



SUNY Cortland

INTERCOLLEGIATE ATHLETICS

Red Dragons

POLICIES

PROCEDURES

PRACTICES

FOR

***INTERCOLLEGIATE
ATHLETICS***

*Coming together is a beginning;
Staying together is progress;
Working together is success*

Team Cortland Athletics

Revised August, 2005

INDEX

Section I

Purpose of Intercollegiate Handbook	1
Vision.....	1
Mission Statement.....	1

Section II

Athletic Code of Conduct.....	3
-------------------------------	---

Section III General Staff Policies

Standards for Departmental Staff Members.....	4
Chain of Command.....	4
Intercollegiate Athletic Flow Chart.....	4

Section IV Personnel Information

Role of Head Coaches	6
Evaluation Procedures.....	7
Performance Programs.....	7
Performance Reviews.....	7
Hiring and Expectations of Part-Time Assistant Coaches.....	8
Yearly Performance Review Template.....	10

Section V General Policies/Operating Procedures

Team Try-Outs	12
Season-End Report.....	12
Multiple Sport Athletes.....	12
Transfer Students.....	13
Athletic Banquet/Receptions.....	13
Request for Maintenance, Service and Repairs of Facilities.....	13
Policies for Bulletin Boards.....	14
Keys-Locks-Office Space.....	14
Fund Raising Activities.....	14

Section VI Contests and Practices

Scheduling Contests/Practices.....	15
Contest and Practice Changes.....	16
Study Days/Final Exam Periods.....	16

Section VII Budget and Team Travel

Travel Policies.....	17
Team Travel.....	17
Individual Travel.....	18
Purchasing Equipment.....	18
Airline Procedures.....	19
ASC/Foundation Team Accounts.....	19
School Issued Credit Cards.....	19
Procedures for Tracking College Forms.....	20

Section VIII Disciplinary Actions

Dismissal or Suspension.....	24
Team Rules.....	24
Hazing.....	24

Section IX Special Talent Admissions

Purpose.....	25
Guidelines.....	25
Procedures.....	25

Section X Athletic Training Policies

Policies.....	26
Emergency Plan.....	26
Non-Emergencies.....	26

Section XI Athletics Department Operating Code

Operating Code.....	27
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Appendices

ASC Disbursement Sample Form.....	28
Foundation Request Sample Form.....	29
Hazing Samples.....	30

Section I:

Purpose of This Intercollegiate Handbook

This handbook shall serve to ensure the compliance of all intercollegiate athletics personnel with departmental and institutional policies. Well-established administrative policies and guidelines serve as a means of providing an effective structure from which the department can perform its day to day operations.

It is the purpose of this document to provide an opportunity for all personnel to become familiar with the policies and procedures relative to their assignments, duties and responsibilities. Finally, this handbook shall facilitate the realization of the goals and objectives of the SUNY Cortland Athletic Program thereby justify the confidence and trust which the institution has placed in each athletic staff member to accomplish the College's mission.

Vision

The Department of Intercollegiate Athletics is committed to:

- providing the student-athletes with the highest quality academic, athletic, and social experience;
- hiring and developing the best coaching and support staff to produce successful programs;
- developing the leadership potential of student-athletes and staff;
- preserving tradition while pursuing positive results in an ever-changing environment;
- providing a safe environment for the student-athletes;
- conducting programs and business with integrity and the highest ethical standards.

Mission Statement

The State University of New York College at Cortland, as part of the educational mission of the college, aims to provide a broad program of athletics that will equitably meet the individual needs, interests, and abilities of the students who participate. Consistent with the overall mission of the University, the main objective of the program is the development and welfare of the student rather than an emphasis on other values and considerations. Intercollegiate athletics is a critical element in the educational and personal development of student-athletes and/or students involved in the multiple facets of the Department of Athletics.

The Athletic Program at SUNY Cortland, through coaching and participation experiences, provides the opportunity for it's participants to foster personal excellence. Participation on an intercollegiate team will provide student-athletes with the opportunity to learn and develop values which foster self-discipline, teamwork, leadership skills and fair play in an equitable and diverse environment. The overall development of each student-athlete is of paramount importance.

In addition, the Athletic Program provides opportunities to develop, strengthen and maintain University and local community relationships by serving as an excellent outreach vehicle for the University and is a vital connection between the University and general public. The publicity and information about the University is provided through the long-standing strong tradition of success and national recognition of the individual programs.

All athletic activities must be conducted with a high level of educational principle in conformity with the policies of the University and full compliance with the rules and regulations of all governing bodies such as conferences, organizations and associations, and with proper allegiance to the concepts of amateurism and fair play. In providing an equal opportunity to participate in all activities, the University recognizes its responsibility to comply with existing laws and regulations. The University is an NCAA member institution and therefore is bound by the Association's philosophy regarding Division III Athletics.

Since Athletics is part of the educational mission of the University, the University endeavors to provide, in coaching and the direction of all athletic activities, the level of professional instruction consistent with the larger goals of SUNY Cortland. An important objective of the Athletic Program is the recruitment and retention of quality student-athletes. The quality and scope of the Athletic Program plays an integral role in marketing the University to prospective students.

An additional goal of Athletics is to attain and maintain competitive excellence in all sport programs, attain and maintain SUNYAC prominence and achieve national prominence including participation in NCAA individual and team sport championships. The mission of the SUNY Cortland Athletic Program is to develop the student-athlete who exemplifies the scholar-athlete, one who strives for success in the classroom and in the competitive arena, as well as in all aspects of life. Through participation in sports, student-athletes learn to embrace a life philosophy that incorporates the virtues inherent in athletics - excellence, integrity and the pursuit of positive ideals. This mission is the foundation upon which this Athletic Program is built, and is the key for successful endeavors by the student-athlete, both on and off competitive playing venues.



Section II:

Athletic Code of Conduct

Preamble

Conduct is guided by the educational mission of the intercollegiate athletics program. Participants at contests, including coaches, athletes, and spectators are expected to focus on the excitement of the game and the skills exhibited by the athletes. All participants are responsible for their own actions and their contribution to the result of the contest.

Conduct of Coaches

Coaches are expected to guide and control the actions of athletes throughout the contest and to motivate them to perform at the highest level possible. Coaches must reinforce the importance of adherence to the rules of the contest, sportsmanship and the performance of the skills and strategies necessary for success. All coaching actions should focus on the objectives of the contest and should not detract from the purpose of the sport. Coaches are expected to be examples for athletes and spectators. They are an ambassador of the college and a reflection of the Department of Athletics. Their conduct should reflect the greatest respect for skillful performance and the positive benefits associated with participation in sport.

If you, as a coach at SUNY Cortland, have committed an NCAA violation or know of a colleague that has committed an NCAA violation it is your responsibility to report it to the Director of Athletics.

Conduct of Athletes

Participation in intercollegiate athletics is a privilege that brings with it the expectation for conduct that is a credit to the individual, the athletics team and the College. Athletes have the opportunity to demonstrate their understanding of the sport through skilled performance, adherence to the rules and standards, and consistent attention to the flow of the game. Athletes are expected to strive for their best performance at all times through self-discipline and regulation.

Conduct of Spectators

Spectators are the witnesses of the best competition the two teams can provide during a particular contest. They are expected to support their favorite team or player and to acknowledge outstanding performance. Spectators should focus their attention on the contest and should be deterred from any activity which detracts from it. Failure to do so could result in ejection from the contest.

Section III:

General Staff Policies

The intercollegiate athletic program is dedicated to excellence in all of the academic and athletic programs within the College. It is necessary therefore to be professional in all endeavors and at all times.

The intercollegiate athletic program is comprised of professional and support staff members working together, not only with each other, but also with students, staff, faculty and administrators and the various public entities to develop a respectable and representative academic and athletic program for SUNY Cortland.

Standards for Departmental Staff Members

1. The staff's primary responsibility is the successful operation of the intercollegiate athletic program, with an emphasis on reflecting the College's mission and the Department of Athletics Mission statement.
2. All employees, regardless of their specific position and/or areas of responsibilities shall be treated with respect and courtesy.
3. The student-athlete should always be the coaching staff's primary concern. The student-athletes' academic program, welfare, health, and well-being must always be of the highest priority. The staff exists to serve the student and to enable the individual student to realize his/her goals and objectives.
4. Within the rules and regulations of national and conference legislation, as well as within the guidelines established by the College, the objectives of the athletic staff shall be to remain competitive against similar type institutions and "to WIN".
5. Loyalty to the College, to the athletic program, to the staff, and to the students is necessary at all times.
6. All staff members have the responsibility of acquainting themselves with the rules, regulations and policies of the athletic program, the institution, the NCAA, the SUNYAC and/or individual sport conference and of abiding by the letter and intent of such rules, regulations, and policies at all times. It is essential that staff members be firm, fair, honest, and consistent in the adherence of these rules, regulations, and policies.

Chain of Command

All athletic staff members report directly to the Director of Athletics. The Director of Athletics, in turn, reports directly to the Provost. Assistant coaches, while responsible to the Director of Athletics for their actions and conduct, are directly responsible to their head coach for their performance and assignments.

It is expected that all athletic staff members shall abide by the chain of command both within the organization and within the total college community. All requests and communication shall be directed through the proper channels. Failure to do so will be evidence of unprofessional and unethical conduct. Please refer to the organizational flow chart within this document.

Every staff member connected within the Department of Athletics plays a vital role in the program's growth, development, total image, and success or failure. It is imperative that each staff member provides a significant contribution to that image and to that growth and development through the maintaining of proper relations with peers, associates, students, faculty, staff, administrators, and members of outside organizations.

When an individual accepts a position within the Department of Intercollegiate Athletics and within SUNY Cortland, it is expected that the individual will give FULL FIDELITY AND SUPPORT to its programs, to its employees and to its students. One must be willing to work in close harmony with each and every staff member and student within intercollegiate athletics in accomplishment of the objectives and goals of the department. Personnel are expected to be professional, possess integrity, and maintain a professional work relationship with his or her peers, students, and the general public. Information and data shared within the athletic staff meetings and offices are strictly confidential and SHALL NOT be disclosed outside of the meetings to students, to other college personnel, or to the people within the community. Professional confidences shall be respected.

Coaches are expected to be greatly concerned with their sport and program. They are also expected to demonstrate conceptual skills and to be aware of and concerned with the larger picture involving the total College and the total athletic program.

Intercollegiate Athletic Flow Chart

PRESIDENT OF COLLEGE

PROVOST/VICE PRESIDENT OF ACADEMIC AFFAIRS

DIRECTOR OF ATHLETICS

ASSOCIATE DIRECTOR OF ATHLETIC
(BUDGET, FINANCE, EVENT MANAGE.)

ASSISTANT DIRECTOR OF ATHLETICS
(COMPLIANCE, SCHEDULING)

ASSISTANT DIRECTOR OF ATHLETICS
(MARKETING, PROMOTIONS, EVENT

HEAD COACHES

ASSISTANT COACHES/GRADUATE ASSISTANTS

VOLUNTEER ASSISTANT COACHES

Section IV:

PERSONNEL INFORMATION

Role of the Head Coaches

To a very large extent, the success of an athletic program is determined by the coaches. They must possess within themselves a combination of many qualities, including expert knowledge of a particular sport and skill in imparting this knowledge, supervision capabilities, considerable energy, and the ability to inspire an unwavering desire for excellence on the part of their team. The character and personality of the coaches are vitally important. These qualities affect morale, influence players, and are important in public relations.

The following are specific job responsibilities coaches are expected to adhere to:

1. Maintain complete authority over all matters pertaining to the coaching of the team, such as supervision of practices, determination of the training techniques, selection of team members and traveling squad, and the establishment of team rules in their sport.
2. Recognize and respect the student-athletes main purpose for attending college. This is academic success and, as a result, not permit the student-athlete's academic work to be adversely affected by an over-emphasis on sport.
3. Be educated on all regulations of the NCAA and SUNYAC, specific rules of the sport, as well as the College rules pertaining to intercollegiate athletics. The head coach is responsible for the observance of these regulations on the part of their assistants and athletes. Assistant coaches are also expected to strive for complete understanding of the NCAA and SUNYAC rules, policies, and procedures.
4. Monitor the conduct of all student-athletes and managers on road trips to ensure the high standard of behavior that is expected of them by SUNY Cortland and the Department of Athletics.
5. Be responsible for the physical condition of each member of their team and not allow an athlete to compete if, in the opinion of the team physician or athletic trainer, it would be detrimental to the athletes' health.
6. Develop their season practice and game schedule as well as the non-traditional schedule and submit to the Department of Athletics at least six months prior to the start of the season. Schedules should be adhered to with changes only occurring in isolated incidences.
7. Develop and recommend the budget for their sport to the Director of Athletics for review, adjustment and eventual approval.
8. Validate equipment inventory and maintenance. All coaches are responsible for ensuring all equipment is returned in a timely fashion.
9. Track the academic progress of the students participating in the sport.
10. Be responsible for the academic progress and success of student-athletes in your sport.
11. Show willingness to counsel student-athletes with personal and/or academic issues. Oversee student-athletes assigned to Mandatory Study Hall and track the academic progress of the students participating in the sport.
11. Conduct authorized off-season, in-season and pre-season conditioning programs.
12. Attend all athletic department staff/coaches meetings.
13. Take responsibility for various fund raising projects upon approval from the Director of Athletics as well as the campus committee on fund raising.
14. Submit accurate travel itineraries along with lists of individuals comprising the travel party for all away trips.
15. Demonstrate loyalty to the College, athletic program, peers and students.

16. Fill out a Disciplinary Action Form for all illegal incidences of students in your sport. This form must be kept on file in the Athletic Office.
17. Make arrangements for the Athletic Administration to conduct your student-athlete evaluations within one week of the end of your season.
18. Submit to the Director of Athletics on a timely fashion all requested information, reports and summaries. Submit all information required immediately.

Evaluation Procedures

Consideration in evaluating coaching performance involve relationships with various constituencies. These include but may not be limited to the following:

Student-Athletes
Admissions Office
Academic Administration and Faculty
Athletic Trainers
Equipment Room Personnel
Athletics Secretary
Sports Information Office
Sport Officials

It is the responsibility of the head coach to set the date and time of the student-athlete evaluations during the time frame of 2 weeks before to 2 weeks after the last regular season contest. The evaluation will be given by the Director of Athletics or designee. In addition, exit interviews with all senior student-athletes will be conducted by the Director of Athletics and will focus on an evaluation of the program. Exit interviews will take place during the same time frame as coaching evaluations (two weeks prior to two weeks after the last regular season contest).

Performance Programs

All coaches on professional lines must complete a performance program at the time of their evaluation. The performance program includes:

- ▶ Major required duties and responsibilities
- ▶ Secondary sources: The Director of Athletics may identify up to five and the coach may identify up to five secondary sources on the basis of a significant working relationship.
- ▶ Short term objectives (those that can be achieved in the upcoming academic year)
- ▶ Long term objectives (those that may take up to three years to complete)

Performance Reviews

Coaches are expected to provide documentation in each of the areas outlined in the performance program (please note the attached guidelines). This information should have a professional appearance and have sections that include but are not exclusively limited to:

- ▶ Recruitment of student athletes: include a log of all contacts with prospective student-athletes. Also indicate those students who committed to SUNY Cortland and their honors and achievements.
- ▶ Retention of student athletes: show evidence of an initiative to retain the athletes (i.e., study halls, mandatory study skills sessions, etc.). Include the retention rate for the previous two

academic semesters as well as team GPA. Also include any academic awards or honors individual team members received.

- ▶ Maintain or build the sport program to be competitive at the conference level: include win/loss record overall and within the conference. Show improvement in the performance of the team where applicable and include any athletic awards or honors of team and individuals.
- ▶ Demonstrate effective coaching: include student-athlete evaluations and peer assessments.
- ▶ Administer sport budget effectively: include a copy of the team's budget allocation and the amount utilized.
- ▶ Demonstrate continued growth: list continuing education by attendance at coaching clinics, participation in professional organizations, presentations, articles and research.
- ▶ Teaching and/or other college responsibilities: include Course Teacher Evaluations (CTE's) for each course taught, course materials developed by you for the course, peer evaluations from full-time members of the academic department, list academic advises and evidence of successful advisement.
- ▶ Participate in approved fund raising activities: list any fund raising done in the previous year.
- ▶ Civic engagement: list any volunteer community activities.
- ▶ Other information may be included to attest to your performance as a teacher/coach.

Hiring and Expectations of Part-Time Assistant Coaches

All vacancies for assistant coaching positions must go through a proper job search. The Department of Athletics will advertise the position in the newspaper (Syracuse, Binghamton and Ithaca). If head coaches wish to put the vacancy on a sport governing body web site they are welcome to do so.

All applications must be complete to be reviewed. They must include a letter of application for the position, resume (which includes three references with contact information) and transcripts. Head coaches should look over all applicant files received, check references and determine the best applicants. Applicants must then be interviewed by both the head coach and the Director of Athletics. Notification needs to be given to the Director of Athletics of the preferential candidate with rationale as to the acceptability of this candidate over the remainder in the pool.

Head coaches must determine the level at which the applicant will be hired. (See attached Form #4a). Levels determine the salary, dates of service, and in turn the duties which may be required of the candidate. Assistant coaches can not be mandated to perform duties in excess of their job description unless it is on a voluntary basis.

Graduate Assistant positions may also be utilized as assistant coaches in each sport. A graduate assistant receives a \$6000 stipend and 6 graduate credit hours each semester. If they so choose, they may hold the course work until the summer. Graduate assistants must be accepted into a graduate program and fill out a graduate assistantship application. Once this has occurred, the coach may alert the Athletics Office which will in turn notify the Graduate Office of their selection.

All volunteer coaches must have signed a Volunteer Coach form to work with a team. If assistant coaches not yet on salary are working with a team they also must sign a Volunteer Coach form for the period of time until their contract begins or after its conclusion.

Assistant coaches are representing SUNY Cortland, the Department of Athletics, as well as the individual program they have been hired to assist. The expectation is that there will be a level of professionalism displayed at all times they are on payroll. In addition, it is expected that they will be in attendance at all staff meetings unless they have another professional responsibilities.

Assistant Coaching Lines and Duties

The following job descriptions accompany each level of part-time assistant coach:

<u>Level</u>	<u>Stipend</u>	<u>FTE</u>	<u>Duties</u>
1	\$1000	.11	→ Assist with in-season practices or equivalent as justified and approved by the Director of Athletics
2	\$2000	.22	→ Assist with in-season and non-traditional season practices or equivalent.
3	\$3000	.33	→ Assist with in-season and non-traditional season practices. → Assist with conditioning and weight training → Secondary recruiter (calls, mailings, etc.) → Or equivalent as approved.
4	\$4000	.44	→ Assist with in-season and non-traditional practices. → Conditioning and weight training. → Primary recruiter (calls, mailings, visitations). → Fund raising. → Or equivalent as approved.
5	\$5000	.55	→ Same as above but works with greater numbers/larger teams (NCAA travel party size of over 20).
6.	\$6000	.66	→ In addition to the duties listed above, perform head coaching duties in leu of head coach when necessary. → Or equivalent as approved.

Obligation Dates

Fall Sports:	\$1000-\$3000	First date of pre-season through 11/15
	\$4000-up	First date of pre-season through 5/15
Winter Sports:	\$1000-\$3000	10/15-3/1
	\$4000-up	8/20 through 5/15
Spring Sports:	\$1000-\$3000	First date of non-trad. season through 5/15
	\$4000-up	8/20 through 5/15

Volunteer Coaches Contracts

Volunteer Coaches Contracts must be completed and on file in the Athletic Office if a specific sports season begins prior or goes beyond the obligation dates indicated above for the assistant coach. This will insure liability coverage.

SUNY Cortland Department of Athletics

Yearly Performance Review

Recruitment:

Number of prospective student-athletes contacted from _____ to _____.

Number of those student-athletes who have applied: _____.

Number of those student-athletes committed to SUNY Cortland: _____.

List student-athletes committed to SUNY Cortland. Include any academic and/or athletic honors.

List any other achievements you have accomplished in the area of recruitment that you feel has benefitted your program, admissions, and/or SUNY Cortland in general (i.e., bulk mailings, programs bringing prospective student-athletes on campus, high school visitations, etc.).

Retention

Show evidence of an initiative to retain student-athletes (i.e., study halls, mandatory study skills sessions, etc.).

Show retention rate for previous two semesters:

Semester _____ Number of Student-Athletes Retained _____ Team GPA _____

Semester _____ Number of Student-Athletes Retained _____ Team GPA _____

Academic Honors: (i.e., Academic All-America, SUNYAC All-Academic Team, SUNYAC Commissioners List, etc.). List Student-Athletes.

List any other accomplishments you feel have benefitted your student-athletes, your program, and/or SUNY Cortland in the area of academics.

Athletic Team Performance

Conference Record: _____

Non-Conference Record: _____

Overall Record: _____

List Team Awards.

List Individual Awards.

List team and/or individual records that were broken.

Professional Growth

List all continuing education, coaching clinics, participation in professional organizations, presentations, articles and/or research.

Program Exposure

List and describe any materials and/or programs you have done to cultivate interest in your program (i.e., alumni newsletters, alumni games, receptions, team clinics, etc.)

Teaching & Other College Responsibilities

List all college responsibilities not related to your coaching profession. This might include courses taught, course material you developed for classes, peer evaluations, a list of academic advises, and evidence of successful advising.

Other Materials to Include

Please include the following materials as part of your performance review:

1. Student-Athlete Evaluations and Peer Assessments
2. Student CTE forms from classes you taught
3. Any other information that will attest to your performance as a teacher/coach
4. Any comments/concerns you wish to discuss with the Director of Athletics.

Information Desired for Athletic Annual Report

List all fund raising efforts you were involved in during the past year. Indicate the amount of money raised with each activity.

Civic Engagement - List any volunteer activities you or your team were involved in.

Section V

GENERAL POLICIES/OPERATING PROCEDURES

Team Try-Outs

Each Intercollegiate Athletics Program must provide the student body with a fair and equitable opportunity to try-out for the specific athletic team. The following procedure should be followed for try-outs:

1. Have a meeting of all prospective student-athletes and submit names and identification numbers to the head athletic trainer. For fall pre-season programs a list must be submitted to the head athletic trainer at least two weeks prior to the scheduled return. All other programs must have the list of potential student-athletes to the head athletic trainer a minimum of 48 hours before the first try-out session.
2. Student-athletes must fill out all NCAA and Department of Athletics paper work before being eligible to participate in the try-out.
3. Student-athletes must be cleared by Health Services (through the head athletic trainer) before they are allowed to participate. In addition student-athletes must fill out medical information forms with the Athletic Trainers and provide proof of medical insurance before being eligible to participate in the try-out.

Season-End Report

It shall be the responsibility of the head coach in each sport to provide a written season-end report in each sport to provide a written year-end report following the conclusion of the sport season. Said report shall be delivered to the Director of Athletics within thirty (30) days of the conclusion of the sport's season.

Included within this season-end report shall be:

1. Won/Loss record in conference, non-conference and overall.
2. All records tied and broken (team & individual).
3. Recommendations for Red Letter winner and special award winners.
4. Recommendations/suggestions for future seasons.

Multiple Sport Athletes

The athletic program at SUNY Cortland encourages student-athletes to participate in more than one sport. With this philosophy it is necessary for coaches to work out an arrangement which will enable student-athletes to participate in both sports. No athlete will be required to stop participation in one sport in order to start competition or practice in a subsequent sport. If try-out or practice sessions are held in the second sport while the athlete is currently engaged in another sport, the athlete must be given the opportunity to try out for the second sport at the conclusion of their current season.

Should the student-athlete be a special talent admit their primary responsibility is with the sport that conveyed the special talent.

Transfer Students

At various times coaches will receive requests from student-athletes who desire to transfer from other institutions. Such student-athletes must complete the NCAA Self-Release form and forward it to the Athletics Office. Once this has been completed, the coach may begin contact with the student-athlete.

Once the student-athlete has enrolled in SUNY Cortland, an academic and athletic eligibility form will be sent to the prior institution(s). The student-athlete must have been eligible both academically and athletically at their prior institution to be eligible at Cortland.

Athletic Banquet/Receptions

At the end of the academic year a banquet will be provided for all student-athletes, student trainers, athletic trainers, coaches and administrators. Each team will be permitted to have a separate awards banquet at the conclusion of their season for any specific team related awards.

Awards presented at the Athletic Banquet include:

- ▶ Red Letter Award: most valuable player as defined by the coach.
- ▶ C-Club Outstanding Male and Female Athletes of the Year: senior award is based on athletic achievement while at SUNY Cortland.
- ▶ Whitney T. Corey Award: senior award to the female student-athlete with the highest GPA.
- ▶ Robert J. Weber Award: senior award to the male student-athlete with the highest GPA.
- ▶ Fraser Stokes Award: given for service to SUNY Cortland Athletics
- ▶ Carl “Chugger” Davis Award: senior male athlete who demonstrates strong leadership and athletic achievement.
- ▶ M. Louise Moseley Award: senior female athlete who demonstrates strong leadership and athletic achievement.
- ▶ Coach of the Year Award: current coach for outstanding coaching achievements.
- ▶ Taylor Award: Male and female athletic team with the highest cumulative GPA.

There will be a reception for all graduating senior athletes and coaches provided by the Department of Athletics and C-Club. At this reception coaches will present a gift from the Department of Athletics and C-Club as well as a one year membership to C-Club to the senior athletes in appreciation of their dedication to the athletics program.

Requests for Maintenance, Service and Repairs of Facilities

If an athletic staff member seeks maintenance assistance for facilities (indoors and outdoors), the staff member shall report the request to the Director of Athletics. The request will then be forwarded to the proper maintenance personnel.

Head and Assistant Coaches have the responsibility to make sure equipment and facilities meet specifications and safety standards at all times. Should there be any safety concerns the Director of Athletics must be notified immediately in writing.

Policies for the Use of Bulletin Boards

Each sport will be allocated a bulletin board and/or showcase in the 1st floor hallway of Park PER Center for team paraphernalia, photos, announcements, etc. Coaches are required to keep their designated areas current and attractive to improve recognition of athletes and for recruiting purposes.

Keys-Locks-Office Space

Office space for all full-time and part-time staff members will be assigned by the building administrator in consultation with the Director of Athletics. A record of all keys assigned to each person will be kept by the building administrator. When a staff member's appointment terminates the key must be returned to the building administrator.

All space requests, except formal academic classes, must be reserved through the Director of Athletics or their designee.

Staff members who enter a locked building are responsible for securing all doors they use.

Fund Raising Activities

The Director of Athletics serves as the coordinator for all athletic fund raising efforts. Coaches seeking approval for a specific fund raising activity shall complete, in writing, the appropriate request form and submit prior to 15 business days of the anticipated start-up date of the activity. All fund raising activities must be approved by the Director of Athletics and forwarded to the all-campus fund raising committee for approval.

All monies received through the fund raising effort must be turned into the Athletics Office. No actual money should change hands between the coordinator and those being paid for their assistance. A report of all fund raising activities and the amount raised shall be documented by the individual responsible for the activity and submitted to the Director of Athletics at the end of each fund raising activity.

Coaches are prohibited from maintaining funds or accounts that are not subject to institutional control and/or review.

Section VI

CONTESTS AND PRACTICES

Scheduling Contests/Practices

The initial considerations in scheduling regular season contests will be the fulfillment of all obligations to conference play. Contests should normally be scheduled between similar institutions within the same geographical area.

The coordination of all athletic scheduling (scrimmages, pre-season, in-season, post-season) shall rest with the assigned assistant athletic director. Individual sport coaches are encouraged to establish initial contacts, make tentative arrangements, and recommend future scheduling. No scheduled events are binding until contracted through the Athletics Office. Schedules are developed a minimum of one year in advance (in most sports). As many contests as possible should be scheduled on weekends and on days which would minimize the number of missed classes and other college activities. It is acknowledged that in some sports it will be more difficult to reduce conflicts between classes and scheduled contests and make-ups. When possible, Sundays should be avoided in scheduling contests to allow staff and students a day off and as the required NCAA "off day". Keep in mind all student-athletes are to have one day off out of every seven days.

Contest limits for each intercollegiate athletic team will be governed by existing NCAA contest limitations. All potential post-season contests or dates will be subtracted from the NCAA allowable limit with the exception of conference championships and NCAA championships. Examples of these are NYSWCAA State Championships and ECAC contests in individual sports. Limitation of practice time is governed by the NCAA and is the responsibility of the head coach. Athletically related activities as defined by the NCAA include: practice (on-court/field activity, chalk talk, lecture or discussion, review of game films), competition, required weight training/conditioning.

The length of season, distance of travel, and absence from classes are all factors which shall be weighed and considered in establishing a well-balanced, competitive intercollegiate athletic schedule for men and women. No regular season contests shall be scheduled during final exam period or commencement. In addition, there shall be no student-athlete responsibilities (required or elective) during study days. Any activities scheduled during final exam periods must be elective. Any deviation from this policy must be approved by the Director of Athletics.

Each fall and spring team has the opportunity to conduct a 16 practice non-traditional season with one date of competition provided it is within the governance of NCAA regulations. NCAA rules concerning the traditional season still apply to the non-traditional season (i.e., 20 hour per week rule, mandatory day off rule, etc.)

Each team is allowed one contest to an adjacent state with prior approval from the Director of Athletics. Should a team wish to compete in a contest further than the adjacent state or multiple contests in adjacent states they will only be allotted the amount of money for a normal date of competition and have to fund raise for that effort. Students should not be required to pay any part of these contests.

Student-athletes are legally excused from classes for an athletic contest provided a class excuse form has been filled out and signed by the head coach and turned in to the instructor the class prior to the contest. For home contests, student-athletes should not be excused more than 1 ½ hours before the contest. Student-athletes may not miss any classes for a scrimmage.

ECAC or other terminal championships (excluding NCAA championships) will not be funded by the Athletics Department unless it is counted as one of the dates of competition allowed. Funding for an ECAC championship will have to come from fund raised money if it falls into the above category.

Contest and Practice Changes

Cancellations or changes in athletic contests or practices should be done only in consultation with the Director of Athletics or their designee. The Request for Contest Change form should be filled out and given to the Director of Athletics for the appropriate signature. It will then be forwarded to all support services affected.

Study Days/Final Exam Periods

There should not be any athletically related activities offered student-athletes during study days. Any activity offered during final exam periods must be optional. Therefore no contests should be scheduled during either study days or final exam periods. The only exception to this rule would be with special permission from the Director of Athletics and if a team is in post season competition.

Section VII:

BUDGET AND TEAM TRAVEL

Travel Policies

The limitation in travel squads was determined by the NCAA limits. This number includes athletes, coaches, athletics trainers, and managers but excludes any sports information or athletic administrative representative which may accompany the team.

Departure from campus should be planned with a sensitivity to student-athlete missed class time. It is recommended that teams take into account their traditional pre-game warm-up and leave ½ to 1 hour prior to that. Meal money and lodging will be predetermined taking into consideration the following criteria:

Meals: Breakfast - depart before 7:00 am

Lunch - depart before 11:30 am, return before 6:00 pm

Dinner, leave after 11:30 am, return after 7:00 pm

Lodging: departure time is before 8:00 am

It is important that SUNY Cortland athletic teams represent the athletic department and the college in a positive manner. For this reason, a dress code policy exists for team travel and it is the responsibility of the coaches to strictly enforce this policy. The specifics of the dress code are listed below.

WOMEN: Dress slacks, shirt or blouse/dress or skirt and blouse (no jeans, sweat pants, shorts, t-shirts, sweatshirts, hats). Dress shoes (no sneakers, sandals, running shoes, athletic shoes).

MEN: Dress shirt, tie, and sport jacket or dress shirt, tie and sweater. Dress slacks (no jeans, sweat pants, shorts, hats). Dress shoes (no sneakers, sandals, running shoes, athletic shoes).

Exceptions: There are two possible exceptions to the dress code policy: 1) the team may dress in full uniform if it does not have access to a locker room or plans to travel directly to the contest site, or 2) the team may dress in warm-ups provided that **all** team members wear the same style or warm-up. In either case, it is important that team members do not appear to be dressed “sloppily” in any manner (all jackets must be properly zipped, no non-Cortland hats, shirts must be tucked in, etc.).

Team Travel

*Team coaches may use any combination of the following three methods of payment:

Cash Advance: The team coach may obtain a New York State cash advance up to \$2,500 per team trip to cover meals, lodging, tolls, parking fees, vehicle fuel when the vehicle credit card is not accepted. Use the blue Application and Account for Travel Advance Form. Receipts are required for tolls, parking, fuel, and lodging, and are submitted for processing on a **Travel Voucher** (see detailed voucher information in the Individual Travel section.)

Standard Vouchers are used to process direct payment for lodging. An invoice must be attached.

Athletics credit cards may be used for lodging, meals, and emergency vehicle repairs. Receipt copies must be turned in at the end of the trip.

Before the contest:

1. Each coach must turn in a travel advance at least three weeks proper to time of travel. Failure to do so may result in your check not being ready in time for the trip.
2. Each coach must complete a transportation request at least three weeks prior to time of travel.
3. It is the responsibility of the coach to check transportation at the beginning of the week to determine acceptability of bus/van assignments.
4. A trip itinerary must be on file in the athletic office before leaving for a contest. The itinerary must be typed and should be turned in at least four (4) days prior to travel and should include time and date of departure, destination, emergency telephone number, time and date of estimated return and motel (if applicable). Included with the itinerary should be a travel roster.
5. Any student-athlete not traveling with the team must have a form on file in the athletic office 24 hours before departure.

After the contest:

1. All travel vouchers must be turned in within 48 hours after returning from the contest.
2. All van keys and paper work to vans must be turned in no later than 9:00 am the following day.

Per Diem

Each member of the Official Travel Party is permitted \$18 per day for meals while on the road.

Breakfast	\$4.00
Lunch	\$5.00
Dinner	\$9.00

In order to claim a full day's per diem the traveler(s) must leave campus before 7:00 am and return to campus after 7:00 pm. You can not claim breakfast if you leave at 7:00 am or later. You can not claim dinner if you return to campus at 7:00 pm or sooner.

Each coach is expected to receipt all expenses and turn in any money left over from either team or individual travel. These should be attached to a travel voucher.

Individual Travel

You must fill out a Travel Authorization form in advance of all conference and convention travel. A Travel Authorization form will also be filled out at the beginning of each school year to cover all recruiting trips. Campus authorization to travel is required for official State business (whether or not costs will be reimbursed), to ensure that the travel is endorsed as part of the College's activities and to verify your travel status in the event of accident or death.

Travel Advances

- ▶ Use the blue Application and Account for Travel Advance Form and submit it with the Travel Authorization Form (if needed)
- ▶ Must be requested prior to travel and not be less than \$19 or greater than \$400.
- ▶ Can be used to cover meals, lodging, and registration fees* (*details below)
- ▶ Checks will be issued by Accounts Payable about three days before the date of travel (unless otherwise noted on Advance Form).
- ▶ Advances are repaid by submitting a travel voucher after the trip and repayment of any advance amounts which are not covered by the travel voucher.

Conference Registration Fees:

Registration fees for conferences may be paid directly by you and reimbursed on a Travel Voucher after the trip or paid by travel advance or purchase order prior to the conference.

By Travel Advance:

1. Complete a Travel Advance form; indicate the date needed.
2. Accounts Payable will issue you a check; you then send in the registration payment.

By Purchase Order:

Complete a purchase requisition listing the conference holder, name of conference, name(s) of person(s) attending, date(s) of conference, and registration fee. Purchasing will send a purchase order (only) to the conference holder to secure your participation in the conference. Payment will not be processed until after the conference is held. (You should make sure that a purchase order will secure registration without additional charges.)

Travel Vouchers (for Travel Reimbursement)

Complete a Travel Voucher Worksheet and attach original receipts (details follow) for reimbursement for:

- *tolls, parking, taxi, shuttle, etc.
- *gas (if not claiming mileage)
- *registration fees (if not paid by Purchase Order)
- *admissions
- *programs (attach copy)
- *airplane, bus, train
- *miscellaneous expenses, etc., and
- *meals (only if not using the per diem amount)
- *lodging (reimbursed up to the maximum amount for the area of travel)

Also attach:

- *a copy of the program brochure, and/or agenda for any conference attended
- *a Statement of Automobile Travel (Form AC 160) if personal car mileage reimbursement is claimed

Details of Receipt Requirements

Common Carrier (Bus, Train, Airplane)

Original ticket passenger receipt detailing passenger name, travel dates, and amount of ticket

Tolls, Parking, and Taxi or Shuttle Fares

Original receipts

Gasoline

Original receipt which lists vehicle plate number, number of gallons purchased, name of vendor, and amount

Lodging - Original receipt must contain the following information:

- A. Name of traveler
- B. Name, address, and telephone number of lodging establishment
- C. Number of people in the room
- D. Rate paid
- E. Dates of occupancy

Note: In-state lodging is exempt from State and Local Sales Taxes. Present a Tax Exemption Certificate to the lodging vendor at check-in. "State rates" should be requested.

For Shared Rooms:

*with an employee - The name(s) of the other employee(s) must be included on the voucher and each employee must claim only their share of the actual lodging cost.

*with a non-employee (i.e., spouse) - The employee must document that the rate claimed is the rate for single room occupancy. If the amount is greater, it can be reimbursed at the amount of the single room rate (if the single room rate is documented).

Meals

The meal allowances for breakfast and dinner are allocated as follows:

	<u>Breakfast</u> (leave before 7 am)	<u>Dinner</u> (return after 7 pm)
\$17 (not overnight travel)	\$5	\$12
\$25 (overnight travel)	\$8	\$17

(Lunch is never reimbursed.)

Note: Lunch expenses, alcohol costs and tax on in-state meals will not be reimbursed.

Non-overnight meals reimbursements are taxed as ordinary income. Payroll tax withholding on them will occur in a subsequent paycheck.

Individual travel - Transportation

CAR RENTALS (10-day in-state limit)

A coach may choose to use Enterprise Rental for transportation. Insurance will have to be purchased for all out-of-state travel. Note: travel under 250 miles will be less expensive using a university vehicle.

Use of State Vehicles (3-day limit)

PERSONAL CAR MILEAGE REIMBURSEMENT

After your trip, complete a Statement of Automobile Travel (Form AC 160) detailing the mileage claimed, sign, and attach to the Travel Voucher worksheet.

AIRFARE:

These procedures are for the purchase of airline tickets to be paid, in total or in part, with N.Y.S. appropriated funding (not Research Foundation, ASC, or College Foundation).

A Travel Authorization Request Form must be on file with Accounts Payable before authorization will be given for airline ticket purchase.

If you can secure better pricing for airfare than the contract agent can provide, you can be reimbursed. You must provide a justification showing a cost savings of at least \$25 over the State Contract Agent's price. This justification must include a written price quote from the contract vendor on the flight showing the price they would charge for a similar ticket and the dollar amount of savings.

Business Travel Account procedure for Airline Ticket Purchases:

*Contact one of the state contract travel agents, BTI Travel at (800) 472-7447 or Carlson-Wagonlit at (800) 774-0655 and identify yourself as a SUNY Cortland employee. Make a written record of the destinations, airlines, flight numbers, dates, departure and arrival times and the cost of the ticket. This call is only to obtain information. DO NOT make a commitment during this call.

*Immediately after calling the contract travel agent, contact Accounts Payable who will assign a trip authorization number (*provided a properly completed Travel Authorization is on file for the trip*). Advise Accounts Payable of the flight chosen and ticket amount; they will keep a written log of the information.

*Call the contract travel agent back to confirm the flight, giving the trip authorization number assigned by Accounts Payable. **WITHOUT THIS TRIP AUTHORIZATION NUMBER, THE TRAVEL AGENT WILL NOT ISSUE THE TICKET.**

*The contract travel agent will then issue an electronic ticket and fax or e-mail confirmation of the ticket to the traveler and to Accounts Payable.

Other information:

-If the airline ticket needs to be changed or canceled for any reason, immediately notify the travel agent and Accounts Payable. Any unused airline ticket must be turned in to Accounts Payable.

-Non-official companion travel may be arranged through the contract travel agent for an additional fee and with personal credit card payment

- YOU DO NOT HAVE TO FOLLOW THESE PROCEDURES FOR TEAM TRAVEL.

Purchasing Equipment

When purchasing equipment, coaches must first fill out a purchase request form. From there the purchasing department will order the equipment and establish a purchase order number. The final step is to verify that the equipment has been received in full without damage.

A COACH MAY NEVER ORDER EQUIPMENT ON THEIR OWN AND THEN SEND THROUGH A CONFIRMING ORDER TO BE TAKEN FROM THE TEAM'S EQUIPMENT LINE. If a coach does order equipment on their own without a purchase order, they must pay for that equipment with monies other than state funds (i.e., ASC/Foundation or out of pocket).

Uniform purchases must have the equipment manager's signature on the purchase request to be considered. Uniforms are to be in the school colors and have Cortland large enough to be visible from the spectator seating. Black may be used as an accent color or in special circumstances with permission from the Director of Athletics.

Any purchases over \$2,500 and less than \$10,000 must be authorized by the purchasing department and must be accompanied by three price quotes. Any purchase request over \$10,000 must be authorized and put out to bid by the purchasing department.

ASC/Foundation Team Accounts

Each team has two accounts in addition to the IFR budget. These accounts can be used for various reasons such as team trips, team equipment, team dinners, etc. There are some slight differences within the two.

ASC accounts are primarily used as a holding account. It is considered the fund-raising account because this is where monies are deposited if a team worked to raise money (i.e., selling t-shirts, hats; running a clinic; team lift/run for money, etc.). The Foundation account is strictly for donated monies to your program. It is a tax write off for the donor. This account mainly receives alumni gifts, etc.

All monies collected must be deposited in one of these two accounts. NEVER hold on to money or directly pay bills. Also note that you can not pay anyone on the SUNY Cortland payroll from either of these accounts.

School Issued Credit Cards

The credit card issued to each head coach is available for lodging and emergencies only. All receipts from the card should be turned in at the same time as the travel voucher. **However, the credit card receipts must be turned in attached to a separate sheet of paper. Credit card receipts should not be included in the travel voucher.**

Academic Procedures

All student-athletes who will be missing a class due to an athletic contest must turn in a class excuse form to their professor the class prior to the contest date (unless indicated otherwise by the professor). **All class excuse forms must be filled out by the coaching staff and signed by the head coach.**

The Faculty Athletics Representative at SUNY Cortland is Dr. Jeff Bauer, ESSS. He is available for consultation of academic concerns.

Procedures for Tracking College Forms

Travel Advances:

- ▶ Travel Advances are to be filled out completely by coach prior to the season.
- ▶ Turn in to Associate AD to cross check with transportation.
- ▶ Next stop is to the Athletic Director for authorization signature.
- ▶ Accountant will forward up the hill.

Travel Voucher Worksheet:

- ▶ Upon returning from travel, coach fills out Travel Voucher Worksheet completely and legibly.
- ▶ Worksheet is then turned in to Accountant, money being returned should be given to Associate AD.
- ▶ Accountant will check worksheet and forward to the Associate AD.
- ▶ Associate AD gives accurate worksheet to the work study to type.
- ▶ Work study puts typed Travel Voucher in coaches box to sign.
- ▶ After verifying information, coach signs voucher and gives to Athletic Director for signature.

Purchase Requisition:

- ▶ Coach fills out purchase requisition completely and legibly. Requisitions must have all of the information on the equipment being ordered unless a quote is attached.
- ▶ Purchase Requisitions are then given to Associate AD to verify.
- ▶ After verifying information Purchase Requisition will be forwarded to Athletic Director for signature.
- ▶ Form will be passed to Accountant to check against budget.

ASC Requests (Fund raised monies only):

:

- ▶ Coach fill out ASC Disbursement Form completely and legibly.
- ▶ Give form to Associate AD to check
- ▶ After verifying information, form is given to Athletic Director for signature.
- ▶ Form is then given to Accountant for review.

Foundation Requests (Donated monies only):

:

- ▶ Coach fills out form completely and legibly.
- ▶ Form is given to Associate AD to check for correctness and legality.
- ▶ Once verified, form is sent to Athletics Director for signature.
- ▶ Form is then passed to Accountant to record.

Additional Charges to Account (Stores Orders, Computer Requests, etc.):

- ▶ Athletics Secretary will generate correct form.
- ▶ Form is then passed to Athletics Director for signature.

Section VIII

DISCIPLINARY ACTIONS

Dismissal or Suspension

Any disciplinary action resulting in dismissal or suspension against a team member or members shall be reported in writing to the Director of Athletics within 24 hours of the action imposed by the coach. The dismissal or suspension should be discussed with the Director of Athletic prior to the disciplinary action whenever possible. The reasons for the dismissal or suspension must be adequately documented and reported in writing to the Director of Athletics. No statement should be made to the news media concerning the disciplining of any team member. If it is felt that a statement is necessary, it will be released through the sports information director after approval from the Director of Athletics.

Team Rules

All student-athletes must sign team rules governing their actions both in and out of season. All team rules must be signed prior to the start of the season by each student-athlete. In addition, team rules must contain consequences for violation so the student-athlete is informed in advance of the penalty. Any Department policies will take precedence over individual team rules. An athlete who has a grievance that has not been settled to his or her satisfaction by the coach shall have the privilege of discussing the grievance with the Director of Athletics.

Hazing

Hazing, defined as subjecting a person to treatment intended to put him/her in a humiliating or disconcerting position, is prohibited and is cause for disciplinary action. The forced consumption of alcohol, drugs or any other liquid, gaseous, or solid substance for the purpose of initiation into or affiliation with any organization is prohibited and is cause for disciplinary action.

Section X

ATHLETIC TRAINING POLICIES

Policies

All practices and contests in the traditional seasons should have athletic training coverage. Not all practices or contests in the non-traditional season will have a certified or a student athletic trainer present. If a practice is held at a time when no coverage by a certified trainer can be obtained coaches are responsible for their own emergency first aid procedures (coaches are required to have current CPR certification to be alone in practice). Student trainers are only available under the direct supervision of a certified. When no trainer is available the coach needs to have a cell phone/walkie talkie for communication and a training kit at the site.

A certified trainer will be present for at least a portion of each practice. A certified trainer will be on-site for all home contests but as a general rule, will not travel with individual teams for away contests. Exceptions to this travel rule include conference and NCAA championship play. At least one (and in some cases several) student trainers will be present at every practice and home contest and that student will also accompany the team on the road if there is a certified on-site at the opposing school. Responsibilities of these student trainers should not be confused with those of team managers - trainers should not be asked to sweep the floors, assist in home event management, etc. Anything outside of the realm of injury care and prevention should be deemed inappropriate duties for student trainers.

Certified trainers have the final say in the playing of an injured student-athlete.

Emergency Plan

In the event of a potential emergency situation, the following procedures should be activated.

1. The athletic training student(unless the certified athletic trainer is on site) will assess the situation.
2. A certified athletic trainer will be called.
3. The certified athletic trainer will assume control of the situation. They will decide what immediate treatment is needed and if further assistance is to be called.

Non-Emergencies

If the injury is not an obvious medical emergency:

1. The person will be assisted to the athletic training room for further evaluation.
2. Necessary first aid will be provided. If additional treatment is needed, the person will be referred to Cortland Memorial Hospital.
3. The athlete will be instructed to report to the athletic training room, or to the Student Health Service, the next morning for further evaluation or medical referral.

Section XI:

OPERATING PROCEDURES - DEPARTMENT OF ATHLETICS

Adopted: January 20, 2005

- A. Meetings of the Coaches and the Advisory Committee
 1. Operating Procedures shall be reviewed at the first meeting of the academic year and may be amended by a majority vote of the full-time coaching staff.
 2. Regular coaches meetings for the Department of Athletics shall be held at least monthly, and set by the Director of Athletics at the start of the academic year.
 3. Special meetings may be called by the Director of Athletics.
 4. Meetings of the Advisory Committee shall be at least monthly and set by the Director of Athletics at the start of the academic year. These meetings shall be open to any full time member of the coaching staff as a non-participating guest.
 5. Minutes will be taken at all coaches meetings and advisory committee meetings and disseminated to all members of the Department of Athletics.

- B. Committee Structure: the following committees will be in effect as standing committees
 1. Advisory Committee: made up of 2 coaches of men's sports and 2 coaches of women's sports voted on at the start of the academic year. The purpose of this committee is to serve in an advisory role to the athletics administration and set the agenda for the coaches meeting along with the athletics administration.
 2. Policies and Procedures Committee: comprised of 4 members of the full-time coaching staff voted on at the start of the academic year. The purpose of this committee is to make recommendations for changes in the policies and procedures of the Department of Athletics.
 3. Fund Raising/Social Events Committee: comprised of 3 members of the full-time coaching staff voted on at the start of the academic year. The purpose of this committee is to assist with raising funds efforts of the department, work with C-Club, and run the annual golf tournament, and arrange social events for the department.
 4. SAAC Oversight Committee: comprised of 2 members of the full-time coaching staff (one coach of a men's sport and one coach of a women's sport) voted on at the start of the academic year. The purpose of this committee is to assist the SAAC Advisor with the various functions of SAAC.
 5. Ad Hoc committees may be formed at any time by the Director of Athletics to address unique issues facing the Department.
 6. Terms of office will be one year and voted on at the start of the academic year. (The first year terms will be 1 ½ years to get on track.)

C. Agenda Items for Coaches Meetings

1. The Director of Athletics with the Advisory Committee shall determine the agenda items and their order of consideration for the coaches meetings. The agenda may be amended by majority vote of the full-time coaches.
2. The Chair of each standing committee will be expected to make a report to the coaching staff at each coaches meeting.
 - Committee reports shall be presented orally and major points written into the minutes.
 - Reports shall include a rationale supporting any recommendations that are made.
 - Resolutions and motions contained within or incidental to reports shall be presented, for information only, during the “reports” portion of each coaches meeting. The Director of Athletics may permit limited questioning concerning the clarification of the content of a report at the time the report is presented.
 - Debate and action on resolutions and motions shall not take place until the coaches meeting following the initial committee report.
 - Fast track items approved by the Advisory Committee and published in the agenda can be debated and voted on at the coaches meeting at which they are presented.
3. A typical agenda outline for coaches meetings would be as follows.
 - Welcome and approval of previous minutes
 - Announcements by Athletic Administration
 - Chair’s report/questions
 - Old Business
 - New Business
 - Adjournment
4. Agendas may be reordered when deemed necessary by the Athletics Administration (i.e., guest presentations).
5. The agenda shall be disseminated to the coaching staff within a day after the Advisory Committee meeting.
6. Minutes shall be distributed within one week of the Advisory Committee meeting and the Coaches meeting.

D. Coaches Debate and Voting Procedures

1. Robert’s Rules shall be used for the conduct of business at all Coaches meetings.
2. Debate and/or discussion shall not be in order unless a motion is pending.
3. All remarks shall be addressed to the Director of Athletics unless otherwise directed by the Director.
4. The Director of Athletics is empowered to enforce a time limit per speech.
5. Full-time coaches may yield the floor to guests in attendance that wish to speak (i.e., faculty from PE or ESSS, C-Club representatives, etc.).
6. Voting by secret ballot may be ordered on any motion by request of a majority of the voting coaches or by the Director of Athletics.

- E. All carried motions will be first reviewed by the Athletic Administration for approval and then will be moved out of the department by the Director of Athletics for college approval. The Director of Athletics and the Athletic Administration reserves the right to dissolve any items deemed detrimental to the overall status of the department.