BIRMINGHAM-SOUTHERN COLLEGE



2005-2006
ATHLETIC STAFF
POLICIES & PROCEDURES MANUAL

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PREFACE

The BSC Athletic Department Policies and Procedures Manual is intended to be used by the members of the Athletic Department staff. This publication will aid in the daily performance of duties and should be used in conjunction with the Birmingham-Southern College Staff Manual in resolving questions or situations that may arise.

This publication will be updated each year, more frequently if needed. All staff members are encouraged to submit to the Athletic Director any policies and/or revisions that are deemed necessary for this manual.

(Revised: August, 2005)

MISSION STATEMENT AND PHILOSOPHY

The BSC Athletic Department is committed first and foremost to the health and well being of all of its student-athletes. The academic progress of each student-athlete is the focal point of the coaches and administrators, with the ultimate goal being to help all student-athletes earn their undergraduate degrees.

Then personal growth of each student–athlete is the next priority of the athletic department. The Birmingham-Southern College athletics program strives to develop character, integrity, and leadership skills in all student-athletes. The College's student-athletes will develop a good sportsmanship mentality, which will play a vital role in their maturation process into productive adult citizens.

Finally, Birmingham-Southern College strives to give every student-athlete the opportunity to play for a championship during their collegiate athletic career. Through excellent coaching, resources, facilities, and conference affiliation, BSC student-athletes will have the opportunity each year to compete for a conference championship in their sport, which will lead to the participation in the NCAA national championship event.

PRESIDENT'S STATEMENT ON INTERCOLLEGIATE ATHLETICS

Birmingham-Southern College has a rich tradition of combining academic and athletic success. In September of 1999, the College made the decision to become a Division I member of the National Collegiate Athletic Association (NCAA). The College made this transition after much research and discussion and is fully committed to being competitive at this new level without sacrificing the standards for excellence that have represented our athletic program over the years.

Our commitment to the concept of the "student-athlete" is unwavering. We offer a nationally recognized academic program, personal attention, outstanding coaches and top-notch facilities. Our coaches' concern for the total development of each student-athlete that comes to Birmingham-Southern is evident from the first day they walk on campus to the day they graduate and beyond. Our student-athletes are involved in a myriad of campus activities and service opportunities that add to the breadth of their college experience.

The combination of the above factors make Birmingham-Southern an ideal place for student-athletes who wish to challenge themselves in the playing arena and the classroom setting and prepare themselves for a bright future.

Lastly, each coach and athletic department staff member is expected to adhere and comply with all College, Big South Conference and NCAA policies, rules and regulations. Additionally, the BSC Athletic Department policy and Procedures manual outlines the policies and procedures pertinent to all athletic department staff members. As such, you are responsible for knowing these rules and abiding by them. Should you have any questions, please do not hesitate to contact me.

As always, best wishes for a successful season, both on and off the court or field.

ATHLETIC DIRECTOR'S STATEMENT ON INTERCOLLEGIATE ATHLETICS

The history and tradition of Birmingham-Southern College's athletic department has blazed a trail of excellence for over 75 years. It is important that we do not lose sight of the things that have not only made BSC athletics special, but made a difference in the lives of countless young men and women.

By nature, we are all competitive people who want to win, and certainly winning and contending for championships is important here at Birmingham-Southern. But, we never want to compromise the integrity and principles of sportsmanship in order to win. To me, the development of character and strong personal habits, for our student athletes, is the most important aspect of their athletic experience. Birmingham-Southern College athletics strongly supports the concept of the "Student-Athlete," which means that the academic performance of our athletes should be our top priority.

I trust that you will take the time to read this manual thoroughly so that all of us in the athletic department will be "on the same page" in our efforts to build a first class NCAA Division I athletic program.

THE ROLE OF INTERCOLLEGIATE ATHLETICS AT BSC

BSC's intercollegiate athletic program is an integral part of the institution's total educational endeavor. A well-rounded and efficiently-managed athletic program is an enriching aspect of the student's life in college and enhances his or her preparation for a full and rewarding life after college.

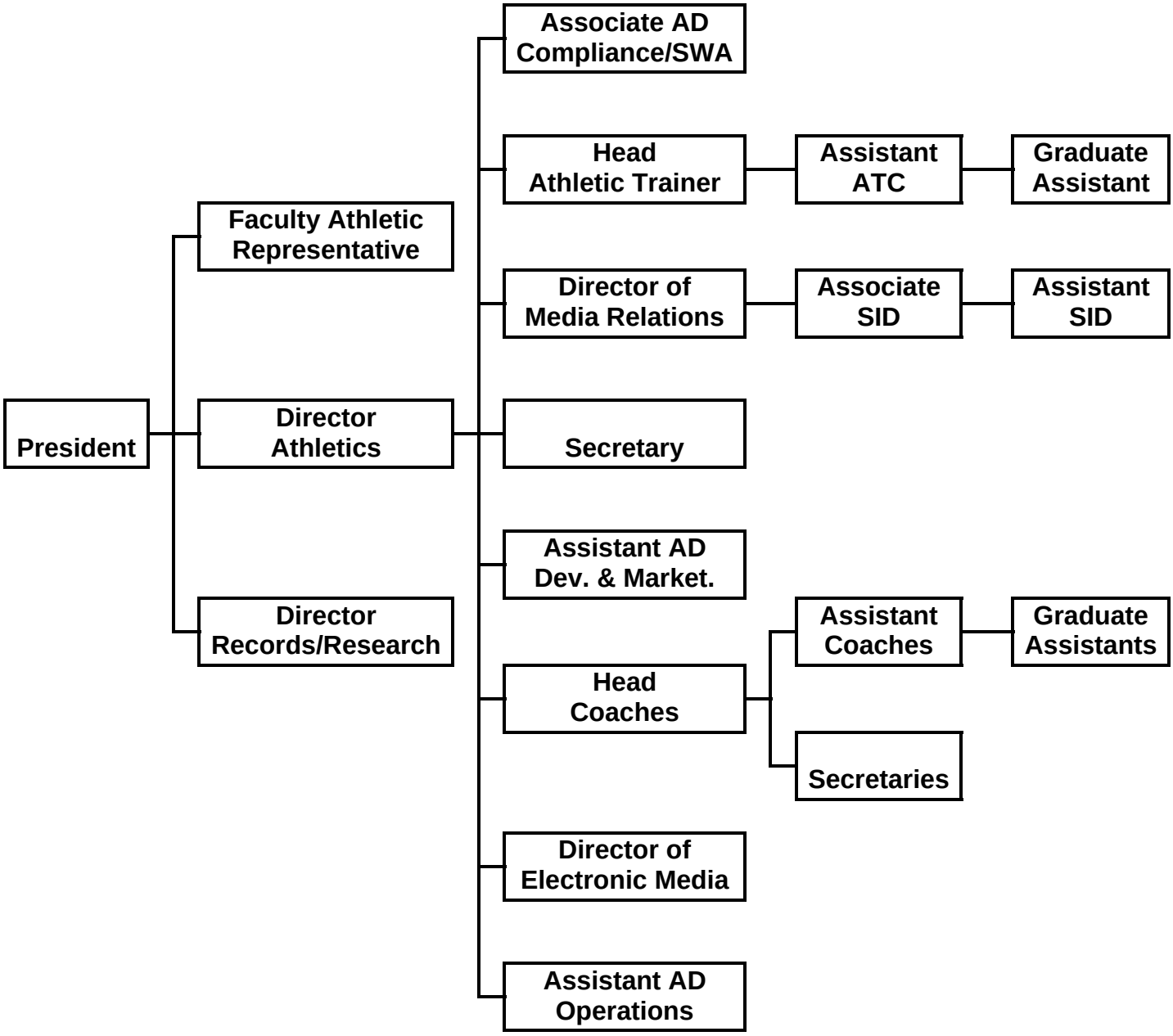
The athletic program will not be permitted to rival or detract from the College's primary mission. Intercollegiate athletics are complementary and supplementary to the basic academic program of the institution. The athletic program must at all times be in harmony with the official purpose of the College.

All students who participate in the intercollegiate athletic program at BSC are required to fully comply with all policies which apply to all students in admission, curriculum, degree requirements, class attendance, personal conduct and other matters.

All athletic contests, practices, and related activities will be conducted in compliance with the principles of fair play and amateur athletic competition, as defined by the NCAA. All rules of the College, the Big South Athletic Conference, and the NCAA will be strictly observed and enforced.

BIRMINGHAM-SOUTHERN COLLEGE

Athletic Department Organization Chart



2005-2006 ATHLETIC STAFF MEMBERS

Administration	Athletic Director	Joe Dean, Jr.	226-4938
	Associate AD/ Compliance Officer/SWA.	Leslie Claybrook	226-7732
	Assistant AD	Mike Robinson	226-4936
	Assistant AD for Development/Marketing	Bo Kerr	226-7795
	Director of Electronic Media	Kevin Henslee	913-1407
	Faculty Athletic Rep.	Bob Slagter	226-4829
	Secretary	Marilyn O'Dell	226-7750
	Secretary	Kathy Webster	226-4924
	Secretary	Linda Thomas	226-4888
	Secretary	Irene Whiddon	226-4935
Baseball	Head Coach	Brian Shoop	226-4797
	Assistant Coach	Doug Kovash	226-4996
	Assistant Coach	Perry Roth	226-4794
Basketball (M)	Head Coach	Duane Reboul	226-4889
	Assistant Coach	Mitch Cole	226-4898
	Assistant Coach	Scott Stapler	226-4890
	Assistant Coach	Bill Armstrong	226-7772
Basketball (W)	Head Coach	Brad Hodge	226-7733
	Assistant Coach	Lucas McDonald	226-7728
	Assistant Coach	Rene Holden	226-7734
	Assistant Coach	Nikki LaCour	226-7749
Cross Country (M&W)	Head Coach	Lars Porter	226-7780
Golf (M)	Head Coach	Tom Miller	226-7763
	Assistant Coach	Alex Lockett	908-4484
Golf (W)	Head Coach	Michele Drinkard	913-4653
	Assistant Coach	Lea Green	
Rifle (W)	Administrator	Randy Youngblood	226-4701
	Head Coach	Sam Gladden	205-755-0610
Soccer (M)	Head Coach	Preston Goldfarb	226-4895
	Assistant Coach	Greg Vinson	226-4997
Soccer (W)	Head Coach	Keidane McAlpine	226-7731
	Assistant Coach	Nikki Smith	226-4969
Softball	Head Coach	Tyra Perry	226-7741
	Assistant Coach	Nikki Gantt	226-7776
	Assistant Coach	Lory Kowaleski	226-7775
Tennis (M)	Head Coach	Paul Rosner	226-4942
Tennis (W)	Head Coach	Ann Dielen	226-4891
Volleyball	Head Coach	Tonya Charland	226-4944
	Assistant Coach	Pavlina Steffkova	226-7735
Athletic Training	Head Trainer	Brandon Sheppard	226-4946
	Assistant Trainer	Shannon Ashe	226-7729
	Assistant Trainer	Jonathan Vieira	226-7729
	Graduate Assistant	Micheline Meek	226-7729
Athletic Media Relations	Director	Will Chandler	226-4905
	Assistant Director	Sarah Barbee	226-7764
	Assistant Director	Fred Sington	226-7736
Strength and Cond.	Coach	TBA	226-4897
Spirit Groups	Pep Band	Ron Hooten	226-4953
	Southern Stars Sponsor	Linda Thomas	226-4888
	Southern Stars Coach	Angela Ritchey	515-8981

BSC ATHLETIC HISTORY

Baseball
- Re-established in 1967
- 7 Head Coaches
- 17 NAIA Conference/District Championships
- 7 NAIA Area/Region Championships
- 7 NAIA World Series Appearances
- 1 NAIA National World Series Championship (2001)
- 1 Big South Conference Regular Season Championship (2004)
- 1 NCAA Regional Tournament Appearance
- NAIA Record (1967-2001) – 1,323-533-1 (.712%)
- NCAA Record (2002-2005) – 148-77 (.658%)
- Combined Records (1967-2005) – 1,471-610-1 (.707%)

Basketball (Men)
- Program started in 1918
- 11 Head Coaches
- 11 NAIA Conference/District Championships
- 15 NAIA National Tournament Appearances
- 2 NAIA National Championships (1990 & 1995)
- 1 Big South Conference Regular Season Championship (2004)
- NAIA Record (1918-2001) – 1,128-652 (.634%)
- NCAA Record (2001-2005) – 68-44 (.607%)
- Combined Records (1918-2005) – 1,196-696 (.632%)

Basketball (Women)
- Program started in 2000
- 2 Head Coaches
- NAIA Record (2000-2001) – 19-9 (.679%)
- NCAA Record (2001-2005) – 58-52 (.527%)
- Combined Records (2000-2005) – 77-61 (.558%)

Cross Country (Men & Women)
- Program started in 1996
- 3 Head Coaches
- 3 Men's Qualifiers to NAIA National Championships
- 3 Women's Qualifiers to NAIA National Championships

Football
- Program existed from 1918-1939
- 4 Head Coaches
- All-time Record – 87-80-16 (.519%)
- 3 Dixie Conference Championships (1932, '34, '37)
- Played 1st-ever game in historic Legion Field vs. Howard 1927

Golf (Men)
- Team fielded for a brief time in the mid-1960's
- Program started competition in the 2001-2002 year
- 1 Head Coach

Golf (Women)
- Program started competition in the 2001-2002 year
- 2 Head Coaches

Rifle (Women)
- Program started in 2001
- 1 Head Coach
- NCAA Record (2001-2005) – 107-57 (.652%)
- 2 SEARC Conference Championships (2003 & 2005)

Soccer (Men)
- Program started in 1983
- 1 Head Coach
- 9 NAIA Conference/District Championships
- 3 NAIA Area/Region Championships
- 5 NAIA National Tournament Appearances
- NAIA Record (1983-2000) – 231-130-26 (.597%)
- Big South Conference Regular Season Champion (2004)
- NCAA Record (2001-2004) – 40-48-9 (.432%)
- Combined Records (1983-2004) – 271-178-38 (.579%)

Soccer (Women)
- Program started in 1995
- 2 Head Coaches
- 1 NAIA Conference Championship
- 1 NAIA Area/Region Championship
- 1 NAIA National Tournament Appearance
- NAIA Record (1995-2000) – 66-49-4 (.555%)
- Big South Conference Tournament Champion (2004)
- NCAA Record (2001-2004) – 38-48-12 (.413%)
- Combined Records (1995-2004) – 104-97-16 (.498%)

Softball
- Program started in 2002
- 1 Head Coach
- NCAA Record (2002-2005) – 93-140 (.399%)

Tennis (Men)
- Re-established in 1978
- 4 Head Coaches
- 19 NAIA National Tournament Appearances
- NAIA Record (1978-2001) – 265-240 (.525%)
- NCAA Record (2002-2005) – 39-34 (.534%)
- Combined Records (1978-2005) – 304-274 (.526%)

Tennis (Women)
- Re-established in 1978
- 1 Head Coach
- 21 Consecutive Women's NAIA National Tournament Appearances
- NAIA Record (1978-2001) – 347-162 (.682%)
- NCAA Record (2002-2005) – 48-28 Record (.632%)
- Combined Records (1978-2005) – 395-190 (.675%)

Volleyball
- Program started in 1998
- 2 Head Coaches
- NAIA Record (1998-2000) - 45-78 (.366%)
- NCAA Record (2001-2004) – 57-62 (.479%)
- Combined Records (1998-2004) – 102-140 (.421%)

NATIONAL AFFILIATION

The College has completed the four-year transition from the NAIA to NCAA Division I. BSC's athletic program has enjoyed great success as a member of the NAIA, with many teams finishing high in the rankings each year. The College ended its NAIA affiliation in fine fashion by winning the 2001 NAIA Baseball World Series Championship. With the move to the NCAA Division I ranks, the College conducts athletic competition in 14 NCAA Division I sports.

In September of 2000, the Big South Conference extended membership to BSC. The College accepted this invitation and became the ninth member of the league. The Big South Conference includes the institutions of Charleston Southern, Coastal Carolina, High Point, Liberty, UNC-Asheville, Radford, Virginia Military Institute, and Winthrop. Competition with these institutions began, on a limited basis, with the 2001-2002 academic year.

COMPLIANCE OFFICE

This area, currently headed by the Associate AD and Senior Woman's Administrator (SWA), is where all questions or information regarding NCAA rules and regulations should be addressed. The Compliance Office is also the place to go to report an NCAA rules infraction, should there be any. The Compliance Office oversees the College's athletic programs and ensures that each sport is following the NCAA guidelines and policies set forth so that NCAA certification will be assured in a few years. The Compliance Officer meets regularly with the Athletic Director, the members of the coaching staff, the Associate Dean of the College, the Director of Financial Aid, the Faculty Athletic Representative (FAR), and anyone else who needs to be involved in these matters. This office provides various student-athlete services, such as assistance with letters of intent, initial and continuing eligibility, athletic grants-in-aid, international students, policies and procedures for NCAA rules compliance, and exit interviews with seniors.

Interpretations of NCAA rules and regulations are not the sole job of the Compliance Officer. Each coach and Athletic Department staff member is responsible for adhering to, and enforcing, the NCAA rules and regulations. **Perhaps the best policy for rules compliance is to ask before you act!** In order to assist yourself and BSC in avoiding potential NCAA penalties, adopt the mentality that "anything I do may have NCAA implications."

It is important to remember that if a violation is committed (and it happens, as there are too many rules for it not to happen) it must be reported as soon as possible. This is so that the violation can be reported to the NCAA and any consequences from it be dealt with in a timely manner. Breaking the rules is not necessarily a bad thing, but not reporting violations can be extremely costly.

The Compliance Office is also responsible for generating National Letters of Intent (NLI) and <u>all</u> athletic financial aid award letters. Therefore, if a coach offers any amount of financial aid to a prospective student-athlete, current student-athlete, or team manager, the request must be submitted to the Compliance Office. All prospects who are offered aid must be an NCAA qualifier or must meet NCAA eligibility standards, in addition to being eligible for admission to BSC.

All coaching staff members must adhere to the NCAA and BSC rules and regulations when awarding athletic financial aid to a returning student-athlete. Athletic financial aid is not to be guaranteed or awarded for a period in excess of one year. This practice is a violation of NCAA regulations.

Each sport must offer a "walk-on" student the opportunity to try out for the respective team. This process will be developed by the head coach with, and approved by, the Director of Athletics and kept on record in the Athletic Department. As a reminder, prior to any walk-on tryout, the student-athlete must be cleared for participation by the Compliance Officer and the Athletic Training staff.

Oversigning, or overawarding, is not encouraged and not recommended, as this could cause an NCAA violation. Coaches are precluded from oversigning or overawarding if it means having to "run-off" a student athlete who is currently a member of the team. Finally, if a student-athlete's athletic financial aid is going to be reduced or cut, the reasons for this action must be documented. This is essential in case the student-athlete requests a hearing before the financial aid committee to review this action. Renewals and non-renewals of athletic financial aid must be discussed with every student-athlete on the team prior to the end of the Spring Term final exams. All renewals and non-renewals must be forwarded to the Compliance Office on or before June 1st. This will ensure that BSC meets the July 1st deadline for renewal/non-renewal of athletic financial aid as outlined by the NCAA.

OFFICE OF ATHLETIC MEDIA RELATIONS

This office is primarily responsible for coordinating and producing the many media, both electronic and print, pieces that are disseminated throughout the local and national markets during the year. The staff members not only take care of game/match statistical responsibilities, but also coordinate the publishing of the various media guides, provide game/match programs for all home contests, report all statistics to the Big South Conference and the NCAA, assist with the radio broadcasts, update the athletic pages of the BSC web site, and will assist anyone with the proper usage of the BSC athletic logo.

ATHLETIC TRAINING DEPARTMENT

Three full-time certified athletic trainers and one certified graduate assistant athletic trainer staff the main athletic training room, which is located in the southern-most lower hallway in Bill Battle Coliseum. These staff members are a vital part of the athletic program in that they are responsible for the prevention, evaluation, and rehabilitation of injuries sustained by our student-athletes. The Athletic Training department also coordinates pre-participation physical exams, drug testing, and the referral of student-athletes who require physician consultation and/or medical procedures.

The Athletic Training department works closely with a network of physicians dedicated to the unique medical needs of athletes. All physician appointments should be coordinated through this department.

The BSC Athletic Insurance is also handled through the Athletic Training Department. Birmingham-Southern College is a secondary insurance provider for student-athletes that sustain an injury directly related to participation in BSC athletics. In the event of an injury, the student-athlete's primary insurance policy will be contacted first for payment. Any excess medical bills not covered by the primary insurance policy will be covered by the college's secondary insurance policy.

STUDENT ATHLETE HANDBOOK

The BSC athletic department annually publishes a student-athlete handbook. Each coach receives a copy of the publication and is responsible for knowing its contents.

ATHLETIC FACILITIES

BSC is proud to offer the student-athletes, coaches, supporters, and fans several of the best facilities available for practice and competition. They include the Bill Battle Coliseum (Men's and Women's Basketball and Volleyball), the Scrushy-Striplin Baseball field, the Men's and Women's Soccer field, the Striplin Fitness and Recreation Center (Volleyball), and the BSC Varsity Tennis Courts and Softball field. The Cross Country teams make use of the jogging trail in the woods just north of the Intramural Sports field. The Men's and Women's Golf teams practice at the local and well-respected Robert Trent Jones golf course. All student-athletes have access to the strength training room in the Sports Center (formerly known as the Old Gym).

EEOC

The BSC Athletic Department is committed to affording equal employment opportunities to all qualified persons and does not unlawfully discriminate on the basis of race, color, religion, sex, (including pregnancy, childbirth, or related medical conditions), marital status, age, national origin, physical or mental disability, veteran's status, or any other considerations made unlawful by federal, state, or local law.

SEXUAL HARASSMENT

All BSC Athletic Department employees have the right to work in an environment free from unsolicited advances of any kind, especially those of a sexual nature. Any verbal or physical misconduct of a sexual nature constitutes a breach of professional ethics. The offending person will be disciplined at a level equal to the offense, which could include a written reprimand all the way to dismissal. **In short, this behavior will not be tolerated in any manner.** Any sexual harassment complaint should be reported to the BSC Human Resources office.

Additionally, BSC will not tolerate any form of racial, ethnic, sexual, or religious harassment against its student-athletes. Harassment may include, but is not limited to, verbal, or written remarks, or any act that questions, insults the dignity, or denies the freedom of any person based on race, ethnicity, religion, handicap, or sexual orientation.

If a student-athlete feels that he/she has been racially/ethnically/sexually/religiously harassed, he/she should report the harassment to someone he/she is comfortable sharing the information with. This could include, but is not limited to, Student Affairs staff, BSC Counseling Services, the Athletic Director, Faculty-Athletic Representative, a coach, etc. All complaints will be taken seriously and handled in a confidential manner. Harassment of any kind by anyone will not be tolerated.

Each Athletic Department employee is responsible for adhering to NCAA, Big South Athletic Conference, and the College's rules and regulations. Failure to adhere to them could affect employment status as outlined in the contract issued by the Human Resources office.

STAFF ASSESSMENT PROCEDURES

BSC's Athletic Director will ensure that each staff member takes part in the annual

performance evaluation process. In this way, the goals and objectives that were established prior to the year may be evaluated and an overall determination of success may be obtained. The weekly staff meetings will continue to be a "sounding board" opportunity as well as a time to hold planning and strategy sessions for the department throughout the year.

VACATION DAYS, HOLIDAYS, AND SICK LEAVE

All College employees accumulate vacation time at the rate of one work day's hours per month (salaried employee's rate is 7.5 hours). This rate extends through the end of three year's employment. An employee must work six months to become eligible for the vacation leave. From three to fifteen years, the rate increases to 1.5 days per month. From fifteen years and beyond, all employees accumulate two days per month.

The College recognizes eight holidays (eleven total days) per year for all eligible employees. These are: New Year's Day; Martin Luther King, Jr. Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the day after; and Christmas Day, along with the day prior to and the day after.

Sick leave may be taken for employee illness or illness in the employee's immediate family, doctor and dental appointments, and other conditions outlined in the BSC Staff Manual. Full time employees are credited with one day of sick leave for each month of service.

RESIGNATION AND TERMINATION

Exempt employees (salaried) must provide one month's notice when resigning from the College unless otherwise waived by the employee's supervisor. Non-Exempt employees (hourly) must provide two working weeks notice unless otherwise waived by the employee's supervisor.

Similarly, the College will provide one month's notice of termination to Exempt employees and two working weeks notice to Non-Exempt employees. The staff in the Office of Human Resources can provide assistance if needed.

YEARLY BUDGET PROCESS

The College provides each sport with an operating budget that covers the costs associated with recruiting, team travel, team equipment, office supplies, officials, and all other aspects associated with a particular sport, including staff positions. The College's fiscal year runs from June 1st through May 31st each year. The head coach of each sport is held accountable for the supervision and disbursement of the yearly budget. The coaching staff may add to their budget by raising funds, and are encouraged to do so, especially if a special trip or team activity is planned for the upcoming year. Mismanagement or inappropriate use of the budgeted funds will constitute a cause for a reprimand of some degree, possibly leading to termination.

In mid-December, a meeting is held to review the schedule for the upcoming budget request process. The head coach of each sport must complete this process by the end of January in order for the AD to pass along the requests to BSC's Budget Committee. During January, each coach will meet with the AD so that all aspects of the sport and areas of responsibility will be reviewed so that the proper funding can be considered for the upcoming year.

Fine tuning of the budget request is performed in February, and Budget Committee meetings take place in March, April, and May, with the results distributed in the form of

the new budget at the end of the school year in May.

PURCHASING

The College has a centralized office that makes all the purchases for all areas and departments of the College. No one individual has the authority to purchase or to obligate the College for any indebtedness unless specifically authorized by the Vice President for Business and Finance and/or the Director of Purchasing.

The head coach of each sport must initiate all purchase requests. The Purchasing Department will place the order and will send the department a copy of the purchase order and an approval copy. Upon receipt of the goods, the department will forward the approval copy to the Purchasing Department for payment to the company. **This policy must be followed, as any purchase initiated by an individual without the prior approval of the Purchasing Department may make that person individually responsible for the purchase amount. Also, any purchases that are to be made from the "20-Fund" MUST be approved in advance by the Athletic Director.**

BSC SPORTS LOGO & OFFICIAL SCHOOL COLORS

The BSC Athletic Department requires that all sports teams adhere to policies relative to the Board of Trustees-approved logo for athletics and the official colors of BSC athletic teams, as outlined in the Fitzmartin marketing plan of 1999. The key points of the plan are:

- Branding of Logo – The plan is to create ONE central theme and uniformed logo to identify all BSC athletic teams during the transition to NCAA Division I athletics. Specific applications of the logo (BSC and "B") are listed on Appendix A at the end of this manual. The plan calls for unity of the athletic program and its marketing and branding, eliminating individual sports programs identity initiatives.
- Official BSC Colors – The official colors of BSC Athletics are Black, White, Gold (PMS-130), and an accent of Blue (PMS-286). These are the only colors that may be used on any uniforms, hats, bags, practice equipment, warm-ups, letterhead and envelopes, and all other applications on the list found on Appendix A.
- Highlight "Birmingham" – Part of the marketing plan is to begin highlighting the word "Birmingham" in the name Birmingham-Southern College, downplaying the word "Southern." The word "Southern" is confusing to other names, such as Southern Railroad, Southern University-Baton Rouge, Southern Mississippi, Georgia Southern, etc. As a new NCAA Division I institution, it is very important for us to promote Birmingham as a great location for Birmingham-Southern College.
- Publications – We will continue to produce first-class sports publications that are uniform in look, design, and content. Again, this is part of the uniform branding philosophy of the athletic program.

TRAVEL AUTHORIZATIONS

Each head coach may request either an American Express corporate card or a VISA corporate card for use with team travel and/or recruiting expenses. All travel expenses must be covered either with budgeted funds provided by the College, funds raised by a special event, or a combination of both sources. During team travel, it is requested that coaches make plans, provisions and allowances for the ATC and/or SID who may be traveling with them, since their services are directly related to the team.

All air travel should be made via the most direct route and for the normal coach fare. All personal vehicle mileage is reimbursed at a rate of $.31/mile. A $24/day per diem will be in effect when team travel is involved.

In the event that a student-athlete wants to stay in a city with family and/or friends after a game/match (and the head coach will permit it), the head coach may allow the student-athlete to stay but must have the approval from the parents/guardians either before the trip or after the game/match. If a parent/guardian cannot be contacted, then the student-athlete must return to campus with the rest of the traveling party. NCAA rules do not permit the athletic department to incur any expense(s) associated with a student-athlete staying longer that the team or traveling home with parents (i.e., airline ticket change fee, mileage for parents, etc.). Please remember that BSC Athletic Department staff members must be mindful of NCAA rules and regulations while traveling for the College.

TEAM TRAVEL

Coaches are responsible for the safety and conduct of the student-athletes and others in the travel party. As a good practice, coaches should establish policies for their team's travel. The policies should address issues such as not leaving the hotel without a parent, coach, or other athletic department person, consumption/possession of alcohol, drugs, etc. Coaches are to make a reasonable effort to ensure their team travel policies are enforced. For example, curfew and bed checks could be conducted, as well as front-desk reports and phone calls to the student-athletes' rooms.

The NCAA rules will not allow the Athletic Department to pay for incidental charges that the student-athletes may incur (i.e., telephone calls, mini-bar purchases, movie/game rental, etc.). The NCAA does allow an institution to cover Internet access charges and long distance charges incurred during official team travel. These charges must be necessary for the student-athletes to complete academic coursework that is required while the student-athlete is away from campus on official team travel or within a reasonable period of time thereafter. The specific sport budget will be responsible for these charges unless approval is obtained from the Athletic Director.

GENDER EQUITY

BSC's Athletic Department is committed to the spirit of and adherence to Title IX and all issues related to gender equity. The department will strive to maintain the focus of equality, participation and diversity in all sports programs, scholarship funding, and facility renovation and construction. Any questions regarding BSC's commitment to gender equity should be directed to the Athletic Director and/or the Human Resources department.

SPORTSMANSHIP

While a winning season and post-season championships are desired by all coaches, a balance must be struck between a win-at-all-costs attitude and what the student-athletes are being taught by their participation on the various teams. All athletic department staff members are expected to be the best role models possible so that the student-athletes will also have the benefit of developing as a role model for someone younger. We want the student-athletes to leave BSC with great thoughts and memories about the athletic program, so that regardless of wins or losses, it was a great experience taking part in the competition.

Both the NCAA and the Big South Athletic Conference sportsmanship policies will be enforced at Birmingham-Southern College during all athletic competition. Profanity, as well as racially or sexually offensive language, used by coaches, players, and support

groups is not allowed and could be grounds for disciplinary action by the Athletic Director.

PROFESSIONAL DEVELOPMENT

It is expected that each member of the Athletic Department will take part in some sort of professional development during the academic year. Whether attending a sport-specific clinic, a national convention, or some other avenue, all members are encouraged to stay abreast of the most current activity in their area of responsibility.

CODE OF ETHICS

As representatives of both the College and the Athletic Department, it is understood that every member of the athletic staff will always conduct themselves in a very professional and ethical manner at all times. It is also understood that the staff members will abide by the rules and policies set forth by the College, the Big South Conference, and the NCAA. Each staff member will keep at the heart of all decisions the welfare of and the benefit to the student-athlete, the College, the Big South Conference, the NCAA, and the sport.

Additionally, each coach is encouraged to maintain a code of ethics when recruiting. This includes refraining from speaking poorly of other institutions, programs, coaches, student-athletes, etc.

VISITING TEAMS

In advance of visiting teams coming to the BSC campus, all head coaches are asked to mail, as a courtesy, the Athletic Department's "Visitor's Guide" to the coaches of the visiting schools. All visiting teams should be met upon arrival by an administrative person from the athletic department or a coaching staff member from the BSC team that is playing the visiting team. This is a courtesy that we want to extend to them in order to answer any questions regarding dressing areas, training room services, special activities during the game/match, etc. Hopefully, this policy will reap great rewards when our BSC teams travel away as guests of the teams that are hosted on our campus.

OFFICE HOURS

Each staff member should establish and maintain specific office hours. The College's prescribed work week consists of 37.5 hours and its normal operating hours are from 8:15 AM – 4:45 PM, Monday through Friday. Please note that there is not an athletic department policy, nor a College policy, regarding "comp time" for your travel and duties that exceed the College's official work week schedule.

It is very important that the athletic staff members establish an office hours schedule, as it will ease problems in case a student-athlete, faculty member, parent or administrator attempts to contact you. Your office/department should be covered by at least one staff member during the office hours outlined by the College. It is realized that from time to time there is needed travel, and it is imperative that your secretary, and the AD if at all possible, knows where you are and your schedule and contact information while you are away. As such, a coach should review with the AD any "time off" that is taken during the regular work week that is not considered vacation time, sick leave, personal leave, professional leave, or any other allowable types of leave as outlined in Section 6 of the College's Staff Policies and Procedures Manual.

RECRUITING, COLLEGE, AND RENTAL VEHICLES

Each full-time head coach is provided a vehicle to be used for recruiting purposes. The sport budget provides funds for upkeep of the vehicle, provided the funds were requested during the budget process. The College will provide, if requested, a gasoline credit card with the funds again coming from the sport budget. Certain tax issues accompany this benefit, so it is requested that each head coach contact the Comptroller's Office to learn more about what may be involved.

Use of the athletic department's "mini-bus" by all teams is strongly encouraged. The mini-bus is available for travel to team practices as well as competitions. The mini-bus must be reserved for use by contacting the Athletic Department's Administrative Assistant.

Each person who drives the mini-bus must meet the following criteria:

- Must be on the College's "approved drivers" list.
- Must possess a current Class B Commercial Driver's License (CDL) with passenger endorsement.
- Must adhere to all Department of Transportation (DOT) rules and regulations.
- Must adhere to the College's policies for use.
- Must return the mini-bus with a full tank of gas. This will be checked after each use.
- The mini-bus will not be used for personal use or for personal camp use.

With regard to rental cars, each staff member who needs to rent a vehicle must also be on the College's "approved drivers" list. There is no need to take out additional insurance through the rental car company. If 15-passenger vans are ever needed, a Class B CDL with passenger endorsement will be required in order to rent them.

ATHLETICALLY-RELATED INCOME

The NCAA has specific guidelines pertaining to the disclosure of any employment or income coaches and Athletic Department staff members who receive earnings from outside sources. As such, Birmingham-Southern College has developed policies and procedures to track outside income. The compliance office will be responsible for monitoring and ensuring that the department is in compliance with NCAA and institutional rules. The following information outlines the requirements and procedures that should be followed to ensure this compliance. On an annual basis, each coach and athletic department staff member must complete a form indicating the amount of athletically related income they receive from annuities, camps, speaking engagements, housing benefits, country club membership, complimentary ticket sales, television and radio programs, and endorsement or consultation contracts with athletic shoe, apparel or equipment manufacturers.

TICKET POLICIES AND PROCEDURES

The athletic department staff is responsible for all areas of ticket sales to athletic contests. This includes, but is not limited to, setting ticket prices, ticket requests, ticket booths, deposits and receipts, etc.

The athletic department will sell season tickets in the sports of men's and women's basketball and baseball prior to each season. Money collected at the gate of each contest will be deposited in the Business Office on a weekly basis by the Director of Development and Marketing. For game day ticket sales, members of the athletic department staff, or other designated persons/groups, will oversee the operation of the ticket booth. Following the event, the money collected from ticket sales will be given to

the designated athletic administrator on site of the event. That administrator will be responsible for turning in the money to the Director of Development and Marketing the day after the event. The Director will also keep a ledger of each athletic event, the number of tickets sold, funds generated by the ticket sales, event expenses, etc. This ledger will assist the College with the annual end-of-year audit.

ATHLETIC FOUNDATION

The Athletic Foundation was created in 1999 to provide a fund-raising arm for the Birmingham-Southern College Athletic Department. Endowed scholarships and financial gifts are accepted each year and placed in 20-fund accounts in the Development Office to support scholarships and operating costs of the Athletic Department. The Board of Directors of the Athletic Foundation are appointed by the Athletic Director and serve to assist fund-raising efforts for athletics at Birmingham-Southern.

BOOSTER CLUBS

Each sport is allowed to create and manage its own sports booster club and solicit gifts in support of financial needs of the particular sport. Funds are placed in the individual sport's booster 20-fund in the Development Office, and any funds spent from these accounts, must be approved in advance by the Athletic Director.

INCOME IN ADDITION TO INSTITUTIONAL SALARY

It is not permissible for an outside source to pay or regularly supplement an athletic department staff member's salary or to arrange a supplemental salary for an unspecified achievement. This includes the donation of cash from outside sources to the institution earmarked for the staff member's salary or supplemental income. An outside source can donate funds to the College to be used, at BSC's discretion, to pay or supplement a staff member's salary.

SPORT SPONSORSHIP AND SCHEDULING

The Athletic Director must be included on any plans for an endorsement or sponsorship contract. This is in keeping with the campus-wide policy of not contacting donors with small requests when the College may be asking for larger contributions. Staff members shall not accept compensation or gratuities for scheduling athletic contests or individual meet participants with another institution or a sponsor of an athletic competition. This specifically precludes the acceptance of compensation or gratuities from other institutions, schedule brokers or agents, and television networks and/or syndication. Staff members shall not accept compensation for personal appearances (e.g.; speaking engagements, clinics held in conjunction with an athletic contest, etc.).

Additionally, coaches are responsible for adhering to NCAA rules and regulations regarding their sports playing seasons. Specifically, coaches are required to schedule the NCAA minimum number of games while not exceeding the maximum number of games. Therefore, coaches need to keep in mind weather conditions, cancellations, minimum percent of NCAA Division I opponents, etc.

SCHEDULING AND CONTRACTS

Scheduling as many in-state opponents as possible is a philosophy that all head coaches should attempt to accomplish each year. This will help alleviate missed classes as well as overnight travel expenses.

All trips outside of the Southeastern United States should be limited to one per season.

Any trips that exceed this must be cleared through the Athletic Director. All trips that do take teams out of the Southeastern region must be funded through guarantees provided by the host institution or by the sport's booster club.

Each varsity athletic contest, in general, should have a contract associated with it. It is mandatory that every home BSC contest has a contract signed by the visiting team's head coach and/or athletic director and BSC's Athletic Director. This will acknowledge the approval of both institutions that the contest has been scheduled and recognized by both institutions.

LIGHTNING POLICY

As a matter of safety for everyone involved in outdoor sports, a plan must be in place for the threat of lightning. This plan for Birmingham-Southern College Athletic Events is as follows:

In the event of severe weather, a member of the Athletics Administration or the Athletic Trainer for the sporting event in question will make all decisions relating to postponement of and returning to activities. In the absence of the Athletics Administration or the Athletic Trainer, the Head Coach will make the decision to clear the field or return to play. Using a lightning meter and any available information received from weather stations, this individual will follow the NCAA and NATA recommended 30-30 rule.

When the flash to bang count is within 30 seconds, all individuals *must be cleared* into the safe structure. Loud or frequent thunder indicates that lightning is very close. When lightning is observed, count the seconds until the thunder is heard, this is "flash to bang." Players, coaching staffs and officials may return to the field *thirty minutes* after the last flash of lightning is observed or the last sound of thunder is heard.

The safe structures for participants, coaching staffs, and officials are: Soccer – restrooms and press box; Softball – locker room and press box; Tennis – bathrooms and Softball locker room; Baseball – locker room and press box; Cross Country – cars (not convertible and do not touch metal) or other structure on site that is on solid foundation); Golf – Club house.

HAZING

The BSC Athletic Department has a "no-tolerance" policy toward this practice. Coaches and other associated staff members must be vigilant against these acts that are supposed to represent unity and team bonding. Oftentimes, these activities end in humiliation, injury, lawsuits, and sometimes death. If detected, all athletic staff members have the responsibility to report any hazing occurrences immediately to the Athletic Director. There is no place in BSC's athletic program for this practice and it will not be tolerated.

MISSED CLASSES

All head coaches shall try to keep to a minimum the number of missed classes by their student-athletes. The AD, FAR, and the Faculty-Athletic Affairs Committee will review and approve each team's competition schedule. Team travel, practice schedules, and game times should be scheduled to ensure the least amount of missed class time by the student-athletes. No games/matches should be scheduled during final exams. The AD and FAR must approve any games/matches that are played during this time. Also, NCAA rules state that no student-athlete may miss class to practice.

While compliance with NCAA regulations will assist in this area to a degree, it is important for the student-athletes and the professors to understand that there will be times that classes are missed due to athletic contest(s). The members of the coaching staff will do everything in their power to keep missed class time to a minimum, especially during the off season. The coaching staff will also provide student-athletes with a schedule of travel dates and times to provide to their professors so that the professors will have advance notice of when the student-athlete will be out of class and also so that assignments can be turned in early if needed. It is vitally important to remember to keep the professors and instructors informed of when the student-athletes will be out of class for athletic reasons. The sooner information about missed class time is communicated to all parties, the better. Planning and communication are essential to making everything work for the better!

FUNDRAISING EVENTS

All sports are encouraged to hold fundraising events to supplement the budget provided by the College. All fundraising formats are to be approved by the Athletic Director and the Compliance office before events are scheduled. All BSC Athletic Department personnel are encouraged and expected to participate whenever possible.

CAMPS AND CLINICS

Each sport is encouraged to hold camps and clinics whenever it is convenient to the coaches and the College's facilities. In August of each year, requests for dates and facilities must be turned in to the Athletic Director. The Athletic Director will make a determination of which sports and dates have precedence and will schedule the camps according to the facilities proposed and available. The Compliance Office must approve all camp brochures.

The head coach will provide a summary of Income/Expense for each camp session to the Athletic Director and the Compliance Office. The summary will include the cost of the camp, the number of enrolled campers, the number and role of the instructors/officials, the cost of housing, meals, etc., the cost of rental equipment or facility rental charges, etc. This is required by the NCAA and also includes any individual instruction given to anyone by a member of BSC's coaching staff.

The NCAA rules and regulations prohibit a member of BSC's athletic staff to be involved with the operation, administration, scheduling, or promotion of an outside camp or showcase that uses BSC's athletic facilities. Only the Athletic Director, after consultation with the Compliance Office, may be approached and approve the camp or showcase being held on campus. The Director of Physical Fitness and Recreation has coordinated various athletic camps, showcases, tournaments, and clinics and has information regarding facility rental, staffing requirements, and other important aspects about these events.

As a safety and injury precaution for camp attendees, each camp is **required** to have a certified athletic trainer on duty during camp hours. BSC's athletic training staff are eligible to be employed, but are not required, to staff a sport camp. The coach is responsible for securing another athletic trainer, but the BSC athletic training staff will assist in this search and provide information as to how to obtain an outside athletic trainer. **Under NO circumstances** is an athletic department staff member to conduct a camp or individual lesson without proper liability insurance coverage.

ALCOHOL, TOBACCO AND ILLEGAL DRUGS

Alcohol, tobacco, and illegal drugs in any form have no place in an athletic program.

These items are not to be provided to student-athletes, in any form, by a member of BSC's athletic or department staff. As different teams have different policies on the use of alcohol, one constant remains; state and federal laws mandate that a person (student-athlete) must be 21 years of age to purchase alcohol. A person (student-athlete) must be 19 years old to purchase any form of tobacco. Most members of our teams will be under these ages and should not be provided or allowed to partake of any of these substances. Along this same line, and it should go without saying, there is a "no tolerance" policy in effect for the use of, and/or the distribution of, any illegal drug in any form by a staff member or a student-athlete. As coaches and "educators in life," it is vitally important that we provide the leadership and resources necessary so that student-athletes will realize that they do not need these substances to "fit in" on campus and/or to enhance their playing abilities.

The BSC Counseling Center and the Health Services Department provide programs each year that deal with these issues. All coaches are encouraged to address these issues with the members of their teams and make sure that their student-athletes know that there is assistance on campus if and when it is needed.

DRUG TESTING POLICY & DISCIPLINARY PROCEDURES

All BSC student-athletes and managers are subject to drug testing throughout each year, including summer. Student-athletes may be selected for drug testing by either one of two methods: random selection or reasonable suspicion. Reasonable suspicion may arise from information provided by teammates, coaches and/or BSC faculty/staff. Information may be based on reports from reliable individuals, personal observation of drug use or noticeable changes in a student-athlete's behavior or attitudes.

The athletic department will arrange for the drug test and administer the test under the supervision of the athletic training staff. The refusal of a drug test by any student-athlete or manager will be considered an admission of guilt and subject to disciplinary actions as set forth in this policy. Any student-athlete or manager who tests positive in a random drug test is subject to the following disciplinary actions:

(1) Notification of test results will be given to the SA / manager's parents, coach, athletic director, trainer, campus police, and the office of student affairs.
(2) Drug counseling will be required of any student-athlete / manager who tests positive in a random drug test. You may be required to pay for the counseling sessions.
(3) The student-athlete / manager is subject to additional periodic drug tests at the discretion of the athletic department.
(4) The student-athlete / manager understands that his/her coach has the option of imposing stricter penalties as part of the coach's "team rules".

If the student-athlete/manager tests positive during a second drug test, the case will be handed over to the Office of Student Affairs for disciplinary procedures. Additionally, if the student-athlete has not been suspended by the College, then he/she will continue to be subject to sanctions set forth by his/her coach. This is only if the student-athlete/manager has not been suspended or expelled from the College.

Any subsequent positive drug tests would again be handed over to the Office of Student Affairs for disciplinary procedures.

Each Head Coach is responsible for submitting his/her team drug policy to the Associate Athletic Director prior to the beginning of each academic year.

ON-CAMPUS EXTRA-CURRICULAR ACTIVITIES

The BSC athletic department is of the opinion that all BSC student-athletes should be encouraged to take part in as many on-campus extra-curricular activities as time and schedules allow. The athletic department is in full support of any student-athlete joining a fraternity or sorority with the understanding that academic and athletic responsibilities always take precedence over the Greek functions and events. The College offers many opportunities to increase the student-athlete's awareness of the world around them by allowing them to take part in service projects, intramural sports, clubs, and other organizations. It is also encouraged, and permissible, for a team to go out into the community and provide some sort of program or service at a local school or church.

CONCLUSION

Any questions or comments regarding the contents within the BSC Athletics Policies and Procedures Manual should be directed to the Athletic Director for clarification.

APPENDIX A

BSC Sports Logo and Official School Colors

Strategy I

- Develop an accurate, unique "brand" position for BSC's athletic program to differentiate it from competing programs.

Marketing Objective

- Increase awareness of the BSC athletic program.

Targets

- Students
- Faculty/Staff
- Community
- Alumni
- Corporate partners

Message Argument

- BSC is everything that is right about college athletics: a stable, intelligent, powerful, strong competitor.

Rationale

- Leverage BSC's academic reputation for its athletic program.
- Indicate a visible change in the program.

Tactics

- Design and implement a united identity for the overall athletic program.
- Implement graphic standards to maintain the identity.
- Use the new identity on all communications, at games, on uniforms, etc.
- Plan and execute a rollout of the new identity:
    - Announce the new identity to coaches and athletes first, and students and faculty/staff second at an event on campus.
    - Update the web site.
    - Announce the new identity to the media at a basketball luncheon.
    - Announce the new identity to alumni at an event.

Identity Applications

- Stationary suite - Letterhead, envelopes, business cards, fax cover sheets, memo, press release, mailing labels, note cards.
- Media guides
- Tickets
- Uniforms for coaches and athletes, including practice uniforms, warm-ups, travel bags, etc.
- Cheerleader megaphones
- Athletic T-shirts
- Athletic merchandise, t-shirts, sweatshirts, hats, shorts, etc.
- Signage on fields and courts
- Street banners
- Screensavers
- PowerPoint presentations
- Media – outdoor/radio/TV
- Web site
- Schedule cards
- Athletic newsletter
- Sports camp brochures, t-shirts, balls, etc.