University Police are unable to provide escort service, cash should remain in a secure location at satellite office until escort service is available.

11. Audit: Financial Services will provide appropriate audit personnel to perform a cash fund audit in accordance with State Administrative Manual (SAM) section 8111.2.

## **UNIVERSITY TRAVEL POLICY**

*\*travel policies subject to change based on institutional updates*

The California State University (CSU), Stanislaus President delegates authority for the oversight of University Travel Policy to the University Chief Financial Officer. The University pays or reimburses for official university business travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University business. All expense reimbursements and business travel arrangements must comply with university policies and procedures, prudent accounting practices, and applicable collective bargaining agreements.

It is expected that university employees will act in an ethical and responsible manner, regardless of whether a particular rule or policy statement addresses a specific situation. Travelers may be held accountable for their conduct under any applicable University or campus policies, procedures, collective bargaining agreements, and/or applicable provisions of the California Education Code. Where the provisions of this policy are in conflict with the collective bargaining agreements pursuant to HEERA, the collective bargaining agreements shall take precedence.

The University assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to policy. Travel expenses not directly related to official university business are not reimbursable. Altering of business-related travel for personal convenience is permitted as long as there is no additional cost to the State or loss of productivity.

Exceptions to this policy must be in writing, documented and approved by the campus President or their designee, the Vice President, Business & Finance. Exceptions may be granted due to extenuating circumstances. Any request for an exception must document the circumstances and need for the exception. When an exception has been approved, expenses will only be reimbursed to the extent of actual costs incurred, provided such costs are deemed to be ordinary, reasonable, not extravagant, and necessary under the circumstances.

## **UNIVERSITY TRAVEL P-CARD**

Head coaches and their assistants are given a University Travel P-Card and it must be used for university business travel and team travel only. This card is a defined-expense card, and its use is

strictly monitored. Its use is limited to hotels, full student athlete only team meals (one receipt at a restaurant), each coach should pay for their food separately on their own Travel PCard, car rental, and airfare as authorized by the travel coordinator. The travel coordinator will work with the specific coach to set up and use this card.

The Cardholder accepts the authority and responsibility to utilize the University Travel P-Card for University travel expenses within the limits established by the department. If the card is stolen, the Cardholder must notify the University Police (ext. 3114) in addition to the Bank and the P-Card Administrator.

## **RECRUITING TRAVEL**

Each coach must complete an estimated in-state recruiting blanket travel request for the current fiscal year and be approved before travel may begin. If the recruiting trip is out of state an individual travel request for that trip must be completed and turned in for approval before travel begins.

1. Submit a travel request to the Business Operations Specialist for approval.
2. The Business Operations Specialist will submit a travel request in Concur. Once approved you may start making your reservations. (You may login to Concur to view the request and to see if it has been approved).

**Travel Expense will be completed by the individual coach in Concur.** If this was a single day trip you will not be reimbursed for meals, this is only for overnight stays.

Items that you may receive reimbursement for may include the following when applicable:

1. Meals for overnight stays are \$55 a day, make sure that all receipts are detailed. (Review University Travel Policy).
2. Hotel receipts
3. Enterprise/National Car Rental marked PAID receipts
4. Gas receipts for rental car
5. Mileage for your personal vehicle
6. Parking
7. Entrance into games
8. Any other expenses requiring reimbursement

Once Concur travel expense is submitted, print out the request and the expense forms from Concur, and attach to the receipts and submit to the Business Operations Specialist. (Make sure to tape all receipts to a sheet of paper)

## **TEAM TRAVEL**

A request for team travel is based upon the contest schedule submitted with the budget proposal. From this, the Head Coach will initiate the travel request. For example: meal allowances are determined by departure and return times, and vehicle assignments are determined by traveling distance, party size and availability.

- All team travel must have a Concur travel request turned in and approved by the A.D. and if the request is over \$10,000, both A.D. and V.P. must approve. This must be completed prior to making all reservations for the trip. If assistant coaches will be using their Travel PCard on trips they must have an approved Concur travel request as well.
- If travel is to a banned state, then you must complete form “Request for Approval of Travel to Prohibited States Under Assembly Bill 1887” and use Foundation Funds to pay for travel.  
**This must be approved before travel begins.**

## **MODE OF TRAVEL**

Teams travel to away contests using one of the following modes of transportation:

- Chartered bus
- Rental vehicle (must be 21 years of age and older)
- 15-passenger van prohibition: Vans that carry 15 passengers may not be used, rented, purchased, or leased by the University
- Air

## **GENERAL VEHICLE POLICIES**

When using any contracted vehicle, coaches must be sure all refuse including soda cans, papers, gum wrappers, etc. is removed prior to leaving the vehicle. Failure to leave vehicles clean may jeopardize future request approvals and require a charge for cleaning. Individual drivers are personally responsible for tickets of any nature including speeding and parking. Alcoholic beverages or smoking are strictly prohibited from any vehicle.

## **CHARTERED BUS**

Coaches are responsible for obtaining quotes as it relates to their travel, through preferred charter vendors at the time of request. Storer Coachways and Via Trailways are the current vendors that the department uses. Once quotes are obtained, quotes are submitted to the Business Operations Specialist for purchase order (PO) processing. The total amount needs to be under \$50,000, please start this process 2 months prior to the first date of travel. Large teams traveling outside of the area are usually provided with a chartered bus. Chartered bus travel arrangements are the preferred mode of travel.

## **RENTAL VEHICLE**

Coaches may contact Enterprise Rent-A-Car by visiting their website:  
<http://www.enterprise.com>. (Must be 21 years of age and older)

When using a rental vehicle, coaches are required to sign a rental agreement. Please write “(your name) for CSU Stanislaus.” **DO NOT** agree to purchase extra collision or liability insurance. Pay only for the rental charges. Payment is usually made for rentals with the Travel P-Card, make sure that when you return the vehicle to get the **PAID** receipt to turn in when completing your travel expense. When on the road in an emergency, only if credit card cannot be accepted, a

coach may use cash from the cash advance, or use a personal credit card. In such case a receipt is required for reimbursement.

When obtaining fuel for a rental vehicle, Travel PCard should be used, and receipts submitted. Many agencies require vehicles to return with full tanks of gas. If this is the case, coaches are advised to do so, otherwise, the agency can charge you for the gas AND a surcharge for having to obtain fuel itself.

## **AIR TRAVEL**

Coaches may only travel by air when such travel is necessary, and funding is available for such travel. When booking air travel coaches are encouraged to take advantage of the many fare discounts available on-line.

## **LIABILITY WAIVER - TRAVEL WITH ATHLETIC TEAM**

Participant/minor participant's guardian agrees as follows:

1. Participant and/or participant's guardian shall properly always conduct themselves during the course of the Trip.
2. Participant/participant's guardian understands that CSU liability insurance only covers CSU employees and students and does not cover other individuals traveling with athletic teams.
3. Participant/participant's guardian agrees that the State of California, the Trustees of The California State University, California State University, Stanislaus and every officer, agent and employee of each of them, shall not be responsible for any injury, damage or loss to Participant or Participant's property which occurs from any cause beyond the control of the University, except for occurrences due to the sole negligence of the University.
4. Participant/participant's guardian further agrees to hold harmless, defend and indemnify the University from any liability incurred in connection with this agreement, resulting from the sole or partial negligence of the Participant or guardian

## **HOTEL**

Hotel reservations for team travel must not be more than **\$275 per night** not including taxes and other related charges. University employees are expected to seek the best value whenever they obtain lodging, if the hotel requests a contract, you must forward that to the Athletics Administrative Coordinator and they will work with Procurement and Contract Services. **We are not allowed to sign any contracts.** Please see the steps when needing contracts signed.

1. Collect all contracts for your team travel for the year and send them to the Athletics Administrative Coordinator. Please make sure that all contracts have the name of the hotel, address, phone number, check-in and check-out dates and terms and conditions.
2. Athletics Administrative Coordinator will review and submit all hotel contracts to the Procurement and Contract Services.
3. The Procurement and Contract Services will approve. This could take up to 2 to 16 weeks so please plan accordingly.
4. Once hotel contracts are approved, they will be sent back to you, and you must forward them to the hotel. **THIS IS YOUR RESPONSIBILITY.**

## MEALS

Meals are provided for all members of the approved traveling party for each away contest. Meal allowances generally are based upon hours of operation for on-campus dining facilities and on departure and return times. The basis of this is that student athletes are expected to provide their own meals up until the time of departure. For example, if a team's departure time is 9:30 a.m., the team will not be given the allowance for breakfast since some dining halls open at 7:00 a.m. and there is ample time to obtain breakfast.

Meal appropriation amounts, which are determined annually, are the same for all members of all teams. The current amounts are as follows:

<i>Breakfast</i>	=	<i>\$7.00</i>
<i>Lunch</i>	=	<i>\$8.00</i>
<i>Dinner</i>	=	<i><u>\$15.00</u></i>
<i>Total</i>	=	<i><u>\$30.00</u></i>

Thus, the maximum meal allotment for student-athletes is a maximum of \$30 per day. The Meal & Transportation Advance Request itemizes the number of each meal budgeted and respective dollar amounts for the total trip. This form must be completed and submitted by the coach to the Athletic Business Office no less than three weeks prior to the trip.

Whenever coaches issue cash for meals directly to student-athletes (as opposed to paying a consolidated total bill), each student-athlete must sign the ***Intercollegiate Athletic Meal Receipt*** forms. This serves as acknowledgment that they did indeed travel with the team, and that the indicated cash amount was received. If a coach chooses to purchase a meal on one bill (i.e. at a sit-down restaurant), individuals do not sign for that meal allowance, however the coach must obtain a receipt and submit it with the return paperwork (mentioned below).

When reconciling your trip on Concur, please use Expense Type Travel for the student athlete meals.

## COACHES MEALS

Coaches meals must be paid separately from the student athletes' meals, each coach and assistant coach must use their own Travel PCard to pay for their own meal. Head Coach may pay for meals for an approved volunteer coach or assistant coach that does not have a Travel PCard.

Reconciling your trip on Concur each head coach and assistant coach must have an approved travel request prior to traveling. When reconciling each head coach must use Expense Type "Coach" for meals and assistant coach must use Expense Type "Assistant Coaches" for meals. If head coach has paid for a volunteer coaches' meals, you must use Expense Type "Game Meals".

## TRANSPORTATION EXPENSES

If cash is used to purchase tolls & parking, receipts must be retained and submitted on the travel claim.

## RETURN PAPERWORK

Upon returning from the trip, the coach is required to complete the *Athletic Travel Claim*. This expense report will account for all money in the initial travel advance. If the funds advanced for a trip are not fully used in the manner requested (smaller travel party than anticipated for meals) thus resulting in a balance left over at the end of the trip, the extra funds must be returned to the University. To return an amount, a coach must submit **cash, a personal check or money order, payable to CSU Stanislaus**, taken to cashier to be coded for deposit back to correct account. Please see the Business Operations Specialist for the correct TCode to be deposited back to your department. The funds should be marked as Misc., Account number, Name & Encumbrance number.

All paperwork must be completed and signed when submitted to the Athletic Office no later than 3 days following the return date of the trip. This includes the following when applicable:

- Athletic Travel Claim
- Intercollegiate Meal Receipt Signature Form
- All detailed receipts for food bills paid for by the coach and transportation expense purchases
- Personal check or money order for the proper amount payable to the CSU Stanislaus – Submit the receipt from Cashier's Office (if money needs to be returned)
- Hotel detailed receipts
- Enterprise/National Car Rental marked PAID receipts
- Any other expenses requiring reimbursement

## **RESPONSIBILITIES**

It is the responsibility of each individual who spends funds related to official university business travel and for each administrator and approving authority who approves use of funds related to official university business travel to be aware of and follow this policy and related procedures in effect at the time of travel. Authorization to travel must be obtained from appropriate administrators within the employee's organization as determined by the organization's identified delegation of authority. Individuals traveling on official university business are responsible for ensuring they have documented authorization in advance.

## **TRAVELER RESPONSIBILITY**

1. Individuals traveling on official university business must familiarize themselves with and adhere to the CSU Stanislaus Travel Policy and Travel Procedures and Regulations.
2. Travelers must ensure they have documented authorization to travel prior to embarking on the trip and/or prior to making non-cancellable travel arrangements.
3. Travelers should make certain that the business-related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.
4. Traveler will utilize CSU preferred vendors and CSU negotiated terms and conditions whenever possible. The use of additional waivers and discounts available to governmental employees is strongly encouraged.
5. Traveler will take all steps to minimize risk to themselves and the University. This includes utilizing safe transportation and lodging options and acquiring appropriate insurance coverage.
6. The person due the reimbursement for travel costs incurred is responsible for:
  - a. Submitting travel claims within 30 days from return of the trip.
  - b. Providing the business purpose and inclusive dates of each trip.

- c. Certifying individuals:
- d. Received authorization to travel.
- e. Traveled on official business.
- f. Actually spent the amount for listed expenses.
- g. Has verified that the amount due is accurate.
- h. Has not and will not seek reimbursement for
  - (1) A duplicate claim or
  - (2) From any other source.
    - a. Returning to the University within 30 days, any reimbursement or payment issued by the University which subsequently results in a refund to the individual.

### **APPROVING AUTHORITY RESPONSIBILITY**

The approving authority is the University employee who has been granted authority, by way of the University delegation of authority process, to approve the use of funds.

1. The approving authority designated to approve travel claims ensures all expenses are reasonable in terms of price, purpose, and necessity.
2. The approving authority is responsible for:
  - a. Ensuring expenses charged to their accounts are supported by sufficient funds and ensuring appropriateness of use of funds.
  - b. Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.
  - c. Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.
  - d. Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.
  - e. Approving/denying payment of the travel claim in a timely manner.
  - f. Denying expenses not directly related to official University business.

### **TRAVEL REIMBURSEMENT OFFICE**

A University designated travel reimbursement office will perform the following Functions:

1. Review/audit documents for compliance with policy.
2. Verify appropriate approver.
3. Ensure appropriate documentation is submitted.
4. Process reimbursements and payments.

### **TRAVEL PROCEDURES AND REGULATIONS**

CSU Stanislaus follows the Travel Procedures and Regulations as written in CSU Office of the Chancellor document Number G-001. Said document, along with related forms and additional travel information, can be found on the CSU Stanislaus Travel web site at <http://www.csustan.edu/FinancialServices/Travel/index.html>.



- Coaches traveling one day for recruiting and/or conferences, etc. will not be reimbursed for food

## **LAWS, STATE CODES, REGULATIONS AND MANDATES**

- Policy Mandates
- ICSUAM 3601.1, Travel Policy
- EO-37, Authorization and Appointment of State College Presidents to Approve Sabbatical Leaves
- EO-181, Provisions for Extension and Summer Sessions Independent Study Programs Involving Foreign Travel
- EO-688, Delegation of Authority-Approval of Travel Requests
- EO-731, Designation of Chief Financial Officer
- EO-760, Procurement Cards
- EO-761, Hospitality, Payment or Reimbursement of Expenses
- EO-842, Competitive Bid of Goods & Services
- EO-849, CSU Insurance Requirements
- EO-715, California State University Risk Management Policy
- EO-1000, Delegation of Fiscal Authority and Responsibility
- EO-1041, CSU Student Travel Policy

## **PRESCRIPTION AND OVER THE COUNTER MEDICATIONS**

Following consultation and approval with the Team Physician, CSU Stanislaus Staff Athletic Trainers may provide and dispense over the-counter medications to student athletes as needed. However, there are no over the counter medications currently being stored nor available in the athletic training room. If the Team Physician approves an OTC medication to be provided, only daily doses of an over the counter (OTC) medication may be given out at one time. The student-athletes should be advised to purchase their own medications and not to rely on the athletic training staff to supply their cold, flu, and headache medication needs for an on-going or repetitive basis.

If an athlete has a prescription for and requires emergency medication such as an inhaler or epi-pen, they are strongly encouraged to handle this on their own and have it immediately available at all times. However, the athletic trainer may be asked to hold on to such medications and provide to the specific athlete as needed.

## **TRAVEL POLICY - STUDENT-ATHLETE HOTEL ACCOMMODATIONS**

1. All student-athletes participating as a member of a team sponsored by the Department of Athletics at CSU Stanislaus shall have their own bed when traveling for competition if possible. An effort will be made to place two student-athletes to a room during travel, but this number may be exceeded on some teams based on room availability and the teams operating budget.
2. The head coach is responsible for securing accommodations at facilities that can provide appropriate sleeping arrangements.

## **TRAVEL POLICY - TEAM TRAVEL REQUESTS AND ITINERARIES**

1. All travel requests for team travel for regular season competition are to be approved and submitted to the Director of Athletics or designee 30 days prior to the first trip of the season.
2. All appropriate documentation must be included in the travel request package (i.e., hotel accommodations, airfare (if appropriate), meal allowances, rental vehicles, entry fees, etc.
3. A formal travel itinerary is to be submitted via ARMS to the Compliance Coordinator and Associate Director of Athletics/SWA two (3) days prior to departure for a given trip. The itinerary shall include, at a minimum, the following information: (1) names of all individuals involved in the trip (2) phone/contact numbers of coaches (3) departure date/time (4) estimated date/time of return (5) hotel accommodations with phone numbers (6) mode of transportation (flight numbers as appropriate).
4. Upon return from completed travel, coaches will enter all hotel rooms and report any incidence in their open ARMS itinerary for annual Clery reporting.
5. Any deviations/amendments to the above shall be completed as soon as possible with the authorization/approval of the Director of Athletics or designee

## **NON-UNIVERSITY EMPLOYEE TRAVEL WITH UNIVERSITY PERSONNEL**

- All travel parties are to be approved in advance by the Director of Athletics or designee.
- Any deviation from an approved team itinerary (i.e., not returning with team, leaving early to recruit, etc.) must be approved in advance by the Director of Athletics or designee.
- All persons involved in the trip must be included on the travel request form if they share a room, ride in a van, car, or bus.
- A CSU Stanislaus "Travel with Team" Liability Form must be completed and signed prior to the trip by each person not directly employed by the University (or guardian, should the individual be a minor).
- Travel by non-University employees shall not increase the cost of the travel party (i.e., meal per Diem may not be given, separate car rental may not be charged on travel request, etc.).
- Sharing of hotel rooms is allowed provided the room is standard and customary relative to the rest of the travel party.
- Deviations of rooms (as in #2 above) shall be borne by the individual or the coach as private pay via personal payment (cash, personal credit card, etc.).
- Documentation of billing is to be kept and available in event of an audit.

## **DEFENSIVE DRIVING**

Any individual who utilizes any vehicle (including University carts) must possess a valid California driver's license and must have taken the State of California Defensive Driving class. This class is offered online and is valid for a period of four years. In extreme cases, the Safety and Risk Office can issue a waiver for a six-month time period. This does not exclude the recipient from the need to take the course but does allow a brief "grace" period so as not to inhibit normal business operations. The individual is expected to complete the Defensive Driving course as soon as possible.

## **GOLF CART USAGE**

The Department of Athletics has three golf carts available for departmental needs. Golf carts may be reserved for use by department staff members provided the proper procedure is followed.

- In accordance with university policy, cart users (staff or designated student assistants) must have completed the defensive driving course and small cart training prior to usage. You can register for the defensive driving course by following this link <http://www.csustan.edu/ctpd/defensive-driver-training>.
- A reservation request is recommended at least **48 hours** prior to needing the cart. This can be done via email to the Associate Director of Athletics for Facilities and Game Operations.
- Please note that multiple carts are in use by department staff on most dates when home events are taking place.
- For carts needed on short notice, a check out/check in sheet will be available in the main athletics office and usage is on a first come first serve basis for available carts.
- Arrangements will be made by the Associate Athletics Director for Facilities and Game Operations to provide a key pick up and drop off.
- Return the key immediately after use, or the next business day if usage time is after hours or on the weekend.
- Notify the Associate Director of Athletics for Facilities and Game Operations of any damage or noticeable problems with the cart immediately (i.e. low air in tire(s), riding bumpy, scrapes, etc.)

## **PERSONAL VEHICLE USE**

A staff member may use their personal vehicle for state-related travel, if desired. A travel request must be on file in the department; the individual must sign an affidavit annually stating that they possess a valid California Driver's License and hold the necessary amount of vehicular insurance. The individual must also have completed the Defensive Driving course as outline above. Reimbursement for mileage will be at the prevailing State of California rate as approve by the Chancellor's Office. Gas receipts are not paid in addition to the mileage rate.

## **COMPLIANCE**

### **ATMOSPHERE OF COMPLIANCE**

It shall be the responsibility of an institution's head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach.

### **USE OF TOBACCO PRODUCTS**

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

## **COMPLIANCE/ELIGIBILITY PROCEDURES**

All teams are to meet with the Assistant Director for Compliance Services and Athletics Academic Advisor prior to their first practice to cover NCAA rules and regulations. Student-athletes are to complete the “Beginning of the Year” packets assigned to them in ARMS each year before they practice and compete.

Coaches are to fill out appropriate forms through ARMS to submit CARA hours, roster management, and other department and NCAA required material.

## **ROSTER MANAGEMENT**

Coaches are to give updated rosters through ARMS using the Drop from Roster and/or Add to Roster forms during the year as your roster changes.

Coaches are expected to reach their roster requirements as determined by the Associate Director of Athletics/SWA for gender equity purposes.

## **STUDENT-ATHLETE RECRUITING**

Coaches are expected to know and follow the NCAA rules and regulations regarding recruiting. All recruits must register with the NCAA Eligibility Center. Incoming freshman must complete both the academic and amateurism section. Transfer students must complete the amateurism section.

All recruiting activities will comply with current policies of the NCAA, CCAA, and CSU Stanislaus Athletic Department Policies.

## **ANNUAL CERTIFICATION REQUIREMENT**

Certification must occur on an annual basis. Such certification procedures shall be established by the Legislation Committee and shall include a requirement that coaches complete designated educational modules as a condition before being permitted to:

- Engage in off-campus recruiting of prospective student-athletes; and
- Direct, supervise or observe countable athletically related activities

## **RECRUITING – ON CAMPUS**

Coaches will submit forms through ARMS when requesting an Official Visit or Unofficial Visit. Official Visits should be submitted at least 48 hours in advance of the visit and Unofficial Visits; when purchasing a meal, need to be submitted 24 hours prior to the visit.

The Assistant Director for Compliance Services checks all requirements and approves Official Visits. The coach scheduling the visit notifies the Business Operations Specialist to approve hotel and expenses. Director of Athletics or designee approves Travel expenses.

If paying for hotel and/or airline tickets, you must complete an On-Campus Interview Travel Allowances form (OI#). This will need to be approved by the Athletics Director and sent to Financial Service prior to purchasing airline flights and making hotel reservations.

If you are allowed and have been approved to pay for food on a home recruiting visit and you have a PCard, you may use this to pay for a meal that is in Turlock. You must request a detailed receipt and complete a food and beverage form to be submitted with your US Bank Statement.

## **OFFICIAL VISITS/TRYOUTS**

Official visits and tryouts can be provided to prospective student-athletes as long as each recruited student-athlete satisfies all requirements specified by the NCAA. Rules governing official visits are covered at length in the current edition of the NCAA Manual. Appropriate paperwork needs to be completed and submitted to the athletic training department via ARMS. Paperwork needed to be complete prior to a prospective student-athlete participating in a tryout include:

- Preparticipation Physical Examination
- Sickle Cell Testing Results
- Stanislaus State Tryout Waiver Form

## **STUDENT HOSTS**

It is permissible for a student-host to provide on-campus housing to a prospective student-athlete during an official visit. It is important that student-hosts be selected carefully as they are required to display appropriate conduct in accordance with institutional, conference, and NCAA standards. Explicit instructions are given to a student-host prior to the official visit and are outlined within the Official Visit workflow in ARMS that provides student-host instructions to the selected student-host(s).

If money is provided to the student-host for entertainment expenses, the host must complete the Purchase Requisition and Hospitality form and provide receipts.

## **PARKING PASSES**

Parking passes for guests of the University can be obtained through the Office of Public Safety. You will need to complete a visitor parking exemption request prior to the visit. Online form can be found on <https://www.csustan.edu/upd/guest-parking-request>. A guest may park in a normal parking space that is not designated for disabled individuals or faculty/staff.

## **RECRUITING EXPENSES/TRAVEL POLICY**

Coaches are to follow CSU Stanislaus Campus policy for reimbursement expenses (for recruiting) and travel purposes. The following procedure is to be followed:

## **TRANSFER PROCEDURES**

Prior to a coach speaking with a prospective student-athlete who is currently enrolled in a four-year institution, coaches need to verify that the prospective student-athlete has been entered into the NCAA Transfer Portal or has a written letter from the prospective student-athlete's current institution confirming permission to contact. Contact the Compliance Coordinator with the student's name, sport, and previous institution(s) verify communication can occur between Stanislaus State coaching staff and the prospective student-athlete.

Stanislaus Athletic Department takes student-athlete requests to be released on a case-by-case policy. Head Coach and Sport Supervisor, and when necessary, the Director of Athletics, will be informed of the transfer request. Per NCAA rules, the institution shall disclose in writing within 7 days approval of the request or denial. If denied, the student-athlete has the right to a hearing opportunity upon written request within 7 days of getting the denial.

## **ATHLETIC GRANT-IN-AID POLICY**

Athletic grants-in-aid will be awarded annually, consistent with NCAA and/or conference policies governing grants-in-aid. Coaches will recommend a student-athlete for an athletic grant-in-aid to the Director of Athletics or his/her designee annually. Recommendation is done via ARMS Scholarship form.

Renewals and non-renewals of the athletic scholarship will be mailed no later than July 1 of the given year in which they will be effective. Students must return signed documents no later than September 1 to ensure timely disbursement.

Any athletic grant-in-aid may be cancelled, reviewed, or modified consistent with NCAA regulations. Student-athletes may appeal any change in their athletic grant-in-aid by submitting a written appeal within 10 days of cancellation receipt to the Director of Athletics who will forward qualifying requests to the Financial Aid Appeal Committee. The Chair of the Financial Aid Appeal Committee may call a hearing. No athletic department representatives may serve on this committee.

The Athletic Grant-In-Aid Appeal Committee will normally include the Faculty Athletic Representative, the Dean of Students, and one other committee member who has no affiliation with the athletic department.

The final composition of this committee will be at the discretion of the Vice President for Student Affairs and will also include student representation. The student representation shall include a currently enrolled student who is not associated with the Department of Athletics.

## **NATIONAL LETTER OF INTENT (NLI)**

CSU Stanislaus is a subscribing member to the *National Letter of Intent Program* (NLI). The NLI is an official document administered by the Collegiate Commissioners Association used by a subscribing member to establish the commitment of a prospect to attend a particular institution. Please refer to the current issue of the NCAA Manual for all regulations pertaining to the NLI. A valid NLI must have a valid offer of athletic grant-in-aid.

Only those prospective student-athletes who have been declared eligible by the NCAA Eligibility Center and officially acceptable for admission to the University may be officially offered an athletic grant-in-aid. Upon verification of such, the in-house process of issuing a NLI to a prospect can begin.

The issuance of an NLI begins by the head coach providing the name, address, Eligibility Center number, and date of birth to the Associate Director of Athletics/SWA through ARMS using the Scholarship form. The Associate Director of Athletics/SWA will provide this information to the Office of Financial Aid so that an official Athletic Grant-In-Aid Offer can be tendered. Upon receipt of the award offer from Financial Aid, the Associate Director of Athletics/SWA will create a formal letter with the NLI offer and mail the packet to the prospective student-athlete. If the prospective student is under the age of 21, the NLI and the financial aid documents must be counter-signed by the parent/guardian of record. The signing of the NLI must be completed within 7 days of its formal offer. The signed NLI and the financial aid agreement must be returned to the Associate Director of Athletics/SWA within 14 days of its official offer. The Associate Director of Athletics/SWA will upload the signed documents into the NLI portal for the final approval of the NLI by the CCAA.

## **ELIGIBILITY**

Consistent with the mission of the California State University and the philosophy of the CSU Stanislaus Department of Athletics, we strive to operate a fundamentally sound and successful athletics program. The success of the student-athletes in the classroom and the field of play are the barometers through which we gauge our success.

Only those student-athletes found to be academically, athletically, and otherwise eligible will be permitted to participate in intercollegiate athletics as a representative of CSU-Stanislaus.

## **NCAA INITIAL-ELIGIBILITY CENTER**

The *NCAA Initial-Eligibility Center* is an organization established to evaluate high school courses in a consistent manner by trained, unbiased individuals and to review other information required for initial-eligibility certification. It carries out the procedures for determining the initial-eligibility requirements for all NCAA Division I and II institutions and administers the certification of student-athletes. The certification process is a cooperative effort between high schools, students, colleges and universities, and the Eligibility Center staff. Only those student-athletes officially certified by the center are eligible for participation in intercollegiate athletics at Division I and II institutions.

Coaches must submit the name, Eligibility Center ID number, high school, and address of each prospective student-athlete to the Assistant Director for Compliance Services via ARMS. The name(s) is/are submitted to the Eligibility Center. The University possesses no control over the expediency with which the Eligibility Center processes student information. It is incumbent upon the student and their high school to ensure that all necessary documents are provided to the Eligibility Center on a timely basis.

The Eligibility Center updates student status on a regular basis and student status can be viewed in real-time on the Center website. The Assistant Director for Compliance Services monitors the website regularly to continually assess the status of all students who have been earmarked as a potential student at CSU Stanislaus.

Coaches must submit full rosters to the Assistant Director for Compliance Services prior to July 1<sup>st</sup> and update accordingly. The rosters must be categorized by returning/2-year transfer/4 year transfer & freshman along with Eligibility Center identification numbers and People Soft numbers.

## **PRACTICE**

Practice is any meeting, activity, or instruction provided to the student-athlete at the direction of the institution. All coaches are responsible for organizing practices for their respective programs. Coaches should schedule practices and provide written schedules of practice times and dates to appropriate administrative personnel.

The NCAA has established guidelines regulating practice starting dates, and maximum time commitment. A listing of countable activities is provided in the NCAA Manual, Article 17 (Playing Season).

## **HAZING INFORMATION**

The NCAA and its member institutions are responsible for the health and safety of all student-athletes and take an active role in hazing prevention on their campuses. Hazing is illegal in the State of California and CSU Stanislaus Athletics does not tolerate any form of hazing or any actions that produce public humiliation, physical or emotional discomfort for student-athletes. Any situation thought to be hazing will be fully investigated and if found to be a team activity, teams may be suspended from all competition for the remainder of the academic year. Learn more about what hazing is and how it can be prevented via the following resources: NCAA Hazing Handbook ([ncaa.org](http://ncaa.org)); Hazing Prevention.org; StopHazing.org.

## **REPORTING NCAA VIOLATIONS**

All NCAA or CCAA violations or suspected violations should be reported to the Department of Athletics Compliance Coordinator. Violations will be investigated by the Director of Athletics, Associate Director of Athletics/SWA and the Assistant Director for Compliance Services in conjunction with the CSU Stanislaus Compliance Office. See protocol in Compliance Manual.



# **ATHLETICS COMMUNICATIONS & MARKETING**

## **DEFINITIONS**

**Athletics Communications** is defined to include Sports Information and Media Relations, which also includes social media coverage.

**Marketing** is defined to include Marketing and Promotions, which also includes social media, as well as sponsorship servicing and support.

## **GENERAL STAFF ROLES (2021-22):**

### **Senior Communications Specialist**

Oversees all aspects of Athletics Communications & Marketing; Serves as the lead for the Communications and Marketing area.

### **Marketing & Promotions Assistant**

Provides support to Associate Director of Athletics for Facilities and Game Operations, Director of Athletics, and Athletics administrative staff as needed, in the areas of marketing and corporate sponsorships; oversees all social media efforts; plans promotional giveaways; coordinates Team Titus Kids Club; provide graphic design support; assist with video production; serve as liaison between athletics and campus groups to promote spirit and attendance of all athletics home events.

### **Sports Information Assistant**

Provides support to Senior Communications Specialist, Director of Athletics, and Athletics administrative staff as needed, in the areas of media relations, sports information and video production; produce content for Athletics website; assist with statistics and records; serve as community engagement coordinator; serve as liaison between athletics and campus groups with campus-wide events in relations to Athletics.

## **GENERAL DUTIES**

All Warrior Athletics home contest will be staffed by Sports Information office personnel, as necessary. The SID staff will provide statistical data for each home contests in accordance with NCAA and CCAA regulations and by laws to recognized media outlets, visiting and home coaches, CCAA staff and the NCAA when necessary.

The sports information office maintains all individual and team statistics, handles historical records, and provides reports to the conference office and other appropriate outlets per NCAA regulations and CCAA by laws.

The Senior Communications Specialist also maintains and updates the official website of Warrior Athletics, [WarriorAthletics.com](http://WarriorAthletics.com)

The staff is also responsible for game management functions at home contests, such as pre-game game protocols, provide public address announcer scripts, schedule entertainment performances and national anthem singers.

## **DIGITAL MEDIA GUIDES & RECORD BOOKS**

Media Guides are no longer being produced as most of the information is easily accessible online on WarriorAthletics.com.

Record Books will be updated annually and be made available for download as a PDF file on WarriorAthletics.com under each sport page. Updates and corrections to the Record Books are welcomed and maybe submitted via email to the Senior Communications Specialist.

## **MEDIA QUESTIONNAIRES**

Media questionnaires should be completed electronically by each student-athlete at the start of each academic year or season. The questionnaire is available on ARMS and is assigned to the student-athletes at appropriate times with various deadlines depending on the sport. It is up to the Sports Information office's discretion on these timelines.

## **TEAM TRAVEL**

Sports Information office personnel will not travel with teams to away contests unless circumstances such as tournaments, post-season play and contests against Division I opponents in which statistical or media presence warrant such travel. Additional travel requests are reviewed on a case-by-case basis.

## **SCHEDULING**

The Senior Communications Specialist will work with the Associate Director of Athletics for Game Operations/Facilities as that person is the designated scheduling coordinator of athletics contests and also serves as the scheduling liaison with the CCAA conference office and conference institutions.

Copies of all signed game contracts must be provided to the Senior Communications Specialist once executed. Final game schedules should be submitted at least 120 days prior to first day of competition to comply with CCAA & NCAA policies.

Drafts of regular season schedules shall be reviewed and approved by the Director of Athletics, Associate Director of Athletics for Facilities and Game Operations, Facilities and Equipment Specialist, Assistant Director for Compliance Services, Head Athletic Trainer and Senior Communications Specialist prior to agreement with opponents and publication.

The Sports Information staff will submit schedules to the CCAA and the NCAA.

## **SCORES REPORTING**

The Sports Information office will report all postgame/post-event scores to appropriate media outlets, conference office, NCAA and opponents and will update all results, when applicable, on our websites after each home contest.

Head coaches are not required to report scores to the media or opposition unless requested to do so in advance by the Senior Communications Specialist.

The Sports Information office will report scores and results as follows:

To the NCAA for the purpose of regional advisory review and rankings.

Head Coaches are responsible for reporting scores and results to coaching organizations (NFCA, USC, AVCA, NABC, WBCA, ABCA, USTFCCCA, ITA, GCAA) when required for rankings and or individual awards.

## **CCAA ATHLETE OF THE WEEK NOMINATIONS**

The Sports Information staff will coordinate all CCAA athletes of the week nominations. Input from the coaching staff is not necessary, however, in special circumstances when a student-athlete performs extraordinarily, please feel free to contact the staff to provide input. Nominations are normally submitted at the conclusion of the weekend's contests.

## **WARRIORS OF THE WEEK SELECTIONS**

The Sports Information staff will select Warriors of the Week each week during the regular season. The selection will be mainly based on athletic performances of the prior week. Input from the coaching staff is not necessary, however, please feel free to contact the staff to provide input.

## **POST-SEASON AWARDS NOMINATIONS**

Generally, the All-CCAA awards process is coordinated by the CCAA Media Relations office. Upon request, the Sports Information staff will assist with all coaches and teams with the post-season awards nomination and voting procedures.

The Sports Information office will coordinate all CSC Academic awards nomination process with assistance from the Athletic Academic Advisor.

The Sports Information office will also administer nominations for the CSC All-Region and All-America awards.

Coaches will coordinate all nominations for awards presented by their perspective coaches associations (NFCA, USC, AVCA, NABC, WBCA, ABCA, USTFCCCA, ITA, GCAA). Upon request the Sports Information staff will assist coaches in this nomination process as necessary.

## **PHOTOGRAPHY**

All team photography for use in the media, on the Athletics website, and other publicity material, including team posters, flyers, etc. will be coordinated through the Sports Information office in cooperation with our freelance photographers.

Requests for official team photos for personal use, player/parent purchase and office decoration should be coordinated through the Athletics Communications and Marketing staff.

## **ANNOUNCEMENTS OF RECRUITS/SIGNEES**

The Sports Information office will generate press releases regarding a recruit or recruiting class only when a completed Signee/NLI/CLI Questionnaire is completed by the head coach and returned. In most cases, the announcement will include the entire recruiting class. The Signee Questionnaire is available on ARMS.

Coaches must inform the Sports Information staff of upcoming recruiting class announcements, fill out the questionnaire forms and provide photographers to use for the press release. No press release or announcements will be made public until the signee has returned the appropriate letter(s) of intent; and all required supporting materials are provided by the coaching staff.

## **SOCIAL MEDIA**

Only representatives of the athletics department, designated by their sport team, are permitted to set up social media accounts on behalf of Warrior Athletics. Before establishing any social media account for their sport, the head coach or assistant must speak with the Marketing & Promotions Assistant and provide log-in information for verification and monitoring purposes.

Designated social media representatives are responsible for:

- Maintaining and updating their team's social media channels on a regular basis;
- Ensuring that all social media channels are appropriately and correctly branded according to Warrior Athletics guidelines;
- Communicating with the Marketing & Promotions Assistant about new social media accounts or changes to an existing account's administrator or type (for instance, changing a Facebook name, or signing up with a new media site); and
- Participating in social media training offered by the Communications & Marketing staff.

Stanislaus State Athletics Communications & Marketing staff is not responsible for the sports teams' social media sites; however, the staff will review and monitor social media activity to ensure proper use, as well as verifying correct usage of the Warrior Athletics brands and messaging.

Contact the Marketing & Promotions Assistant for more information about policies and procedures.

## **MARKETING & PROMOTIONS**

The objective of the Athletics Marketing & Promotions staff is to increase attendance, create awareness and support for Intercollegiate sports by establishing an entertaining environment that

maintains that traditional collegiate atmosphere, while generating revenue opportunities through a variety of opportunities including corporate sponsorships and ticket sales.

The Marketing & Promotions staff is committed to providing the best possible experience for all Warrior athletic events and activities, while ensuring a great atmosphere for both our student-athletes and fans. The Marketing & Promotions Assistant coordinates all in-game promotions and entertainment, ticket sales and advertising campaigns.

To ensure the in-game elements are executed professionally and in a timely manner, at least one member of the marketing staff, which could include a student assistant or intern, is present at every home event.

## **GAME DAY ENVIRONMENT**

In coordination with the Athletics staff and coaches, the Athletics Marketing & Promotions Assistant will determine the type of entertainment to be presented at athletics events. Soccer, volleyball, basketball, softball, and baseball pre-game, in-game, and half-time ceremonies are routinely planned to include some music and entertainment. Other sports will also receive marketing and promotion efforts, as necessary, throughout the year.

The Marketing & Promotions Assistant must ensure that in-game entertainment is within the guidelines established by the CCAA and the NCAA. The Marketing & Promotions Assistant also coordinates pre-game and half-time events with the Pep Band Director and the Cheer Team Coach. On occasion, outside groups (e.g., high school bands, drill teams, etc.) are invited to perform in conjunction with special events. The performers are all limited to a five-minute half-time performance. Every effort is made to ensure the selected entertainment serves to enhance the atmosphere and enthusiasm level of the spectators and to minimize the creation of potential crowd control or disruption problems.

### Bands

The Stanislaus State Pep Band is led by the Pep Band Director, who sets all performance standards. The Pep Band is limited to travel to the CCAA Conference Basketball Tournament and postseason play as determined by the Athletics Administration and the Pep Band Director.

### Warrior Mascot

Titus, the Warrior Mascot will attend all home events and is expected to exhibit sportsmanlike conduct as he/she promotes team spirit. Titus is permitted to travel to the CCAA Conference Tournaments, postseason, and local event as determined by athletics administration.

The purpose of Titus is to generate support and spirit for intercollegiate athletics teams through crowd enthusiasm and also to provide a developmental experience for students. Upon request, Titus also attends a number of community and special events throughout the academic school year.

It is permissible for a university group to request a Titus appearance. Interested groups must review the policies and fill out the request form on the Warrior Athletics website to coordinate events with the Cheer Coach.

### Warrior Cheer Team

The Stan State Cheer Team will attend all home basketball events and select games during the Fall and Spring seasons. The cheer team will provide in-game entertainment and half-time performances, as coordinated by the Cheer Coach. Cheerleaders will also assist with any in-game promotions and activities, as necessary and as directed by the Marketing & Promotions Assistant. Travel to any CCAA and NCAA postseason tournaments are determined by the Athletics Administration.

## **COMMUNITY ENGAGEMENT**

The Athletics Communications & Marketing staff and Warrior Athletics is committed to providing transformational and educational services to promote Warrior Athletics in our community. The various community events include parades, on-campus events, elementary school festivals, and local community events (e.g., Turlock Farmers Market). Appearances can include all of the following participants: student marketing team, interns, mascot, cheerleaders, student-athletes and coaches.

Requests for student-athletes and coaches to attend community events may be made online at [WarriorAthletics.com/Community](http://WarriorAthletics.com/Community). The Sports Information Assistant will review the requests and coordinate the department's Community Engagement efforts.

## **ATHLETIC TRAINING/SPORTS MEDICINE**

### **ATHLETIC TRAINING ROOM EVENT COVERAGE POLICY**

#### **Hours of Operation**

- Monday – Friday 11:00AM-6PM (Does not include Non-Instructional Days) Gym sports will be covered up to 7:30PM during their championship season.
- Weekends – Open 30 minutes prior to scheduled practices, Close 30 minutes after final scheduled practice. Athletic Training staff must have schedule at least one week prior to the date.
- Non-Instructional Weekdays (Weekday holidays, Thanksgiving week, January) – Athletic training staff will create a maximum 7-hour window of operations to accommodate adjusted practice schedules for the day (The window will be set around the busiest predicted hours). Teams may opt to practice outside this time window without the presence of athletic training staff.
- All coaches are responsible for providing a hard copy or digital schedule (no verbal or text messages) to the athletic training staff at least one week prior to ensure coverage outside normal training room hours (Mornings, Evenings, Weekends). Athletic training staff has the authority to deny coverage.

- Teams who cancel scheduled practices outside of normal training room hours risk having athletic training absence for all future practices under these circumstances. Athletic training staff will consult Director of Athletics.
- Hours of operation are always subject to change within reason and coverage can be extended during times of unforeseen circumstances (AQI, Extreme Heat).

### **Event Coverage**

- The Athletic Training Room will open 2 hours prior to event time and will close 30 minutes after the conclusion of the event.
- No athletic contest shall host an outside team in the absence of a Certified Athletic Trainer.
- Non-Traditional Season – Athletic Training staff shall be consulted prior to scheduling Non-Traditional season home events to prevent disruption of services provided to championship season events. Efforts will be made to travel with “high risk” sports during the non-traditional seasons pending the demand of other home events.

### **Before/After Hours (Before 11:00AM and after 6:00PM)**

Most coaches have access to the athletic training room and may open the training room under the following conditions.

- For athletes may get ice or the use the cold tub.
- A CPR/AED/First Aid certified coach is available when the athletes are using the cold tub.
- Be sure all athletes using the cold tub have showered and brought their own towel
- Turn off the cold tub after use.
- Be sure that any rehab equipment used has been returned to its proper place.
- All Gameready machines and electrical stimulators are off limits in the absence of a Certified Athletic Trainer.
- Close and secure the door on the way out.

### **Wellness Attendant Policy**

- All student athletes may request a teammate, coach, administrator, or another athletic trainer be present during an injury evaluation, especially if the injured area is the pelvis, hips, buttocks, and breasts.
- All athletic trainers may request a teammate, coach, administrator, or another athletic trainer be present during an injury evaluation, especially if the injured area is the pelvis, hips, buttocks, and breasts.

## **MEDICAL CLEARANCE**

All student-athletes who wish to participate in Intercollegiate Athletics are required to submit the appropriate medical information to the Athletic Training Office in advance. All forms needing completion will be submitted to the Student Athlete via ARMS once they are officially on the roster and must be completed on ARMS with the appropriate uploads. Hard copies and emailed forms to the athletic training staff is not acceptable. The following must be provided to the training room prior to participation, including practice, open gym or captain's practice, in intercollegiate athletics:

- Medical Insurance information completed correctly and, in its entirety, along with copies of front and back of Medical Insurance Card
- HIPPA Authorization Form
- Student Athlete Authorization, Self-Reporting & Medical Compliance Form completed correctly and in its entirety.
- Drug Testing Consent Form completed correctly and in its entirety.
- Warrior Athletic Insurance Information form completed correctly and in its entirety.
- Emergency Contact Information form completed correctly and, in its entirety
- Pre participation Physical Evaluation Form signed by a Physician (MD or DO), Physician Assistant (PA) or Nurse Practitioner (NP). Chiropractors are not acceptable.
- Sickle cell testing results- As of August 1, 2022, all student athletes must have a sickle cell result on file before participation begins. Waivers are no longer acceptable.
- Athletic Training Room Etiquette Form
- Whirlpool and cold tub policy
- SWAY concussion baseline test

## **Returning Student Athletes**

All returning student athletes will be required to complete annual ARMS forms each Spring prior to departing for the summer and cannot participate in any on campus athletic activities until the forms are complete. Failure to complete forms by deadline may result in time loss consequences.

## **INJURIES**

Three full-time certified athletic trainers and on-call certified athletic trainers are available to provide medical coverage to our students. All home contests are covered. When coverage is not possible at practices or away contests, coaches are notified. However, water and a medical kit are provided even when an athletic training staff member is not present. A CPR/AED/First Aid certified coach must be present at all practices. All Coaches (full-time and part-time) are required to be certified in CPR/AED and First Aid. Volunteer and student assistant coaches must be certified if they are to lead activities in the absence of head and assistant coaches. All coaches must also complete a concussion education annually. It is important to provide up-to-date practice and game schedules to the athletic training office and report changes as soon as possible.



**All athletic-related injuries must be reported to the athletic trainer immediately.**

- Student athletes should report to the athletic trainer prior to seeking treatment from an outside physician unless it is a medical emergency. This must be done to coordinate insurance. Failure to do so may result in out-of-pocket expenses for the student athlete.
- Student athletes should report all injuries using Sportsware either using the app on their mobile device or the iPad in the training room.

**Practice/Game Participation of an Injured Athlete.**

- Once an athlete has reported an injury to the medical staff that athlete's activity is monitored by the athletic training staff.
- All athletes are required to sign-in via Sportsware when visiting the training room (Even if they don't have an injury (i.e., Cold tub for muscle soreness).
- Coaches and strength coaches will be updated a few times weekly (based on changes) of each athlete's status for the next day or two.
  - Out – Athlete is under full care of medical staff will not be permitted to do team activities (They may attend practice in most cases).
  - Limited – Athlete cannot do all activities and will be specified in the report
  - As Tolerated – Athlete can do all activities but may have to reduce repetitions based on discomfort for that day.
  - Full Go – The athlete can do all activities

**Air Quality Index Policy**

In recent years California wildfires have occasionally impacted Central Valley air quality. Questions often arise about how safe outdoor activities are and when should activity be halted. Stanislaus state athletics have adopted the policy set forth below.

- Practices
  - All activity is permitted when AQI is <150
  - Outdoor activities will be limited to one hour or less when AQI is 150-250
  - Outdoor activities will be halted when AQI is >250
- Games
  - All CCAA games will comply with the CCAA AQI Policy (See CCAA Manual)
  - All non-conference games will use the NCAA AQI Policy (See NCAA Manual)
  - Air Quality decisions on game days are TBD by a collaboration of athletic training staff, head coach and AD in a manner timely enough to prevent unnecessary travel by visiting teams.
  - Purple Air or Airnow.gov will be used to determine activity. Purple Air exists on campus and will give a more accurate measurement.

**Heat Index Policy**

**Treatment in the event of an exertional heat stroke (medical emergency)**

### *Recognition*

4. Any athlete with signs of central nervous system dysfunction during exercise in the heat should be suspected to be suffering from EHS until a rectal temperature confirms or refutes this diagnosis.
5. Patients with suspected EHS will have a temperature obtained via rectal thermometer by a QHP.
  - d. Rectal thermometers may include a traditional thermometer (e.g., small, discrete), electronic thermometers with a rigid end (e.g., hand-held digital thermometer) or a thermistor (e.g., long, flexible thermistor)
  - e. It is important to reiterate that during and following intense exercise in the heat, temporal, aural, oral, skin, axillary and tympanic temperature are not valid and should **never** be utilized in evaluating a potential exertional heat stroke
6. *If a QHP is not available/present, cooling will begin immediately, and EMS will be called.*
7. Steps to obtain a rectal temperature:
  - f. Remove the athlete from the playing field to a shaded area.
  - g. Drape the patient accordingly (with towels and sheets) for privacy.
  - i. Note: It is encouraged that the medical professional asks a coach or other adult to witness the temperature measurement.
  - h. Position the patient on their side with their top knee and hip flexed forward.
  - i. Make sure the thermometer is cleaned with isopropyl alcohol.
  - j. Make sure the probe is plugged into the thermometer (when applicable).
  - k. Turn the thermometer on.
  - l. Insert the probe 10-15cm past the anal sphincter.
  - m. If you meet resistance while inserting, stop and remove the probe and then try again.
  - n. Replace the patients clothing.
  - o. Temperature duration
  - ii. For use of a traditional thermometer or a hand-held digital thermometer, insert the probe for initial temperature. If temperature is at or above 104°F, initiate cooling protocol. See directions for continued monitoring in cooling protocol.
  - iii. For use of a flexible thermistor, leave the probe in for the duration of the treatment.
    - p. After the treatment has ended, remove the probe gently.

### *Cooling*

1. If rectal temperature is between 102°-104°F, initiate cooling via rotating cold wet towels.
2. If rectal temperature is at or above 104°F, initiate the exertional heat stroke treatment protocol and contact EMS services immediately.
3. The patient must be moved to a cooling zone, begin appropriate treatment, and continuously monitor the patient.

- a. For use of a traditional thermometer or a hand-held digital thermometer (any thermometer with a rigid end), obtain initial temperature, remove device, and calculate cooling rate (approximately 1°F every 3-5 minutes when using cold water immersion). When the QHP believes the temperature is within a safe range, remove patient from tub, and re-insert probe to confirm temperature. If temperature is not within the safe range, cooling will continue. Repeat procedure until temperature is confirmed to be within the safe range.
  - b. For use of a flexible thermistor, keep the probe in for the duration of treatment.
4. Excess clothing shall be removed to aid cooling.
  - a. If removal of clothing and/or equipment would cause delays of 5+ minutes, do not remove and initiate cooling.
5. Place patient in a cold-water (35-59°F) tub up to the neck.
  - a. Wrap a towel across the chest and beneath both arms to prevent the athlete from sliding into the tub.
  - b. Ice shall always cover the surface of the water.
  - c. Water shall be continuously and vigorously stirred to maximize cooling.
  - d. An ice-cold towel will be placed over the head/neck and rewet and replaced every 2 minutes.
  - e. Cooling shall cease when body temperature reaches 102°F.
6. Cold Water Immersion (CWI) Tub
  - a. Must be set up:
    - i. **CSU Stanislaus athletic training will make specific decisions for when CWI will be set up.**
    - ii. **CSU Stanislaus athletic training will make specific guidelines for where CWI will be set up.**
  - b. Proper set-up includes:
    - i. A tub filled with water.
    - ii. Two chests filled with ice next to the tub ready for treatment.
    - iii. Available bed sheet or large towels.
    - iv. Towels for placement over the head and neck.
    - v. Completion of set-up within 5-10 minutes prior to the practice/competition/event site.
7. Cool First, Transport Second
  - a. When a patient is diagnosed with EHS, the principle of Cool First, Transport Second will be used.
    - i. Note: EMS should not transport the patient until they reach 102°F due to the inability to continue vigorous cooling in the ambulance

### *Vital sign monitoring*

The QHP will monitor vital signs including core body (rectal) temperature, heart rate, blood pressure and other vital signs.

### *EMS*

1. EMS must be called immediately if a patient is suspected of EHS.

2. **HOWEVER**, any patient with EHS must be **cooled FIRST and then transported via EMS**.
  - a. This cool first transport second EAP protocol will be communicated/shared with EMS annually **PRIOR** to the first official sport practice at the school in accordance with the EAP policy and procedures.

## **RETURN TO ACTIVITY**

Patients who have suffered an exertional heat illness must complete a rest period and obtain clearance from a physician before beginning a progression of physical activity under the supervision of a qualified medical professional. The following is the suggested protocol:

- Activity should first begin in a cool environment.
- Once patient has shown success with exercise in a cool environment, patient should then complete the heat acclimatization protocol (above) for progression back into exercise in a warm environment.
- Body temperature monitoring may be recommended during the first 1-2 weeks for those returning from EHS episode.

## **EMERGENCY CARE POLICY & PROCEDURE GUIDELINES**

The following information and guidelines have been developed to prepare and assist the athletic department personnel in providing appropriate medical coverage to student-athletes. This plan should remain in effect at all times, especially during any organized team practices (i.e., regular practice sessions, games, conditioning sessions, weight-training sessions, etc.). It is expected that all personnel make efforts to maintain their skills in emergency preparedness in the event of an emergency during any event.

In general, all sports have a minimum of coverage by an ATC during normal operating hours of the athletic training room (11:00 - 18:00) during their normal in-season schedules. These hours do not include coverage of competitive events. Many teams have off-campus or early-hour pre-season conditioning and weight training that the athletic training staff does not directly cover. Due to time constraints and burgeoning practice schedules, events, duties, etc., it is not possible to cover all events, practices, out-of-season conditioning, out-of-season scrimmages, etc.

## **STATEMENT OF PURPOSE**

It is the desire and goal of the Department of Intercollegiate Athletics at California State University, Stanislaus that all student-athletes who participate in intercollegiate athletic programs receive prompt, courteous, and professional care for injuries that may be sustained. Each athlete has the reasonable right to expect safe and current conditions of facilities, staff, and appropriate medical care.

## **COMPONENTS OF EMERGENCY CARE PLAN**

The components of the emergency care plan shall be as follows:

1. Student-athlete physical examination and medical history
2. Statement of insurance coverage for student-athlete

3. Appropriate documentation/records
4. Personnel/staff training program in CPR/AED and First Aid and Concussion Education.
5. Personnel/staff in-service training as is appropriate
6. Personnel game assignments
7. Communication
8. Transportation
9. Emergency/Non-emergency care facilities

## **STUDENT-ATHLETE EMERGENCY INFORMATION**

Prior to participation in *any* organized intercollegiate activity, including, but not limited to practice sessions, games, off-season conditioning, or weight training, each student-athlete must have on file with the athletic department the following information:

1. Completed pre-participation physical examination as performed by a licensed medical doctor, Doctor of Osteopathic Medicine, physician assistant, or nurse practitioner.
2. Completed medical history form with local and permanent addresses.
3. Insurance declaration form. This information shall be kept in the athlete's medical file as kept by the athletic training staff and is to be considered confidential, unless written authorization to release information is obtained from the student-athlete.

## **PERSONNEL/STAFF TRAINING IN FIRST AID & CPR/CONCUSSION MANAGEMENT**

All physical activities must be covered by coaches, assistant coaches, strength coaches, volunteer coaches and/or athletic trainers with the following:

- Adult CPR/AED/First Aid (usually good for 2 years)
- An annual concussion education certificate
  - Done on CSU Learn by all employees with a mystanstate account.
  - [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html) may be used for volunteer coaches
- Annual Blood Borne Pathogen training (usually assigned in January)

## **PERSONNEL/STAFF IN-SERVICE TRAINING**

The Department of Intercollegiate Athletics shall conduct, as is appropriate, in-service training to keep staff members up to date on information necessary for the operation of the department as a whole. Subjects may include, but are not limited to scheduling, communication of departmental policies, facilities planning, and student-athlete commendations or disciplinary actions.

## **PERSONNEL GAME ASSIGNMENT**

Events shall be administered in a manner to ensure that participants, coaches, officials, and audience members can enjoy a safe environment. A plan shall be made to ensure safe and timely medical care to all above parties. This plan will include, but is not limited to:

1. Access to EMS in event of an emergency
2. Staff/personnel training as it pertains to emergency vehicle directions, keys to locks, etc.
3. A designated contact person from the department to coordinate the above plans.

## **INJURY OR ILLNESS ON THE ROAD**

Coaches should familiarize themselves with ARMS and how to access a student athletes' information in the event of an emergency. In the event of an emergency when an athletic trainer is not traveling and the athlete cannot speak for themselves the coach should be able to

- Call the athlete's emergency contact
- Access the athletes primary care insurance information and submit it to any medical providers.

Coaches should also contact their assigned athletic trainer for assistance.

The head coach of a team that does not travel with an athletic trainer is responsible for bringing a sports medicine notebook on the road that contains the athletes' insurance information, phone numbers. This notebook is prepared by the sports medicine staff. If an injury/illness occurs while at another University, consult the host institution's athletic trainer (if possible). The host institution's athletic trainer will assist coaches with decisions on necessary care of the student-athlete. If the coach and/or the host athletic trainer feel the student-athlete needs to be seen by a physician or other health care provider on the road, contact a CSUS sports medicine staff member immediately. The coach does not provide injury/illness referrals under any circumstances unless it is an emergency. When in doubt, contact a sports medicine staff member. It is recommended that all teams travel with a kit that has basic first aid supplies, and taping supplies. The kit will be provided by the athletic training room. It is the coach's responsibility to request a kit and to ensure the kit is stocked and brought on the road.

### *Emergencies on the Road*

The following protocol will be followed if travel is affected by a student-athlete's injury or illness that involves hospitalization.

*If the team is traveling with an athletic trainer, the athletic trainer stays with the student-athlete.*

*If the team is traveling without an athletic trainer*

- And with one full-time and one part-time coach, the part-time coach travels with the team, while the head coach stays with the student-athlete. (The part-time coach may have another job to attend to back at home.)
- And with one coach at the competition site, the head coach stays with the student-athlete. Ask the host institution for assistance with travel arrangements. The head coach may also request that the parents meet the student-athlete at the hospital. (Reimbursement of travel expenses to family members will be evaluated by the athletic administration.)
- And without a coach at the competition site, the head coach immediately contacts the sport supervisor. The sport supervisor meets with the Director of Athletics, and the Head Athletic Trainer to determine the appropriate action.

## **COMMUNICATION**

Communication devices shall be used to inform or summon appropriate personnel in the event of an injury. These devices shall be defined as: (1) internal communication devices, and (2) external communication devices. Communication devices such as a cellular or traditional phone shall be made available to communicate to outside agencies to obtain appropriate care as is necessary.

All personnel shall have access to communication devices when supervising or administering a formalized practice session. It is prudent to know the location the nearest phone should an emergent event occur. A communication network shall be created to facilitate obtaining appropriate medical care.

Should an emergency occur, all personnel should be able to give pertinent information to the EMS system. Knowing directions, street addresses, and type of injury, number and location from notification site, easiest access to injured student-athlete is important factors to know.

## **TRANSPORTATION**

Transportation of an injured student-athlete shall be carried out in specific fashion. In all cases, someone other than the student-athlete shall do transportation of an injured student-athlete themselves, particularly in those instances in which the SA has suffered an acute injury. When necessary, emergency transportation will be utilized in the form of ambulance with appropriate personnel. On occasion, the vehicle of the athletic training or coaching staff shall be utilized when appropriate. In the absence of the above, transportation to the appropriate health care facility can be performed by the vehicle and under the supervision of a related person to the SA (girlfriend, boyfriend, friend, parent, roommate, etc.). In such instances, the athletic training or coaching staff shall give appropriate directions to the health care facility of choice and notify that facility of the impending arrival of a CSUS student athlete. It is also prudent that the SA have all appropriate documentation upon their arrival to the facility.

Upon securing appropriate transportation to a medical care facility, the responsible party shall call the facility to advise of the imminent arrival of the CSUS student-athlete. If, after treatment is administered and the student-athlete is to return home, the responsible department member shall procure appropriate transportation for the student-athlete to return home. At no time in an acute/emergent situation shall the student-athlete be expected to transport him or herself to and from a health care facility.

## **ATHLETIC HEALTHCARE POLICY - Student-Athlete/Medical Records**

In compliance with California State University Executive Order #943

1. All students who participate on an intercollegiate athletic team must have a record of their health maintained within the Department of Athletics during their participation period.
2. In the event a student-athlete is a minor, appropriate parental signatures will be required until the student-athlete reaches maturity.

3. Information to be maintained in the medical record shall include, at a minimum, the following information: (1) physical examination and physician authorization to participate, (2) information release authorization, (3) record of injury sustained during athletic participation, (4) record of treatment, both on-campus and off-campus, and signed authorization for treatment, (5) type of treatment provided, and (6) insurance (familial and school sponsored) authorization.
4. All student-athlete healthcare records shall be kept in a secure location and are confidential unless express written consent is provided by the student-athlete.
5. Electronic records shall be kept, as appropriate and within the scope of the available resources, for reference with all appropriate signatures and/or authorizations being maintained in hard-copy form in each student-athlete medical record.
6. Each record shall be maintained for a period of seven (7) calendar years after the student-athlete completes intercollegiate athletic eligibility, disassociates with the Department of Athletics, or leaves campus; whichever occurs first.
7. Records shall be destroyed at the completion of the seven (7) year period as defined above.

## **HEALTH CARE FACILITY UTILIZATION**

In an effort to provide the best possible care for injuries to student-athletes while also maintaining cost, the following flow chart of local health care facilities shall be utilized:

### **1. STUDENT HEALTH CENTER (SHC)**

The SHC maintains records on all students and the majority of student-athletes will most likely have had the pre-participation physical exam through the SHC. The SHC shall be utilized during its working hours for physician consults, sutures of lacerations of a mild to moderate size, and for general health problems. Injuries requiring imaging (x-ray, MRI, arthrogram, etc.) shall be referred to another facility, as appropriate. Call Extension 3396 for the student health center.

### **2. LOCAL HEALTH CARE FACILITIES**

The Family Medical Group Same Day Care  
911 E. Tuolumne  
Turlock, CA 95382  
209-668-4101

Sutter Urgent Care  
3100 W. Christoffersen Pkwy  
Turlock, CA 95382  
209-632-3909

Express Lane Urgent Care  
711 E. Hawkeye Ave. Suite 3  
Turlock, CA 95382



209-664-1550

Turlock Urgent Care  
2010 Colorado Ave  
Turlock, CA 95382  
209-634-3300

Mercy West Urgent Care  
2101 Geer Rd # 111  
Turlock, CA 95382  
209-656-2100

### 3. EMANUEL MEDICAL CENTER (EMC)

As a full service medical center, EMC is to be utilized in the event of any emergent injury situation. In the event of unconsciousness or when immediate evaluation is necessary, EMC is the facility of choice. It shall be utilized as the primary choice of facility in a situation that will require advanced care and in any potentially life-threatening situation. At any time after 20:00, EMC shall be used for all injurious situations. If there is any doubt as to where to send an injured student-athlete, EMC is the facility of choice.

### **PROCEDURES FOR EMERGENCY PLAN ACTION**

During normal, in-season activities, every effort will be made for each team to have access to a certified athletic trainer. Injury situations are to be referred to the certified athletic trainer for proper care and referral, as necessary. If it is not possible for a certified athletic trainer to be at practices or away contests, coaches are to be notified. In such instances, the head coach is the responsible party during an injury situation. It is very important to notify athletic training staff of practice schedules and game schedules. Should changes occur, please notify the athletic training staff.

In the event of an injury to a student-athlete, the responsible party is to evaluate the situation and determine whether the injury is life threatening. In those instances that are life threatening, proper first aid and CPR are to be administered while another staff member or team member activates EMS. All athletic department personnel are to have a general knowledge of insurance coverage for their athletes and the University program in general so that they may facilitate care and transportation of the injured student-athlete.

Below is a listing of the basic coverage that is given as well as the nearest and most likely access to a telephone.

**Emergency Communication:** Emergency contact may be made by cell phone or any campus phone by **dialing 911**. Fixed direct lines to campus police (thru on campus emergency **blue light phones**) are located across the street (Merced Way) from the 3<sup>rd</sup> base dugout on the **northeast corner of the tennis courts** and on the **west side of the tennis courts**.

The **athletic training room** is located approximately 200 yards south of the baseball field and just south of the softball field in **Ed & Bertha Fitzpatrick Arena/Gym in room G-26** and may

be reached by calling **(209)664-6838 or (209)667-3415**. On days with multiple home athletic events taking place, certified athletic trainers will provide a handheld radio as well as cell phone numbers (where they may be contacted) to an assistant coach prior to the beginning of the competition.

**Role of on-site emergency personnel:**

8. Immediate care of the injured or ill student athlete.
9. Activation of the emergency communication plan:
  - a. Stay calm, speak clearly and provide your name, briefly describe the situation, provide the location, telephone number, condition of the injured, first aid provided and other information as requested.
10. Assist Emergency Medical Personnel to the scene and open appropriate gates and/or doors.

**Baseball venue directions:**

Enter campus onto Calaveras Way from Geer Rd. (about halfway between Monte Vista Ave and Christoffersen Pkwy). At the circle, take the first right onto Merced Way. Continue on Merced Way for approximately ¼ mile and arrive at the Baseball Stadium on the right. (Located across the street from the tennis courts and parking lot #7.) Access to the Baseball Stadium is obtained through two separate gated openings facing Merced Way.

**California State University Stanislaus  
Emergency Plan  
Basketball Venue**

**Emergency Personnel:** Coaches are on site for practices and competitions. A certified athletic trainer is available on site for home competitions and is available during practice in the athletic training room.

**Emergency Communication:** Emergency contact may be made by cell phone or any campus phone by **dialing 911**. A pay phone is available in the lobby of Warrior Arena.

The **athletic training room** is located down the hallway from the basketball court in **Ed & Bertha Fitzpatrick Arena/Gym in room G-26** and may be reached by calling **(209)664-6838 or (209)667-3415**.

**Role of on-site emergency personnel:**

11. Immediate care of the injured or ill student athlete.
12. Activation of the emergency communication plan:
  - a. Stay calm, speak clearly and provide your name, briefly describe the situation, provide the location, telephone number, condition of the injured, first aid provided and other information as requested.
13. Assist Emergency Medical Personnel to the scene and open appropriate gates and/or doors.

**Basketball venue directions:**

Enter campus onto Calaveras Way from Geer Rd. (about half way between Monte Vista Ave and Christoffersen Pkwy). At the circle, take the first right onto Merced Way. Continue on Merced Way for approximately 50 yards and turn left onto the service road next to the swimming pool leading to Ed & Bertha Fitzpatrick Arena/Gym. Enter the building through the glass doors on the right of the parking area and proceed straight down the hallway to the basketball arena.

**California State University Stanislaus  
Emergency Plan  
Golf Venue**

**Emergency Personnel:** Coaches are on site for practices and competitions. A certified athletic trainer may be contacted by calling the athletic training room at **(209)664-6838 or (209)667-3415**.

**Emergency Communication:** Emergency contact must be made by cell phone or any available land line at Turlock Golf and Country Club by **dialing 911**.

**Role of on-site emergency personnel:**

14. Immediate care of the injured or ill student athlete.
15. Activation of the emergency communication plan:
  - b. Stay calm, speak clearly and provide your name, briefly describe the situation, provide the location, telephone number, condition of the injured, first aid provided and other information as requested.
16. Assist Emergency Medical Personnel to the scene and open appropriate gates and/or doors.

**Golf venue directions:**

From campus, travel west on Monte Vista Ave until reaching Hwy 99 South. Turn left onto Hwy 99 South for approximately 3.8 miles. Take exit 211 for Lander Avenue toward Los Banos. Turn right at CA – 165 S/ Lander Ave for approximately 1.7 miles and turn left at Bradbury Road. Travel approximately 1 mile and turn right onto Golf Link Road. Arrive at Turlock Golf and Country Club, 10532 N. Golf Link Road, Turlock, CA 95380.

**California State University Stanislaus  
Emergency Plan  
Soccer Venue**

**Emergency Personnel:** Coaches are on site for practices and competitions. A certified athletic trainer is available for home competitions and is either on site, in the athletic training room or nearby covering another sporting event on days with multiple home events.

**Emergency Communication:** Emergency contact may be made by cell phone or any campus phone by **dialing 911**. Fixed direct lines to campus police (thru on campus emergency **blue light**

**phones**) are located behind the stadium stands on the west side of Warrior stadium and also just outside the stadium entrance on the southwest corner of Warrior stadium next to the student recreation facility.

The **athletic training room** is located approximately 200 yards southwest of Warrior stadium and just south of the softball field in **Ed & Bertha Fitzpatrick Arena/Gym in room G-26** and may be reached by calling **(209)664-6838 or (209)667-3415**. On days with multiple home athletic events taking place, certified athletic trainers will provide a handheld radio as well as cell phone numbers (where they may be contacted) to an assistant coach prior to the beginning of the competition.

**Role of on-site emergency personnel:**

17. Immediate care of the injured or ill student athlete.
18. Activation of the emergency communication plan:
  - a. Stay calm, speak clearly, and provide your name, briefly describe the situation, provide the location, telephone number, condition of the injured, first aid provided and other information as requested.
19. Assist Emergency Medical Personnel to the scene and open appropriate gates and/or doors.

**Soccer venue directions:**

Enter campus onto Calaveras Way from Geer Rd. (about halfway between Monte Vista Ave and Christoffersen Pkwy). At the circle, take the first right onto Merced Way. Continue on Merced Way for approximately 200 yards and arrive at Warrior Stadium on the right.

**California State University Stanislaus  
Emergency Plan  
Softball Venue (on campus)**

**Emergency Personnel:** Coaches are on site for practices and competitions. A certified athletic trainer is available for home competitions and is either on site, in the athletic training room or nearby covering another sporting event on days with multiple home events.

**Emergency Communication:** Emergency contact may be made by cell phone or any campus phone by **dialing 911**. Fixed direct lines to campus police (thru on campus emergency **blue light phones**) are located next to the **Student Recreation Center** approximately 150 yards east of the first base dugout across Merced Way and approximately 100 yards northwest of the center field fence on the **northeast corner of the tennis courts**.

The **athletic training room** is located just south of the softball field in **Ed & Bertha Fitzpatrick Arena/Gym in room G-26** and may be reached by calling **(209)664-6838 or (209)667-3415**. On days with multiple home athletic events taking place, certified athletic trainers will provide a handheld radio as well as cell phone numbers (where they may be contacted) to an assistant coach prior to the beginning of the competition.

**Role of on-site emergency personnel:**

20. Immediate care of the injured or ill student athlete.

21. Activation of the emergency communication plan:
  - a. Stay calm, speak clearly and provide your name, briefly describe the situation, provide the location, telephone number, condition of the injured, first aid provided and other information as requested.
22. Assist Emergency Medical Personnel to the scene and open appropriate gates and/or doors.

**Softball venue directions:**

Enter campus onto Calaveras Way from Geer Rd. (about halfway between Monte Vista Ave and Christoffersen Pkwy). At the circle, take the first right onto Merced Way. Continue on Merced Way for approximately 200 yards and arrive at the Softball Stadium on the left. Access to the Softball Stadium is obtained through either dugout. Emergency vehicle access is located on the northeast corner of the softball stadium next to Merced Way.

**California State University Stanislaus  
Emergency Plan  
Tennis Venue**

**Emergency Personnel:** Coaches are on site for practices and competitions. A certified athletic trainer is available for home competitions and is either on site, in the athletic training room or nearby covering another sporting event on days with multiple home events.

**Emergency Communication:** Emergency contact may be made by cell phone or any campus phone by **dialing 911**. Fixed direct lines to campus police (through on campus emergency **blue light phones**) are located on the **northeast corner of the tennis courts** and on the **west side of the tennis courts**.

The **athletic training room** is located approximately 200 yards southeast of the tennis courts and just south of the softball field in **Ed & Bertha Fitzpatrick Arena/Gym in room G-26** and may be reached by calling **(209)664-6838 or (209)667-3415**. On days with multiple home athletic events taking place, certified athletic trainers will provide a handheld radio as well as cell phone numbers (where they may be contacted) to a coach prior to the beginning of the competition.

**Role of on-site emergency personnel:**

23. Immediate care of the injured or ill student athlete.
24. Activation of the emergency communication plan:
  - a. Stay calm, speak clearly and provide your name, briefly describe the situation, provide the location, telephone number, condition of the injured, first aid provided and other information as requested.
25. Assist Emergency Medical Personnel to the scene and open appropriate gates and/or doors.

**Tennis venue directions:**

Enter campus onto Calaveras Way from Geer Rd. (about halfway between Monte Vista Ave and Christoffersen Pkwy). At the circle, take the first right onto Merced Way. Continue on Merced Way for approximately ¼ mile and arrive at the Tennis Courts on the left. (Located across the

street from the Baseball Stadium.) Access to the Tennis Courts is obtained through multiple separate gated openings.

**California State University Stanislaus  
Emergency Plan  
Track & Field Venue**

**Emergency Personnel:** Coaches are on site for practices and competitions. A certified athletic trainer is available for home competitions and is either on site, in the athletic training room or nearby covering another sporting event on days with multiple home events.

**Emergency Communication:** Emergency contact may be made by cell phone or any campus phone by **dialing 911**. Fixed direct lines to campus police (thru on campus emergency **blue light phones**) are located behind the stadium stands on the west side of Warrior stadium and also just outside the stadium entrance on the southwest corner of Warrior stadium next to the student recreation facility.

The **athletic training room** is located approximately 200 yards southwest of Warrior stadium and just south of the softball field in **Ed & Bertha Fitzpatrick Arena/Gym in room G-26** and may be reached by calling **(209)664-6838 or (209)667-3415**. On days with multiple home athletic events taking place, certified athletic trainers will provide a handheld radio as well as cell phone numbers (where they may be contacted) to an assistant coach prior to the beginning of the competition.

**Role of on-site emergency personnel:**

26. Immediate care of the injured or ill student athlete.
27. Activation of the emergency communication plan:
  - a. Stay calm, speak clearly and provide your name, briefly describe the situation, provide the location, telephone number, condition of the injured, first aid provided and other information as requested.
28. Assist Emergency Medical Personnel to the scene and open appropriate gates and/or doors.

**Track & Field venue directions:**

Enter campus onto Calaveras Way from Geer Rd. (about halfway between Monte Vista Ave and Christoffersen Pkwy). At the circle, take the first right onto Merced Way. Continue on Merced Way for approximately 200 yards and arrive at Warrior Stadium on the right.

**California State University Stanislaus  
Emergency Plan  
Volleyball Venue**

**Emergency Personnel:** Coaches are on site for practices and competitions. A certified athletic trainer is available on site for home competitions and is available during practice in the athletic training room.

**Emergency Communication:** Emergency contact may be made by cell phone or any campus phone by **dialing 911**. A pay phone is available in the lobby of Warrior Arena.

The **athletic training room** is located down the hallway from the volleyball court in **Ed & Bertha Fitzpatrick Arena/Gym in room G-26** and may be reached by calling **(209)664-6838** or **(209)667-3415**.

**Role of on-site emergency personnel:**

29. Immediate care of the injured or ill student athlete.
30. Activation of the emergency communication plan:
  - a. Stay calm, speak clearly and provide your name, briefly describe the situation, provide the location, telephone number, condition of the injured, first aid provided and other information as requested.
31. Assist Emergency Medical Personnel to the scene and open appropriate gates and/or doors.

**Volleyball venue directions:**

Enter campus onto Calaveras Way from Geer Rd. (about halfway between Monte Vista Ave and Christoffersen Pkwy). At the circle, take the first right onto Merced Way. Continue on Merced Way for approximately 50 yards and turn left onto the service road next to the swimming pool leading to Ed & Bertha Fitzpatrick Arena/Gym. Enter the building through the glass doors on the right of the parking area and proceed straight down the hallway to the volleyball arena.

**Directions to CSUS Student Health Center on Campus**

The Student Health Center is located approximately 200 yards west/ southwest of Ed & Bertha Fitzpatrick Arena/Gym and the athletic training room on the opposite side of Warrior Lake.

**Directions from CSUS Campus Athletic Venues to Emanuel Medical Center, 825 Delbon Ave., Turlock, Ca 95382**  
**Main Phone Number (209)667-4200**  
**Emergency Room Number (209)667-5800**

Exit campus from Calaveras Way and take a right onto Geer Road. At the light, turn left onto Monte Vista Ave and proceed approximately ½ mile. Turn right onto N. Olive Ave and continue for approximately ¾ mile until you arrive at Emanuel Medical Center on the left. Emergency phone number 209-667-5800

**Directions from CSUS Campus Athletic Venues to Express Lane Urgent Care, 711 East Hawkeye Ave. #3, Turlock, Ca 95380**  
**Phone number: (209)664-1550**

Exit campus from Calaveras Way and take a right onto Geer Road. At the light, turn left onto Monte Vista Ave and proceed approximately ½ mile. Turn right onto N. Olive Ave and continue for approximately 1 mile. Turn right onto E. Hawkeye Ave. Arrive at Express Lane Urgent Care, 711 E. Hawkeye Ave. #3 on the right. Phone number 209-664-1550.

**Directions from CSUS Campus Athletic Venues to  
Family Medical Group Same Day Care, 911 E. Tuolumne Rd., Turlock, Ca 95382  
Phone number: (209)668-4101**

Exit campus from Calaveras Way and take a right onto Geer Road. At the light, turn left onto Monte Vista Ave and proceed approximately ½ mile. Turn right onto N. Olive Ave and continue for approximately ¾ mile. Turn left onto Tuolumne Rd. In approximately ¼ mile, arrive at Family Medical Group Same Day Care, 911 E. Tuolumne Rd. on the left. Phone number 209-668-4101.

**Directions from CSUS Campus Athletic Venues to  
Dr. Patrick Guerrero, Orthopedic Surgeon, 1051 E. Tuolumne, Suite 103, Turlock 95382  
Phone number (209)216-5900**

Exit campus from Calaveras Way and take a right onto Geer Road. At the light, turn left onto Monte Vista Ave and proceed approximately ½ mile. Turn right onto N. Olive Ave and continue for approximately ¾ mile. Turn left onto Tuolumne Rd. In approximately ¼ mile, arrive at Family Medical Group. Doctor Guerrero's office is located on the other side of the parking lot behind Family Medical Group in Suite 103.

**Directions from CSUS Campus Athletic Venues to  
Modesto Memorial Hospital, 1700 Coffee Rd., Modesto, Ca 95355  
Phone number (209)526-4500**

Exit campus from Calaveras Way and take a right onto Geer Road. At the light, turn right onto Monte Vista Ave and proceed approximately 2 miles. Merge right onto Highway 99 North towards Sacramento. Go approximately 13 miles and take the Carpenter Rd./ Briggsmore Ave. exit. Turn right onto W. Briggsmore Ave. Go approximately 3 miles and turn left onto Coffee Rd. Arrive at Memorial Hospital on the right.

**Directions from CSUS Campus Athletic Venues to  
Kaiser Permanente Medical Center, 4125 Bangs Ave., Modesto, Ca 95356  
Phone number (209)557-1000**

Exit campus from Calaveras Way and take a right onto Geer Road. At the light, turn right onto Monte Vista Ave and proceed approximately 2 miles. Merge right onto Highway 99 North towards Sacramento. Go approximately 16 miles and take the Pelandale Ave exit. Stay right at the fork to get onto Pelandale Ave. Turn left onto Sisk Rd. Go approximately ½ mile and turn right onto Bangs Ave. Arrive at Kaiser Permanente Medical Center on the left.

## **CONCUSSION MANAGEMENT GUIDELINES**

1. CSU Stanislaus will require student-athletes to sign a statement in which student-athletes accept the responsibility for reporting their injuries and illnesses to the sports medicine



staff, including signs and symptoms of concussions. During the review and signing process student-athletes will be provided with educational material on concussions.

2. CSU Stanislaus will have on file and annually update an emergency action plan for each athletics venue to respond to student-athlete catastrophic injuries and illnesses, including but not limited to concussions, heat illness, spine injury, cardiac arrest, respiratory distress (e.g., asthma), and sickle cell trait collapses. All athletics healthcare providers and coaches shall review and practice the plan annually. These sessions will be conducted prior to the start of the sport season.
3. CSU Stanislaus sports medicine staff members shall be empowered to determine management and return-to-play of any ill or injured student-athlete, as he or she deems appropriate.
4. CSU Stanislaus shall have on file a written team physician directed concussion management plan that specifically outlines the roles of athletics healthcare staff (e.g. Physician, certified athletic trainer, nurse practitioner, physician assistant, neuropsychologist). In addition, the following components have been specifically identified for the collegiate environment:

CSU Stanislaus coaches will receive a copy of the concussion management plan and a fact sheet on concussions in sport.

- CSU Stanislaus sports medicine staff members and other athletics healthcare providers will practice within the standards as established for their professional practice (e.g., team physician, certified athletic trainer, physical therapist, nurse practitioner, physician assistant, neurologist, and neuropsychologist).
- When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete will be removed from practice or competition, by either a member of the coaching staff or sports medicine staff. If removed by a coaching staff member, the coach will refer the student-athlete for evaluation by a member of the attending sports medicine staff. During competitions, on the field of play injuries will be under the purview of the official and playing rules of the sport. CSU Stanislaus staff will follow such rules and attend to medical situations as they arise. Visiting sport team members evaluated by CSU Stanislaus sports medicine staff will be managed in the same manner as CSU Stanislaus student-athletes.
- A student-athlete diagnosed with a concussion will be withheld from the competition or practice and not return to activity for the remainder of that day. Student-athletes that sustain a concussion outside of their sport will be managed in the same manner as those sustained during sport activity.
- The student-athlete will receive serial monitoring for deterioration. Athletes will be provided with written home instructions upon discharge; preferably with a roommate, guardian, or someone that can follow the instructions.
- The student-athlete will be evaluated by a team physician as outlined within the concussion management plan. Once asymptomatic and post-exertion assessments are within normal baseline limits, return to play shall follow a medically supervised stepwise process.

- Final authority for Return-to-Play shall reside with the team physician or the physician's designee as noted in the concussion management flowchart.
- CSU Stanislaus will document the incident, evaluation, continued management, and clearance of the student-athlete with a concussion.

## **CSU STANISLAUS CONCUSSION MANAGEMENT PLAN**

**Concussion Identified and Assessed:** Concussions are identified and assessed as follows:

- Physical examination and assessment of concussion symptoms by medical staff athletic trainer, physician assistant and/or physician.
- If a physician is not immediately available, the athlete should be referred to physician for evaluation within 24 hours of injury if possible.
- If the athlete has severe headache, had loss of consciousness longer than 30 seconds, has focal neurologic findings worsening while being observed then athlete should be transported to closest emergency department.
- Athlete will be held from all physical activity; given concussion information home instruction sheet; notify parent/guardian of concussion; Sway concussion symptom check performed on athlete and again within 24 hours of injury if possible.

**Concussion Management:**

- Athlete will be held from all physical activity unless it can be definitively determined symptoms are not attributable to a concussion.
- Athlete will be re-assessed every other day by medical staff using Sway symptom checklist until completely asymptomatic.
- Academic advisor will be notified (consideration of academic modifications/restrictions).
  - It is recommended that the athlete restrict cognitive activity such as reducing schoolwork including the use of a computer, if able, while recovering from concussion.

**Athlete Asymptomatic:** Once the athlete is asymptomatic, he/she must get cleared by the physician to begin return to play protocol.

**Return to play protocol** to begin once athlete is asymptomatic.

Stage 1: Symptom-limited activity -> Daily activities that do not provoke symptoms with a goal of reintroduction of work/school activities.

Stage 2: Light aerobic exercise -> walking or stationary cycling at a slow to medium pace. No resistance training with a goal of raising heart rate.

Stage 3: Sport-specific exercise -> running or skating drills with a goal of adding dynamic movement.

Stage 4: Non-contact training drills -> such as passing drills. May start progressive resistance training with a goal of adding exercise, coordination, and increased thinking.

Stage 5:

- A. Complete SWAY Sport+ assessment. The athlete must be back to original baseline or less than 10% discrepancy in order to continue on to full contact.
- B. Full Contact Practice -> participation in normal training activities with a goal of restoring confidence and assess functional skills by coaching staff.

Stage 6: Return to sport -> normal game play.

\*Each step should be at least 24 hours or longer. If any symptoms worsen during exercise, the athlete should go back to the previous step.

**Please note:**

- There should be at least 24 hours between stages, and if symptomatic at any stage, must start over at stage 1 or no activity until asymptomatic.
- All athletes should complete the above progressive program prior to returning to play.
- No athlete should return to play on the day they sustained a concussion.
- When traveling on the road (flying) – there needs to be consultation with a physician on site and trainer prior to travel.

## **ALCOHOL AND OTHER DRUG USE POLICY**

CSU Stanislaus believes that the use of alcohol, controlled substances, abuse of legal medications, and the use of other “performance enhancing” drugs constitute a danger to the health and well- being of the student-athlete, represents a threat to the integrity of the department of athletics, and unduly exposes student-athletes to exploitation;

1. The University and the Department of Athletics do not condone, in any way, shape or form the abuse of legal drugs and/or medications and wholly discourages the use/abuse of illegal or performance enhancing drugs.
2. The Department of Athletics participates in a random drug testing program to encourage positive decision making by student-athletes as related to the use of legal, illegal, or performance enhancing drugs or agents.
3. Student-athletes shall have access to a copy of the drug-testing program located on the athletic department website under athletic training forms at all times and will provide consent/authorization for inclusion into this program. Failure to comply may result in the loss of eligibility for participation.
4. A component of the drug deterrent program is the opportunity and presence of an education program for all athletes.
5. Student-athletes will be given opportunity for counseling and rehabilitation should positive results occur. Repeated violations of the departmental and campus policy can result in removal from team activities and/or expulsion from the campus. Review the new Department Drug and Alcohol Policy available on the website ([Warriorathletics.com](http://Warriorathletics.com)).

6. Personnel provisions to this policy shall be consistent with existing bargaining unit and University policy.

**Please note:**

There should be at least 24 hours between stages, and if symptomatic at any stage, must start over at stage 1 or no activity until asymptomatic.

All athletes should complete the above progressive program prior to returning to play.

No athlete should return to play on the day they sustained a concussion.

When traveling on the road (flying) – there needs to be consultation with a physician on site and trainer prior to travel.

## **ATHLETIC DEPARTMENT POLICY FOR PREGNANT STUDENT-ATHLETES**

What to do if you become pregnant:

We recognize that a student-athlete's pregnancy is often a stressful event. As soon as you learn that you are pregnant, we encourage you to tell someone with whom you feel safe or who can best support you during this difficult time. While you are in the best position to determine who is safe to discuss your pregnancy, we will respect your confidentiality within our institution as long as it is medically safe to do so. At Stanislaus State University, we want to help you achieve your academic goals while protecting your physical and psychological health and the health of your pregnancy. You should know that many student-athletes have traversed through these same life transitions successfully, and there is usually no reason to make overly-rushed decisions.

What happens to your team membership:

Federal law provides many legal protections for your continued involvement with our athletics department. As long as you are in good academic standing with the university and you do not voluntarily withdraw from your team, federal law protects your membership on the team. This would include access to services provided to other student-athletes with injuries or temporary disabilities, such as academic tutoring, athletic training, medical services, rehabilitation services, among others. We will modify your workouts as your pregnancy progresses if needed. Federal law also requires us to grant you as much leave as is medically necessary and to reinstate you to active team membership. You may have to earn back your specific playing position that you achieved before your pregnancy, but others have successfully made the transition back to their former playing shape. You can too.

What happens to your scholarship:

As long as you are in good academic standing with the university and you do not voluntarily withdraw from your team, it is against federal law for us to withdraw or reduce your financial aid in the event of your pregnancy, childbirth, conditions related to pregnancy, false pregnancy, termination of pregnancy, recovery from pregnancy, or parental or marital status during the term of the award. Federal law also requires us to grant you as much leave as is medically necessary and to renew your scholarship under certain circumstances. Finally, you should also know that NCAA bylaws allow a female student-athlete to apply for an additional year of eligibility if her athletic career is interrupted by pregnancy.

Who can help you:

We encourage you to find someone trusted within our institution that can help you navigate through the numerous decisions that confront you. Our institution has a number of people that are equipped to help you, such as our athletic trainers, coaching staff, and administrators.

Some specific individuals who can help you are:

**Paul Norris**

Executive Director of Equity Programs and Compliance  
Mary Stuart Rogers Bldg., Suite 320  
Phone: (209) 667-3868  
Email: [pnorris@csustan.edu](mailto:pnorris@csustan.edu)

**Julie Keo**

Equity Programs and Compliance Specialist  
Mary Stuart Rogers Bldg., Suite 340  
Phone: (209) 667-3746  
Email: [jkeo@csustan.edu](mailto:jkeo@csustan.edu)

**Alissa Aragon**

Associate Athletic Director, Student-Athlete Development/Senior Woman Administrator  
Student Services Bldg. 116  
Phone: (209) 664-6596  
Email: [aaragon@csustan.edu](mailto:aaragon@csustan.edu)

**Gary Hogan**

Head Athletic Trainer  
Fitzpatrick Arena, Athletic Training Room  
209/667-3415  
[ghogan@csustan.edu](mailto:ghogan@csustan.edu)

**Elizabeth Melo**

Athletic Trainer  
Fitzpatrick Arena, Athletic Training Room  
209/667-3033  
[emelo@csustan.edu](mailto:emelo@csustan.edu)

**Brashit Tarmani**

Athletic Trainer  
Fitzpatrick Arena, Athletic Training Room  
209/667-3033  
[Btarmani1@csustan.edu](mailto:Btarmani1@csustan.edu)

How to continue training and competing:

If you decide to remain pregnant and wish to continue in your sport, we will help you assemble a decision-support team that you feel comfortable with. It could include you, your obstetrician or other maternal health care provider, your coach, athletic trainer, team physician, academic counselor, a mental health counselor or others as needed. Your decision-support team will monitor your health and academic progress and will assist your rehabilitation and your return to competition if that is your desire. Medically necessary absences due to pregnancy from team activities are considered excused absences.

What is covered by your medical insurance:

Our athletics department will cover your medical expenses and provide the same health benefits provided to other students-athletes with injuries, illnesses, or medical conditions, including

counseling services, physical examinations, medical treatment, surgical expenses, medication, rehabilitation and physical therapy expenses and dental expenses. Insurance and medical care for the baby are not covered by the athletics department secondary insurance policy which only covers athletic related injuries and would not be applicable for medical expenses related to a non-athletic medical situation.

What if you're a male student-athlete whose partner becomes pregnant:

Obviously, you won't be affected by physical changes associated with pregnancy. However, you may suffer psychological stress, have concern about the health of your pregnant partner and her pregnancy, and question your readiness for fatherhood and the personal and financial obligations you face. You may disagree with your partner about the pregnancy, whether to carry the pregnancy to term or to terminate the pregnancy. We encourage you to take advantage of our psychological counseling services and join in any decision-support team your partner may have formed. You should also know that Title IX also protects you from being discriminated against because of your partner's pregnancy or your status as a parent.

Any student-athlete who suspects or has knowledge that she has become pregnant is required to notify her head coach, the Head Athletic Trainer and/or the Sport Supervisor. We will work with you confidentially to make certain that appropriate decisions are made to ensure the health of you and your child. The decision for continued participation will be considered by the athlete, team physician, and the Head Athletic Trainer. The final decision regarding participation of the pregnant student-athlete is the responsibility of the team physician. Pregnant student-athletes are encouraged to remain on their teams, and the athletes' scholarships are protected. Athletes will not be retaliated against because of their condition and/or decisions.

## **ATHLETIC TRAINING ROOM COLD TUB POLICY**

### **FOR HEALTH REASONS AND ATTEMPTS TO PREVENT INFECTIOUS SKIN DISORDERS**

\_\_\_\_\_ Each student athlete is responsible for "signing in" to document use of any training room modalities including whirlpools and cold tubs **PRIOR TO** using them.

\_\_\_\_\_ Each student athlete is responsible for rinsing off in the showers after physical activity and **BEFORE** entering the whirlpools or cold tubs.

\_\_\_\_\_ Each student athlete that completes and signs this document will be provided their own towel exclusively for and **ONLY** for utilizing the hot or cold tubs in the training room.

\_\_\_\_\_ Each student athlete is responsible for providing and showing up with his or her own towel prior to using the whirlpools or cold tubs.

### **TRAINING ROOM TOWELS INCLUDING PAPER TOWELS POSITIONED IN THE COMPLEX FOR HAND WASHING WILL NO LONGER BE PROVIDED OR ACCEPTABLE FOR USE IN TOWELING OFF AFTER COLD TUB USAGE.**

\_\_\_\_\_ Each student athlete is responsible for the timely and regular laundering of their own practice gear and towels to prevent the spread of infectious skin disorders.

**Under no circumstances will the sharing of towels be allowed in the complex.**

\_\_\_\_\_Any student athlete not fulfilling the above responsibilities as they relate to whirlpool and cold tub usage will cause the immediate closure of the whirlpools and cold tubs for an undetermined period for proper cleaning.

\_\_\_\_\_All student athletes and their coaching staffs who are members of individual teams that become habitual offenders of this policy (3 or more violations per team) will be required to attend an educational session on Infectious Skin Disorders (sessions to be determined by the Health Administrator for Athletics) prior to the re-opening of the whirlpool and cold tub for use **FOR ANY CSUS ATHLETIC TEAM**

## **ATHLETIC TRAINING ROOM DAILY SELF CARE STUDENT ATHLETE POLICY**

The Athletic Training Room is to be primarily utilized to evaluate, treat, manage and rehabilitate athletic related injuries. However, there is a recognized need for athletes to have an opportunity to provide for their daily needs of recovery as well. Because of limited space in the Athletic Training Room, there will be times when Student Athletes are asked to perform their daily post practice routines of self massage, stretching, foam rolling, etc. in their respected locker room areas. The training room staff will provide each team requesting items such as tables, foam rollers, massage lotion, etc. for exclusive use in individual team locker room facilities.

# **STUDENT-ATHLETE AND ACADEMIC ISSUES**

To ensure that proper progress is being made toward a degree, student-athletes are required to follow CSU Stanislaus and NCAA academic eligibility regulations including:

- Enroll in a minimum of 12 credits each semester, for the entire semester
- Accumulate a minimum of 24 PTD credits per academic year (includes 18 required from September-May, with a maximum of 6 during a summer term)
- Pass 9 PTD credits each semester
- Maintain above a 2.0 cumulative grade point average each semester

For more complete information on academic standard, one can refer to the current NCAA Manual and CSU Stanislaus Undergraduate Bulletin.

## **ACADEMIC ADVISEMENT SERVICES**

- Registration advisement
- Referrals to academic departments, Advising Service Center (ASC), Psychological Counseling Center (PCS), Disability Resource Center (DRS), Learning Commons
- Liaison between student-athletes, faculty, and administrators
- Life Skills Workshops

Student-athletes appearing on the official team roster are offered these services on an unlimited basis. Services are also available for student-athletes who have been dropped from a roster due to academic ineligibility, and who are taking measures to regain eligibility, and student-athletes who have exhausted their eligibility for competition but remain or return to the University to complete their degree requirements.

## **ACADEMIC HOLD**

Student athletes must return all athletic equipment, uniforms, and training room supplies within five school days subsequent to the final date of competition to their head coaches or his/her designee. An academic hold will be placed on a student's record for any and all items not returned by such date and the student will be responsible for the replacement cost of all items. The academic hold will not be released until either the items are paid for in full, or the items are returned. Students are not able to register or graduate while on academic hold, nor will transcript requests be fulfilled.

## **ACADEMIC PRACTICE**

All students will be monitored by their GPA to determine their involvement in academic practice. This consists of weekly academic meetings with the Academic Support Staff or members of the Coaching Staffs, as well as a determined number of academic practice hours depending upon a student's Stanislaus or cumulative GPA. The Academic Advisor and Coaches reserve the right to communicate and determine each student's involvement to



ensure that involvement in this program beneficial for all parties. First-year students are required to participate in mandatory study hall hours as part of the MDIS 1040 – Freshman Experience class for course credit.

## **ACADEMIC REPORTING**

Progress Toward Degree (PTD), Certification of Eligibility, Team GPA and Department GPA are calculated based on student-athletes who are on an official roster and have competed during the semester/academic year. PTD is done between semesters while Certification of Eligibility is done at the end of an academic year with the exception of Men's and Women's basketball. These teams will be certified of eligibility during the winter session in addition to the certification at the end of the academic school year.

Student-athletes who are dropped from roster or who quit the team will be included in the PTD/Certification of Eligibility report if the team is in their competition season or if the student competed. They will be removed from Peoplesoft after PTD/Certification of Eligibility reports are completed. Student-athletes who are dropped from roster or who quit the team will not be included so long as they did not compete. If the student did compete and then quit, they will be included in the PTD/Certification of Eligibility report.

## **CLASS ABSENCES**

Although every effort is made to minimize conflicts with academic schedules, the nature of athletics makes it inevitable that student-athletes will occasionally miss class due to competition. The Athletics Academic Advisor will provide student-athletes with a travel letter to include travel and competition dates/times at the beginning of the semester to provide to each instructor. It is expected that the student-athlete be proactive in communicating with their instructors to minimize academic disruption and make up course content or exams missed.

## **ENROLLMENT PROTECTION**

Student-athletes who are on an official team roster will have an enrollment protection placed on their account each semester. This protection will enable student-athletes to have an extension to pay their tuition while financial aid and athletic scholarships are processed.

The exception to this policy is for student-athletes who have exhausted eligibility, are still enrolled in classes and are receiving athletic aid. These students will be counted on the team's academic roster and in the overall athletics headcount.

## **FIRST YEAR SEMINAR**

All incoming freshman will be enrolled in the First-Year Seminar (MDIS 1040) class offered via the Athletic Academic Advising Program. The course is a regular 2 unit general education course, fulfilling area E1, that emphasizes adaptation to college life and the rigors that are included in being a student-athlete.

## **GRADUATION STOLES**

Student-athletes are eligible to receive an Athletics graduation stole if they 1) have a graduation application on file 2) are graduating within the academic year (fall, spring, summer) or 3) have left the athletic program in good standing and/or have exhausted their eligibility.

## **PRIORITY REGISTRATION**

Each semester prior to registration, refresher meetings will be held with each team to remind, educate, and inform students of how to select appropriate classes to incorporate into their schedule. During this time, student-athletes will have one-on-one assistance with a member of the AAC team to navigate planning tools and ensure selected classes meet degree requirements. This will also ensure that the student-athlete is on track to meet the necessary benchmarks set forth by the NCAA and stay on track to graduate. Priority registration takes place on the first day of registration at 8:20am.

## **PROGRESS REPORTS**

Each semester, progress reports will be sent to the faculty through Warrior Connect. This will happen 3-4 times a semester to ensure the most up to date information for each student-athlete. Upon the completion of these reports, grades lower than a C- are highlighted to notify the students and coaching staff of the grade. Concerning comments and feedback are also highlighted. After the edits are made, the Academic Advisor will send them out to each Coaching Staff. Students are notified when progress reports are sent to faculty and may request a copy at any time.

## **STUDENT-ATHLETE TIME COMMITMENT POLICY**

Student-athletes are ambassadors for the University and are extremely visible. In-season practice and contest schedules place tremendous demands on the time of the student-athlete.

1. In accordance with NCAA rules regarding time commitments for student-athletes, each coach must establish, prior to their season, a schedule of practice time and contests for the season.
2. The dates and times are to be filed with the Compliance Coordinator, Athletic Trainer, and appropriate administrator via ARMS and available for review as necessary.
3. Any changes to the practice schedule (including change in time of day of practice) must be submitted to the Compliance Coordinator, Athletic Trainer, and appropriate administrator as soon as this information is known.
4. Student-athletes are to have a minimum of one day per week with no athletic requirement. They must not practice and play more than 20 hours in a given week. Travel time is not included in the above formula.