

Staff Policies and Procedures

Manual



Fort Valley State
UNIVERSITY

Fort Valley State **University**

**Department of Intercollegiate
Athletics**

2010-11

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Welcome

This handbook is designed to acquaint you with your employer, the Fort Valley State University Department of Athletics. Although it is important that you take time to read through this handbook and become familiar with the various rules and regulations which affects your employment, this handbook should not be viewed as, nor is it intended to be a written or implied employment contract.

Unless you have received a formal written contract signed by the FVSU Athletic Department specifying an employment term, your employment is governed by the policies which cover your employment status Fort Valley State University Policy & Procedures for staff employee. This Manual has been prepared for guidance of employees and supervisors at Fort Valley State University. It is not intended to be a contract or a part of any contract between Fort Valley State University and its employees. This Manual only describes Fort Valley State University general Philosophy concerning personnel procedures and may be modified or altered unilaterally by Fort Valley State University at any time.

In addition to the policies and the rules outlined in this handbook, employees are expected to be knowledgeable of and adhere to all NCAA rules. Additionally, employees are required to report any NCAA violations to the Director of Compliance.

This manual is intended to serve as a guide for each staff member of the Fort Valley State University Department of Intercollegiate Athletics. This document provides all personnel with information on their responsibilities, affords general information on University regulations, and informs all employees of departmental policies and procedures.

Reference should also be made to the following:

- Fort Valley State University Employee Handbook
- NCAA Manual
- NCAA Division II Operating Manual
- NCAA Guide to Eligibility
- NCAA Guide to Financial Aid
- NCAA Guide to Recruiting
- South Intercollegiate Athletics Conference Policies - Procedures Manual
- Fort Valley State University Recruiting Manual
- Fort Valley State University Student-Athlete Handbook
- Fort Valley State University Undergraduate Catalog
- NCAA News

CHAPTER ONE: POLICIES AND PHILOSOPHIES

NCAA Mission Statement

The National Collegiate Athletic Association's **purposes** are:

- To initiate, stimulate and improve intercollegiate athletics programs for student-athletes and to promote and develop educational leadership, physical fitness, athletics excellence and athletics participation as a recreational pursuit.
- To uphold the principle of institutional control of, and responsibility for, all intercollegiate sports in conformity with the constitution and bylaws of the Association.
- To encourage its members to adopt eligibility rules to comply with satisfactory standards of scholarship, sportsmanship and amateurism.
- To formulate copyright and publish rules of play governing intercollegiate athletics.
- To preserve intercollegiate athletics records.
- To supervise the conduct of, and to establish eligibility standards for, regional and national athletics events under the auspices of the Association.
- To legislate, through bylaws or by resolutions of a convention, upon any subject of general concern to the members related to the administration of intercollegiate athletics.
- To study in general all phases of competitive intercollegiate athletics and establish standards whereby the colleges and universities of the United States can maintain their athletics programs on a high level.

The goals of the Association are:

- **Promote** student-athletes and University sports through public awareness.
- **Protect** student-athletes through standards of fairness and integrity.
- **Prepare** student-athletes for lifetime leadership.
- **Provide** student-athletes and University sports with the funding to help meet these goals.

NCAA Division II

In addition to the purposes and fundamental policies of the National Collegiate Athletic Association, members of Division II support the following principles in the belief that these statements assist in defining the nature and purposes of the division. These statements are not binding on member institutions but serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

A member of Division II:

- Subscribes to high standards of academic quality, as well as breadth of academic opportunity;
- Strives in its athletics program for regional and national excellence and prominence. Accordingly, its recruitment of student-athletes and its emphasis on and support of athletics programs are, in most cases, regional and national in scope;
- Recognizes the dual objective in its athletics program of serving both the university or University community (participants, student body, faculty, staff, alumni) and the general public (community, area, state, nation);
- Believes in offering extensive opportunities for participation in varsity intercollegiate athletics for both men and women;

- Sponsors at the highest feasible level of intercollegiate competition one or both of the traditional spectator-oriented, income-producing sports of football and basketball.
- Believes in scheduling its athletic contests primarily with other members of Division II, especially in the emphasized, spectator-oriented sports, as a reflection of its goal of maintaining an appropriate competitive level in its sports program;
- Strives to finance its athletics program insofar as possible from revenues generated by the program itself. All funds supporting athletics should be controlled by the institution; and,
- Understands respects and supports the programs and philosophies of other divisions. Occasionally, institutions from other divisions or athletic associations will seek membership in Division II. In such cases, the applicants should be required to meet, over a period of time, prescribed criteria for Division II membership in order to assure that such institutions agree and comply with the principles and program objectives embodied in this statement.

Sponsored Sports at Fort Valley State University

Men's Sports

Football
Men's Basketball
Men's Cross Country
Men's Outdoor Track
Men's Tennis

Women's Sports

Volleyball
Women's Basketball
Women's Cross Country
Women's Outdoor Track
Women's Tennis
Softball

Cheerleading is also a part of FVSU Athletics and Student Life.

FVSU Department of Athletics Philosophy

Fort Valley State University Department of Athletics offers a comprehensive intercollegiate athletic program for all students fielding teams in men's and women's cross country, track and field, women's volleyball, softball, as well as football, Men's and Women's basketball and tennis. Varsity cheerleading is also a function within the department. The program currently operates within the rules and regulations of Division II of the National Collegiate Athletic Association (NCAA) and is a member of the Southern Intercollegiate Athletics Conference (SIAC). Approximately 190 student-athletes will compete in team sporting events throughout the 2010-11 academic year.

The philosophy of the program is based upon the FVSU mission: *"motivates and directs its students to seek holistic development that leads to intellectual, ethical, spiritual and service-oriented lives. Guided by these core values, the Fort Valley State University education involves students in rigorous study of the liberal arts as preparation for work and life-long learning, in the acquisition of verbal, technological and cultural literacy, and in critical community participation; all as a prelude to responsible citizenship in the global society which they will help to shape."*

Fort Valley State University's Department of athletics believes that a well-rounded, highly competitive intercollegiate athletics program is an integral part of the total educational experience for student-athletes. The department offers all support needed to develop each student-athlete to his or her fullest potential without compromising the basic academic objectives of the University. The department adheres to the concept of equal opportunity, and strives to provide a full collegiate experience for its student-athletes.

Department of Athletics Mission Statement

The role of intercollegiate athletics at Fort Valley State University is to provide an environment which will allow all student-athletes to reach nationally recognized excellence, both academically and athletically. Athletics is a vital part of the University experience and benefits the University by providing visibility and a positive public image.

Sportsmanlike Conduct

The National Collegiate Athletic Association, the Southern Intercollegiate Athletics Conference, and Fort Valley State University are committed to establishing sportsmanship and developing healthy environments for competition.

Principles of Sportsmanship

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential for sports is achieved when competition reflects these "six pillars of character."

Standards of Conduct

Coaches and administrators shall conduct themselves in a professionally dignified manner. Student-athletes shall similarly conduct themselves as positive role models and represent their institutions in a manner which exhibits the principles of sportsmanship

The standards for the conduct of administrators, coaches and student-athletes immediately preceding, during and following athletic events are:

- exhibiting respect and courtesy towards all participants including the coaches, student-athletes and officials,
- exercising restraint in their actions, both physical and verbal, toward other participants,
- commenting about other institutions, coaches and student-athletes only in a positive manner;
- refraining from making public comments critical of officials or the quality of their work.

Administrators:

Host institution administrators must develop the attitude that the treatment of a visiting team and its fans will be consistent with how they would want their teams to be treated. It is their responsibility to effectively communicate to all staff, coaches, student-athletes, spirit groups, cheerleaders, and bands the basic principles of sportsmanship and standards of conduct. As a host institution becomes aware of an incident in which the standards have been violated, it has the obligation to take appropriate disciplinary action.

Fort Valley State University employees and students will treat our opponents with fairness and respect.

Sports Information Directors

Sports Information Director and other staff members who interact with the media have a unique opportunity to promote the educational values of intercollegiate athletics and to build positive relationships among the conferences, the host and member institutions, their fans and the general public. All information distributed should be accurate, objective, fair, and contribute to stories and broadcasts that build a positive image of intercollegiate athletics. This positive influence must include those employed as talent for radio and television broadcasts.

Coaches

Coaches have great influence and must set the tone for responsible behavior for both their teams and fans. Coaches are encouraged to remove student-athletes who have demonstrated disrespect for their opponents. This discipline measure educates the individual and his/her teammates about the importance of sportsmanship over participation and winning. Fort Valley State University encourages this type of attitude and the courage to uphold it.

These same standards of sportsmanship must be applied by coaches in the recruiting process with adherence to the highest standards of honesty and integrity in all dealings with prospective student-athletes. Specifically, coaches shall advocate the positive advantages and attributes of their University and its intercollegiate athletic program and shall avoid making any derogatory statements concerning another institution's athletic programs, facilities or educational opportunities.

Student-Athletes

Respect for the game in which the student-athletes participate also demands respect for the opponent. Student-athletes are expected to treat opponents with respect. There will be no tolerance for taunting and baiting of opponents.

Student-athletes are often the most visible representatives of our institution and their behavior is observed and emulated by many who are younger. Student-athletes must honor the responsibilities that accompany the privilege of representing our schools by behaving with dignity and class on and off the field.

Fans, Boosters and Booster Clubs

The NCAA, Southern Intercollegiate Athletic Conference, and Fort Valley State University hope and believe that the establishment of the principles outlined in this section will create a wholesome atmosphere that will attract more fans to our events.

Fans should be encouraged to applaud the efforts of both institutions, even while supporting their own. They should be reminded that the participants are young people who should be treated as if they were their own sons and daughters.

We expect that all fans will act in an appropriate manner, and respect the opposition and the officials. We understand that occasionally there are individuals who attend games and abuse the opposition and officials. Those fans will be dismissed from athletic contests.

Gambling

Gambling on collegiate or professional sports is prohibited by NCAA Bylaw 10.3

In clear, simple language, here's what the rule means:

- You may not place any bet of any sort on any University or professional sports event.
- You may not give information to anyone who does place bets on University or professional sports.

That means:

- NO wagers on ANY professional or University sports event, even those that don't involve your University,
- NO sports "pools," even those run by your friends.
- NO internet gambling on sports events.
- NO sports wagering using "800" number
- NO exchange of information about your team with ANYONE who gambles. In other words, no information about injuries, new plays, team morale, discipline problems, or anything else.

Consequences:

Institutional staff members found in violation of this regulation shall be subject to disciplinary or corrective action as set forth by the NCAA.

Policy on Alcohol, Tobacco and Controlled Substances

In accordance with federal and state laws, Fort Valley State University has committed itself to providing a drug-free workplace. Employees are prohibited from engaging contrary to law in the manufacture, distribution, dispensing, possession, or use of illegal drugs at any time or place including the workplace. An employee who does not comply with the above is subject to disciplinary action, up to and including separation.

Screening

The Fort Valley State University Department of Athletics endorses a healthy lifestyle for student-athletes. To help deter the illegal use and abuse of alcohol, this substance may be screened during random drug testing. Positive tests will be addressed consistent with existing Department of Athletics drug testing policies and procedures.

Education

The University and department support the efforts of various programs that provide the university community with a wider understanding of the use and abuse of alcohol, and encourage further educational efforts that help members of the University community make informed choices involving alcohol.

Assistance

Fort Valley State University also encourages members of its community who may have alcohol problems to seek appropriate treatment and assistance. The University acknowledges that alcohol abuse is a serious issue, and recognizes the dangers of alcohol abuse in connection with malicious destruction of property, driving accidents, personal injury, and other related activities.

University Policy on Alcohol

In general, the University does not endorse the consumption of alcoholic beverages. Georgia Alcoholic Beverage Control laws made it unlawful for any person less than 21 years of age to purchase, possess, or consume such beverages, or for anyone to aid or abet such a person in purchasing, possessing, and consuming any alcoholic beverage.

The University recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol. As a depressant, alcohol gives a feeling of well-being, causes loss of coordination, intoxicates and leaves one with a hangover. Some of the hazards of abuse include:

1. Physical and physiological dependence can develop.
2. Long term heavy drinking is a factor in liver and heart damage, malnutrition, cancer and many other illnesses.
3. Driving under the influence can cause accidents because of slowed reflexes, disorientation, etc.

The following rules and regulations are applicable to the Fort Valley State University Community:

1. Under no circumstances may any type of alcoholic beverages be sold by any persons or organizations or corporations on campus of Fort Valley State University excluding previously cited exceptions.
2. It shall be unlawful for any person to consume any malt beverage or wine – fortified or unfortified – in any public place or upon any public street or upon the private business premises of Fort Valley State University, for liquor/whiskey in any public place upon any

- public or university street or parking area, upon the private premises of the university or in or around any residence hall or institutional facility or building.
3. It is unlawful for anyone to aid or abet a person less than 21 years of age in purchasing, possessing, or consuming alcoholic beverages.
 4. University-sponsored off-campus affairs at which alcoholic beverages are served shall be governed by all applicable local, state and federal laws.
 5. Drunkenness coupled with disorderly conduct will not be tolerated. The institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal laws), up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Athletic Department Policy on Alcohol

The Department of Athletics' policy regarding the use of alcohol at departmental events is as follows:

- a. Alcohol may not be purchased or consumed during team travel
- b. Alcohol may not be served or consumed during team functions
- c. Alcohol may not be purchased by administrators or coaches or consumption by student-athletes.

Departmental events including prospective student-athletes and enrolled student-athletes may not involve the use of alcohol. In regard to prospective student-athletes, administrators and head coaches must require that the entertainment of prospective student-athletes not involve the use of alcohol. In regard to enrolled student-athletes, alcohol may not be served at gatherings held after athletics contests.

THIS IS THE DEPARTMENT OF ATHLETICS' POLICY. HEAD COACHES, ADMINISTRATORS, STUDENT HOSTS, AND PROSPECTIVE STUDENT-ATHLETES ARE REQUIRED TO ABIDE BY THIS POLICY.

Use of Tobacco Products

NCAA Policy

Legislation adopted by NCAA member schools at the 1994 NCAA Convention prohibits the use of all tobacco products by student-athletes and game personnel (for example, coaches, trainers, managers and umpires) during practice and competition. The penalty is disqualification for the remainder of the practice or ejection from the contest.

Fort Valley State University Policy

Fort Valley State University is committed to the health and wellness of its students, faculty and staff. Smoking is prohibited in all University buildings, stadiums and vehicles and at all indoor and outdoor sporting venues.

Chapter 2: ORGANIZATION

The Department of Intercollegiate Athletics is an integral part of the University. The Director of Athletics reports to the Vice President for Student Affairs.

UNIVERSITY'S INTERCOLLEGIATE ATHLETICS COMMITTEE (IAC)

The program of intercollegiate athletics is a distinctive enterprise of the University with broad and significant implications. While providing the potential for growth and development of individuals through athletics training and competition, it also provides potential for conflict between the academic pursuits of student-athletes and the challenges and opportunities of athletics competition. It is appropriate and necessary to provide oversight and support to the program of intercollegiate athletics through the existence and functioning of a committee on athletics.

Because faculty has responsibility for carrying out the broad missions of the University, the Committee shall be composed of a majority of "University administration and/or faculty members" (as required by the National Collegiate Athletic Association constitution) with appropriate participation by representatives of the Department of Athletics, student body, alumni, and the public. The oversight, advice and guidance given by the IAC should always have as its underlying tenet the growth and development of the University's student-athletes and maintenance of the integrity of the athletic program and of the institution.

The IAC exists to assist the president in exercising "institutional control and responsibility for the conduct of intercollegiate athletics" as required by the University, the National Collegiate Athletic Association (NCAA) and the Southern Intercollegiate Athletic Conference (SIAC). The IAC has no executive function within the University or its intercollegiate athletic program. Executive responsibility for the intercollegiate athletics program of the University resides with the President and is carried out through a director of athletics who is appointed by the President.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Fort Valley State University Student-Athlete Advisory Committee is designed to:

- Generate a voice for student-athletes within the Department of Athletics
- Solicit student-athlete response to proposed NCAA legislation
- Suggest potential NCAA legislation
- Organize community service efforts
- Create an opportunity for student-athlete representation on campus-wide committees

The Director of Athletics' visible support is vital to the success of any student-athlete committee. Such support shows the student-athletes, athletics personnel and campus-wide community that the philosophy of student-athlete involvement comes from the top and will generate support from all groups.

Membership of the SAAC should be representative of the diversity of our student-athlete population (gender and racial diversity). Representatives from each sport serve as liaison between the committee and his/her individual team.

Conference Affiliation

Fort Valley State University is a member of the Southern Intercollegiate Athletics Conference. The range of the academic programs offered by the member Universities and Colleges is of excellent quality and highly respected. Membership in the conference(s) enhances our athletics programs and provides opportunities for nationwide visibility and publicity for the athletic and academic programs as well as the University.



CHAPTER 3:

DEPARTMENTAL INFORMATION

Department of Athletics Information Quick Reference

Academic Policy	Athletic Academic Coordinator
Admissions	Admissions Office
Awards	Assistant Director of Athletics/SWA
Budget Information	Director of Athletics
Budget Requests	Director of Athletics
Tours Bus Reservations	Administrative Assistant
Business Cards	Administrative Assistant
Athletic Hall of Fame	Director of Athletics
Class Excuses	Senior Woman Administrator (SWA)
Compliance & Eligibility Questions	Compliance Director
Computer Assistance	Computer Help Desk (Ext. 6122)
Contracts (Games)	Director of Athletics
Courtesy/Lease Car Guidelines	Director of Athletics
Email Accounts, etc.	Administrative Assistant
Facilities	HPE Director
Fund Raising	Director of Athletics
ID Cards	ID card Office (Ext. 6475)
Injuries (Staff)	Infirmary
Injuries (Student-Athlete)	Athletic Trainer
Insurance (Student-Athlete)	Athletic Trainer
Insurance (staff)	Human Resources (Ext. 6301)
Laundry (Team)	Equipment Manager
Media Relations	Sports Information Director
Meal Per Diem Forms	Administrative Assistant
Office Supplies	Administrative Assistant
Parking Stickers	Campus Police (Ext. 6211)
Payroll - Support Staff/Student	Business Manager
Payroll - Administrative/Coaching	Business Manager
Physicals (Team)	Athletic Trainer
Post Game Meals	Senior Woman Administrator
Promotions and Special Events	Sports Information Director
Publicity, Pictures or Brochures	Athletics Media Relations
Purchase or Requisition Forms	Athletics Business Office
Reimbursements	Athletics Business Office
Support Staff Issues	Senior Woman Administrator
Squad Lists	Compliance Director
Staff Dependent Child, Spouse	Human Resources - Staff Benefits
Student-Athlete Academic Progress	Compliance Director
Student-Athlete Advisory Committee	SAAC Advisor
Student-Athlete Financial Aid	Compliance Director
Tax Exempt Forms	Business Office
Travel (advance/approval/expense)	Administrative Assistant
University Calendar	Academic Affairs
University Information Line	877-GO2- FVSU
University Police	825-6211
Vacation Information	Senior Woman Administrator

Fort Valley State University Athletic Department Personnel

ADMINISTRATIVE STAFF			
		Extension	Email
Director of Athletics	Dr. Percy "Chico" Caldwell	6238	caldwellp@fvsu.edu
Faculty Athletic Representative	Dr. Gregory Green	6613	greeng@fvsu.edu
Associate Director for Compliance / Senior Woman Administrator	LuWanna Williams	6179	williamsl@fvsu.edu
Sports Information Director	Charles Ward	3299	wardc@fvsu.edu
Dir Cheerleader Operations	TBA		
HPE Director	Donald Moore	6825	moored@fvsu.edu
Equipment Manager	Anthony Broadnax		broadnaxa@fvsu.edu
Head Athletic Trainer	Jeff Gilbert		gilbertj@fvsu.edu
Executive Administrative Assistant	Vernetta Daniel	6888	danielv@fvsu.edu
COACHING STAFF			
Football			
Head Coach	Donald Pittman	6699	pittmand@fvsu.edu
Defensive Coordinator	Haskell Buff	3072	buffh@fvsu.edu
Offensive Coordinator	Donald Pittman	6699	pittmand@fvsu.edu
Offensive Line	Keithen DeGrate	3071	degratek@fvsu.edu
Running Backs	Richard Willis	3054	N/A
Defensive Line	Terry Jones/ Frank Turner	6148	jonest@fvsu.edu
Defensive Backs/Recruiting Coordinator	(DB) Durwood Roquemore (RC) Terry Jones	3054 6148	roquemored@fvsu.edu jonest@fvsu.edu
Kickers/Punters	Haskell Buff	3072	buffh@fvsu.edu
Men's Basketball			
Head Coach	John Douglas		douglasj@fvsu.edu
Assistant Coach	Anthony Lamar		lamara@fvsu.edu
Women's Basketball			
Head Coach	Lonnie Bartley	6622	bartley@fvsu.edu
Assistant Coach	Lonnie Freeman	6622	freemanl@fvsu.edu
Assistant Coach	Tracey Rouse	6622	

Volleyball			
Head Coach	Emory Lightfoot, Jr,	6985	lightfoote@fvsu.edu
Assistant Coach	TBA		
Tennis (Men and Women)			
Head Coach	Willie Foster	1068	fosterw@fvsu.edu
Cross Country (Men's and Women's)			
Head Coach	Ellakisha O'Kelley	822-1227	okelleye@fvsu.edu
Track & Field (Men's and Women's)			
Head Track Coach	Ellakisha O'Kelley	822-1227	okelleye@fvsu.edu
Softball			
Head Coach	Jimmie Reed	6321	reedj@fvsu.edu
Assistant Coach	TBA		
Cheerleading			
Head Coach	Brenda Klutz		

General Policies

It is imperative that all personnel be courteous in meeting and handling all University constituents. Someone must be on duty at all times throughout the workday in the respective athletic work stations (especially in the offices of the Director of Athletics and Athletics Media Relations).

Office Hours

Fort Valley State University has prescribed general office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays and holiday break. Accordingly, lunch breaks will be one hour, with the offices covered through the use of student workers and flexible work schedules.

It is extremely helpful to know when personnel will be away from the office. By having this information, messages may be properly channeled. Messages should not be placed in mailboxes, but handed to the individual(s) or the administrative assistant.

Maintenance of Work Area

All employees shall keep their work areas neat, clean and presentable to the public at all times.

Maintenance of Break Rooms

Break areas should also be kept tidy and clean. Not only does it look more presentable, but it also prevents pests and rodents. Here are a couple of items to keep in mind to help with this:

- **No food should be placed in trash cans in the offices and/or break rooms**
 - Use the trash cans that are in the lobby area or outside
- **No food should be poured down the sink in the break rooms**
 - If there is a drink poured down the sink, make sure that the sink is rinsed out (thoroughly) afterwards
- **If something is placed in the refrigerator be sure to get it out in a reasonable time**
 - Nothing in the refrigerator should be spoiled or spoiling
 - If you know that you aren't going to eat or drink it throw it away
- **If food splashes in the microwave when using it be sure to clean it up.**
- **Clean Up After Yourself**

Be mindful that the break room and copy room area are not for storage. If there are boxes that you are no longer using, break them down and put them outside near the trash bins. They are not to be placed in the break room, copy room, or hallways.

Surplus Items

If there is furniture or any University equipment that is not wanted or needed, let the HPE Director know what needs to be removed via phone call or e-mail stating the item(s) that are no longer needed.

Communication

Email

Electronic communication is a quick and easy way to reach all of our staff. Please establish the habit of checking your e-mail on a daily basis. In addition to periodic e-mails from athletic administration, daily university "global" e-mails provide day-to-day information on the events across campus. All email users are subject to the University's policies regulating email.

Use of the Email system at Fort Valley State University is a privilege that should be used to conduct the business of the University and FVSU Department of Intercollegiate Athletics. While personal use of the e-mail system is not prohibited, it is not to be abused.

E-mail user names and accounts are requested by the Administrative Assistant of Athletics soon after an employee is issued an official University identification number. A typical user name for an employee in this department is: `doej@fvsu.edu`.

A portal ID alias is automatically set up by the Office of Information Technology (ext. 6122) that is available through the online directory of the University website. This alias is usually a simple truncation of your first initial and last name and if there are a multiple of that combination, a second letter is added, such as: `doejo@fvsu.edu`.

Off-Campus or Web-based E-Mail Access

FVSU employees may access their e-mail account from home or outside computers by navigating through the FVSU website (www.fvsu.edu). Follow the following steps:

- Log on to www.fvsu.edu
- Click E-mail upper right of FVSU website
- Type in domain username
- Type in FVSU computer password
- You now have access to your email account

Dress Standards

Department of Athletics staff members are expected to be appropriately dressed when reporting for work. Visiting teams, recruits, parents and students often visit and a professional appearance reflects a positive image of the department.

- Administrative and support personnel should present a professional appearance and attitude at all times.
- “Business casual” is a common term used for the type of appearance suitable for the Department of Athletics.
- Student office workers shall dress in clean, neat attire appropriate to working in an office and should refrain from wearing other institution’s apparel.

Office Supplies

Fort Valley State University contracts with Office Depot to provide office supplies to the campus. Catalogs have been provided to the main office in the department. Each area within the athletic department is responsible for submission of a supply order to the administrative assistant. Funds have been made available within individual budgets for supplies and materials.

Building/Office Keys

University keys are the property of Fort Valley State University and issued by FVSU Facilities and Operations and Campus Security. **Duplication of University keys is prohibited.**

For the protection of the individual and the Department of Athletics’ equipment and facilities, coaches and staff members are not to loan their keys to non-department individuals, student-athletes, student athletic trainers or managers.

Athletics personnel are provided with keys to the facilities that involve their job function and are issued upon employment. Upon termination of employment, all keys are to be returned to the Director of Athletics. Lost or stolen keys must be reported immediately.

Policies regarding the issuance and use of University keys are also covered in the “Fort Valley State University Handbook.”

Office Inventory

The Fort Valley State University Fixed Assets Office conducts an annual inventory of building and office equipment, furniture, etc., in each department. Periodic computer inventories and/or assessments of the technological machinery in the department are also conducted.

The inventory of the Department of Athletics is coordinated by the Coordinator of Athletics/Facilities Operations and the Equipment Manager. Each sport will be asked to cooperate in the listing of items for the inventory.

Purchasing New Assets

During the purchasing process the location of the asset, the person or sport that will be using the asset and the organization number under which the asset is purchased will enable University Property Accounting to create the University property tag number.

Computers, Peripherals and Software

General Usage Policies

Access to computer resources is a privilege and is limited to purposes related to the University's mission of education, research and public service.

Computer resources shall be used in accordance with the high ethical standards of the University community. Examples of unethical use, which may also be illegal, include:

- Violations of computer system security.
- Unauthorized use of computer accounts, files, and data that do not belong to the user.
- Unauthorized use of access codes assigned to others.
- Academic dishonesty (plagiarism, cheating).
- Violation of software license agreements.

The computers (and the files on them), and the network systems they are connected to and the e-mail system, are the property of Fort Valley State University. As such, any and all files on the hard drive or server of any computer or system may be checked at any time.

Computers

The department makes every effort to purchase a number of new computers each year, depending upon the funds available. A number of recycled computers from labs on campus have also been received. Every employee in the department now has a computer capable of basic word processing, Email and Internet access. If opportunities to purchase remain viable, and recycled computers continue to be available each year, low-end computers will continue to be replaced and/or recycled on a regular basis.

Computers with Pentium or Celeron Intel processors are provided to all the workstations in this department.

Should mechanical problems occur, please contact the IT help desk using the icon on your desktop.

Software

Fort Valley State University and Microsoft Corporation have entered into an annual licensing agreement for commonly used Microsoft software. The agreement licenses these products for use on all University owned computers. The Department of Athletics has already received copies of the following programs which are available for installation on the departmental computers:

- Microsoft Office Suite (Includes Excel, Word, PowerPoint, Access and Picture Manager)
- Microsoft FrontPage (for web page publishing)
- Microsoft Publisher (publishing program for brochures, flyers, posters)

In some cases, other software is necessary to conduct the business of the department, such as statistical software for scorekeeping, scoreboard messaging, legitimate file sharing programs for

athletic training and insurance purposes, graphics imaging, etc. To purchase programs not already available or in cases of software problems, please see the Office of Media Relations.

Software Updates

IT personnel have installed anti-virus software on all university computers. Please do not disable this software. This software is updated regularly (often more than once a month) and is only effective if it has information about the latest threats. Should you find yourself victim to an unusual number of “pop - ups”, additional software can be installed to discourage this. Keep in mind that “pop - ups” are usually the result of adware and spyware, programs that come bundled with illegal file-sharing programs or so-called “free share” programs.

Printers

The departmental copier in the work rooms are networked printers. Please see the Administrative Assistants for directions on how to connect your computer to the network printer.

The purchase for printers for individual areas is approved by the Director of Athletics.

Only University-owned printers will be supplied with ink cartridges by this department.

Telephone

The telephone is one of the Department of Athletics’ most effective means of greeting the public. A courteous, pleasant and professional approach must be used in telephone greetings and answering any questions.

Staff members are asked to answer the telephone with an appropriate greeting that includes the sport or department and their name, i.e., *“Good morning, Wildcat Athletics (or sport), this is John Doe. How may I help you?”*

At no time should *“I don’t know”* be the reply to any question on the telephone or in person. If you do not know the answer, at all times offer to find the information or have someone contact them with the requested information. Inquiries regarding the location of staff should be answered with “out of the office” not by *“I don’t know where they are.”*

Information regarding the use of the multi-line and single-line telephones is available from Office of University Telecommunications.

Telephone charges represent a considerable portion of department expenditures. Personal phone calls should be kept to a minimum.

Coaches must record any recruiting calls on the proper institutional compliance form. Recruiting calls are limited to one per week for each prospect. Check with the Director of Compliance for proper exceptions.

When official university business calls are made from your home phone, reimbursement of the charges may be requested by following these procedures:

- Present a copy of your phone bill to the Athletics Business Office
- Indicate on the invoice the numbers which were official calls, who was called and why.
- Reimbursement will be made by University check.

Fort Valley State University CELLULAR TELEPHONE POLICY

Effective Date: July 1, 2010

I. Purpose and Applicability:

To establish university policy regarding the procurement and use of Fort Valley State University cell phones (including cellular radios) to regular and temporary employees; to ensure the use of cell phones for FVSU business is properly authorized and monitored; to ensure that FVSU is properly reimbursed for personal use of university cell phones.

II. Scope and/or Objectives

This policy applies to all faculty and staff of the University. Fort Valley State University wishes to provide the most consistent, convenient and cost effective cellular telephone services possible to its employees. The objectives of this policy are to:

- a. provide guidelines to employees designated and/or authorized to have a cellular telephone to conduct University business;
- b. apply standards to the cellular telephone equipment and service agreements used by University employees;
- c. simplify and make more manageable the University's relationship with cellular telephone vendors;
- d. provide a system for monitoring cellular telephone usage patterns so that plans can be routinely modified to better meet the needs of the user;
- e. ensure that the University's acquisition of cellular telephone services is cost-effective;
- f. provide an internal system for purchasing cellular telephone services, gaining access to repair services, acquiring necessary training and support and communicating available programs to the community; and
- g. Establish a system for monitoring future developments in cellular services and selecting those that meet the needs of the University.

III. Assignment and Distribution of Cell Phones

University cell phones *may be an appropriate tool* to conduct University business when it is demonstrated an employee's communication needs cannot be met with other available alternatives such as a paging device, a radio, or standard telephone equipment. Examples include employees who: are mobile for most of a work period; who respond to emergencies; are responsible for restoring services; or are vital to decision-making for the Fort Valley State University.

- a. University cell phones will be assigned to the President, the President's Associates/Assistants, University Cabinet members, and/or the President's designees (e.g., emergency contact list) in accordance with, and due to, the nature of their responsibilities as the University's senior management and chief decision makers.
- b. Only the University President or his/her designee is authorized to approve cell phone and service-related contracts.
- c. Each Vice-President will be the approving authority for assigning cell phones to employees under their budgeted responsibilities, but will not approve their own cell phone (that is, approved by the President).

- d. It is requested that when plausible, Vice-Presidents establish a pool of cell phones to be distributed on a temporary basis. The phone pool can be used to address short-term University needs. Distribution to employees should be on an as-needed basis, thereby reducing the need for permanent assignment of these devices to individuals.
- e. Employees, who are assigned a University cell phone, whether on a full-time or temporary basis, must sign an agreement and receive a copy of the cell phone policy at that time.

IV. Use of Cell Phones

- a. University cell phones shall be assigned for University business needs only.
- b. It is expected that there will be occasions when a University-issued cell phone is used for personal calls (any incoming/outgoing calls that are not University business). Personal calls should be infrequent and kept to a minimum in length. In those instances, the employee is expected to reimburse the University for the cost incurred.
- c. Use of a University cell phone is a privilege that may be revoked at any time for inappropriate conduct. Any abuse of these policies may result in revocation of cellular access, notification to University management, and disciplinary action.
- d. In case of emergency, use your wireless phone to help others. Dial 911 or other local emergency numbers in the case of fire, traffic accident or medical emergencies. Using the phone to report an emergency is a free call.

V. Employee Responsibility

- a. Employees have an obligation to use University cell phones in a responsible, informed and safe manner, conform to network etiquette, customs, and courtesies.
- b. Employee's assigned University cell phones are responsible for compliance with this policy and observing all applicable laws or regulations.
- c. Employees using University cell phones are responsible for securing them.
- d. Losses shall be reported immediately to the employee's Vice-President.
- e. Employees may be held liable for lost, stolen, or damaged University cell phone equipment and accessories.
- f. An employee is responsible for payments to the University for cost incurred on University cell phones as a result of personal calls. Payments should be made at least quarterly to the FVSU Billings and Receivables office.
- g. Employees should avoid calls such as person-to-person, credit call cards, directory assistance (411), or any other calls requiring the services of an operator, while using a University cell phone, unless an emergency occurs.
- h. Employees should exercise discretion as to who has access to a University cell phone number to keep incoming calls and associated costs to a minimum.
- i. Cell phone transmissions are not secure and employees should use discretion in relating confidential information using University cell phones.
- j. Employees must return a University cell phone no later than their last day of duty on-site at Miles. Failure to do so will result in an automatic charge for the University cell phone and payment of any personal charges made.

VI. Athletics Administrators are:

- a. Responsible for ensuring that employees assigned University cell phones comply with all University policies and procedures including reviewing and approving monthly cell phone bills, and reimbursement of costs for personal calls.
- b. Responsible for maintaining a cell phone accessory inventory log (including, but not limited to, chargers, spare batteries, headsets, carrying cases, and vehicle mounting hardware) for every employee with a University-issued cell phone.
- c. Responsible for reviewing cell phone charges to ensure proper use of cell phones and to ensure corrective action is taken regarding inappropriate use of University cell phones.

- d. Shall annually review their employees' cell plans to assess whether it is the most cost-effective plan available.
- e. To comply with University purchasing procedures.
- f. To provide a copy of this policy to every employee who has been assigned a University-issued cell phone. A copy of an agreement (Attachment A) signed by the employee will be kept on file within the Vice-President's office.
- g. Responsible for ensuring return of the University cell phone when an employee terminates. If the University cell phone is not returned, the Vice-President must notify the University Finance and Administration Office so that charges may be assessed to the employee.

VII. Guidelines for Using University Cell Phones

- a. Because of costs, the University discourages use of cell phones when desktop phones can be used.
- b. Only **"hands-free"** usage of a University cell phone is permitted while operating a University vehicle, however, the Department of Intercollegiate Athletics **discourages** the use of cellular phones while driving. Remember-**SAFETY FIRST**
- c. When using a University cell phone while driving a non-University owned vehicle, here are some considerations:
 - i. Use extra caution while driving any vehicle and using a cell phone. If you do not have a headset or hands-free speakerphone, employees are encouraged to move the vehicle from the traveled portion of the roadway, whenever practicable
 - ii. Get to know your phone and its features such as dial and redial.
 - iii. Position your phone within easy reach
 - iv. Let the person you are speaking with know that you are driving, and, if necessary, suspend the call in heavy traffic or hazardous conditions
 - v. Do not take notes or look up information while driving
 - vi. Drive sensibly and assess the traffic. If possible, place calls when you are not moving or before pulling into traffic.

VIII. Implementation

It is the responsibility of each athletics administrator to inform their employees of this policy, and follow appropriate procedures. Employees with University cell phones must sign Attachment A to this Policy.

IX. Cellular Service Vendors

To facilitate accomplishment of the above objectives, the University may at its discretion enter into contracts with cellular telephone service providers. During the period when one or more of these contracts is in force, the University will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted by the President and/or his/her designee.

X. Eligibility and Approval

Cellular telephones and services may be provided to certain Fort Valley State University employees to conduct activities incident to their University employment that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone. Requests for cell phones must be approved by the Director of Athletics or appropriate Vice-President and Fort Valley State University Phone Services who will provide advice on the most appropriate equipment and plans.

XI. Personal Calls

Fort Valley State University provides cellular telephones to employees for the purpose of conducting University business. The use of University-owned cellular equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in

emergency situations. Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the employee's plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. Any overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee.

XII. Program management

- a. The relationship with cellular providers shall be managed through Fort Valley State University.
- b. Employees may call the local representatives of the contracted vendor or vendors to discuss the various options available on University sponsored programs.
- c. FVSU will also monitor changes in cellular telephone technologies and make recommendations for improvements in the University's equipment on an as needed basis.

XIII. Personal Purchases

Under certain circumstances, employees may take advantage of the University's contracted rates to establish personal accounts. Such personal accounts will be in the employee's name, all charges will be the responsibility of the employee, and all invoices will be sent directly to the employee's billing address.

The Department of Intercollegiate Athletics discourages the use of cellular phones while driving.

Remember -- SAFETY FIRST

Voice Mail

Benefits of Voice Mail

Voice mail answers when you are not available; allows you to make a message to multiple users at one time; and, is accessible 24 hours a day, 7 days a week, from any touch tone telephone.

How to Access Your Mailbox for the First Time

- The Administrative Assistant will request phone service for you from FVSU Telecommunications.
- The default password is 555-XXXX (XXXX is your extension)
- Press Message key or dial 2001
- Press #
- Enter your pass code
- Press #
- The system voice will welcome you to the voice mail system
- Press "84" to change your password or "82" to record a personal greeting
- Follow the instructions of the system voice

How to Access Your Voice Mailbox from your Office Telephone

- On a multi-line telephone, the message light or button will light up
- Pick up your handset and dial 2001 or press the message button
- When the system voice requests your pass code, enter the number followed by the “#” key

How to Access Your Voice Mailbox from Off Campus, another User’s or a Non-User’s Telephone

- Pick up the handset and dial 929-1001 (or hit the button on your phone displaying your extension)
- When you hear the system voice, immediately press the “#” key
- Enter your mailbox number (your telephone extension number) and press the “#” key
- The system voice will then request your pass code
- Enter your pass code

University Mail Services

The University Mail Services was created to derive full benefit for Fort Valley State University from the U.S. Postal Service rates and to centralize the distribution of mail. FVSU Mail Services offers full Postal Services. The University Mail Services is located in the ground floor of the Student Center. The Mail Services are open Monday through Friday, 10:00 a.m. to 4:30 p.m. Monday – Friday.

Incoming Mail

All mail is delivered the same day it is received in Mail Services. Most departments receive mail pickup and delivery twice a day and delivered to the designated area in each building (in our case, Mail is not delivered). Mail is NOT delivered on holidays or during Winter Break.

Departmental Mail Box

Each staff member has an assigned mailbox in the department workroom off main corridor. Mail is usually sorted and dropped into mailboxes daily.

Mail Pick up and Deliveries

On-Campus

Campus mail envelopes should be used for all campus mail because they allow mail services personnel to readily identify the mailing, and because the envelopes are reusable they reduce costs.

Unauthorized use of campus mail by non-related University organizations (profit or non-profit) as well as local business advertising and solicitations is prohibited. All unauthorized campus mail found deposited in the campus mailboxes will be destroyed.

Off-Campus

Indicate the type of service required on the mail, especially non-letter mail such as large envelopes or packages. Mail weighing less than 11 ounces will be sent FIRST CLASS. Mail weighing over that will be sent third/fourth class unless otherwise indicated. All international letter mail will go AIR MAIL unless otherwise indicated. All University outgoing mail requiring postage should be separated from pre-stamped and campus mail and bundled together and placed in the outgoing mail box in the main office.

Addressing

Mail is sorted and delivered by department, not by individuals or buildings. Mail improperly addressed may be returned to the sender. Please inform correspondents that a name and sport or department should be included in the mailing address, for example:

Jane Doe, Head Track Coach
Department of Athletics
Fort Valley State University
Fort Valley, GA 31030

Or

James Doe, Head Football Coach
Department of Athletics
Woodward Gym
Fort Valley State University
Fort Valley, GA 31030

Any correspondence addressed only to "FVSU- Athletics" will be opened in our mailroom to determine the correct recipient.

The address on **campus mail** should consist of the name of the department, and if applicable, the individual to whom the communication is directed. Mail without a departmental designation will be delayed. Extremely long departmental names may be abbreviated. Do not use initials or campus box numbers on campus mail. Instead, use Building Name and Office Number

All **outgoing mail** must have a **return address, sender's name** and the **proper sport area** clearly placed in the upper left corner of the envelope. Make sure all outgoing mail has a complete address, including a zip code. Zip codes are available online, as well as in the telephone book. Also, make sure international mail has the name of the country clearly printed in English.

Mail that is improperly addressed may be delayed or returned as well as additional charges applied. Mail that is to go through the U. S. Postal Service will not be metered without the proper return address.

Personal Mail

The University Mail Service was created for University mail only. The does not encourage employees to have personal mail delivered to a University address. As a courtesy, pre-stamped personal mail is picked up daily with the rest of the mail. Personal mail must have the correct postage affixed, be sealed and placed in outgoing mailbox.

No personal mail is to be billed to a departmental account. Any mail that appears to be personal will be returned to the appropriate head coach or senior administrator for clarification.

Preserving the Athletic History at Fort Valley State University

One of the missions of the University Archives is preserving FVSU history. Sports and athletics is an integral part of the history of FVSU, and unfortunately there is very little of it in the FVSU Archives. The University yearbooks presently provide the basic source of reference for questions that arise concerning athletics. There have been in the past, efforts to put together a history of athletics using facts from these books. There is a lot more to athletics. The information that is currently housed in our department must be safeguarded against destruction of any form.

Fort Valley State University Archives gets numerous calls throughout the year requesting information on former student-athletes, athletic events, etc. Students do papers for class projects on athletics. Researchers look for women in sports, men in sports, Afro-Americans in sports, sports programs, coaches, sports standouts, relatives, photographs and so much more. According to University Archives, it is one of the most requested areas for information. There is over 100 years of athletic history for Fort Valley State University.

Athletic Archives

The University Archives maintains the prime objective of retaining material of research, legal and administrative value to Fort Valley State University. Material with limited value may be microfilmed and then the Archives will dispose of the originals.

Business Records

- General correspondence, budgets and reports-should be kept in storage for 4-5 years, then shredded
- Annual reports
- Committee records

Individual Student-Athlete Files

- Insurance and Medical Records - must be kept for seven years, and then shredded
- Individual Files - must be kept in the department for five years, and then sent to Archives. Included in these files should be:
 - Recruitment letters and documents
 - Letter of intent
 - Personal data (personal history and sport history)
 - Photographs (hard copy for file, digital image for usage)
 - Academic major
 - Memberships
 - Media reports, articles, clippings, reviews
 - Records of awards and accomplishments
 - Statistics
 - Other significant documentation, correspondence and information
 - Release of information/photograph forms
 - Copies of official eligibility records and squad lists – **original eligibility forms should be kept in the department indefinitely.**

Team Files

- Photographs
- Statistics
- Awards and accomplishments
- Championships
- Media clippings, releases, reviews
- Copies of Eligibility Records and Squad Lists – **original eligibility forms should be kept in the department indefinitely.**

Coaches' Files

- Photographs (hard copy for file, digital image for use)
- Personal data
- Coaching statistics
- Record of awards and accomplishments
- Correspondence, information or other documentation

Promotional Items, Memorabilia, Publications

- Media Guides - two copies of each must be provided to the University Archives
- Programs - two copies of each must be provided to the University Archives
- Posters, schedule cards - two copies must be provided to the University Archives
- "Giveaways" or other memorabilia such as buttons, banners, flags or t-shirts - a sample of each should be provided to the University Archives
- Newsletters - two copies of each must be provided to the University Archives
- Other unique printed matter - two copies of each must be provided to the University Archives
- Signatures or autographs
- Personal scrapbooks and photo albums of student-athletes, coaches or staff (encourage them to send to Archives when nostalgia turns to disinterest)

Photographs, Films, Sound and Videotapes

- Any and all digital photographs of individuals, events, athletic contests, etc., accompanied by an identifying paper index, should be archived to CD at the conclusion of each academic year and given to University Archives.
- Any and all hard photos of individuals, events, contests, etc., should be kept in the Athletic Media Relations Office for a period of five (5) years, and then sent to University Archives.
- Films and videotape of HOME contests are usually kept for a minimum of two years. A selection of three or four (3-4) of the most exciting or decisive of your home contests should be sent to University Archives at the conclusion of each season.

Alumni

- Please provide any new contact information (E-mail address, telephone number and address) from alumni to the Assistant Director of Athletics.
- Graduating and former student-athletes should be encouraged to gift their sport memorabilia (such as photo albums) to the University Archives.

Code of Conduct for Coaches, Staff and Student-Athletes

Fort Valley State University expects its employees to be productive. It also expects employees to follow published rules and regulations as well as accepted customs and standards of courtesy, conduct, and cooperation. While the university supports freedom of expression and peaceful dissent, the university, in the interest of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty member, administrator, or employee

(See Fort Valley State University Staff Handbook for examples of inappropriate actions)

Fort Valley State University and the Department of Intercollegiate Athletics expect all coaches, staff and student-athletes to conduct themselves in a manner that reflects favorably upon the people and the traditions associated with the University, Southern Intercollegiate Athletic Conference, and National Collegiate Athletic Association.

Standards of conduct are established and enforced by:

- NCAA rules and regulations for coaches, staff and student-athletes that are prescribed in the "NCAA Manual." Sanctions may be imposed against a coach, staff member or student-athlete and are within the domain of the NCAA.
- As a member of the NCAA, Fort Valley State University has adopted policies in compliance with the NCAA constitution and bylaws. The University has adopted a policy of zero tolerance toward any major NCAA rules infraction. FVSU also takes a strict stance on repeated inadvertent violations. Any violations discovered shall be reported immediately to the Director of Athletics.

Staff members who exhibit disregard for NCAA rules will face disciplinary actions, which may include suspension without pay and/or employment termination.

- The Department of Intercollegiate Athletics, which is empowered to investigate and direct to the proper authorities all allegations of wrong-doing on the part of coaches, staff and student-athletes.

The Department of Intercollegiate Athletics holds regularly scheduled rules workshops. All personnel of the Department of Intercollegiate Athletics are required to attend. The emphasis of the workshops goes beyond rules education and focuses on integrity and ethical conduct in intercollegiate athletics.

The Department of Intercollegiate Athletics strongly supports the Code of Good Sportsmanship of the NCAA, which states that coaches, staff and student-athletes who participate in intercollegiate athletics carry a heavy responsibility for displaying characteristics that promote integrity and civility within our society. Coaches, staff members and student-athletes, whether they choose to accept it or not, are role models for young boys and girls who look to their accomplishments with admiration.

Therefore, as coaches, staff and student-athletes representing Fort Valley State University, you are expected to conduct yourselves in the arena of athletic competition with fairness, honesty and responsibility and to treat our opponents with civility and respect. In this regard, such currently popular tendencies as “talking trash,” finger pointing or unprovoked acts of physical violence will not be tolerated.

Fort Valley State University will not hesitate to act beyond the current NCAA minimum provisions to assure good sporting behavior from coaches, staff and student-athletes.

Employment of Athletic Department Personnel

The Fort Valley State University Department of Intercollegiate Athletics is committed to employ only those people who demonstrate a sincere willingness to abide by NCAA, conference and university policies and rules.

The following guidelines are to be followed in the hiring procedures of the Department of Athletics. Complete employment policies and guidelines are available from the Office of Human Resources and the Affirmative Action/EEO Office.

- **Administrative Staff positions** will be filled via a regional and/or national search process, overseen by the either the Director of Athletics or Assistant Director of Athletics/SWA. A search committee will be formed and will follow the guidelines prescribed by the University Affirmative Action Office and the Office of Human Resources.
- **Head and Assistant Coaching positions** will be filled via a regional and/or national search process, overseen by the Head Coach of a respective program. A search committee will be formed and will follow the guidelines prescribed by the University Affirmative Action Office and the Office of Human Resources.
- **Support staff positions** will be filled via the guidelines prescribed by the Office of Human Resources. The process will be overseen by the Director of Athletics or Assistant Director of Athletics/SWA. A search committee will be formed and will follow the guidelines prescribed by the University Affirmative Action Office and the Office of Human Resources.
- **Student office assistant positions** will be filled via the guidelines prescribed by the Office of Human Resources and Office of Financial Aid. The process will be overseen by the Assistant Director of Athletics/SWA who will work with the Head Coach and/or administrative assistant. Student office assistants may not exceed the twenty-hour limit. Guidelines for student employment are available from the Office of Human Resources.

An orientation with all new departmental employees will be conducted by the Director of Athletics and/or Assistant Director of Athletics. Materials will include but not be limited to this manual, the Compliance Manual, NCAA rules and both athletics and University policies.

Position Responsibilities and Expectations

Administrative Staff

The administrators in the Department of Athletics are responsible for directly supervising selected sports and providing administrative guidance to those coaches and their programs. Additional responsibilities are allocated by the Director of Athletics. Organizational charts for both the Department of Athletics and the University are contained in the appendices of this manual. These charts indicate the reporting lines and supervisory roles for athletics department administrators.

Coaches

The head coach is responsible for administering all aspects of the program under his/her charge, including coaching, recruiting, grant-in-aid recommendations, travel arrangements, requisitioning equipment, supervising assistants, monitoring academic progress of student-athletes, and fulfilling such other related duties that might arise or be assigned.

Promotional activities for each sport should be coordinated between the head coach, the Assistant Director of Athletics/Fundraising. Each head coach must also work closely with all other staff involved in following the philosophy and objectives of the FVSU Intercollegiate Athletics program.

All assistant coaches are directly responsible to the head coach in their respective sports.

All coaches must become thoroughly familiar and comply with all Fort Valley State University policies and the policies of the NCAA and the respective conferences. Failure to abide by these policies may result in disciplinary action, including possible probation, suspension or termination.

Teaching Assignments

In addition to duties within the Department of Intercollegiate Athletics, a coach may be assigned, with the approval of the Director of Athletics, some part-time teaching duties. In such cases the additional title of "Lecturer" may be assigned on the recommendation of the academic department chairperson, faculty and academic dean. The teaching assignment will be made by the academic department chairperson subject to the approval of the academic dean. The assignment will be incorporated into the coach's regular assignment and will be proportionately funded from the Division of Academic Affairs budget. The evaluation of teaching performance will be made annually by the academic department chairperson, faculty and the academic dean. Because a coach's principal assignment of duties and responsibilities is in athletics, and because a coach is not appointed to a faculty position, the University tenure policies are not applicable to such appointments.

Support Staff

Support Staff reporting lines are explained during the interview process. The Director of Athletics has final approval of all positions, as well as final supervisory obligations.

Staff are encouraged to be alert, ask questions and participate in all activities of the FVSU Department of Athletics.

Departmental or Divisional Staff Meetings

Executive Administrative Athletics Staff Meetings

Executive staff members meet weekly (Monday at 9:00 am) throughout the academic year or as scheduled by the Director of Athletics or Associate AD/SWA. For this purpose, executive staff is defined as:

- Director of Athletics
- Associate Director of Athletics/SWA

- Director of Athletics for Marketing
- Director of Media Relations
- Assistant Director of Athletics for Facilities & Operations
- Athletic Business Manager
- Athletic Academic Coordinator

Full Staff Meetings

The entire athletic department staff will meet monthly, as scheduled by the Director of Athletics.

Head Coaches Meetings

A meeting of all head coaches will occur monthly, as scheduled by the Director of Athletics.

Staff Development for Administration, Coaches and Support Staff

Administrators are encouraged to attend a minimum of one professional development program annually.

Coaches are expected to attend conference meetings. Funding will be provided by the Department of Athletics. Attendance at national meetings and conventions must have prior approval from the Director of Athletics. This approval is granted contingent upon available funding.

All support staff are encouraged to attend workshops sponsored by the University that will increase their skills and the knowledge necessary to perform their responsibilities. Arrangements for release time for workshops may be discussed with immediate supervisors

Benefits

All issues not addressed by this Staff Manual are covered in the Fort Valley State University Handbook.

Information on payroll procedures for temporary and full time positions is available in the Handbook, as well as from the Director of Athletics. Detailed explanations of payroll procedures, payroll deductions, payroll direct deposit, vacation and holiday policies, sick and other leave policies, FMLA and faculty salary issues are best obtained from the Office of Human Resources, and indeed, are explained to you during the University new employee orientation process.

See the "FVSU Handbook" for an explanation of your staff benefits such as group life insurance, accidental death and dismemberment insurance, voluntary supplemental life insurance, the health benefits plan and procedures, voluntary vision insurance retirement program and policies for exempt and non-exempt workman's compensation and so forth.

Many educational opportunities and benefits are available to the employees of Miles. Faculty and staff fee waivers are all offered to benefit-eligible University employees. These benefits are also discussed in the "FVSU Handbook." Details of the various educational programs can be obtained by visiting the appropriate office. New employees receive this and other information during the University new employee orientation program. It is YOUR responsibility to notify the appropriate office of your desire to participate in these programs.

Workers' Compensation Procedures

FORT VALLEY STATE UNIVERSITY PRIMARY CARE PHYSICIANS

Blue Cross Blue Shield

Refer to Staff Policy and Procedures

NOTE: ALL accidents are to be reported to Human Resources and Security Immediately. Employee's report of injury, are located in Human Resources. Be sure both forms are completed and signed.

If injured on the job, go ONLY to the authorized physicians. If the injury is life threatening and/or if injured on the job while outside Birmingham, go to the nearest hospital emergency room. Contact your supervisor before seeking medical treatment. Employees cannot go to their personal physician.

Performance Evaluations

Performance evaluations are completed annually as a part of contract renewal and/or salary recommendations.

- Evaluation of the Director of Athletics is performed by the President.
- Evaluations of Head Coaches are performed by the Director of Athletics and/or Assistant Director of Athletics/SWA.
- Assistant Coaches are evaluated by their head coaches and recommendations for renewal and/or termination are presented to the Director of Athletics.
- Administrative, professional and support staff evaluations are performed by the Director of Athletics or Assistant Director of Athletics/SWA.

Outside Employment

All coaches are required to follow NCAA and FVSU policies regarding athletically related outside income

Many University coaches have opportunities for speaking engagements. A coach may receive an honorarium for such speaking engagements. The fee or honorarium that he/she receives is considered personal income and must be accounted for by the coach for tax purposes. **If travel expenses are paid by the sponsoring organization, per diem or travel expenses may not be claimed from the University.** All formal speaking engagements for fees or other outside employment should be reported to and have **prior approval from the Director of Athletics** as well as reported on the **annual outside income report.**

The University must approve all radio and television shows for coaches.

It is recognized that a coach may be paid to endorse certain products. All endorsements must fall within the guidelines of the NCAA and the university. **Prior to signing, all outside contracts of coaches must be reviewed by the Director of Athletics and in most cases, the University Counsel.**

Time Keeping Requirements

Payroll checks are deposited electronically into all staff member's bank account. Monthly payroll check stubs can be viewed on the website.

Time sheets for full time employees should be signed and forwarded to the Administrative Assistant by fifth of each month. Time sheets for temporary employees are due in accordance to the monthly schedule and are due by the 24th of each month. See the administrative assistant for monthly schedule.

Overtime

Overtime work must be approved in advance by the department head or administrative officer as the case may be. Employees in **exempt status** may also, with prior supervisor and/or department head approval, be given compensatory time off for overtime work and for which documentation of same has been provided. Comp Time must be taken within the same month it is worked.

The demands upon personnel through the practice and competitive season of 10 sports men's and women's sports are tremendous. To ensure the needs of such demands are met, support staff members of department are scheduled when and where required and comp time will be used when possible.

The normal work week for full-time employees is forty (40) hours measured from Sunday through Saturday of a week; the normal work hours are 8:00 a.m. to 5:00 p.m. with one hour for lunch, Monday through Friday.

Persons whose employment is not governed by the overtime provisions of the wage and hour law are required to submit to the Personnel Office an attendance sheet at the end of each month worked. This sheet must be signed by both the employee and his immediate supervisor.

Sick Leave and Vacation

All personnel are subject to University regulations governing vacation and sick leave. These regulations, like those governing travel, are part of the state law. Employees are encouraged to contact the Office of Human Resources regarding these provisions as well as all others regarding employee benefits. The Department of Athletics has responsibility for maintaining sick leave and vacation record on file for its personnel.

All vacation time must be approved through your immediate supervisor and the Director of Athletics prior to your leave of absence. **Application for Leave Forms** are available from the administrative Assistant

Employees who are absent because of illness or disability must report such absences to conform to state law. The applicable forms are available from the Office of Human Resources, which must be completed to comply with this regulation.

CHAPTER FIVE: FISCAL AND BUSINESS POLICIES

Budget Calendar

July 1	Budget year begins.
February 15	Finalize priorities with staff and coaches
March 1	Rough draft of next fiscal year's budget due.
March 1	Request Housing Request of fall sports schedules
April 1	Fall Sports and Basketball schedules due Spring Sports Schedules due
April 15	Finalize working budget draft.
May 1	Athletic Aid Recommendations Due to Financial Aid Office
May 15	Final allocation month for fiscal year. All expenditures submitted for approval should be allocated to coming fiscal year. Special consideration for immediate expenditures.
May 1	Final day to request requisition from current year budget.
June 30	Fiscal year officially concludes

Budget Policy

Budget summaries will be provided to department heads and head coaches on a quarterly basis. The Athletics Business Office can be consulted on the status of each budget throughout the year.

All purchase requests are to comply with the University requisition and purchase order policy. Department heads and head coaches are responsible for staying within the limits of the approved budget. When budgets have been exhausted, no requests should be initiated. Expenses incurred without authorization will be the responsibility of the individual who originates the expenditure.

Contracts

No Department of Athletics personnel, other than the Director of Athletics or designee, may sign any contract that obligates the Athletic Department or Fort Valley State University. These contracts include, but are not limited to, hotel accommodations, game contracts, media broadcasts, advertising, etc.

Purchasing Guidelines

As a privately-supported Agency, Fort Valley State University must follow the rules and purchasing policies set forth in the Administrative Code. The Division of Purchase and Contract, a part of FVSU Administration, has the responsibility for administering the University program for acquisition of property and services where public or grant funds are involved. For most expenditure under \$100,000.00, the University is delegated purchasing

authority. The Purchasing Services has the responsibility for administering the purchasing program on behalf of the University.

One of the basic requirements of public purchasing is to obtain competition by soliciting multiple quotes/bids whenever possible. Purchase requisitions over \$5,000.00 and up to \$25,000 usually require informal bidding. Please refer to the Basic Purchasing Procedures for detailed guidelines in the Purchasing Services Guide.

The University has a licensing program regarding the use of the University name, logos, and/or marks for the purpose of commercial sales. Any use of these trademark(s) can only be legally utilized if a license is obtained from the University to produce items for commercial purposes. Items sold utilizing the trademarks of the University without the approval and license shall be subject to seizure and legal action by the University. Information concerning licensing agreements may be obtained by contacting the director of purchasing and receiving at (205) 929-1000

Requisitions and Purchase Orders

- Obtain a requisition form from the Athletics Office or forms are available to be downloaded from the Purchasing web site, <http://intranet.miles.edu/purchasing/PR.htm>
- Obtain prices from a vendor include name of person quoting price and price quoted.
- Do not take possession of merchandise or make a commitment to purchase.
- Complete an Online Vendor Registration Form (<http://152.12.30.6/vendor/Vendor%20Registration%20Form.pdf>) (only for new vendors)
- Submit completed requisition to the Athletics Office for authorization of expenditure.
- Obtain signature of the Director of Athletics or Assistant Director of Athletics
- All requisitions that include logo information must be approved by the Director of Athletics/Media Relations.
- Specifications are reviewed by Purchasing and bids prepared based on item requested and/or dollar level.
- Bids are received and reviewed.
- Award is made on basis of lowest and best bid.
- A University purchase order is issued to the successful vendor.
- Do not wait until the last moment for purchases. Allow for lead-time and an opportunity to check more than one source if necessary.
- It is necessary to declare what each purchase will cost before a commitment is made.

Failure to follow the above procedures could result in a failure to apply University monies and personal liability for the expenditure.

Check Request Form

A check request form will be used to pay for various types of purchases. This new process will expedite the payment of your request, as well as be a cost savings for the University due to the increased cost to issue a purchase order.

Following is a **complete listing** of types of payments to be processed on a Check Request Form:

- Agency Fund number
- Catering Services (Per Fund restriction Allowance – Vendor only)
- Federal Express Charges
- Honorariums (signed agreement must be attached)
- Insurance
- Memberships - \$2,500.00 or more
- Payments for \$100 or less – excluding taxes documentation required, items must be picked up and cannot be on Fort Valley State University Term Contracts

- Personal Service Contract (signed contract must be attached)
- Student payment such as stipends, tuitions, etc. must be approved by Student Financial Aid

Personal Services are those services provided by a professional individual on a temporary or occasional basis, including (by way of illustration, not limitation) those provided by a doctor, dentist, attorney, architect, professional engineer, scientist or performer of the fine arts and similar professions; the exemption applies only if the individual is using his/her professional skills to perform a professional task; a personal service may also be a consultant service, in which case consultant contracting procedures shall be followed.

Honorarium is a special amount of money paid to a professional or famous person for providing a service such as addressing a conference.

Standing/Open Orders

Standing/Open Orders are blanket orders established for up to a 12 month period to facilitate repetitive orders. Order can be placed directly by the department by using the standing/open order number.

Establishing a standing/open order requires the submission of a purchase requisition with a justification memorandum requesting the order and providing the account code. If the order will exceed \$5,000.00 in annual expenditures, competitive bidding is required unless a single source justification is approved.

Receipts

All receipts submitted for reimbursement for preapproved expenditures must be complete, dated and itemized. A credit card receipt with only a total paid or the bottom stub with a total only is not acceptable. No partial receipts are acceptable. ***Reimbursement will not be accepted if receipts are over 30 days old.***

Alcohol is **not** an allowable expense. If alcohol is served with a meal, simply draw a line through the cost and reduce the total.

An itemized receipt is required for meals provided during an official visit. Names of each person provided a meal must be listed with the receipt.

Lost receipts will no longer be accepted except for laundry during team travel (if receipt cannot be obtained) and will only be considered for reimbursement if signed off by the appropriate sports administrator.

Petty Cash

There are no petty cash funds available.

CHAPTER SIX: TRAVEL POLICIES AND PROCEDURES

Travel expense includes all ordinary and necessary expenses incurred while away from home and on an assignment consistent with the mission of the University and the Department of Athletics. Some examples of these assignments are:

- Attending professional meetings, workshops or clinics
- Team travel
- Student-athlete recruitment
- Promotion of financial assistance, such as contracts, gifts and grants
- Personnel recruitment
- Attending meetings of institutional or regional organizations
- Local mileage

The traveler will be reimbursed for travel expense in full or in part, according to the authorization given prior to the trip. Expenses will qualify for reimbursement, however, only if they are ordinary and necessary. A premium paid for lavish or extravagant accommodations will not be honored, but will be considered a personal expense.

The intent of this procedure is: (1) to encourage the most efficient and economical means of travel for accomplishing the purpose of the trip, and (2) to standardize the reporting and documentation of expenses.

This policy establishes certain minimum guidelines that must be followed. Head coaches must take full responsibility for expenses incurred by their units in order to assure maximum utilization of resources. Departments may establish more stringent travel regulations that fall within this general policy. Therefore, a traveler needs to be aware of their department's policies.

Pre-Approved Travel Form

All University travel requires prior approval. A Pre-Approved Travel Form must be filed and approved whether or not reimbursement for travel expenses will be requested. The purpose of this form is to authorize travel, to encumber funds, and to provide insurance coverage. Approval is obtained initially from the Athletics Business manager and then from the Director of Athletics or Assistant Director of Athletics.

Pre-Approved Travel Forms are available to download from the Public Folders in Microsoft Outlook or from the Athletics Business Office. All forms must be typed and filled out completely with travel details and estimates. Completed TA's should be submitted to the Athletics Office for approval 10 days in advance, or 3 to 4 weeks in advance if air travel is required, or 2 to 3 weeks in advance for all other travel. A Pre-Approved Travel Number will be assigned for each travel authorization requested and this number must be used for any reimbursement requested.

Only designated staff will be allowed to pick up checks

Change of Travel Form

In the event of an emergency and travel need to be modified and there is a need to alter lodging reservations, rental car reservations or dates of travel, the traveler must obtain prior approval from their unit head. If granted, the unit head must complete and sign off on the Change of Travel Form. This form can be obtained from the Business Manager. This form must be turned in with the travel reimbursement form when closing out travel.

Competition Contracts

All game contracts must be completed and signed prior to the first game of the season of competition and before any travel is approved. Home contracts can be obtained from the Administrative Assistant.

Team Pre-Approved Travel

Coaches must complete travel individual pre-approved travel forms for competition travel prior to the initial contest. Travel advances are issued on a game-by game basis. Travel party lists or rooming lists and itinerary must be submitted with travel pre approved forms.

Recruiting Pre-Approved Travel

A blanket pre approved travel form can be submitted to cover recruiting periods. This form must be filed at least 2 to 3 weeks prior to recruiting travel accompanied by a travel itinerary that consist of athletes being recruited, name of school, location and general timeframe of the visit.

Professional Development Pre-Approved Travel

A separate pre-approved travel form should be submitted for any convention / conference requests to include the estimate of all expected expenditures. All professional development travel must be approved in advance by the Director of Athletics or expenses will be assumed to be each individual's personal expenses. Forms are to be submitted at least 10 days prior to travel to ensure that travel advances are received from the accounting office.

Lodging

Lodging expenditures shall not exceed actual, reasonable expenses of the employee, plus taxes. An itemized receipt is required and must be listed by night including tax. If a member of the family accompanies the employee, the University will pay for the employee's cost only. Any increment in rate and tax, due to multiple accommodations, becomes a personal expense. Only single occupancy room rate will be reimbursable. An employee cannot claim an allowance for meals, lodging or miscellaneous expenses that they have incurred during vacation leave or any kind of leave of absence. The University is responsible for room and taxes only.

A Credit Card Authorization should be turned in as a part of the travel pre-approval process. **Hotel expenses will be placed on the University credit card.**

Athletic Department Sponsored Hotel Rooms

Annually the athletic department negotiates complimentary hotel nights to assist with housing of recruits, officials, special guests or to satisfy team guarantees. Should a coach need accommodations the coach must complete the Hotel Request Form and submit it to the Athletic Office. A copy of the form will be provided to you with confirmation numbers once reservations have been secured.

Cash Advance Reconciliation

From the date of return to campus, the individual responsible for the cash advance will have (3-5) days to file a reconciliation by using a Travel Reimbursement Form (TRF) form **E"**) with appropriate documentation (including remaining cash deposited receipt, itemized receipts and summary documents, if applicable) to the Administrative Assistant. The Administrative Assistant will then be responsible for final completion of such reports and their return to the Accounting Office within seven (7) days. This should allow, in all cases, full compliance with the IRS standard. Only expenses incurred for members of the official travel party will be reimbursed.

Failure to file within seven (5) days:

Team travel: If the initial advance was for team travel purposes, **no cash advance will be issued to that individual for the next contest/event** and all subsequent contests/events until such time as the matter is resolved.

Recruiting: If the initial advance was for recruiting purposes, the responsible individual will be suspended from off-campus travel, and official visits to campus will be prohibited until such time as the matter is resolved.

Travel by Personal Vehicle

Staff members may be reimbursed for personal vehicle use while on authorized Department of Athletics business under the following conditions:

- if a University vehicle is not available (documentation must be acquired from the Facilities Department prior to travel)
- if a rental vehicle is not practical or is more expensive
- if the trip cannot be postponed

Travel in a personal automobile, if authorized, may be reimbursed at the maximum rate of .505¢ per mile. Mileage is payable to only one of two or more persons traveling on the same trip in the same vehicle. If personal automobiles are driven when a company car is available, reimbursement is at a rate of .25¢ per mile.

NOTE: If you have a courtesy car from Department of Athletics, you may NOT claim mileage. Reimbursement will be made for gasoline only during approved travel.

If it is necessary to use a rental car at the traveler's destination, the expense must be specifically requested and approved in advance by the Athletics Office Manager and Director of Athletics or Assistant Director of Athletics. The cost of gas may be reimbursed when using an authorized rental car. A receipt is required for reimbursement.

FVSU traveled must be detailed by destination using the University as the point of departure and return.

Travel by Rental Vehicle

Current rental vehicle rates and direct billing to the university allow for more frequent use of rental vehicles vs. University vehicle usage. Enterprise Rental Car is the official athletics rental car provider. Should a need arise for use of a rental car for travel complete the Rental Car Request Form following approval from the head of the respective department and submit to the Athletics Office Manager 5–10 days in advance for initial approval. Final approval must come from the Director of Athletics or Assistant Director of Athletics. Reservations will be made by the Administrative Assistant. A copy of the form with confirmation number will be forwarded to the requesting individual.

Mid-sized vehicles **ONLY** may be rented for recruiting purposes at a pre-determined rate and will be secured based on availability. Funds are allocated from your respective budget to cover rental car expense.

In order to rent a car you must have a valid driver's license, and be 25 year of age or older.

The University collision and liability insurance will cover the rental car. Additional coverage purchased from the car rental agency will not be allowed for reimbursement. Only FVSU employees shall be designated drivers.

Travel by Department Vehicle

The cost of gas purchased when traveling on authorized trips in a courtesy, lease or department owned vehicle may be reimbursed with a receipt. Mileage may not be claimed if you have a courtesy car from the Athletic Department. Whenever possible, gas may be obtained by use of the gas card when using the department vehicle. For reservation of the departmental vehicle or information on the gas card see the Assistant Athletic Director for Facilities and Operations.

Travel by University Vehicle/FVSU Motor Pool

The FVSU Motor Pool is responsible for providing reliable and safe transportation in an efficient and cost effective manner for the campus community. The FVSU Motor Pool owns a fleet of approximately 7 vehicles consisting of sedans three 7- passenger vans. The FVSU also owns a 15-passenger van and a 24 passenger minibus.

To reserve a FVSU vehicle through the motor pool, contact the Athletic Department Administrative Assistant. A vehicle may be reserved as soon as you know the dates of travel and must be followed by filing a FVSU Vehicle Request and Invoice. This form is available from the Athletics Administrative Assistants.

A copy of the completed permit must also be given to the Athletics Office to accurately track vehicle charges.

Motor Pool hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Vehicles may be picked up between 8:00 am – 4:30 p.m. the previous day. Vehicles must be returned immediately following each trip. Currently, daily rate is \$65.00 plus 35¢ per mile.

Other requirements:

- Driver must be a permanent employee of the University.
- Facilities Maintenance will assign a driver with a CDL for the 15-passenger van and the minibus. Traveling party will incur the cost of the driver.

Insurance information is located in the glove compartment of vehicles provided through the FVSU Motor Pool.

Travel by Air

Air travel is booked through Travel Agency, Name (XXX-XXX-XXXX).

Travel Agency will assist FVSU Athletic Staff members with the tentative itinerary. The itinerary along with the University Pre-Approval Travel Form should be forwarded to the Business Manager. Both forms should be routed to the Accounting Office within 24 hours after to ensure quoted cost of the flight. The flight is not confirmed until the Accounting Office issues a T-number

NOTE: first class travel is not allowed. Your itinerary serves as an e-ticket and you will not receive a hard airline ticket for travel.

The option also exists for travelers to book their own airline ticket for a cheaper rate if travel has been approved. Expenses will be reimbursed through the athletic department.

Team Travel

When your schedule has been completed, submit a copy to the Athletic Office. Team travel advances should be requested for the entire season when your schedule has been completed. Advances will be processed. (See Cash Advance / Team Travel Advance section in this chapter). **A completed Team Travel party and Itinerary must be submitted to the following individuals at least 24 hours in advance of departure: Athletic Director, Assistant AD/SWA, Business Manager, Academic Coordinator, Athletic Trainer, and Sports Information Director. Last minute changes should be forwarded to each of the aforementioned prior to departure.**

Recruiting Travel

Staff members are responsible for compliance with pertinent NCAA rules regarding recruits. Coaches traveling as individuals for athletic recruiting purposes must follow the same policies as other University employees. Staff members engaged in recruiting are allowed a cash advance in the amount of the estimated trip expenses. Actual cost of guest meals may be claimed when incurred by a staff member for recruiting purposes. Receipts are required. If campus facilities are not used for food and lodging, staff members will be reimbursed at costs, not to exceed the state approved rate. Additional Policies and procedures regarding recruiting travel are covered in the "FVSU Department of Athletics Recruiting Manual".

Allowable Meal and Lodging Expenses

Meals

Reimbursement for meals shall be limited to a maximum of \$34.00 (in- state) and \$36.25 (out of state) \$30 per day for team travel. Gratuities are included in this amount. Alcoholic beverages are not reimbursable. No receipts are required when claiming per diem. Times must be provided on the Travel Reimbursement Form (TRF) for the time you left at the beginning of the trip and the time you returned at the end of the trip.

One Day Travel (without students)

Subsistence for one-day travel is based on what hour the traveler left and how long they were gone, as follows:

Day of Departure			Time of Departure/Return		Day of Return	
B	L	D	12:00 AM – 6:30 AM		-----	-----
-----	-----	D	6:30 AM – 11:00 AM	B	-----	-----
-----	-----	D	11:00 AM – 1:30 PM	B	-----	-----
-----	-----	D	1:30 – 5:30 PM	B	Lunch	-----
-----	-----	-----	5:30 – 7:30 PM	B	Lunch	-----
-----	-----	-----	7:30 – 12:00 AM	B	Lunch	Dinner

Daily per diem rates follow:

Eligible Meals	Per Diem Amount
Breakfast	6.00
Lunch	7.00
Dinner	15.00

NO REIMBURSEMENT OF LUNCH FOR ONE DAY TRAVEL

If claiming actual meal costs, **itemized receipts are required**. Gratuity will be reimbursed but may not exceed 20%. Actual meal receipts will not be reimbursed above the allowable per day maximum, including gratuity.

High Cost Areas: Employees are considered traveling in high cost areas of Georgia when their official responsibilities must be performed at a location designated as a high cost area (see definitions in Chapter 1) **or** lodging is obtained in a location designated as a high cost area. Per Diem rates applicable to high cost areas are outlined below:

Eligible Meals	Per Diem Amount
Breakfast	6.00
Lunch	7.00
Dinner	20.00

Receipts

All receipts submitted for reimbursement must be complete, dated and itemized. A credit card receipt with only a total paid, or the bottom stub with a total only, is not acceptable. No partial receipts are acceptable.

An itemized receipt is required for meals provided during an official visit. Names of each person who was provided a meal must be listed with the receipt.

Lost receipt forms will no longer be accepted except for laundry during team travel (if a receipt cannot be obtained) and will only be considered for reimbursement if signed off by the appropriate sports administrator.

Team Meals

On-Campus – During pre-season, holidays and for pre-game meals, each head coach is responsible for making arrangements with the Assistant AD/SWA to make arrangements with Food Services for their team. When the cafeteria is closed, requests for team meal per diem should be made by using a Pre-Approved Travel Authorization Form (Appendix) to the Athletics Office for the required amount of money.

Away Contests – Travel for away contest are not to exceed the maximum allowable daily rate of \$32 (in-state) and \$34 (out of state) for in state or out of state.

Post-game Meal - Post game meals for all sports with the exception of football and track and field, are arranged through the post game meal sponsors. Prior to each season, the Assistant Athletic Director/SWA arranges post game meals for all home contests. The schedule and contact numbers are forwarded to each coach.

When the schedule of competition prohibits providing a complete meal, healthy snacks and fruit are to be provided. If monies are disbursed to each member of the traveling party on the team, the respective coach must complete and have each player sign an Athletic Administration Sports Expense Form. The amount must not exceed the maximum allowable per diem rate for the University. The athletic department has placed a \$30 maximum travel limit on all student-athletes for individual per diem. Be certain that this form is completed and signed by each player, coach and other staff member receiving meal money. **This standardized form must be used by all sports to reconcile meal money distributed.** This form is available from the Athletics Office.

Recruiting Visit by Prospective Student-Athlete

Policies and procedures regarding permissible expenses during recruiting visits by prospective student-athletes and the duties of the student-athlete hosts are covered in the "Department of Athletics Recruiting Manual."

Miscellaneous Expenses

Reimbursement of miscellaneous expenses (phone calls, tickets, programs, equipment rental, parking, etc.) may be claimed in addition to the maximum allowed for meals and lodging while an employee is authorized to travel on official University business. **An itemized receipt is required for reimbursement.**

Travel Reimbursement Form (TRF)

All claims for reimbursement of travel expenses must be made on the University's Travel Reimbursement Form" and must be submitted within five (2) days of return from travel along with itemized receipts to the Administrative Assistant.

Be certain to use the correct budget code numbers when claiming reimbursement and always indicate the departure date and time from campus and the arrival date and time at the end of the trip. This is important in determining the per diem or actual food expense amount payable.

The completed Travel Reimbursement Request must be signed by the traveler, the department head or head coach responsible for administering the budget to which the expense will be charged, and the Director of Athletics or designee.

Parking Decals

University Parking Tags (Permits)

All employees are required to purchase an annual parking decal. Vehicles that do not display the appropriate parking decal are subject to being towed. Employees, who are not currently using the Parking Permit Payroll Deduction option, may visit Public Safety Department to obtain a form.

Vehicle Insurance during Fort Valley State University Travel

When **student-athletes drive their own vehicle**, whether it is to or from an event, doctor's appointment or any other athletically-related trip, the **student-athlete's shall be covered under their personal car insurance.**

Staff travel for athletically-related business (not team travel), utilizing University or personal vehicles, is covered under the drivers personal insurance.

When traveling in rental vehicles, University insurance coverage applies. Rental agency insurance is unnecessary and not reimbursable.

When transporting student-athletes in a University employee's vehicle the **owner's insurance is primary; University coverage is secondary.**

Should a coach choose to pick up a recruit in their personal vehicle, coverage shall be provided by the driver's personal insurance.

The University insurance coverage does not cover a traveling staff member or student-athlete's personal belongings.

All accidents while using University owned or University leased vehicles must be reported to Auxiliary Service Office (XXX-XXXX) on the next business day following the accident regardless of how minor the accident may be.

Accident (Medical) Insurance during Fort Valley State University Travel

All coaches, athletic trainers, managers, student-athletes and related support personnel are covered while traveling directly to and from a game or practice session by the athletics insurance policy currently provided. This is secondary coverage, intended to supplement the person's primary personal insurance policy. Contact the head athletic trainer for specific details.

Injuries sustained by University personnel while conducting the business of the University, whether on or off campus, are covered under the Workman's Compensation procedures, provided the necessary travel authorizations and forms are on file for that activity.

CHAPTER SEVEN: ATHLETICS DEVELOPMENT, MARKETING AND PROMOTIONS and MEDIA RELATIONS

Athletics Fundraising

All fund-raising efforts to benefit the Fort Valley State University Department of Athletics should be coordinated through the Director of Athletics and University Development/Advancement. The Director of Athletics will oversee all fund-raising events and projects.

Coaches are encouraged to play an active role in generating outside support for the athletic program and for their particular sport. At all times, however, the Director of Athletics should be made aware of any fund-raising activities for athletics. Before an individual or company can be approached for a contribution to Athletics and before any fund-raising materials or requests are mailed, the Director for Athletics and or Assistant Director for Marketing and Promotions must be informed.

FVSU Booster Club

The FVSU Booster Club serves as the platform for increasing the number of student-athlete scholarships and operational resources necessary for a Division II program. This club will also enhance the visibility of loyal donors and community stakeholders of FVSU Athletics Program. Membership starts upon receipt of payment.

Athletics Marketing and Promotions

The Assistant Director of Athletics/Marketing and Promotions works to promote the teen intercollegiate sports and cheering squads sponsored by Fort Valley State University.

All efforts to market or promote your sport, event or student-athletes should be coordinated through the sports marketing office. The sports marketing office and the sports information office will take every opportunity to work together to accomplish the promotion of your sport or specific event. We encourage you to get involved and hope that you will take every opportunity to discuss any ideas or suggestions you might have for promotions.

Trade-Out Agreements

Trade-out agreements for various goods and services are available through the marketing office. Most goods and services traded to the Department of Athletics are treated as a cash donation through the FVSU Athletics Foundation and benefits received are in accordance with the amount traded.

Individuals are not to make contact with potential donors for trade agreements without prior approval from the Director for Marketing and Promotions.

A list of goods and services provided through trade agreements is available from the Director for Marketing. At the beginning of each academic year, the goods and services are "allocated" to the sports.

Spirit Entities

Cheerleaders

The cheer team is a sport under the supervision of the Department of Intercollegiate Athletics. It is the purpose of this entity to promote spirit and enthusiasm at sporting events. This entity is also required to support, participate in

and sponsor pep rallies in order to maintain school spirit, loyalty and tradition. The cheer team appears at all men's and women's basketball and football home contests and select away contests as approved by the Department of Athletics. The University sponsors both a (varsity) and (junior varsity) cheerleading teams.

All cheerleaders must adhere to standards of academic achievement, conduct, responsibility, health habits, dress, public appearance, performance and other expectations placed upon them as representatives of the Department of Intercollegiate Athletics and Fort Valley State University.

The cheer team (varsity) is selected in the spring by tryouts. The cheer team (junior varsity) tryouts are held in the early fall once the freshmen are enrolled. The Director of Cheerleader operation determines the squads by selecting the individuals who demonstrate the best motion, voice projection, dance, stunt, jumping and gymnastic abilities and overall cheerleading quality. **Each member must be enrolled as a full-time student at Fort Valley State University.**

All individuals selected for the cheer team will receive a cheerleading constitution. Within this constitution safety issues, expectations and academic requirements are all addressed. Prior to any individual practicing with the squad, they must sign a form indicating compliance with these policies, complete all requirements for athletic department insurance coverage and undergo physicals through the Athletic Training Room. Individuals not adhering to these policies will be subject to dismissal from the squad.

Mascot

The Golden Bear Mascot is selected through auditions by a panel of judges at the beginning of the academic year. The mascot must adhere to standards of academic achievement, conduct, responsibility, health habits, dress, public appearance, performance and other expectations placed upon it as a representative of the Department of Intercollegiate Athletics and Fort Valley State University.

The Bear Mascot appears at all men's and women's basketball and football home contests and selected away contests as approved by the Director of Athletics.

Cheerleading and Mascot Appearance Requests

All requests for the appearance of the cheer squads or Wildcat Mascot must be directed to the Director of Cheerleading at 929-1000.

Marching Band and Dance Team

The Fort Valley State University Marching Band and Dance Team practice and perform under the jurisdiction of the Fort Valley State University Music Department.

It is the purpose of these spirit entities to promote spirit and enthusiasm at sporting events. These spirit entities are also asked to support, participate in and sponsor pep rallies in order to maintain school spirit, loyalty and tradition.

All members of Band and Dance Team must adhere to standards of academic achievement, conduct, responsibility, health habits, dress, public appearance, performance and other expectations placed upon them as representatives of the Department of Music, the Department of Intercollegiate Athletics and Fort Valley State University.

For further information on 825-6697 the Music Department.

Fort Valley State University Alma Mater

AS WE GO FORTH

ALMA MATER

Hail to thee, our Alma Mater;
Dear Old Miles.
Though we toil, we'll not forget thee,
Dear Old Miles.
We will love thee as our home,
Though amid life's grandeur roam;
Alma Mater, Alma Mater,
Dear Old Miles.

Miles, the home of Southern beauty,
We love thee well.
Let our voices ring with praises,
Thy wonders tell.
We, thy loyal sons and daughters
Pledge to thee our loyalty.
For we love thee, yes, we love thee,
Dear Old Miles.

We will strive in life to serve thee,
Dear Old Miles.
All success in life we owe thee,
Dear Old Miles.
O'er thy hills and grassy plains,
Never shall our prestige wane;
Honor, love and praise we give thee,
Dear Old Miles.

Other Identifying Symbols

Purple and Gold

The school colors of Fort Valley State University are Blue and Gold. The official printer color pantone number is PMS 287 – Blue and PMS 116 Gold

Logos

The logo for Wildcat Athletics was designed by former FVSU Sports Information Director in 2009. ***Use of and/or the creation of any variation of the Wildcat Athletics Logo must be approved by the University Media Relations office and Director of Athletics.***



The official university logo was re-designed in 2004 by the department of media relations to further enhance the branding of the institution. ***Use of this logo must be approved by the University Public Affairs Office.***



Athletics Media Relations

The Office of Athletics Media Relations acts as the liaison between the television, radio and news media and the Department of Athletics. Information about the athletics program at Fort Valley State University is disseminated via a variety of media including press releases, publications, web sites, e-mail and personal communication.

Media Credential Requests

All requests for working press, radio, television and photographer passes should be made as early as possible to:

Sports Information Director for Media Relations
Fort Valley State University
Department of Athletics
1005 State University Drive
Fort Valley, GA 31010
Telephone: (478) 825-6437
FAX: (478)-825-6889

Media credentials will be mailed if appropriate arrangements are made in advance. Credentials can also be picked up in the Athletics Media Relations office, or they will be left at the press entrance. Media personnel are restricted from the home and visiting team benches and locker rooms. Personnel must have credentials visible at all times for proper identification.

Postgame Procedure

At the end of athletic contest(s), Athletics Media Relations personnel will entertain interview requests.

The head coach and the Athletics Media Relations member assigned to the sport will determine how post-game interviews will be conducted for each individual sport. The Athletics Media Relations staff member will also contact visiting teams and make their policies available to the media.

Coach and Player Interview Policy

All requests for player interviews must be made through the Athletics Media Relations Office. Players have been instructed to conduct no interviews unless they have been scheduled in this manner. The interviews generally will be conducted before or after practice. Players are usually available throughout the week, with the exception of game days.

Interviews with head coaches may be arranged through the Athletics Media Relations Office by calling (205) 929-2143.

Public Access to Information

Gold Bears Web Site

The Athletics Media Relations Office maintains the official web site for the Fort Valley State University Golden Bears that provides separate pages for each of the sports sponsored at Fort Valley State University.

To arrange for updates to statistics, post event results, make publicity announcements about your team or an individual student-athlete, or any other refinements or additions to your sport's page(s), please contact the Sports Information Director for Media Relations or the Athletics Media Relations staff person assigned to your sport or department.

For updates to or creation of administrative pages, summer camps or questions on content, please see the Director of Athletics.

The web site address is: www.fvsu.edu

Radio Broadcasting Rights Information

Fort Valley State University Official Radio State _____, of Wildcat Athletics. Stations designated as "official" by visiting opponents will be provided a courtesy telephone line on press row. All other stations requesting broadcast space must pay a fee to Fort Valley State University and will be accommodated in the press box.

Other Services

Other services available to the Department of Athletics include design of brochures, media guides, sport web sites, posters and schedule cards. Photography services are limited to head shots of administrators, coaches, staff, student-athletes, managers, athletic trainers and support staff for purposes of media guides, programs and other publications; action shots of student-athletes during athletic contests; and photos at events such as the Athletics Hall of Fame, athletic recognition banquets, academic achievement banquets and alumni events.

CHAPTER EIGHT: COMPETITION AND SPORT POLICIES, FINANCIAL AID AND SPECIAL ASSISTANCE

Academic and Competitive Recognition

Recognition Banquets

Per NCAA Bylaw, an institution may conduct awards banquets to commemorate the athletic and/or academic accomplishments of its student-athletes.

Individual team banquets must have prior approval of the Director of Athletics before scheduling a date, place and program.

Academic Awards

Fort Valley State University Academic Awards

- **Academic All-Stars**
Minimum 3.0 GPA for specified term
Member of an athletic team or cheering squad
- **President's Cup**
Student-Athlete or Cheerleader with highest cumulative GPA
Must have at least 2 years of participation in respective sport
- **Director of Athletics' Cup**
This award honors the team with the highest cumulative GPA at the end of the fall semester, illustrating the team's commitment to the essential balance between athletics and academic achievement.

Athletic Awards

Each year the Department of Athletics will host a banquet in the fall and or spring to acknowledge the honors of our student-athletes. Coaches, players, staff and other University personnel will be invited at the discretion of the Director of Athletics.

Annually, the following prestigious recognitions are presented:

- **Named Outstanding Male and Female Student-Athletes of the Year**, Fort Valley's most prestigious award, presented annually to a male and female student-athlete, an honor that recognizes athletic accomplishments, academic accomplishments, qualities of leadership and service to the University and community. Also distinguished are individuals who will use the experiences of intercollegiate athletics to make a positive contribution to his or her profession and community.
- **Named Coach of the Year Award** is presented to a head coach on staff for overall excellence in coaching and student-athlete development.
- **Named Spirit Award** is given to an athletic department staff member with an untiring team spirit who goes above and beyond to help department as needed.
- **Community Service Award** is given on behalf of the FVSU athletic department to the team that completes the greatest number of community service hours during the academic year.

Athletic Letter Requirements

General requirements pertaining to all athletic awards:

- The student-athlete must represent himself/herself, the sport, the program and the University in a creditable and complimentary manner.
- Student-athlete must adhere to all University, program and team rules and regulations.
- Student-athlete must maintain academic eligibility throughout the semester(s) of his/her competition.
- Student-athlete must be making normal progress toward a degree.

Each sport has additional criteria on which the awarding of letters is based. For further information on a sport's requirements, please see the head coach of that sport.

At the conclusion of each season, the head coach will submit a list of letter winners for approval to the Assistant Director of Athletics who will arrange for fitting and/or disbursement of the appropriate award.

Letter Awards

- 1st Year Letterman Certificate
- 2nd Letter Jacket w/ Letter
- 3rd Letter Garment Bag w/ Logo
- 4th Letter Stadium Blanket w/ Logo, name and sport

Conference Awards

Conference competitive awards are determined by the Southern Intercollegiate Athletic Conference.

Team Rules and Regulations

With the approval of the Director of Athletics, each head coach is permitted to establish and publish rules and regulations regarding the general conduct of student-athletes in their charge. These rules and regulations may cover general standards of behavior, practice, classroom attendance, academic responsibility, punctuality, dress code and appearance of student-athletes on team trips. It is the policy of the department that each coach makes clear to the student-athletes in his/her charge the acceptable and understandable standards of behavior and conduct expected for student-athletes. Each coach will emphasize that the appropriate disciplinary action will be enforced when these standards are not observed.

It is the responsibility of the coach to inform student-athletes of their responsibilities. A student-athlete must realize and understand that he/she is an amateur athlete and that financial aid and eligibility have strict limitations as governed by the institution, the Conferences and the NCAA. The student-athlete also must realize that as an athlete representing an intercollegiate sport, he/she is more in the limelight than the average student. It is important that the student-athlete have a sense of responsibility to represent his/her sport in the classroom and on the campus in a manner that will reflect credit on athletes in general and certainly on his/her team.

Team Disciplinary Action

Each sport may implement its own system of discipline; however, the following policies must be followed:

- A disciplinary procedure should be developed and distributed to your student-athletes. A copy of this procedure must be on file in the Assistant Director of Athletics/SWA and Compliance Officer prior to the start of each season.
- If the procedure includes a workout, an athletic trainer must approve the workout and a copy of the workout must accompany the filing of the disciplinary procedure.
- An athletic trainer must be present at all workouts and has the ultimate decision in stopping the workout.

Scheduling of Competition

In constructing schedules, the primary aim is to arrange schedules for each sport that will provide the most equitable competition possible within the framework of respective sports budget and consistent with the objectives of each sports program and applicable Fort Valley State University NCAA and Conference regulations. All game contracts should be completed (for both home and away) prior to the initial game of the season.

Athletic Competition in Final Exam Week

Unless required by Conference or NCAA scheduling, athletic competition will NOT be conducted during final exam week.

Competition Schedule Responsibility and Approval

It is the responsibility of the head coach of each sport to prepare a schedule for the approval of the Director of Athletics and after approval to execute a contract for each scheduled home contest.

Factors to be considered in Building Schedules

- Balance between the number of home and away contests.
- Proper spacing of home and away contests with consideration given to other University sponsored sports and events.
- Income and expense involved for each contest as well as the total schedule. Schedules must fit within each sport's budget.
- Possibility of arranging for trips involving more than one contest, resulting in saving both time and money.
- Dates for Conference and NCAA championship tournaments and meets.
- NCAA and Conference rules and regulations should be strictly followed when scheduling contests.
- Regional scheduling.

Specific needs for home contests should be discussed in advance according to the following categories:

- Ticket Sales - Ticket Manager or Event Coordinator
- Promotions/Advertising – Assistant Director of Marketing and Promotions
- Setup: Assistant HPE Director
- Statistics/Results – Sports Information Director

Financial Aid Policies/Procedures for Awarding Athletic-Related Financial Aid

An award of athletic grant-in-aid monies is a commitment from Fort Valley State University to a prospective student-athlete or returning student-athlete that contractually binds the institution. As such, no coach will unilaterally commit the institution without approval of the Director of Athletics and the Director of FVSU Financial Aid Services. Guidelines have been established to protect the institution and the student-athlete in the awarding of athletic grant-in-aid monies. These guidelines are listed on the back of the "National Letter of Intent", the "Fort Valley State University Letter of Financial Aid Agreement".

CHAPTER NINE: EQUIPMENT AND FACILITIES

Athletic Equipment Rooms

The Department of Athletics has custodial and financial responsibility for all athletic equipment, property and facilities owned and used. No Department of Athletics equipment or property is to be transferred from one location to another nor disposed of without notifying the Assistant HPE Director and the Director of Athletics. In addition, the department does not loan athletic equipment, property, implements or uniforms without proper approval.

General Operation

Only authorized personnel will be granted access to equipment rooms and laundry facilities. Keys to the equipment rooms will be issued and/or approved by the Assistant HPE Director.

Equipment Issue and Laundry Policy

Athletic equipment and laundry service will be provided to intercollegiate athletic teams only.

- All items of athletic equipment and clothing will be kept in their respective storage areas. The equipment room will not be used for storage of film, files or court/field equipment. Storage is available for these items elsewhere.
- Equipment room personnel and/or team managers will pack for all contests. Items packed will result from input from the respective coaches and/or the Head Equipment Manager.
- Arrangements for return of equipment must be made prior to departure.
- Special requests or emergencies will be considered on a case-by-case basis.

Laundry Machines and Usage

Equipment room attendants must train all persons using laundry machines. Use of the laundry machines and all equipment room facilities is limited to equipment room personnel and team managers.

No personal items are to be laundered using University equipment or supplies.

Lost, Damaged or Modified Equipment or Clothing

The cost of an item of equipment or clothing that is lost or damaged through neglect and/or modification by a student-athlete will be charged to the respective student-athlete. Failure to pay will result in university action in the form of a financial hold on records and transcripts.

Sale of Used Athletic Equipment or Uniforms

Athletic equipment, apparel or other Department of Athletics items shall not be sold or given away without the prior approval from both the Director of Athletics and Head Equipment Manager.

Equipment/Uniform Orders

The following steps should be adhered to in ordering equipment and clothing:

- At conclusion of the season, the Athletic Equipment Manager and Head Coach will go over inventory and needs for the upcoming season. Any student-athlete who improperly retains equipment or clothing may be subject to a financial encumbrance.
- The equipment order is prepared by the respective head coach and Head Equipment Manager then submitted to the Athletic Office for approval and/or processing.
- University Purchasing handles bidding process.
- It is the responsibility of the Head Coaches to see that purchase orders are completed and to approve bills for payment. See the **section on Fiscal and Business Policies** for purchasing procedures.

Athletic Facilities

<u>Sport</u>	<u>Athletic Facilities</u>	<u>Shared with</u>
Volleyball	Gymnasium *	HPE/Campus
Softball	Campus	Athletics
Football	Wildcat Stadium*	Band
Basketball	Gymnasium*	HPE/Campus
Tennis	Campus	Student Affairs/Athletics
Track	Wildcat Stadium	Track/Football

Priorities for Space/Time

In general, priority use of athletic facilities will change according to the educational, athletic, intramural and student activities in season.

Event Priorities for Shared Facilities

Shared facilities are scheduled on a priority basis depending upon competitive season. These priorities are:

- Those teams in their competitive season will be given first priority.
- Second priority will be given to those teams competing in their “non-traditional” season.
- Lastly, individual workout times will be scheduled for all other teams.

University priorities for space/time will be determined by the HPE Facilities Director/AD.

Dates not committed to University events may be made available to other users including University sponsored community service, and commercial events on a first-come basis. In instances where an event date is desired, but the exact date cannot be specified, target dates shall be reserved on a tentative basis. If a date is not confirmed sixty (60) days prior to that date, the date then becomes subject to other bookings.

Rate Schedule

The rate schedule for outside entities requesting the use of athletic facilities is available from the HPE Director. All requests for use of athletic facilities should be directed to the Director of Athletics

Scheduling Practices

All requests for space in athletic or shared facilities must be made through the HPE Director who will consolidate all requests in a format that resolves conflicts or other problems.

Changes in Schedules

All changes in practice, scheduling, and class times must be presented to the HPE Director and will be accommodated in accordance to availability.

Repairs

All damages and repairs shall come through the office of the Director of Athletics. All damages must be reported at the conclusion of the applicable event.

FVSU Weight Room

Hours of operation are determined by the needs of the respective sports.

Safe Operation

Use of the strength and conditioning room is restricted to the following individuals:

- Members of intercollegiate athletic teams if supervised by a coach.
- Current coaches of an intercollegiate athletic team at Fort Valley State University.
- Strength coaching staff and sports medicine/training staff members.

Use of the strength and conditioning room is guided by the following policies:

- Each occupant must receive a towel from the equipment room prior to each workout.
- No users and/or occupants are allowed to use the strength room alone. A coach must supervise all student-athletes.
- No horseplay, reckless activity or running is allowed in the strength room. Violators will lose strength and conditioning room privileges.
- All equipment must be used properly. The strength staff will address any questions of proper equipment use.
- Any problems with equipment must be reported immediately to the strength staff. Damaged equipment should not be used and reported immediately to the strength staff.
- All weight plates are to be replaced on plate racks when not in use. Weight plates and barbells are not to be thrown or dropped. Weight plates and barbells must be kept off the floor at all times.
- All dumbbells are to be replaced on dumbbell racks when not in use. Dumbbells are not to be thrown or dropped.
- All users and/or occupants should keep body parts off all mirrors and walls.

- All users are required to wear athletic gear (subject to approval by strength staff). No metal rivets, snaps or zippers are allowed. No “street” clothing is allowed. A list of acceptable clothing follows:
 - Athletic shirt(s); t-shirt, sweatshirt, golf.
 - Athletic shorts and/or sweat pants.
 - Athletic shoes; artificial turf, court, cross trainer and running.
- All users must wipe down equipment after usage. (Disinfectant solution is provided on shelves)
- All personal belongings are to be kept in a locker room or in assigned location in strength room (bookshelf/coat rack area).
- No spitting is allowed in strength room (except into trash receptacles).
- No consumption of food and/or drinks or containers of food and/or drinks are allowed in the strength room. Water fountains are provided.
- All items used during use and/or occupation of strength room must be kept in proper locations during use and replaced upon completion (strength workout cards, recording pencils, weightlifting straps, weightlifting belts, jump ropes, etc.).
- Any injuries or illness in strength room should be reported to strength and athletic training staff immediately.
- Return towels to the equipment room and place them in the towel bin.

Exercise Safety

All exercises are to be performed properly. Coaches and the athletic trainer will address any questions regarding proper exercise execution.

No exercises and/or activities that the coaches or athletic trainer feels is unsafe or careless are to be performed in the strength room.

Spotting

Spotting is required on the following exercises:

- Squat
- Bench press
- Incline bench press
- Overhead press
- Other exercises as deemed necessary by strength staff
- Anytime a user and/or occupant requests spotting

Each exercise requires spotting techniques specific to that exercise. General spotting guidelines are as follows:

- Users and/or occupants are responsible for obtaining spotting while exercising.
- The spotter(s) should:
 - Be alert and concentrate on individuals and equipment involved.
 - Know how many repetitions are being attempted.
 - Have a solid stance and use both hands.
 - Keep hands clear of equipment racks.
 - Be prepared for anything to happen.
- Both the user and/or occupant and the spotter(s):
 - Should check that the correct amount of weight is properly loaded and secured with collars/clips.
 - Need to stay with equipment until the exercise is finished and equipment is safely returned to a resting state.
- Strength staff will address any question of proper spotting.

CHAPTER TEN: GAME ADMINISTRATION

Game Administration Assignments

Football

The following administrative assignments apply to football contests at Albert Sloan Stadium:

<u>Administrator</u>	<u>Responsibility</u>
Director of Athletics	Supervisory
Associate Director of Athletics/SWA Facilities and Operations	Supervisor of all Game-Day Operations; Ushers; and Officials and Chain Crew; Program Sales; Police, Ambulance, Signage, PA Announcer
Ticket Manager	Pass Gate; Financial Report; Ticket Sellers/Takers
Assistant AD for Marketing	Halftime Activities; Promotions; Video Board, Sponsorship Obligations, Pre-Game, Post-Game Activities; Cheerleaders; Mascot
Sports Information Director	Press Box/Media; Media Credentials and Field Passes; Side- Line Passes; Radio, Game Day Programs
Athletics Business Manager	Preparation of Checks and Team Guarantees.
Designated Administrative Assistant Officials	FVSU Booster Club tickets and seating, Program Sales Assigned by Conference Office and Supervisor of Officials as appropriate and in other sports as contracted by FVSU

Basketball

The following administrative assignments apply to basketball contests at HPE Complex:

<u>Administrator</u>	<u>Responsibility</u>
Director of Athletics	Supervisory
Associate Director of Athletics/SWA	Supervisor of all Game-Day Operations
Assistant AD for Facilities and Operations	Ushers; Gym Setup; Table Crew; Program Sales; Police; Home/Visitors/Officials' Locker Room Amenities; Custodians
Ticket Manager	Pass Gate; Financial Report; Ticket Sellers/Takers
Business Manager	Tickets/VIP Seating and Parking
Assistant AD for Marketing	and; Half-time Activities; Scarlet Lace, Ball boy/girl Coordination Promotions; Cheerleaders; Mascot; Time-Out Activities
Sports Information Director	Press Row; Media Credentials' Table Crew, Programs
Athletics Business Manager	Preparation of Checks and Team Guarantees
Supervisor of Officials	Assigned by Conference Office
FVSU Food Service Director	Concessions
Officials	Assigned by Conference Office and Supervisor of Officials

Other Sports

Shall have an administrator in charge assigned to each home games.

Game Officials

The Southern Intercollegiate Athletics Conference assigns officials for football and basketball. FVSU is responsible for arranging officials for all other sports. The Athletics Business Office pays the officials, except for those assigned by the SIAC.

Game Workers

The employment and assignment of event workers will be determined before each sport season by the Director of Athletics and Assistant HPE Director.

Sportsmanlike Conduct

The National Collegiate Athletic Association, the Southern Intercollegiate Athletics Conference and Fort Valley State University are committed to the ideals of good sportsmanship and fair play at all times.

Responsibilities

Administrators

The Director of Athletics at each host institution must ensure that he or she, or the designated game manager, approaches the coach of the opposing team at a spectator event. This enables the game manager to welcome that coach to the institution, provide an opportunity for the coach to address any concerns and identify security personnel (in football and men's and women's basketball) to ensure that the visiting team is protected from abuse from the home crowd and that security is in very close proximity to the visiting team's bench.

Each institution must arrange seating at spectator events so as to emphasize sportsmanship and minimize the harassment of the visiting team and their fans.

Fort Valley State University employees will treat our opponents with fairness and respect.

Coaches

Coaches are encouraged to remove student-athletes who have demonstrated disrespect for their opponents. This discipline measure educates the individual and his/her teammates about the importance of sportsmanship over participation and winning. FVSU encourages this type of attitude and courage.

Student-Athletes

Unacceptable behavior on the playing field includes, but is not limited to the following:

- Physically abusing or taunting officials, coaches, opponents or spectators.
- Engaging in any public criticism of game officials, conference personnel, another institution, its student-athletes or its personnel.
- Throwing objects.
- Seizing equipment from officials or the news media.
- Inciting players or spectators to negative actions or to any behavior that insults an opponent.
- Using obscene or otherwise inappropriate language or gestures.
- Participating in excessive celebration.

Spirit Groups

Spirit Groups are not admitted to disrupt or confront the opponent and such behavior will not be tolerated. Their focus must be toward the encouragement of our team(s) and respect for our opponents.

Officials

Officials must enforce the rules regarding sportsmanship, without tolerance for abuse. The only warning to participants and coaches regarding sportsmanship should come at the beginning of the contest. Once the contest begins, warnings and penalties must be assessed for violations of unsportsmanlike conduct.

Fans, Boosters, Booster Clubs

The fans attending our athletic contests must be reminded by the public address announcer of the expectation of sportsmanship and respect for opponents via a statement similar to the following:

“Fort Valley State University is committed to the ideals of good sportsmanship and fair play. We ask all persons to please show respect to the visiting teams, game officials and each other. Persons throwing objects or participating in other acts in conflict with good sportsmanship and fair play are subject to ejection and such action could result in a technical foul being assessed against the Bears’ team bench. Your cooperation is greatly appreciated.”

We expect that all fans will act in an appropriate manner, and respect the opposition and the officials. We understand that occasionally there are individuals who attend games and abuse the opposition and officials. Those fans will be dismissed from athletic contests.

Athletic Event Complimentary Admission Policy

The Department of Athletics is committed to allocating and distributing complimentary admissions to athletic events in a fair and equitable manner. All policies and procedures are consistent with university, Southern Intercollegiate Athletic Conference and NCAA rules and regulations, and have been developed with careful consideration given to the best interests of the intercollegiate athletics program. Individuals who receive complimentary admissions are responsible for reporting the value of the tickets for income tax purposes, when appropriate.

When used properly, complimentary tickets are an excellent public relations and recruiting tool. However, misuse can result in extensive loss of revenues, as well as administrative and NCAA sanctions. Therefore, it is essential that departmental staff understand the constraints placed on the distribution of complimentary admissions and be sensitive to the dollar amount involved in their allocation. The Director of Athletics must approve any exceptions to established policies.

General Policies

Complimentary tickets for athletic events are allocated by the Assistant Director of Athletics/Marketing and Promotions in conjunction with the Director of Athletics on an annual basis within guidelines established by the Southern Intercollegiate Athletic Conference and the NCAA. The Ticket Manager is responsible for the accounting and distribution of all complimentary tickets and for informing each individual requesting a complimentary ticket so that he/she understands and abides by those same rules and regulations.

The transfer or resale of complimentary tickets is prohibited.

On the occasion that an employee or spouse cannot attend a game, the employee or spouse may invite a guest to attend with him/her. It is expected of staff members to honor the intent and privilege of the complimentary ticket policy, and not provide their tickets to a potential paying customer. Abuse of this policy will result in the withdrawal of complimentary tickets for the employee.

Full-Time Athletics Department Staff

Each full-time employee of the Department of Athletics will be given the opportunity to receive complimentary season tickets. Each full-time member may receive a minimum of two (2) complimentary season tickets. For the purpose of administration of tickets all Head Coaches are considered Full Time Staff.

Part-Time Athletics Department Staff

For the purpose of administering the complimentary admission policy, interns and graduate assistants are considered part-time employees. Part-time employees will receive a minimum of one (1) complimentary ticket.

Students

A portion of the tuition fees that a Fort Valley State University student pays entitles him/her to attend athletic contests. Only in the case of a potentially sold-out event or as prescribed by conference or NCAA policy will an additional entry fee be charged to a Fort Valley State University student. To be admitted to an athletic event, an undergraduate student must be enrolled in twelve (12) class hours and present a valid University student identification card.

Student-Athletes

Complimentary admissions can be provided **to no more than four individuals** designated by the student-athletes via a pass list.

All student-athletes must complete the “complimentary admission” form. The complimentary admission designee will report to the “pass gate” at the respective playing facility. Under no circumstances will tickets be issued to student-athletes or their designated complimentary recipient. All such requests will gain admission through a pass list.

High School Recruits

Complimentary admissions issued to prospective student-athletes will be issued under the guidelines of the NCAA. No more than four complimentary admissions will be issued for any prospective student-athlete to any Fort Valley State University athletic contest. Recruits and guests will be admitted through the “pass gate” at the respective facility. No “hard” tickets will be issued.

Coaches requesting complimentary admissions for prospective student-athletes must use the complimentary admission “request form” in the “Department of Athletics Recruiting Manual.” All requests must be made by 5:00 pm the Wednesday preceding a football game and 12:00 noon the day before a contest for basketball.