



**Department of Athletics
Policies & Procedures Manual**

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Section 1.0 ORGANIZATION/ADMINISTRATION

1.1 Mission Statement

The mission of the University of South Alabama Department of Athletics is to complement and support the University's overall institutional mission while developing leaders who achieve academic and athletic excellence.

1.2 Vision

The Department of Athletics will be a model intercollegiate athletics program recognized for its academic and competitive excellence. Our operations and culture will be student-centered and managed with sound educational and business practices. Sport programs will provide a source of pride and unity among students, alumni, faculty, staff, and the community we serve.

1.3 Core Values/Guiding Principles

The Department of Athletics affirms the following core values and guiding principles as essential to the accomplishment of its mission:

Core Values

- Work ethic; Selflessness; Respect; Diversity; Fairness; Integrity; and Transparency.

Guiding Principles

- Commitment to Graduation
- Commitment to Citizenship
- Commitment to Championships

1.4 Goals/Objectives

While closely aligning itself to all applicable University goals, the Department of Athletics has also established the following goals and objectives reflective of its unique mission and vision:

- Maintain and enhance an innovative and vibrant educational environment that supports teaching and promotes learning.
 - Recruit a diverse body of students who are well prepared for college study.
 - Provide student-athletes with viable and attainable opportunities for academic success.
 - Provide contemporary academic and personal support services to assist student-athletes in performing to their highest potential.
- Maintain a student-athlete specific Federal Graduation Rate that exceeds that of the general student body.
 - Achieve an NCAA Graduation Success Rate that exceeds the conference average.
 - Earn single-year and multi-year NCAA Academic Progress Rate (APR) scores that exceed the conference and national average.
 - Earn a 3.0 departmental GPA (semester and cumulative).
- Maintain highly competitive and successful sport programs.
 - Hire and retain qualified, effective and diverse coaching staffs, administration and support staff.
 - Provide resources to the sport programs reflective of peer institutions.

- As able and reasonable play opponents who elevate a program's competitive profile, thus leading to consideration for an at-large postseason championship berth.
- On an annual basis:
 - Place in the upper half of the Sun Belt Conference in all sports.
 - Win at least four Sun Belt Conference Championships.
 - Place at least five programs in the NCAA postseason competition.
 - Finish in the top three of the Sun Belt Conference Bubas Cup (All-Sports Championship) while winning the Cup once every three years.
 - Finish 99th or better in the NACDA Director's Cup with the ultimate goal of 75th or better.
- Administration, coaches, staff and student-athletes shall expect and maintain the fundamental elements of mutual respect for others. All individuals associated with the Department of Athletics are expected to:
 - Conduct themselves with honesty and sportsmanlike behavior in accordance with the expectations of the University, the Sun Belt Conference and the NCAA.
 - Abide by all laws and regulations of the state of Alabama and display behavior which is in the realm of stellar citizenship.
 - Adhere to the letter and spirit of NCAA and Sun Belt Conference rules and regulations.
- Enrich the quality of student life and living/learning environment.
 - Strategically market sport programming and events to the student body.
 - Increase student attendance at sporting events.
 - Raise awareness and promote a sense of unity and common purpose across campus through consistent and on-going student outreach.
 - Expose student-athletes to living/learning community options.
- Deliver high-quality health care programs that enhance the health and well-being of the community.
 - Provide effective medical coverage for all sports and student-athletes.
 - Provide effective strength and conditioning programming to all student-athletes.
 - Create and nurture relationships and partnerships with the broader medical community in order to provide the best medical services possible.
- Strengthen financial support of the University using strategies that recognize and address financial and market realities in higher education.
 - Grow season and single game ticket sales and revenues in all ticketed sports.
 - Increase attendance at all sporting events.
 - Increase donor giving through the annual fund, major gifts and endowments.
 - Increase the number of corporate sponsors and total amount of sponsorship revenue.
- Expand and extend the public's awareness of the department and its achievements while serving those that we represent.
 - Broadly and effectively promote South Alabama Athletics through all means including but not limited to mainstream (electronic and print media), web content, social media and grassroots efforts.

- Partner with community entities to cross-promote South Alabama Athletics to the public.
- Mandate stellar sportsmanship and citizenship through ideals of fairness, civility, honesty, respect and responsibility.
- Maintain an environment focused on student-athlete well-being and success.
 - Foster an atmosphere of zero-tolerance for actions perceived as discriminatory, harassing, or abusive in nature.
 - Monitor and evaluate student-athlete time demands.
 - Evaluate and strive to minimize student-athlete missed class time due to team travel.
 - Encourage a department-wide commitment (every program, every student-athlete) to regular and ongoing community service and support.
 - Conduct student-athlete exit interviews and surveys to provide an avenue for feedback and a means to carefully analyze the overall student-athlete experience.

1.5 Organizational Chart

See Appendix A.

1.6 Athletics Council

The primary purpose of the Athletics Council is to serve as an advisory committee to the Director of Athletics making recommendations on matters pertaining to institutional control of the athletics program; the academic and financial integrity of intercollegiate athletics; the academic and personal well-being of student-athletes; gender equity; nondiscrimination and diversity; and the accountability of the athletics program to the values and mission of the University. To ensure Title IX compliance, the Athletics Council will annually review: (a) the results of sports interest surveys conducted by the Department of Athletics and (b) participation rates and athletic scholarship distributions.

1.7 Compliance Oversight Committee

To further strengthen and enhance institutional control, the University has an established and active Compliance Oversight Committee chaired by the Faculty Athletics Representative. The Committee meets once each semester and is composed of representatives from the following offices both internal and external to the Department of Athletics: (a) the President's Office; (b) the University Attorney's Office; (c) the Registrar's Office; (d) the Financial Aid Office; (e) the Admissions Office; (f) the Student Accounting Office; (g) the International Services Office; (h) the Office of Institutional Research; (i) the Internal Audit Office; (j) the Housing Office; and (k) the Athletics Academic Services Office. The essential function of the Committee is to enable increased communication between all departments and to provide oversight of athletics compliance-related issues.

1.8 ARMS Software

ARMS Software is the official department-wide software solution of the Department of Athletics. ARMS provides state-of-the-art technologies that centralize the Department's workflow, recruiting, roster management, reporting, and compliance functions. These technologies give the department the power to electronically process internal workflow and automatically track all prospect communications (phone, text, email), and easily generate compliance reports. This ensures adequate monitoring of the process and complete transparency for the Department of Athletics. Coaches and administrative staff members are required to use ARMS for all recruiting and internal workflow approvals.

1.9 Faculty Athletics Representative

The Faculty Athletic Representative (FAR) is appointed by the President. The role of the FAR is to promote academic integrity in intercollegiate athletics, to facilitate the integration of athletics and academics within the collegiate community in a way that promotes the mission and aspirations of the University, and to ensure institutional control of athletics on the campus. These objectives are accomplished by the FAR in the following ways:

- Serves as an advisor to the President and Director of Athletics on all matters related to intercollegiate athletics and on matters that intersect athletics and academics;
- Assists the President and Director of Athletics in determining institutional positions on proposed NCAA and conference legislation;
- Reviews reports prepared on the academic preparation, performance, and educational experience of student-athletes and reports this information to the President, Director of Athletics and Athletic Council;
- Provides external oversight of the compliance and academic support programs;
- Serves as a point of contact between and among various campus entities (e.g., Registrar's Office, Admissions, Financial Aid, and International Services).

1.10 Student-Athlete Advisory Committee

The mission of the Student-Athlete Advisory Committee (SAAC) is to ensure and enhance the student-athlete experience through promoting opportunities within the University, Department of Athletics, and outside community while serving and protecting the interests and images of a student-athlete. The functions of SAAC are as follows:

- To promote communication between athletic administration and student-athletes and build a sense of community.
- To provide feedback and insight regarding Department of Athletics issues.
- To generate a student-athlete voice in the formulation of Department of Athletics policies.
- To promote positive relationships between student-athletes, staff, faculty and the residents of the community.
- To solicit student-athlete responses to Sun Belt Conference and NCAA legislation.
- To organize community service efforts.
- To promote a positive student-athlete image on campus.

1.11 Sport Supervisors

Sport supervisors are members of the senior administrative team designated annually by the Director of Athletics to assist in the oversight and management of specific sport programs. Sport supervisor responsibilities include, but are not limited to:

- Regular and on-going communication with the Head Coach,
- Assisting (as needed) with scheduling,
- Monitoring travel arrangements,
- Reviewing game contracts and confirmation letters,
- Providing front-line problem-solving on student-athlete issues,
- Assisting with creation and monitoring of Jaguar Athletic Fund accounts,
- Participating in hires and performance evaluations of coaches,
- Providing feedback to the Director of Athletics on the overall status of the program.

1.12 Standing Meetings

The Departments' senior administrative staff conducts a standing weekly meeting. Head Coaches meetings are held monthly. The entire department meets at the beginning of each

semester. The purpose of all meetings is to communicate information, gather ideas, and promote an overall atmosphere of collegiality and transparency.

Section 2.0 GENERAL

2.1 Code of Conduct

Employees are subject to all applicable Institutional, Sun Belt Conference and NCAA rules and regulations. See Section 5.0 of the University's Employee Handbook for information regarding the University's Employee conduct. [http://www.southalabama.edu/hr/documents/staffemp handbook.pdf](http://www.southalabama.edu/hr/documents/staffemp%20handbook.pdf)

2.2 Adherence to NCAA Rules

Each member of the University staff has an obligation to comply with all NCAA rules and the University has a responsibility to maintain compliance. NCAA constitution requires member institutions to monitor its programs to assure compliance and to identify and report all instances in which compliance has not been achieved. Any Department of Athletics staff member found to have knowingly violated an NCAA regulation is subject to the termination of his/her employment. Any student-athlete found to have been knowingly involved in a major NCAA rules infraction is immediately declared ineligible and no appeal is made by the University for restoration of his/her eligibility. If an individual defined by NCAA regulations as a representative of the University's athletics interests knowingly violates any NCAA regulation, that individual may be officially disassociated from the University for a period of time determined by the Director of Athletics and University President.

2.3 Harassment/Discrimination

Discrimination and/or harassment against individuals or groups based on a legally-protected status is against the law and discrimination and/or harassment against individuals or groups based on same or any status herein discussed is inconsistent with University policy. All members of the University community (including students, faculty, staff, administrators, and visitors) must abide by this policy. University jurisdiction and discipline may attach to conduct which occurs on University premises, or at University-related or sponsored activities, whether on or off University premises, or which adversely affects the University community and the pursuit of the objectives of the University. Persons found to be in violation of this policy will be subject to disciplinary actions – including, but not limited to – warning/reprimand, demotion, transfer, suspension, or termination or expulsion. Under certain circumstances, acts of harassment, sexual harassment and sexual violence may result in criminal and/or civil sanctions. Any employee who believes that he or she is or has been the subject of discrimination or harassment should report such conduct immediately. Refer to the Human Resources website at www.southalabama.edu/hr or your Human Resources office for the complete version of the Discrimination and/or Harassment Policy or additional information. Any questions relating to the University's discrimination and/or harassment policy should be directed to the Manager, Equal Employment Opportunity in the Human Resources Office.

2.4 Hazing Prevention

The Department of Athletics is committed to preventing and eliminating any hazing behavior which violates University rules and/or State law or whose purpose is to humiliate, demean, or devalue the worth of another individual. Hazing is unlawful, criminal, and impedes the realization of the Department's mission of providing student athletes with exceptional

educational and athletic opportunities. Hazing will not be tolerated at the University. Any student athlete or Department of Athletics staff member involved in a hazing incident is subject to University investigation and disciplinary proceedings.

2.5 Clery Act/Campus Security Agents

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compilation of information for the report as well as criminal statistical data as required by the Act is accomplished through cooperative efforts with individuals or organizations designated as Campus Security Authorities. Campus Security Authorities include but are not limited to: Student Affairs, Human Resources, Resident Housing, Judicial Affairs, Deans, the Director of Athletics, team coaches, and Advisors to student organizations.

2.6 Family Educational Rights and Privacy Act (FERPA)

All student records are presumed to be confidential unless determined otherwise by the appropriate University official. All University employees will abide by the regulations regarding privacy and security of student records as issued by the Department of Education and mandated by the Family Education Rights & Privacy Act (FERPA), as well as any other applicable federal, state or local law.

2.7 Health Insurance Portability and Accountability Act (HIPAA)

All University employees will abide by the regulations regarding privacy and security of health information as issued by the Department of Health and Human Services and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as well as any other applicable federal, state, or local law.

2.8 Food Services/Catering

Aramark has an exclusive agreement to be the food services provider for the University of South Alabama. University departments may only use another caterer if Aramark is given the first right of refusal.

2.9 Tobacco Use

The use of all forms of tobacco products and nicotine products and smoking on all property owned (structures, land and vehicles), and/or in the possession of (leased, and rented by), the University is prohibited. This policy is applicable for all students, faculty, staff, temporary/contract employees, contractors, patients and visitors. Tobacco products include any products containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Nicotine products include any products containing nicotine for human consumption used in any type of electronic smoking device including, but not limited to, e-cigarettes and vaping. Also prohibited are hookah products used to produce smoke and/or vapor from the burning of tobacco, shisha and other plant matter. Smoking includes inhaling, exhaling, burning, or carrying any lighted or heated tobacco, marijuana or plant product whether natural or synthetic, intended for inhalation. Cessation products specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence are excluded. (Note: Personally owned vehicles are excluded. USA Hospitals and Mitchell Cancer Institute locations adhere to their specific policies.)

2.9 University Staff Employee Handbook

Additional information, policies, and procedures applicable to all University employees can be found on the Human Resources website or the Staff Employee Handbook located here: <http://www.southalabama.edu/hr/documents/staffemphandbook.pdf>

Section 3.0 PERSONNEL

3.1 Hiring

The University of South Alabama and the USA HealthCare Management, LLC, are Equal Opportunity/Equal Access Employers and adhere to the same University policy. The University's policy is to affirm and dedicate itself to a primary principle of non-discrimination in such activities as employment, recruitment, transfers, promotions, compensation, benefits, and other terms and conditions of employment. The University does not discriminate on the basis of race, sex (including pregnancy), sexual orientation, religion, color, national origin, age or genetic information, disabled veteran, Vietnam Era veteran, newly separated veteran or other protected veteran status. Further, no otherwise qualified person with a disability, solely on the basis of such disability, will be excluded from participation in, be denied the benefits of, or be subject to discrimination in the administration of any educational program or activity, including admission or access thereto, or in treatment of employment there in by the University of South Alabama.

In accordance with its own Diversity Plan, the Department of Athletics adheres to the following procedures in the hiring process:

- Non-coaching staff – Hiring procedures follow University Staff Personnel Policies and Procedures Manual and the guidelines set forth in that document, as well as, additional Department of Athletics procedures. These include:
 - Submit Personnel Requisition through the Vice President of Financial Affairs' Office for approval.
 - After approval, advertise on the USA Human Resources website, the NCAA Website and other applicable professional organizations.
 - Notify via e-mail the conference offices of Historically Black Institutions (SWAC, MEAC, SIAC, CIAA). These Conference Offices are requested to distribute the information to their member institutions.
 - Contact professionals in the athletic community for recommendations of qualified minorities.
 - Depending upon the position, develop a search committee composed of University and Athletic representatives.
 - The Office of Human Resources refers approved candidates to the Department Supervisor. Supervisor and/or other department personnel check references and select three to five finalists.
 - Search Committee interviews and provides a list of strengths and weaknesses of each candidate in an unranked fashion to the Director of Athletics.
 - Director of Athletics reviews candidates' strengths and weaknesses, selects a candidate, and submits the choice to Human Resources for a background check.
 - After clearance through Human Resources, the Director of Athletics submits choice to the University Vice President of Financial Affairs for approval.
 - Upon approval, offer position to candidate.

- Head Coach – Hired through the Department of Athletics
 - Advertise on the NCAA Website and other applicable professional associations.
 - Fax or e-mail advertisement to HBCU conferences and institutions. These Conference Offices are requested to distribution the information to their member schools.
 - Contact professionals in the athletic community for referral and recommendation of qualified minorities.
 - Develop a search committee composed of University, Athletic, and community representatives.
 - The search committee validates the broad nature, fairness and objectivity of the search.
 - Search Committee interviews finalists and provides a list of strengths and weaknesses of each candidate in an unranked fashion to the Director of Athletics.
 - The position must be advertised for a minimum of five business days prior to offering employment to the successful candidate.
 - Director of Athletics reviews the candidates' strengths and weaknesses, selects candidate, and submits choice to the Human Resources Department for background check.
 - After cleared through Human Resources, the Director of Athletics may proceed to offer the position to candidate.

- Assistant Coach – Hired by the Head Coach through the Department of Athletics
 - Advertise on the NCAA Website and other applicable coaching or professional organizations.
 - Fax or e-mail advertisement to HBCU conferences and institutions. These Conference Offices are requested to distribution the information to their member schools.
 - Head Coach contacts professionals in the athletic community for referral and recommendation of qualified minorities.
 - Head Coach reviews, researches, interviews and submits top candidate to the Director of Athletics.
 - The position must be advertised for a minimum of five business days prior to offering employment to the successful candidate.
 - After approval, Director of Athletics submits choice to the Human Resources Department for background check.
 - After cleared through Human Resources, the Director of Athletics offers position to candidate.

3.2 Background Checks

The University Office of Human Resources will initiate a background check request for all potential employees. Current background check categories include: work experience, education, social security number, criminal, sex offender and credit check. With approval from the Director of Athletics, a conditional offer of employment may be extended prior to completion of a background check. However, the offer must state that it is contingent upon satisfactory background check results and may be withdrawn. Upon receipt of a satisfactory background check, as cleared by Human Resources and with final approval by the Director of Athletics, a committed/official offer of employment may be extended to the intended hire.

3.3 Employment Contracts/Appointment Letters

Upon receipt of a satisfactory background check, as cleared by Human Resources and with final approval by the Director of Athletics, a committed/official offer of employment may be extended to the intended hire via a Memorandum of Understanding for specified positions. The MOU will be used to establish the hire date, salary, and any other particulars for the new appointee. For coaching positions, a formal 'Athletic Employment Contract' will need to be signed by the employee, sport Head Coach (if position is an Asst. Coach), Director of Athletics, and University President.

3.4 Moving Expenses

Moving and transitional expenses will be based on employee type (e.g., head coach, senior administrator, support staff) and are available according to budget and approved amounts are kept on file in the office of the Director of Athletics. Designated amounts may be modified or denied at the discretion of the Director of Athletics as dictated by various circumstances (e.g. lesser or greater amounts may be offered according to the proximity of the employee to Mobile). Moving expenses are preferably reimbursed subsequent to appropriate documentation provided by employee. All expenses are subject to state guidelines

3.5 Orientation

New Employees will be required to attend the University's orientation as well as the Department of Athletics' orientation.

3.6 Telephones

University related long distance phone calls from a land line should be charged to the University issued calling card. Personal calls are not allowed.

3.7 Keys

All key distribution, issuance and control will correspond with University requirements and regulations. Necessary keys will be assigned by the Director of Athletics and Associate AD for Facilities & Operations. Initial employee key requests will go through the Athletic Business Office. Key repairs and replacements will be coordinated through the Associate AD for Facilities & Operations.

3.8 Parking

University employees must purchase a parking permit through Campus Parking Services.

3.9 Performance Evaluations

Performance evaluations are done by each employee's supervisor at the end of the six-month probationary period and on a yearly basis thereafter. Management positions must submit an annual performance statement.

3.10 Resignation/Termination

Notice of resignation should be given to the resigning employee's immediate supervisor at least 14 calendar days in advance of the effective date of resignation. Upon resignation/termination, employees must check out with the Athletic Business Office before their final paycheck will be issued. The checkout includes completing appropriate forms, returning keys and credit cards, reconciling all outstanding expense reports, etc.

3.11 Graduate Assistants

Candidates for positions of Graduate Assistantships must be enrolled in a graduate school program, and complete a Graduate Assistantship Application. The application is submitted to

the Athletics Compliance office. If approved by Athletics Compliance, and Director of Athletics, the following documents should be submitted to the ABO: Approved application, Background check form, MVR form (if necessary), and resume.

ABO will forward the background, and MVR consent forms for processing. When HR gives confirmation that the candidate has cleared the background check, ABO will email supervisor, and AD that they are clear to work. At this time, the effective start date and stipend amount will be determined by the supervisor. The GA must complete an I-9 form at the payroll office on or before the start date in order to begin working. The ABO will prepare the PA for processing for appropriate University approvals, which will be sent to Payroll. If the MVR consent form is needed, ABO will inform the hiring supervisor once confirmation is received that they are approved to operate University vehicles. A GA cannot operate any University vehicles until cleared by risk management.

3.12 Volunteers

For an individual to Volunteer to work with the University, a Volunteer Form is to be completed. The form is then submitted for Athletics Compliance and Director of Athletics approval. If the volunteer is verified as a full time enrolled student, no background check is required. If not verified as a full time enrolled student, a background consent form will need to be completed. Once Volunteer form is completed, it is turned in to ABO for processing. After the individual background check is cleared, the ABO will email supervisor and Director of Athletics that the individual may begin work.

Section 4.0 BUSINESS OPERATIONS

4.0 Accounting Procedures

The Department of Athletics accounting procedures are based on State, University and departmental policies in accordance with generally accepted accounting principles. Additional information can be found in the University's general business office policies manual found here: <http://www.southalabama.edu/financialaffairs/businessoffice/policies.html>

4.1 Budget Development

The budgetary concept of the Department of Athletics is to establish a budget which serves as a financial guide in determining the expenditure level for each area of operation. This concept is the basis for management controls over the total operation. The department and all personnel are subject to state and institutional regulations concerning the expenditure of funds.

All expenditures must be made in accordance with the policies of the Department to ensure strict compliance with sound business practices and compliance with University and NCAA rules and regulations. Coaches and staff members who are delegated budget responsibility will meet annually to prepare a preliminary budget with the Director of Athletics for funds necessary to conduct their respective programs. Every effort will be made to authorize the funds requested, provided they are justifiable, reasonable, and can be contained in the overall budget.

4.2 Purchasing

The University accepts no liability for the payment of invoices for any purchase unless covered by an appropriate purchasing agreement. Invoices received without following the proper

procedures may be returned to the vendor. For details regarding purchasing, please visit www.southalabama.edu/financialaffairs/purchasingdepartment.

A purchase request form should be completed and approved by the head coach/supervisor, compliance/equipment/game ops (when appropriate), and the Director of Athletics. To obtain payment, purchase request with signatures and purchasing forms are sent directly to the ABO for processing. All vendors of the University are required to provide a W-9 form and a direct deposit form. In accordance with state law, the University requires purchases in excess of \$7,500 to be placed out for bid. The University Purchasing Agent has the authority to deny any request for purchasing which is not in accordance with state/university rules.

Approved purchasing methods include:

- Limited Purchase Order (LPO): Assigned for purchases under \$1,000 with the exception of individual contract labor and furniture expenditures.
- Purchase Order (PO): Assigned for purchases greater than \$1,000 and all furniture purchases. Note: All equipment and apparel purchases should be processed through the equipment staff.
- Direct Pay (DP): Assigned for game guarantees, magazine subscriptions, recruiting services, officials, etc. This form should not take the place of a LPO or PO.
- Authority to Purchase (ATP): Assigned for purchases from the University's bookstore.
- Publication Production Form: Assigned for goods and services from the University's publication department.

4.3 Contracts

No employee of the University has the authority to independently enter into a contract/agreement. All contracts (regardless of monetary value) must be reviewed by the University's Attorney's Office and signed by the University Treasurer. To ensure proper control and review, contracts should be processed in accordance with one of the following two categories:

- Home Game Contracts – Must be completed on the proper form home game contract form in duplicate with the signature of the Head Coach and Director of Athletics. The contract will be forwarded to the ABO for review. The contract will then be sent back to the requestor for that area to obtain a signature of the joint party. Once that signature is received the contract should be returned to the ABO for final execution.
- Away Game and Non-Game Contracts – A contract checklist must be completed and the contract attached with the signatures of the Head Coach/Supervisor and Director of Athletics. The checklist and contract should be forwarded to the University's Attorney's Office for review and approval. The contract will be sent back to the requestor for that area to obtain a signature of the joint party. Once that signature is received the contract should be returned to the athletic business office for final execution of the contract.

4.4 Travel

The Department of Athletics follows the rules and regulations regarding travel as set by the University of South Alabama. A complete listing of these regulations may be found at www.southalabama.edu/travel. The Director of Athletics reserves the right to impose additional requirements at his/her discretion.

- Individual/Professional Development Travel – A travel request form should be completed by the employee and approved by the Director of Athletics. Once travel is approved, the employee is permitted to make his/her necessary travel arrangements

(airline ticket, rental car reservation) and prepare the appropriate paperwork. Once the travel is completed, a travel reimbursement form shall be completed and all paperwork (including the approved travel request form) associated with the trip sent to the ABO for processing.

- Team Travel – As early as possible, the transportation form should be completed and approved by the Director of Athletics. This form will be sent to the transportation department to start the communication for reserving bus transportation. A hotel reservation form should also be completed as early as possible and returned to the ABO so the reservation may be completed with the team travel card. During the team travel, members of the travel party (coaches, staff, student-athletes) must adhere to the following guidelines:
 - Only approved drivers are permitted to operate University-owned or leased vehicles. Under no circumstances shall a student-athlete or student support staff member be permitted to drive a vehicle during team travel.
 - Unless extenuating circumstances exist (and pre-approval has been granted by the Director of Athletics), teams shall depart no earlier than the day prior to contest and must return promptly following the conclusion of the contest.
 - The Head Coach and designated full-time coaches/staff members are responsible for the safety of the travel party.
 - During team travel, alcohol consumption is prohibited for student-athletes and those staff members designated with student-athlete supervision responsibilities.
 - Head Coaches (and select exceptions approved by the Director of Athletics) shall receive a single room. All other members of the travel party will be placed in double-occupancy rooms.

4.5 Cash Handling

The Department of Athletics will follow a best practices approach whenever there are events within the department that involve employees handling cash. The ABO will be the primary source for all change funds required for an event; and the depository for all funds that are received. Department of Athletics personnel who receive cash, checks, cashiers-check, or credit card information in the mail, or personally handed to them, are to immediately deliver the funds/information to the ABO. No customer credit card information is to be copied or filed, other than within the ABO safe. To ensure that you protect, accurately process, and properly report University assets, the following internal control practices of separating duties, obtaining appropriate authorizations and approvals, securing assets, and reconciling cash should be instituted for each instance that employees will be receiving currency in any form.

- Separation of duties: The person actually receiving payments should not be the sole individual reconciling the event; the individuals involved in receiving payment, and reconciling the event, are not to be involved in depositing the funds received.
- Accountability, Authorization, and approval: any funds received within the ABO will be deposited no later than the next available business day; the ABO will help develop procedures to account for sales when giving receipts to each customer is not viable (i.e. program sales at sporting events).
- Security of assets: the location where an employee will be receiving payments should be well planned out, with proper security measures in place; the reconciliation process should take place in a non-public area not visible to others.
- Reconciliation: count and balance cash receipts to available inventory daily; record cash receipts when received; and have an individual not involved in the deposit process compare cash receipts to deposit records. Your reconciliation activities confirm that

you've recorded transactions correctly. Perform monthly reconciliations of cash receipts and bank account statements to provide good checks and balances.

4.6 Invoicing/Billing

Should there be a need for any area within Athletics to invoice/bill an outside entity, they should contact the ABO with the particulars of what is being requested for payment. The ABO will create, and mail the invoice to the vendor. All payments are required to be delivered, or mailed to the ABO. Should anyone receive funds for the University, they are required to promptly arrange delivery of payment to the ABO for depositing. The above policy does not pertain to invoicing of tickets that are sold by the Athletic Ticket Office, or fundraising efforts by the Athletic Development Office.

Section 5.0 COMPLIANCE

5.1 Institutional Control

The University is committed to the principles of institutional control in operating its athletics program in a manner consistent with the letter and the spirit of the NCAA, Sun Belt Conference and University rules and regulations. The Athletics Compliance Office directs this effort and acts as a resource center concerning NCAA regulations and compliance issues. The primary functions of the Athletics Compliance Office are to oversee and verify the accurate and timely completion of NCAA-required procedures and to provide educational programming and interpretive support to ensure that all individuals involved with the athletics program fully understand the University's compliance expectations.

5.2 Sports Wagering

The NCAA opposes all forms of legal and illegal sports wagering, which has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. NCAA legislation states that Department of Athletics staff members and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item that has tangible value; or
- Participate in any gambling activity that involved intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

5.3 Outside Income

In accordance with NCAA rules, all exempt (salaried) employees report outside athletically related income. Each academic year, such employees are required to provide a written, detailed account of all outside athletically related income from the sources listed above to the Athletics Compliance Office. The Athletics Compliance Office will facilitate obtaining the approvals of both the Director of Athletics and University President.

5.4 Sports Agents

All prospective representatives (agents and financial advisors) wishing to communicate with currently enrolled student-athletes must be registered with the State of Alabama and the Athletics Compliance Office. Prospective representatives are expected to notify the Athletics Compliance Office - by phone or e-mail - prior to initiating direct contact with a student-athlete or a member of his/her family. Correspondence from prospective representatives to student-athletes may be sent through the Athletics Compliance Office. Student-athletes are expected to notify the Athletics Compliance Office whenever a prospective representative initiates direct contact with them. The Athletics Compliance Office will immediately notify the Secretary of State's Office and applicable professional organization (NFLPA, NBPA, MLBPA, etc.) if a prospective representative endangers the eligibility of a student-athlete.

5.5 Annual Reporting

The Associate AD for Internal Affairs shall be responsible for coordinating the timely completion of all NCAA annual reports.

- NCAA Academic Progress Rate (APR) – The APR is a real-time assessment of a team's academic performance. APR data must be submitted to the NCAA no later than six weeks following the first day of classes in each Fall semester. The following steps outline the reporting process for the APR.
 - Each July, the Athletics Compliance Office enters pertinent student-athlete information into the NCAA Compliance Assistant database.
 - During the six-week reporting window of the early-Fall semester, the Athletics Compliance Office initially accesses the web-based APP reporting module through the NCAA website.
 - The Athletics Compliance Office enters all preliminary set-up data into the APP system and imports student-athlete information from NCAA Compliance Assistant.
 - Using eligibility verification forms created and maintained by the Certifying Officer, the Athletics Compliance Office creates a master spreadsheet containing all census data for each student-athlete included in the APR cohort.
 - Eligibility determinations for each student-athlete per academic term are made by the Certifying Officer and are obtained by the Athletics Compliance Office for inclusion in the master spreadsheet.
 - Retention data is gathered through enrollment reports generated from the University's student system.
 - The Associate AD for Internal Affairs and Assistant AD for Compliance then work through each cohort (sport-by-sport, student-by-student) and enter all required data.
 - The Associate AD for Internal Affairs and Assistant AD for Compliance identify those student-athletes who qualify for automatic adjustments (e.g., transfer, professional sports) and obtain appropriate documentation to support the applications of those adjustments.
 - The Associate AD for Internal Affairs and Assistant AD for Compliance identify those former student-athletes who qualify for delayed graduation bonus point and obtain appropriate supporting documentation. The Certifying Officer also provides an annual graduation report that lists degrees awarded to students who at any point in their enrollment were coded as student-athletes in the University's student system.

- All required two-year college transfer student-athlete data is obtained from the Student-Athlete Academic Services staff and entered into the APP system by the Associate AD for Internal Affairs.
 - Once all data is entered, and warnings/errors have been reviewed and/or cleared, the Associate AD for Internal Affairs submits the data to the NCAA.
 - The Associate AD for Internal Affairs is responsible for monitoring the reporting time-line and submitting any data corrections and/or adjustment requests in accordance with APP policy.
 - The Associate AD for Internal Affairs is responsible for identifying and processing any necessary penalty waiver requests (if applicable).
 - The Associate AD for Internal Affairs is responsible for coordinating efforts to ensure timely development and submission of any applicable APR Improvement Plans.
- NCAA Graduation Success Rate (GSR) – The GSR is a graduation rate methodology developed by the NCAA research staff that credits institutions for outgoing transfers provided they are academically eligible at the time of their departure and incoming transfers provided they graduate within six years of enrollment. GSR data must be submitted to the NCAA no later than June 1 of each year. The following steps outline the reporting process for the APR.
 - On an annual basis, the Athletics Compliance Office identifies and codes all student-athletes in the University's student system.
 - During each Spring semester, the Associate AD for Internal Affairs conducts an in-person meeting the Office of Institutional Research & Assessment to discuss GSR reporting.
 - The Office of Institutional Research & Assessment extracts cohort information from the University's student system by capturing data on all coded student-athletes for the applicable reporting year.
 - The Office of Institutional Research & Assessment provides that list of student-athletes to the Associate AD for Internal Affairs for comparison against NCAA squad lists for the applicable reporting year.
 - Once both sides are in agreement on the cohort composition, the Office of Institutional Research & Assessment identifies whether or not each student-athlete was awarded a baccalaureate degree during the six-year completion window.
 - Those student-athletes who graduated are entered as such into the GSR reporting system by the Office of Institutional Research & Assessment.
 - The Office of Institutional Research & Assessment then provides a list of non-graduates to the Associate AD for Internal Affairs.
 - The Associate AD for Internal Affairs reviews that list to verify the eligibility status of each non-graduate at the time of his or departure from the institution.
 - An updated list is returned to the Office of Institutional Research & Assessment noting the eligibility status as "Yes" or "No".
 - The Office of Institutional Research & Assessment enters the applicable eligibility status information into the GSR reporting system.
 - A preliminary report is generated and reviewed for accuracy by both the Office of Institutional Research & Assessment and the Associate AD for Internal Affairs.
 - The Office of Institutional Research & Assessment submits the data to the NCAA.

5.6 Investigating/Reporting Violations

All University staff members and student-athletes are required to report any potential violations of NCAA, Sun Belt Conference, or University regulations concerning intercollegiate athletics to a member of the Athletics Compliance Office. In addition, all individuals associated with the University are expected to fully cooperate with any review, whether conducted by a member of the Athletics Compliance Office, outside counsel, a Sun Belt official, or the NCAA.

When information is received by a member of the Athletics Compliance Office that could reasonably cause concern as to whether a violation of NCAA, Sun Belt Conference, or University regulations has occurred, the following process shall take place:

- The Director of Athletics, Associate AD for Internal Affairs, and the appropriate supervising Department of Athletics staff member are informed as soon as possible.
- The Associate AD for Internal Affairs and Director of Athletics will determine whether additional University staff members should be included in the deliberations (i.e., the President, Faculty Athletics Representative and/or University Counsel) and then determines how best to investigate the situation.
- For situations involving potential Level III or Level IV violations, an investigation is conducted or coordinated by the Athletics Compliance Office and findings are reported to the Director of Athletics and appropriate University staff members.
- For situations involving potential Level I or Level II violations, an investigation is conducted by a group of individuals to include but not be limited to the Director of Athletics, Associate AD for Internal Affairs, Senior Woman Administrator, and Assistant AD for Compliance.

If the investigation reveals no violation of NCAA, Sun Belt Conference, or University regulations, such finding is documented by the Assistant AD for Compliance. If the investigation reveals that a violation of NCAA regulations occurred, the Director of Athletics, with input from appropriate Department of Athletics and/or University staff members, may impose penalties and the Assistant AD for Compliance reports the violation to the NCAA Enforcement Staff and/or the Sun Belt Conference. Should the Director of Athletics, the University, or the NCAA impose sanctions on any Department of Athletics or University staff member, representative of the University's athletics interests, or student-athlete, the Assistant AD for Compliance oversees the implementation of those sanctions and files the appropriate documentation with the NCAA.

Any student-athlete or prospective student-athlete involved in a secondary violation of NCAA regulations is immediately declared ineligible and, after consulting with the Sun Belt Conference office, and assessing its own penalty on the ineligible student-athlete or prospective student-athlete, the University may appeal to the NCAA Student-Athlete Reinstatement Staff for restoration of the student-athlete's or prospective student-athlete's eligibility.

5.7 Educational Programming

Required rules-education seminars are conducted each semester for which attendance is expected for all coaching staff members. These seminars are open to the entire department. Sport-specific recruiting meetings are conducted four times a year for coaching staffs in those sports with the most restrictive year-round NCAA recruiting calendars (football, men's and women's basketball), and twice per year for all other coaching staffs. A series of optional rules-education presentations/discussions covering key topics in athletics compliance are conducted each academic year.

5.8 Interpretations

Any individual may request a rule interpretation. This would include Department of Athletics staff members, student-athletes, university employees, representatives of the institution's athletic interests (boosters), etc. Interpretation requests may occur verbally or in writing, via e-mail, phone call, or in-person. Written requests are strongly recommended whenever complicated situations are involved, in order to minimize the chance for potential misunderstandings of the question or answer. All requests for NCAA rules interpretations should be handled through the Athletics Compliance Office. Coaches and non-Compliance Staff Members are not permitted to contact the NCAA National Office or the Sun Belt Conference Office directly to request a rules interpretation.

5.9 Personnel Matters

Certification to Recruit Off-Campus – Only those coaches who have been certified may contact or evaluate any prospective student-athlete off-campus. Certification must occur on an annual basis and must be renewed by August 1st of each year. If a coach does not achieve a passing score on the NCAA Coaches Certification Exam, he/she must wait 30 days before taking the exam again. Volunteer and undergraduate student assistant coaches may not be involved in off-campus activities involving the contacting or evaluating of prospective student-athletes or scouting opponents, unless certified.

Section 6.o

STUDENT-ATHLETE ACADEMIC SERVICES

6.1 Academic Conduct

As a community of students and scholars, the University strives to maintain the highest standards of academic integrity. All members of the community are expected to exhibit honesty and competence in academic work. This responsibility can be met only through earnest and continuing effort on the part of all students and faculty.

Any dishonesty related to academic work or records constitutes academic misconduct including, but not limited to, activities such as giving or receiving unauthorized aid in tests and examinations, improperly obtaining a copy of an examination, plagiarism, misrepresentation of information, altering transcripts or University records. Academic misconduct is incompatible with the standards of the academic community. Such acts are viewed as moral and intellectual offenses and are subject to investigation and disciplinary action through appropriate University procedures. Penalties may range from the loss of credit for a particular assignment to dismissal from the University.

6.2 Student-Athlete Development

The mission of the Student-Athlete Academic Services is to provide the resources necessary to foster academic success and personal development among our student-athletes. The following development initiatives are employed on an annual basis:

- CHAMPS/LifeSkills – promotes academic excellence, leadership, sportsmanship, and a commitment of service to others as a foundation for a balanced lifestyle.
- PE 158 – an orientation course for incoming freshman student-athletes instructed by the Student-Athlete Academic Services staff that covers topics relevant to student-athletes in transitioning to life at the University. Student-athletes are introduced to

campus resources, the NCAA CHAMPS/Life Skills program, and provided with the necessary skills to be successful as a South Alabama student-athlete. The majority of freshmen student-athletes enroll in this course and are encouraged to do so by the Academic Services staff. The only exceptions occur when the course cannot fit into a student-athlete's schedule due to other class-time conflicts, sport related conflict, or the student-athlete is a late addition to a team and the timing does not permit the additional course.

- Football 6-Hour Academic Orientation – an established academic orientation period for those student-athletes who are beginning their initial season of eligibility for football practice at the institution. The orientation focuses on student-athlete success strategies as well as NCAA and University policies such as, but not limited to, the importance of balancing academics and athletics, ways to succeed in college, development of time-management skills, eligibility rules, potential behavioral issues, academic dismissals, academic dishonesty and plagiarism, and utilizing campus resources.

6.3 Academic Support Programming

Student-athletes, based upon their semester & cumulative grade point average, high school academic records, academic performance at South Alabama and academic record at other colleges/universities are placed into one of five program categories (Tier 1-5). These tiers are general in nature and may be adapted to more specifically fit the needs of an individual student-athlete as agreed upon the respective Athletic Counselor and Head Coach.

Tier 1 - 3.00 cumulative GPA or above:

- Subject tutor access
- Individual progress reports
- Meet with Academic Counselor once per semester

Tier 2 - 2.60 to 2.99 cumulative GPA:

- Subject tutor access
- Individual Progress Reports
- Meet with Academic Advisor twice per semester

Tier 3 - 2.20 to 2.59 cumulative GPA, initial South Alabama enrollees, new transfers:

- Subject tutor access
- Individual Progress Reports
- Objective based study hall - four hours
- Meet with Academic Advisor once per week

Tier 4 - 2.0 to 2.19 cumulative GPA

- Subject tutor(s) as required/needed
- Objective based study hall – six hours
- Academic meeting with academic support staff as required
- Develop weekly academic objectives
- Additional academic requirements as identified by academic support staff

Tier 5 - 1.99 cumulative GPA or below, select incoming and transfer student-athletes, recent probation/suspensions:

- Subject tutor(s) as required/needed
- Objective Based Study Lab – eight hours

- Weekly academic meeting with academic support staff
- Develop weekly academic objectives
- Individual Progress Reports on a weekly basis
- Additional academic requirements as identified by academic support staff

6.4 Communication

Prior to each semester, Student-Athlete Academic Services staff members will meet with their assigned teams to review the Academic Center information, distribute student-athlete handouts, discuss upcoming deadlines, and overall semester goals. Subsequently, the Academic Services staff will meet on a weekly basis with their respective sports' coaching staff to discuss student-athlete progress during each semester. The coaches and staff member will review student-athletes' current grades, progress reports, and discuss any other pertinent topics.

Each Academic Services staff member will submit a weekly academic report via email to their respective coaching staff and sport administrator each week during the semester. The report will contain completed study hall hours, current grades, and any academic violations the student-athlete incurred during the specific week. In addition, the staff member will include any upcoming deadlines and general reminders.

Student-athletes determined by the Academic Counselor and coaching staff, will meet will meet once a week to assess upcoming assignments, make tutorial appointments, and discuss any academic issues.

6.5 Contact with Faculty

Coaches and all Department of Athletics staff (except Student-Athlete Academic Services and Athletics Compliance staff) are prohibited from contacting faculty members or academic/administrative officials on issues regarding student-athletes academic performance or admission. All inquiries regarding admission and the academic status of student-athletes will go through the office of Student-Athlete Academic Services and the Athletics Compliance office (if needed).

6.6 Course/Major/Professor Clustering

Each semester, the Department of Athletics generates data to evaluate student-athlete enrollment in common courses, majors, and professors. This data is carefully analyzed to identify trends (if any) with academic clustering. The information is shared with the Faculty Athletics Representative, Provost, and Athletics Council.

6.7 Missed Class

Regular class attendance is an important obligation of each student-athlete and an essential condition for successful academic progress. Absences may seriously jeopardize satisfactory completion of a course. As such, the Department of Athletics is sensitive to student-athlete time demands and operates under the following guidelines with regards to scheduling and missed class:

- Practice Activities
 - In accordance with NCAA rules, no class time shall be missed for practice activities except when a team is traveling to an away-from-home competition and the practice is in conjunction with the contest.

- Medical Circumstances
 - A student-athlete should not miss class for medical treatment with a certified athletic trainer. The training room opens at 6:00 a.m. each weekday allowing student-athletes to schedule around class time.
 - Student-athletes should rarely miss class for medical appointments. The Sports Medicine staff should make every effort to schedule appointments around class time. Exceptions should be reviewed and approved by the Associate AD for Sports Medicine in consultation with the Assistant AD for Academic Services.
 - Student-athletes not participating in an athletic contest due to injury should not miss class to travel with their team. Exceptions are rare and must be approved by the Director of Athletics.

- Competitions
 - Competitions shall be scheduled in a manner that requires the team to be absent for no more than:
 - Nine class days in the Monday, Wednesday or Friday sequence, or
 - Six class days in the Tuesday, Thursday sequence, or
 - Five consecutive class days

Calculation of missed class time shall be done as follows:

- Reporting or Departure Time
 - Before 12:00 p.m. = 1 day
 - 12:00 p.m. – 3:00 p.m. = ½ day
 - After 3:00 p.m. = 0 days

- Return times for multi-day trips when the day of the return is a day when classes are in session:
 - Before 7:30 a.m. = 0 days
 - 7:30 a.m. – 12:00 p.m. = ½ day
 - After 12:00 p.m. = 1 day

- Numerical limitations do not include time potentially missed for NCAA Championships and post-season events.

- The Department of Athletics recognizes the complexity of team travel as it relates to each student-athlete’s individual class schedule. Therefore, these numerical calculations may not apply evenly to every student-athlete for each trip. Head Coaches are expected to recognize unique travel situations and consult with the Assistant AD for Academic Services to mitigate the academic impact.

6.8 Travel Letters

At the beginning of each semester, the Student-Athlete Academic Services staff will have their respective head coaches complete the “Team Travel Declaration” form for their team travel. The Student-Athlete Academic Services staff will produce a team travel letter that is given to the head coach for distribution to each team member on the travel roster. During the first two days of the semester, each student-athlete is required to notify their professor/instructor verbally that he/she is a student-athlete and provide the professor with a copy of the travel letter. Student-athletes not only submit a hard copy of the travel letter to their professors, but

professors will also receive notification via email from the academic counselor prior to each travel date.

6.9 Eligibility Certification

The monitoring of student-athlete eligibility is a shared responsibility of the University's Registrar's Office, Student-Athlete Academic Services, and Athletics Compliance. Ultimate determination of eligibility is made by the University's Certifying Officer in the Office of the Registrar. General responsibilities of each of these units are as follows:

- Registrar's Office/Certifying Officer
 - Monitors full-time enrollment on a daily-basis.
 - Runs transcripts and audits all student-athletes identified as returning and new student-athletes (based on Banner coding).
 - Generates a "problem list" and meets the Athletics Compliance and Athletics Academic Support to resolve.
 - Checks list of incoming student-athletes against NCAA Eligibility Center IRLs to verify initial eligibility.
 - Signs-off on the academic certification spreadsheet which is created by the office of Student-Athlete Academic Services.
 - Signs-off on squad lists as the official certifying officer for academic eligibility.

- Student-Athlete Academic Services
 - Serve as secondary advisor to student-athletes.
 - Once grades are submitted the staff evaluates NCAA eligibility standards including accumulative GPA (after each semester), the 6-hour rule (after each semester), the 18/24 hour rule (after each academic year of enrollment), and progress toward degree percentages (prior to the 5th, 7th, 9th full time terms of enrollment).
 - Once reviewed, the data is inputted into a certification spreadsheet. The Academic Counselor for the respective sport reviews the information with the Certifying Officer and the Director of Student-Athlete Academic Services. Once the information is agreed upon by all parties, the eligibility certification document is signed by all parties.
 - Creates a "Competition Eligibility Form" for their sport. Document is then reviewed and signed by the Assistant AD for Academic Services, Assistant AD for Compliance, and the Head Coach of the respective sport.

- Athletics Compliance Office
 - Regularly updates student-athletes on Banner sports table and Compliance Assistant (CAi), adding new student-athletes and removing inactive or graduated student-athletes.
 - Clarifies and produces documentation for exceptions (e.g., one-time transfer exception, progress toward degree waivers or other NCAA interpretations).
 - Produces and coordinates the certification of the squad list document and ensures that each is appropriately filed with the Sun Belt Conference.

Initial Eligibility Certification – The Athletics Compliance Office is responsible for tracking initial eligibility certification through the NCAA Eligibility Center. The following is the procedure that is followed to determine and communicate this eligibility:

- Each program will be responsible for providing the Athletics Compliance Office with accurate and up-to-date recruiting information (identification of those prospective

- student-athletes being recruited and required documentation concerning the prospect).
- The Athletics Compliance Office will create and maintain a master listing of all prospects for each sport program (including those that have or have not signed a letter-of-intent or grant-in-aid).
 - The listing will contain information in two areas:
 - NCAA Eligibility Status (Eligibility Center), and
 - Admissions Status.
 - The Athletics Compliance Office will continually update the list to identify the eligibility and admissions status of the prospect.
 - Sport programs are responsible to work with each prospect to secure pending eligibility and admissions information.
 - The Athletics Compliance Office will work closely with the admissions office and will be the department contact to declare eligibility and admission status of prospective student-athletes.
 - The NCAA Eligibility Center will declare the initial eligibility status of all incoming high school, preparatory school two-year college prospective student-athletes.
 - The sport program's master list with eligibility and admission information will serve as the official document from the Athletics Compliance Office to the sport program identifying the eligibility and admission status of all incoming freshman.
 - The required NCAA Squad List form will then be completed listing all eligible student-athletes for a sports program. This form will be signed by the Certifying Officer, the Assistant AD for Compliance, the Head Coach, and the Director of Athletics (or his/her designee) and will be provided to the conference office prior to a sport program's competition with another institution. These documents will be retained in the Athletics Compliance Office.

Transfer Eligibility Certification – The certification of eligibility for transfer student-athletes is one which involves a cumulative effort of personnel inside and outside of the Department of Athletics. The Athletics Compliance Office, Student-Athlete Academic Services Office and Certifying Officer are jointly responsible for determining the eligibility of transfer student-athletes. The following is the procedure that is followed to determine and communicate this eligibility:

- Each program will be responsible for providing to the Athletics Compliance Office and members of their liaison of Student-Athlete Academic Services Office accurate and up-to-date recruiting information (identification of those prospective transfer student-athletes being recruited and required documentation concerning the prospect).
- The Athletics Compliance Office and Athletics Academic Services Office will create and maintain a master listing of all transfer prospects for each sport program (including those that have or have not signed a letter-of-intent or grant-in-aid agreement).
- The listing will contain information in the following areas:
 - NCAA Eligibility Status (Eligibility Center),
 - Transferable Hours into South Alabama (Certifying Institution),
 - Grade Point Average from Transferring Institution(s),
 - Admissions Status.
- The Athletics Compliance Office will continually update the list to identify the eligibility and admissions status of the prospect.
- Sport programs are responsible to work with each transfer prospect to secure pending eligibility and admissions information.
- The Athletics Compliance Office will work closely with the admissions office to determine the admission status of transfer prospects.

- Prior to practice and/or competition the sport's respective academic services liaison along with the Certifying Officer will confirm the eligibility/progress towards degree status of transfer student-athletes. This process is used along with the Certifying Officer to validate data used in determining transferable credit hours, transfer GPA, progress towards degree, degree-applicable hours, percentage towards degree and six hour rule.
- All transfer student-athletes are added to the required NCAA Squad List form listing all eligible student-athletes for a sports program. This form will be signed by the Certifying Officer, the Assistant AD for Compliance, the Head Coach, and the Director of Athletics (or his/her designee) and will be provided to the conference office prior to a sport program's competition with another institution. These documents will be retained in the Athletics Compliance Office.

Continuing Eligibility – Continuing eligibility is tracked on a semester-by-semester basis. Instructors submit grades for each course by the University imposed deadline after each semester's closing date. Grade reports are available approximately one week following the last day of final exams. It is then the responsibility of the Student-Athlete Academic Services office to evaluate NCAA eligibility standards including cumulative GPA (after each semester), the 6 hour rule (after each semester), the 18/24 hour rule (after each year), and progress-toward-degree percentages (prior to the 5th, 7th, 9th full time terms). Once calculated, all numbers are documented. The Assistant AD for Academic Services arranges a meeting with the Certifying Officer subsequent to the posting of grades. This occurs prior to the opening date of the next term, during which the each student-athlete is certified for competition. The certification of continuing eligibility for existing student-athletes is one which involves a cumulative effort of personnel inside and outside of the department of athletics. The following is the procedure that is followed to determine and communicate this eligibility:

- The Athletics Compliance Office updates all returning student athletes in the Banner System following the conclusion of each term.
- Within 2 weeks following the conclusion of a term, the Certifying Officer compiles a preliminary academic eligibility report and sends it to Athletics. The order of these reports will be prioritized based on those sports that will be competing first.
- The Athletics Compliance Office, the Student-Athlete Academic Services Office and the Certifying Officer will meet to resolve problems.
- The Certifying Officer will send a final academic eligibility list to the Athletics Compliance Office and Student-Athlete Academic Services Office one week prior to the first day of classes (sports competing before that date will require earlier academic eligibility certification).
- The Athletics Compliance Office will then send a working copy of the squad list to the Registrar's Office. The squad list will indicate a "Y" in the "Elig." column for all student-athletes who are academically eligible to compete based on the preliminary report from the Certifying Officer.
- The Certifying Officer will audit the squad list to ensure that accuracy. If no changes need to be made, the Certifying Officer will sign and date the squad list to officially certify the academic eligibility of all student-athletes listed therein.
- The Athletics Compliance Office will provide a certified copy of the official squad list to each Head Coach and Director of Athletics for review and signature. This must occur prior to the first competition of each term.
- The Head Coach is responsible for making sure that all student-athletes have been certified as eligible on the squad list prior to allowing them to participate in a competition. No student-athlete is eligible to compete unless he/she has a "Y" in the "Elig." column on the official signed squad list.

6.10 Advising/Registration

All University students are assigned a faculty/staff advisor in their area of major study. In addition to the faculty or staff advisor in the student's area of study, student-athletes are assigned an Academic Counselor within the office of Student-Athlete Academic Services. Student-Athletes are required to meet with their assigned faculty/staff advisor within their respective academic college. The Student-athlete Academic Services staff provides advising regarding course offering and times as well as course selection while abiding by NCAA rules that are specifically geared towards student-athletes. A Student-Athlete Advising Form must be completed by each student-athlete's faculty/staff advisor and then returned to their assigned Student-Athlete Academic Services staff member. This faculty/staff academic advisor must indicate if hours recommended are applicable to the individual student-athlete's degree program. The academic counselor will provide coaches with a list of student-athletes who do not return their advising form. Student-athletes must meet with their faculty/staff advisor and Student-Athlete Academic Services staff member. To assist faculty/staff advisors, one week before advising begins, Student-Athlete Academic Services staff will email practice times for each team to representatives in each College and to the University's Academic Advising Council, and ask that the information be shared with all parties involved with advising.

Student-athletes are given the advising form by their respective counselor within the Student-Athlete Academic Services office prior to the first day of University advising. It is imperative that all student-athletes take advantage of priority registration offered each semester. This allows an opportunity to schedule classes around practice, travel, and competition while maintaining progress toward degree.

Each semester coaches are notified of the early registration dates of their student-athletes. At the conclusion of priority registration, the Student-Athlete Academic Services staff provides the coaches with a list of student-athletes who did not get their advising form turned in during the appropriate time period. Subsequent reviews of schedules are conducted every three days and coaches are updated via email. If a situation becomes urgent, sport administrators are then notified.

6.11 Dropping and/or Adding a Course

The Student-Athlete Academic Services staff places a registration hold on the accounts of all student-athletes who are listed on the current team roster. The registration hold prevents student-athletes from making schedule changes that could affect the eligibility status of the student-athlete without the consent of the sport counselor. In order to remain academically eligible to participate in intercollegiate athletics, a student-athlete's course load must not drop below 12 hours during a regular academic term. A student-athlete who needs to drop or add a class must receive approval from his/her Student-Athlete Academic Services counselor. If dropping a class results in a student-athlete being registered for less than 12 hours, Student-Athlete Academic Services immediately informs the Athletics Compliance Office and the individual's Head Coach of the potential eligibility problem prior to granting approval.

6.12 Progress Reports

The Student-Athlete Academic Services staff uses GradesFirst software to electronically track student-athlete academic performance throughout the semester. A request for student-athlete academic status updates is sent to members of the faculty multiple times each semester. Once submitted, coaches are provided a copy of the report and asked to address those student-athletes experiencing academic difficulty and to follow their team policies regarding academic issues. In addition, the assigned academic sport counselor meets with the

student-athlete to discuss his/her status and recommends the appropriate support services. The frequency of these reports can be increased based on the academic background of specific student-athletes. Completion of these reports is at the discretion of each instructor.

6.13 Study Hall

The Student-Athlete Academic Services staff is responsible for staffing and administering study hall for all student-athletes. The objective of study hall is to provide an environment that is conducive to learning and to help foster productive study habits for student-athletes. Study hall operates in the Student-Athlete Academic Center within the Academic Support Center and includes a computer lab, tutorial rooms, and quiet study rooms.

Prior to the beginning of an academic semester, Student-Athlete Academic Services staff members notify coaches and student-athletes who are required to complete study hall hours and the number of hours required. Student-athletes are responsible for signing-in (upon arrival) and signing-out (upon departure) during each study session in the Academic Center using the GradesFirst system. Coaches receive a weekly participation report that documents their respective team's completion of the required study hall hours. Daily reporting is also provided on an as-requested basis. At the end of each semester, the Academic Services staff provides a summary of all study hall violations for the semester to each coach. Each team's head coach is responsible for creating his/her own policy for study hall violations in addition to the department policy. Every student-athlete is required to read and sign a Study Hall Contract.

6.14 Tutorial Support

The main objective of the tutorial program is to provide a resource that aids students in comprehending and applying course material while progressing them toward independent learning. Tutors are recruited, assessed, hired, and trained as follows:

- Recruitment – At the start of each academic term, the Tutor Coordinator communicates job openings for tutors to college departments. In addition, the position will be announced within the University's Career Services Department.
- Application – All tutors must go through the application process with the Student-Athlete Academic Services office and complete the proper training in order to be employed as a tutor.
- Qualifications – Must be an undergraduate or graduate student with a demonstrated proficiency in their subject area by achieving a minimum grade of B. Must have completed at least one full-time term at the University, have a cumulative GPA of 2.75 or higher (3.0 or higher in all courses interested in tutoring), and must provide references from university faculty verifying tutoring ability.
- Training – At the start of every academic term, tutors are required to attend a training session to review Academic Center rules, NCAA policies, discuss plagiarism, and sign a confidentiality agreement.

All tutoring sessions must take place in the Student-Athlete Academic Center and are subject to the following scheduling and reporting processes:

- Appointments – Student-athletes are to submit a tutor request form at least 48 hours before they would like to receive tutoring for a specific subject. The Academic Services staff member will then contact an appropriate tutor for the intended subject. All tutoring sessions must be assigned or approved by a member of the Academic Services staff. Tutoring appointments can be set-up individually for students who need one-on-one direction, or they can be set-up as group tutoring appointments when several students are in the same course.

- Reports – Tutor reports are completed at the end of each tutorial session and must be submitted through the GradesFirst system. Session reports should include any new grades, the student's estimated average for the course, the material that was covered or reviewed during the session, and any other issues or difficulties that were encountered.

6.15 University Psychology Clinic Partnership

The Department of Athletics has an established partnership with the University's Psychology Clinic for disability testing referrals. All initial referrals will be coordinated through the Student-Athlete Academic Services staff member who is the designated Psychology Clinic liaison. The following is a description of how testing referrals will be processed:

- Initial referrals will be made after a meeting between the Athletic Counselor and the coaches to discuss any incoming student-athletes that could potentially warrant testing.
- Athletic Counselor will complete a referral form and forward it to the designated Psychology Clinic liaison.
- The designated Psychology Clinic liaison will make the referral to the Psychological Clinic.
- Please note that Coaches are not to contact the Psychology Clinic personnel directly (Note: recommendations for testing are made through the Athletic Counselor).
- Faculty/tutor(s) may recommend to Athletic Counselor, that testing for student-athletes with potential learning issues that may impede their academic success is needed
- The Psychology Clinic will contact the student-athlete to schedule testing. If repeated failed attempts to contact the student-athlete, the testing services will contact the counselor to facilitate testing. The Athletic Counselor is to meet with the individual student-athlete to discuss the concern and the need for the testing before the clinic will be contacting the individual to set up the future appointment.
- The Psychology Clinic will contact the designated psychological center liaison when testing is complete and to set up a feedback appointment
- Feedback reports are scheduled at a time that is convenient for the Athletic Counselor, the clinician and the student-athlete.

6.16 Additional Academic Support Resources

The following campus programming enhances the academic support efforts provided by the Department of Athletics:

- Counseling and Testing Services – The mission of Counseling and Testing Services (CTS) is to provide high quality counseling, testing, and consultative services to the University community. CTS strives to facilitate the academic, emotional, social, and career development of students.
- Jag Success – Jag Success staff members are available Monday through Friday to help students with academic planning and to get students connected with resources to help them reach their goals.
- Math Lab – Student-athletes are highly encouraged to visit the Department of Mathematics and Statistics Math Labs to receive complimentary assistance in math related courses.
- Supplemental Instruction – Supplemental instruction (SI) is an additional resource attached to courses that are generally more difficult for many students. It is not extra tutoring for weak students; it is additional meeting time outside of class time where students will learn from other successful students how best to prepare and learn in particular courses.

- Student Disability Services – The University provides services to students who are physically, emotionally, or learning disabled as mandated by Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. The philosophy of this office is to provide an education for individuals with disabilities through equal access, empowerment, support, resources, advocacy, collaboration and outreach throughout the University and community. Students in need of accommodations in or out of the classroom due to a disability should contact the Student Disability Services Office.
- Writing Lab – Student-athletes are highly encouraged to visit the writing labs, located in the University Writing Center of the Academic Services Building. At the USA Writing Center, students may receive help on any type of writing task at any stage of the writing process from idea generation, and revision, to grammar and editing strategies. The University Writing Center is an instructional facility, not an editing service.
- First Year Advising Center – The mission of the First Year Advising Center is to guide the undergraduate student population in developing and implementing sound education plans consistent with the student's values and academic career goals. The office is located in Room 1375 of the Academic Services Building..

Section 7.0

SPORTS MEDICINE

7.1 Purpose

The Sports Medicine staff, including team physicians and athletic trainers, is dedicated to providing the highest quality medical care for our student-athletes. Through prevention, recognition, and treatment of athletic injuries and illnesses, the Sports Medicine Staff promotes excellence in all sport programs and the total development of the student-athlete. Sports medicine services may be rendered (administered) by the following entities:

- Team Orthopedic Surgeon – USA Department of Orthopedics
- Team Family Practitioner – USA Department of Family Practice
- Head Athletic Trainer – Department of Athletics
- Assistant Athletic Trainers – Department of Athletics
- Graduate Intern Athletic Trainers – Department of Athletics
- Consulting Faculty Athletic Trainers – Department of HPELS
- Physical Therapist/Athletic Trainers – USA Department of Orthopedics
- Specialized Consultants

7.2 General Policies

Self-Treatment – The athletic training room is not a self-service venue. Student-athletes should not do self-treatment in the training room.

Hours of Operation – The athletic training room will be open each weekday morning for medical evaluations & treatments. Specific training room hours are posted at each location. Appointments are not necessary; however, they are encouraged to allow for treatment within gaps in a student-athletes' classes. The student-athlete should come to morning treatments for any injury affecting or impairing their performance. Once the athlete has initiated treatments, he/she should attend each weekday morning until instructed otherwise. The athletic training room will be open from 1:00 pm - 5:00 pm, Monday through Friday and evenings and weekends at various times based upon teams' practice and workout times. The

above mentioned hours are meant to establish a standard. They are not exclusive hours for the academic year. Summer and holiday hours will be announced and posted separately.

Academic Medical Excuses – Every effort shall be made to avoid missing classes for medical reasons. However, many of these procedures are only available during normal class time. The Sports Medicine staff should discuss the class attendance issue with the student-athlete prior to any appointment. It is the student-athletes' responsibility to request an excuse from the physician he/she is seeing for class absences due to medical reasons. The Sports Medicine staff may send a memorandum to the Assistant AD for Academic Services if a physician's excuse of the illness/injury is on file. An electronic copy shall be sent to the Senior Woman Administrator, Assistant AD for Academic Services and another copy shall be placed in the student-athlete's medical record. The Sports Medicine shall attempt to notify Student-Athlete Academic Services in advance of any student-athlete who may miss class for medical reasons. All student-athletes are encouraged to contact their teachers prior to missing class due to medical procedures.

7.3 Service Eligibility

Athletic medical services are provided to all rostered student-athletes regardless of their competition status.

7.4 Responsibilities

Coaching Staff Members – It is the responsibility of the coach to ensure notification to the medical staff of a possible injury/illness and to hold the student-athletes from participation until they are medically cleared. The coach also has the responsibility to prevent injuries/illnesses when possible through proper coaching techniques, ensure that safe and appropriate equipment is being used properly, and facilities are safe and appropriate. The student-athlete accepts the risks involved in participation through a general signed statement in conjunction with his/her physical, but the coach needs to illustrate risks specific to his/her sport.

Student-Athlete – Any certified intercollegiate athletic participant who receives an injury during and as a result of an approved practice, contest, or related travel must immediately report the injury/illness to a certified athletic trainer in order to activate insurance coverage. Costs pertaining to an injury not reported in a timely manner will be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).

7.5 Pre-Participation Certification

In accordance with NCAA guidelines, the Department of Athletics requires all student-athletes to complete a pre-participation physical examination prior to the student-athlete being issued equipment, being permitted to attend any practice or strength and conditioning session, and/or competing in any intercollegiate athletic activities. The pre-participation physical examination must be administered by a Team Physician and/or his/her designee and must be completed on an annual basis. All pre-participation medical evaluations will be scheduled by the Sports Medicine staff. Team scheduling requirements as well as physicians' schedules will be taken into consideration. The examination includes but is not limited to:

- Completion of a Health insurance information / Authorization Form.
- A photocopy (front & back) of the student-athlete's health insurance card and prescription benefits card.
- Completion of the Athletic participation health form and a medical examination by the Team Physicians.
- Completion of a Use, Disclosure, & Release of Protected Health information Authorization form.

- Follow and understand the medical insurance policies provided in this handbook.

Selected individuals may be required to complete additional tests and/or examinations as needed. Upon successful completion of the aforementioned pre-participation physical examination process, the student athlete will receive approval/certification from the Sports Medicine staff to be issued equipment, and to participate in practice, strength and conditioning sessions, and/or competition. If, for any reason, the student-athlete is not approved/certified for athletic participation, he/she will be notified by the Team Physician and/or a member of the Sports Medicine staff at the end of the pre-participation physical examination process. Coaches should not under any circumstances allow any student-athlete to participate in an organized game, practice, workout or strength/conditioning session without having completed a pre-participation physical examination. Insurance coverage will not be provided to any student-athlete who has not completed the pre-participation physical examination procedure.

Costs associated with any additional test, consultations, and/or medical procedures needed to gain approval/certification for participation and/or athletic related injury/illness will be dependent upon whether or not the student-athlete is on athletics scholarship. General guidelines stipulate the following:

- Grant-In-Aid Student-Athletes – will be sent to the student-athlete’s primary health insurance for payment first. Medical bills resulting from illness/injury that are not the direct result of athletic participation will not be paid by institution’s medical insurance policy. Examples are, but not limited to, sexually transmitted diseases, hernias, appendicitis, flu complications, tooth aches, and vision problems.
- Non Grant-In-Aid Student-Athletes – will be responsibility of the student-athlete and/or his/her primary health insurance.

Try-Out Waiver and Medical Clearance – Student-athletes who wish to participate in an organized open tryout must provide proper medical insurance documentation, a physical exam from a USA student health physician, including sickle cell test results (football only), and complete the medical try-out waiver form. Student-athletes who are selected as team members from an open tryout must have proper medical documentation and be cleared by a Team Physician prior to participation as a rostered team member.

Returning Student-Athletes – All returning student-athletes shall complete a questionnaire designed to screen any significant injuries/illnesses that occurred during the summer. Medical re-examinations will be conducted by Team Physicians when necessary or if requested by the student-athlete. This will usually be done in conjunction with the pre-participation medical evaluation of the student-athlete's team. All student-athletes shall undergo cardiovascular re-examination every two years while at the University.

Make-Up Exams – If a student-athlete is absent for his/her scheduled physical examination, and the absence is unexcused, he/she will have one (1) opportunity to make-up the physical examination at a time agreeable with the Sports Medicine Staff and the Team Physician and/or his/her designee. If the student-athlete is absent for the make-up physical examination, he/she will be responsible for scheduling an appointment with a Team Physician or designee to complete the required physical examination. This physical examination will be at the student-athlete’s own expense. The physical examination must be completed and on file with the Sports Medicine staff before the student-athlete is permitted to participate.

7.6 Physician Visits

The decision to send a student-athlete to a physician, dentist, health services, or any other medical service should be made by the Sports Medicine staff. Team Physicians are scheduled to be in the Athletic Training Room each week. If necessary, appointments may be made at other times and sites by the sports medicine staff. All referrals to specialists shall be made by a Team Physician.

Physician Referrals/Consultations – The institution has fostered positive relationships with many medical providers in the Mobile area who have consistently provided high quality service. Members of the Sports Medicine staff will refer student-athletes to these providers, unless extenuating circumstances necessitate the use of a different provider. All student-athletes must be seen and evaluated by a certified athletic trainer before a referral to a physician will be made. A certified athletic trainer must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for diagnostic tests. If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test without prior authorization/referral from a member of the Sports Medicine staff, the student-athlete and/or the student-athlete's parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.

Second Opinions – Second opinions may be paid for if the student-athlete obtains prior authorization from the Sports Medicine staff. Transportation and lodging costs associated with second opinions must be approved by the Director of Athletics. If a student-athlete chooses to have a procedure done by a physician other than the Team Physician then all transportation costs associated with the procedure or any follow up visits are the responsibility of the student-athlete.

Medical Referrals – Every effort should be made to utilize the physicians in the Sports Medicine network. All non-life-threatening emergencies should be sent to the USA Medical Center. The Sports Medicine staff or coach needs to be notified of any emergency room visits in order to expedite the process. Life-threatening emergencies should go to the closest hospital. Coaches should contact a member of the Sports Medicine staff whenever they are made aware of a new injury/illness that requires immediate medical care. In the event that a coach or student-athlete cannot communicate with a certified athletic trainer, the student-athlete should go to the USA Medical Center and notify the ER staff that they are a student-athlete.

7.7 Medical Records

Up-to-date medical/educational records shall be kept by the Sports Medicine staff with the assistance of a computer software program. The privacy of these records shall be kept with the release of said records only upon the signature of the student-athlete/parent or guardian to the parties listed in the release. All student-athletes shall sign a release allowing the Sports Medicine staff to discuss their injuries with university staff and coaches as well as the media through the Media Relations staff. Medical records shall be kept on file at the termination of a student-athlete's athletic participation as per laws of the state of Alabama.

7.8 Insurance/Financial Responsibility

Student-athletes must be covered by some type of approved health insurance before participating in any practice, workout, and/or competition. The student-athlete's insurance must cover athletic related injuries and/or illnesses, and shall be considered the primary insurance coverage for all athletic related injuries. The student-athlete must complete a Health Insurance Information/Authorization Form and supply a photocopy (front & back) of the health insurance card on a yearly basis.

The Department of Athletics carries an excess accident medical insurance which provides excess medical coverage for injuries incurred by student-athletes while participating in an intercollegiate sponsored /supervised activity. The student-athlete is required to have insurance through another source; the excess accident medical policy applies toward those expenses not covered by the primary policy. Mutual of Omaha is the insurer and claims manager for this program.

The University's Master Policy contains all of the provisions, limitations, exclusions, and qualifications, some of which may not be included in the brochure. If any discrepancy exists between this brochure and the Policy, the Master Policy will govern and control the payment of benefits. This policy, however, is secondary to, or in excess of, personal family medical insurance coverage, and covers only injuries/illnesses/accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations. The policy provisions include a benefit period for 104 weeks (2years) from the documented time of injury. No benefits will be paid beyond the policy limits. Additionally, if released and cleared by an MD prior to the 2 year benefit window, the coverage ceases upon release.

Allowable costs and exclusions are as follows:

- Allowable Medical Costs – The NCAA allows all athletically-related injuries to be covered by the Department of Athletics. Athletically-related injuries are defined as any injury that is a direct result of athletic participation. Any injury/illness that requires medical attention to determine the safe participation of the student-athlete may also be covered. Office visits, lab work, and medications may be paid for. Treatment for sexually transmitted diseases will not be paid for, but a prevention program and referral for proper medical care will be provided. Dental expenses must be a result of an athletically-related injury or be deemed by the dentist to be medically necessary for the safe participation of the student-athlete to be paid for by the University. In order to control medical costs, necessary medical procedures to student-athletes will be performed by a Team Physician and/or University medical personnel. If other medical personnel are to be utilized, the University may not be financially responsible. In the event that the Team Physician refers the student-athlete to a specialist then transportation and lodging costs may be paid by the University but these costs must be approved by the Director of Athletics or Associate AD/SWA prior to being incurred.
- Exclusions and Limitations. The University's secondary medical insurance policy will not apply to the situations indicated below. This list is not exhaustive.
 - Injuries/illnesses that are not the direct result of intercollegiate athletics participation during the dates of the primary competitive season and designated off-seasons.
 - Experimental procedures.
 - Cosmetic surgery or procedures unless directly related to an athletically-related injury.
 - Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit.
 - Injuries/illnesses that are a result of intramural, club sports, and recreational activities (non-intercollegiate activities), as well as training/conditioning activities that occur outside of the primary competitive season and designated off-season periods.

- Injuries/illnesses that are recurrences of old injuries/illnesses which were sustained before participation in the intercollegiate sports program.
- Expenses for athletic injuries incurred after completion of the student-athlete's intercollegiate athletic eligibility.
- Medical expenses beyond the limitations and exclusions of, or not covered by the Department of Athletics insurance policy.

Compliance with Insurance Company Requests – It is the student-athlete's and his/her parent(s)/guardian(s) responsibility to understand the conditions that apply to their policy and comply with any request for information from the primary insurance company. Insurance companies request information on their policy holders when injury/illness medical claims are billed. Examples are, but not limited to, accident/injury questionnaires mailed to your home asking you to answer and mail back to the insurance company and/or student enrollment verification, proving he/she is in college. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete. In the event that a student-athlete and/or his/her parent(s)/guardian(s) receives payment/reimbursement directly from their insurance company for athletically-related injury/illness claims, the full account balance becomes the responsibility of the student-athlete and/or his/her parent(s)/guardian(s), until payment is turned over to the provider.

HMOs – If a student-athlete's primary insurance is an HMO, the Sports Medicine staff strongly encourages the student-athlete and/or his/her parents(s)/guardian(s) to change the primary care physician (PCP) to a Team Physician or local physician who is in the network. Some HMO policies have "away from home care" when the student-athlete is out-of-network. This will allow the student-athlete to have a network of physicians in the local area, as well as better access to care.

Insurance Policy Changes – The Sports Medicine staff must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, the Department of Athletics will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur. If a cancellation of a policy occurs without proper notification, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parents(s)/guardian(s).

Medical Bills – In the event that a student-athlete should receive a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics, the student-athlete must submit the bill/statement to his/her certified athletic trainer within 20 business days of receipt. Bills received after 20 business days will be the responsibility of the student athlete and/or the student athlete's parents(s)/guardian(s).

7.9 Alcohol Policy

The Department of Athletics does not condone the illegal or otherwise irresponsible use of alcohol. Therefore, it is the responsibility of every member of the university community to know the risks associated with alcohol use and abuse. This responsibility obligates student-athletes and employees to know relevant university policies, federal, state and local laws and to conduct themselves in accordance with these policies and laws.

Violation of state alcohol laws could be a criminal misdemeanor which could result in suspension of one's driver's license, imprisonment and/or fines. Any member of the university community who violates state alcohol control laws is subject to prosecution. Whether or not criminal charges are brought, all student-athletes are subject to university discipline for any

violation of state alcohol laws that occurs (i) on University owned or leased property, (ii) at University sponsored or supervised functions or (iii) under other circumstances involving a direct and substantial connection to the University. Any student-athlete found to have engaged in such conduct is subject to the entire range of sanctions imposed through the student disciplinary process.

The consumption of alcohol by student-athletes is prohibited in connection with any official intercollegiate team function. An official team function for purposes of this policy is defined as any activity which is held at the direction of or under the supervision of the team's coaching staff or administrative staff member. A student-athlete who consumes alcohol is accountable for any alcohol-related incident in which he/she is involved. In such cases, the student-athlete is subject to the Department of Athletics' Student-Athlete Code of Conduct and/or team disciplinary action. The Department of Athletics prohibits the purchase of alcoholic beverages to be used by any department affiliated person who is under the legal drinking age. This applies to prospective student-athletes while visiting the university and their student hosts.

If a student-athlete is involved in an alcohol-related incident, the head coach of that team and the athletic administrator supervising that program will determine if the circumstances warrant suspension of the student-athlete from practice and/or game competition as outlined in the Code of Conduct or team rules. The Team Physician shall be notified and the student-athlete shall complete a mandatory referral program with a USA-SAC counselor regardless of the degree of suspension levied or whether the incident has or does not have legal implications. If a student-athlete is involved in an alcohol-related incident which has legal implications (violations of university regulations, local, state and/or federal laws), the student-athlete will be accountable to the responsible authorities and his/her case will be handled in a manner consistent with the Code of Conduct. Each additional alcohol-related incident should warrant more severe sanctions consistent with subsequent positive drug tests. The Team Physician has the right to disqualify any student-athlete from participation in Department of Athletics sponsored competition, practice and/or conditioning due to health concerns related to alcohol use or abuse.

7.10 Drug Education and Testing Program Overview

The Department of Athletics, its coaching personnel, Team Physicians, certified athletic trainers, and administrators strongly believe that substance abuse is detrimental to the physical and mental well-being of its student-athletes. The purpose of the Intercollegiate Athletic Drug Abuse Program (DAP) is to inform the student-athletes about dangers associated with drug use and abuse and to encourage proper lifestyle choices, thereby reducing health threats to the student-athletes and staff. The goals of the program include, but are not limited to:

- Educate student-athletes of the health risks associated with substance abuse.
- Deter student-athletes from substance abuse.
- Identify through drug testing those student-athletes who may be involved in substance abuse and to identify the drugs involved.
- Recommend and provide confidential counseling and/or medical care for those individuals with drug related problems.
- Provide corrective actions through remedial guidelines for those student-athletes identified as engaging in substance abuse.
- Ensure compliance with the University, Sun Belt Conference and NCAA policies on illegal drug use as well as the laws of the city & county of Mobile, state of Alabama and the United States of America.
- Educate student-athletes that they will be held responsible for each and every substance that enters their body.

7.11 Drug Testing Types

Random Selection Testing – All student-athletes are subject to random drug testing. The Sports Medicine staff and/or its designees will use a computer-based program for the selection of student-athletes to be randomly tested. The Director of Athletics, or designee, will determine the date, time and site for testing. All student-athletes (including cheerleaders, dance squad members) are eligible for each test unless otherwise exempted by this policy. Therefore, someone may be tested more than once per year or semester.

Physician-Directed Testing. – A Team Physician may direct/request a drug test for any student-athlete or team at any time during the year. A written request should be submitted to the Associate AD for Sports Medicine and/or Team Physician by a head coach, Director of Athletics, Senior Woman Administrator, Assistant AD for Compliance, or USA-SAC representative. This request should address concern from a reliable source and/or address specific medical and/or behavioral conditions. The Team Physician will decide whether to implement drug testing and for what substances. The Team Physician’s decision shall be final.

NCAA Championship Testing – Any participant or team qualifying for NCAA post-season competition may be tested in conjunction with participation in any post-season competition.

7.12 Drug Testing Procedures

Notification of Student-Athlete – Student-athletes will be informed of the department’s drug testing policy and procedures during their annual student-athlete statement meeting. All student-athletes will sign the department’s drug testing consent form at this meeting or during their annual physical. Student-athletes selected for drug testing by the Team Physician shall be notified by a member of the department’s athletic training staff and asked to sign a notification form informing them of the date, time and location of the collection session. Notification will take place no more than 24 hours prior to the collection time and may be done immediately prior to the collection time. The student-athlete will be given a reminder slip that shows the date, time and location of the collection session.

Specimen Collection, Chain of Custody, Notification of Results – Drug testing will be completed using established procedures and methodology of testing. The University will use procedures based upon similar protocol found in the NCAA’s Drug Testing Program Manual. The following is a list of some of the key points of the procedures:

- A twenty-minute grace time will be allowed for each test. Failure to appear within this time for a test without acceptable justification will be considered a positive test result. If an athlete reports after the twenty minute grace period they should provide written documentation as to why they are reporting late. Acceptable excuses include, but are not limited to, class assignments, work excuses, or traffic violations encountered while in route to the test site.
- All Tests are observed.
- The University will use a split specimen collection process when using urinalysis as a testing method.
- The student-athlete must remain in the collection site until the sample is completed. The collector may release a student-athlete temporarily from the test to meet academic and/or team obligations only after appropriate arrangements for completing the test have been made and recorded by the crew chief.
- Any student-athlete who refuses to sign either the notification or chain of custody form, fails to arrive at the collection site within the designated time frame without justification, fails to provide a urine, hair or oral sample according to protocol, leaves

the collection site before providing a specimen according to protocol, or attempts to alter the integrity or validity of the specimen and/or collection process will be treated as if there was a positive result for a banned substance.

- The laboratory shall notify the Sports Medicine staff of the results of all tests by a confidential method.
- All forms related to a positive test shall be reviewed to ensure that proper procedures were followed.
- A student-athlete with a positive test shall be notified of the results within 24 hours of the review of these results with the student-athlete's head coach and a parent or guardian involved in the notification. The student-athlete will be notified of the appeals process, medical and counseling actions, and any immediate disciplinary sanctions at this time.

Safe Harbor – A student-athlete may self-refer to the Department of Athletics "Safe Harbor Program" for voluntary evaluation and counseling. The student-athlete is encouraged to contact a member of his/her coaching staff, Director of Athletics, Senior Woman Administrator, Assistant AD for Compliance, Head Athletic Trainer, or the certified athletic trainer designated as the student-athlete's team athletic trainer provided:

- Such disclosure is full, complete and made freely.
- The disclosure is made prior to being notified of an impending drug test.
- The student-athlete agrees voluntarily to submit to and complete the counseling and rehabilitation program set forth by the counselor after evaluation.
- The student-athlete is not seeking Safe Harbor less than 21 days prior to NCAA or Conference post-season competition.
- The disclosure is not after the student-athlete's first positive test while at the University.
- Granting of Safe Harbor must be prior to a positive drug screen.
- The use of the Safe Harbor Program shall be considered a positive test as it relates to the cumulative nature of the policy sanctions.
- The student-athlete may not be subject to all consequences set forth by a positive test, if the student-athlete declares and is granted Safe Harbor prior to notification of random selection for drug testing.
- Student-athletes may utilize the Safe Harbor Program only one time during their intercollegiate athletic career at the university.
- A student-athlete testing positive for any additional banned substance after entering a safe harbor program will be subject to the applicable sanctions.
- A student-athlete entering the Safe Harbor Treatment plan will be required to comply with counseling through the USA-SAC and follow up testing for a minimum of 90 calendar days. This time may be longer if deemed necessary by the Team Physician and/or USA-SAC representative.
- While in compliance with the Safe Harbor Program, the student-athlete will not be included in the list of student-athletes eligible for random drug testing. Student-athletes in the Safe Harbor Program may be selected by the NCAA for drug testing.

Appeals Process – The student-athlete has the right to challenge the test result and may request the results of the B sample taken by the sample collectors. This request must be made at the results notification meeting.

Follow-Up Testing – Any student-athlete who enters into a Safe Harbor Program or tests positive through either the NCAA or the University's drug testing program shall be subject to follow up testing to determine compliance with a treatment and rehabilitation program.

Follow-up test results shall be seen by the Team Physician. A follow-up test which is deemed as positive by the team physician shall constitute another offense and the student-athlete will be subject to sanctions as explained in this policy for that offense. Once the student-athlete has tested negative subsequent to the initial positive test any further positive tests shall be considered the next sequential positive during that student-athletes' career at the University.

7.13 Consequences of a Positive Test

Following a positive drug test, the involved student-athlete will be required to appear at a formal sanctions hearing. The student-athlete has the right to have a non-attorney advisor from the university community (a current student, faculty, or staff member) accompany him or her during any sanctions proceedings. The advisor may not address the committee during the hearing or at any other time. Sanctions will be imposed by a committee appointed by the Director of Athletics. Sanctions may include but are not limited to:

- First Positive
 - Physical conditioning as dictated by the Head Coach.
 - Referred to counseling.
 - Physical exam and clearance by the Team Physician will be required before the student-athlete returns to practice or competition.
 - Subject to follow-up testing.

- Second Positive
 - Physical conditioning as dictated by the Head Coach.
 - Referred to counseling.
 - Suspended from competition for 50% of the regular scheduled season. If the season is more than 50% complete, the suspension will carry over to the next season of competition.
 - Physical exam and clearance by the Team Physician will be required before the student-athlete returns to practice or competition.
 - Subject to follow-up testing.

- Third Positive
 - Notified in writing that he/she will be permanently suspended from participation in all intercollegiate athletic activities with loss of all athletic financial aid.

7.14 Concussion Management

Purpose – To delineate a standardized protocol for the management of concussions or brain injuries, increase the access to healthcare in managing these injuries, increase awareness of the symptoms of a concussion thereby increasing the reporting of symptoms to a healthcare professional, and to diminish the opportunity for second impact syndrome.

Policy – All Sports Medicine staff, physicians, coaches and student-athletes will be made aware of Department of Athletics concussion management plan. Sports Medicine staff will be educated and will receive assessment pocket guides annually. Student-athletes will sign an acknowledgement form stating they have been made aware of this plan, agree to adhere to their specific medical plan, received educational materials, as well as agree to report their symptoms to a member of the Sports Medicine team.

Initial Baseline Screening – The Sports Medicine staff will provide to incoming freshmen and transfer student-athletes an initial baseline test during pre-participation physicals or on another designated day that will include a neuropsychological baseline testing for all the following

sports which have been identified as collision or contact sports or who have a previous history of concussions as detailed on their health history questionnaire: The concussion systems are computer-based user-friendly programs which consist of modules designed to test cognitive functioning. The following baseline tests may be provided based on physician or medical designees determination of necessity: Symptom Checklist; Cognitive and Physical Evaluation (Modified SAC Assessment or SCAT 2); Balance Examination – (BESS)

Concussion Management – Once a student-athlete reports his/her symptoms to a member of the Sports Medicine staff, and if a concussion is suspected, a thorough sideline assessment will be done. If a concussion is confirmed, the student-athlete will be removed from activity for the remainder of the day. Furthermore, if there is a question about mental clearance, the student-athlete will be withheld from further practice or competition until a physician assessment can be arranged. The recommendations of this policy are based on, but not inclusive of a review of the medical literature, the NATA position statement and the NCAA Manual for Sports Medicine.

The following steps will be taken for the student-athlete suspected of having a concussion and reports symptoms:

- Removal from participation for the remainder of the day
- Symptom checklist
- Cognitive and physical evaluation
- Balance examination
- Monitoring by a member of the Sports Medicine staff for a minimum of 1 hour after the initial injury to assess any increase in symptoms
- Assessment of symptoms performed 2-3 hours post-injury, 24 hours post, 48 hours post
- Injured student-athlete will not be able to drive home after the initial injury
- Reported to a Team Physician or designee within 24 hours
- Referral to the Emergency Room when deemed necessary

Managing a Post Concussed Student-Athlete:

- Daily evaluation by a member of the Sports Medicine staff
- Each student-athlete will receive a Post-Concussion Pocket Guide
- Recommending cognitive rest which means excuse from class, film sessions, study hall, video games, texting, computers, radio
- Impact/CNS Vital Signs post injury test to occur 24 hour period after initial concussion
- The Team Physician or designee will be notified of student-athlete's current status
- Appropriate referral to the Emergency Room if status is deteriorating

Return to Participation:

- Student-athlete must be asymptomatic for a minimum of 24 hours
- Student-athlete must have returned to baseline scores on their neurocognitive, neuropsychological and BESS testing. Neuropsychological testing may occur 24 hours post injury and re-test when athlete is symptom free.
- Student-athlete must participate in functional/exertional testing without return of symptoms
- No return to participation until medically cleared by team physician or designee.
- No student-athlete suspected of having a concussion is permitted to return to play the same day, and no student-athlete is permitted to return to play while symptomatic following a concussion.

- Should a student-athlete sustain a second concussion in the same competitive season, he/she may be referred to the clinical neurologist for an evaluation, treatment, and return to play prescription.
- Should a student-athlete suffer from a third diagnosed concussion during the same competitive season, he/she may be excluded from competition for the remainder of that season, and will be referred for further neurology/neuropsychological evaluation and treatment. A medical evaluation will be required prior to that student-athlete returning to competitive sports the following season.

Section 8.o

STUDENT-ATHLETE POLICIES

8.1 Commitment Statement

All student-athletes will read and sign an annual commitment statement acknowledging their understanding of the Department of Athletics code of conduct and citizenship expectations outlined in the Student-Athlete Handbook.

8.2 Student-Athlete Handbook

The Department of Athletics will maintain a Student-Athlete Handbook that is updated annually and made available to all student-athletes through the athletics website.

8.3 Financial Aid

As a general rule, athletically-related financial aid ends at the conclusion of the academic year in which a student-athlete exhausts his or her eligibility. If there is a unique case with extraordinary circumstances that warrants consideration beyond this point, a student-athlete's Athletics Counselor and Head Coach should identify the situation as early as possible and bring it to the Associate AD for Internal Affairs for review. Student-athletes who have exhausted eligibility, but yet to complete their first undergraduate degree will be considered for "fifth-year" aid. Fifth-year aid is not guaranteed and will be based upon availability of funding and the student-athlete's comprehensive academic record. Those student-athletes approved for fifth year aid will be required to sign a graduation plan detailing the remaining courses and projected term of graduation. The plan is intended to reaffirm the student-athlete's academic commitment to successfully complete the remaining courses and to serve as caution that partial withdrawals, full withdrawals, or F grades could result in immediate cancelation of the fifth year aid. It also confirms the student-athlete's service commitment back to the Department of Athletics during the semester(s) in which the aid will be awarded.

8.4 Housing

Sophomore, Junior, Senior, and 5th Year student-athletes are eligible to receive a cash stipend for the housing portion of their athletics scholarship. NOTE: Freshman student-athletes receiving a housing scholarship are required to live in a University residence hall. Additionally, an upperclassman may choose to live in a residence hall and continue to have their housing directly paid through the student account. Student-athletes receiving the housing stipend are responsible for making their own housing arrangements at any off-campus location of their choosing. Stipend disbursements will be issued 3 times per semester (approximately during weeks 2, 7, and 15). The housing stipend amount will be annually determined by the Office of Financial Aid in accordance with NCAA rules and federal regulations. Coaching staffs should regularly encourage student-athletes to make informed and prudent decisions with regards to off-campus housing arrangements. Student-athletes should make timely rent payments and

strive to avoid irreversible situations such as signing extended rental agreements and/or signing leases that extend beyond the exhaustion of eligibility.

8.5 Meals

Sophomore, Junior, Senior, and 5th Year student-athletes will receive a partial cash stipend for the meal portion of their athletics scholarship. NOTE: Freshman student-athletes receiving a meal scholarship will be required to obtain a University meal plan and eat all meals in the University dining facility. Upperclassman choosing to live in a University residence will be subject to applicable rules regarding mandatory meal plans. Student-athletes receiving the meal stipend will be required to obtain the Fresh Food 100 Meal Plan (100 all-you-can eat meals per semester in the University dining hall) and will receive the remainder of the "full" meal amount in cash. Stipend disbursements will be issued 3 times per semester (approximately during weeks 2, 7, and 15). The meal stipend amount will be annually determined by the Office of Financial Aid in accordance with NCAA rules and federal regulations.

8.6 Textbooks

The Department of Athletics requires a student-athlete receiving textbooks as part of his/her athletics grant-in-aid to adhere to the following procedures with regards to the issuance and retrieval of textbooks.

- At the Beginning of Each Semester
 - Student-athlete takes a copy of his/her up-to-date class schedule and student I.D. card to the Scholarship Desk at the University Bookstore.
 - The University Bookstore staff will assist the student-athlete in acquiring the correct textbooks that are required for the courses listed on the class schedule.

- During the Semester
 - If the student-athlete's schedule changes during the drop/add period, he/she must follow one of these two courses of action: (1) If the scheduling change involves dropping one class to add another, the student-athlete will not be permitted to charge a textbook for the added class until he/she returns the textbook from the dropped class. The textbook(s) for the dropped class must be returned directly to the University Bookstore Scholarship Desk in order to acquire the textbook(s) for the added class; or (2) If the scheduling change involves a drop, but no add, the student-athlete must return any and all textbooks for the dropped class. The textbook(s) must be returned directly to the bookstore within 48 hours of the class being dropped.
 - If the schedule changes after the drop/add period, the student-athlete must immediately return you textbook(s) for the dropped class(es) directly to the Student-Athlete Academic Services Office.

- At the End of Each Semester
 - All textbooks purchased by athletics scholarship are the property of the Department of Athletics and must be returned at the end of each semester.
 - At least two weeks prior to the start of final exams, the Student-Athlete Academic Services Office will notify student-athletes of the dates, times and location of the Student-Athlete Textbook Return period.
 - Unless an unforeseen circumstance occurs and the details of the circumstance are communicated to the Student-Athlete Academic Services Office, the student-athlete is required to return his/her textbooks during the designated Student-Athlete Textbook Return period. If he/she fails to return a textbook(s) during this period, the student-athlete will assume financial responsibility for

the textbook as the student account will be charged the buyback value. A hold will also be placed on the student-athlete's account until the fee charged to his/her account is paid in full.

- The student-athlete will also assume financial responsibility for all lost textbooks as his/her student account will be charged the buyback value.
- If the student-athletes wish to keep a textbook for a particular reason (e.g., need it for class next semester, need it for your major), he/she must bring the textbook to the Academic Center and make this request in-person to a member of the Student-Athlete Academic Services staff.

8.7 NCAA Student Assistance Fund

The Department of Athletics may provide specific benefits incidental to a student-athletes participation in athletics through the NCAA Student Assistance Fund. Such benefits may include, but not be limited to: clothing, educational supplies, medical insurance, medical expenses not covered by insurance, and emergency travel. Generally, such funds are only made available to student-athletes who (a) are Pell Grant recipients, and (b) are on athletically-related financial aid. The Athletics Compliance Office will certify who qualifies and provide a list of those student-athletes to the sports medicine staff. Coaches who believe that they have a student-athlete in such a situation should contact the Sports Medicine Staff and/or the Athletics Compliance Office. Access to Student Assistance Fund monies may be denied if a student-athlete is academically ineligible or in violation of code of conduct expectations. All expenditures through these funds must be approved by the Director of Athletics prior to being encumbered.

8.8 Internships within the Department of Athletics

Student-Athlete Academic Services, along with the Athletics Compliance Office, requires all student-athletes who acquire an internship for course credit within the Department of Athletics to meet with the Academic Counselor and/or Athletics Compliance representative and work site supervisor. The purpose of this meeting and the document that will be signed following the meeting is to ensure that all parties involved in the internship or field experience for the student-athlete named have a clear understanding of the expectations and duties as it relates to the student-athletes required hours and performance expectations.

8.9 Transferring

When the Athletics Compliance Office is notified that a South Alabama student-athlete is requesting permission to contact another institution for the purposes of transferring, the Assistant AD for Compliance contacts the Head Coach for his/her recommendation on allowing the student-athlete to contact another institution. This recommendation is then forwarded to the Director of Athletics for final approval.

If the Head Coach and Director of Athletics approve the request, the Assistant AD for Compliance sends a letter to the Director of Athletics (or his/her designee) at the other institution granting permission for that institution to contact the student-athlete. A copy of the letter is sent to the student-athlete.

If the Head Coach would like to deny the request to permit the student-athlete to contact another institution or to utilize the one-time transfer exception, then a meeting is held with the Head Coach, Sport Administrator, Associate AD for Internal Affairs and the Director of Athletics to discuss the reason for the denial. If the Director of Athletics approves the Head Coach's recommendation to deny permission to contact or object to the one-time transfer exception, the following steps are taken:

- The Assistant AD for Compliance notifies the requesting institution of the denied release;
- The Assistant AD for Compliance sends an e-mail to the involved student-athlete (copying the Sport Administrator and Faculty Athletic Representative) informing him/her that his/her transfer release has been denied. This e-mail includes written notification of the student-athlete's right to an appeal and instructions on contacting the FAR via e-mail to request a hearing;
- Upon receiving a student-athlete's written request for an appeal, the FAR will respond to the student-athlete confirming receipt of his/her request. The Assistant AD for Compliance and Director of Athletics will be copied on this response;
- The FAR proceeds in making arrangements for the hearing. This shall include , but is not limited to, determining a date/time for the hearing, securing committee member participation, reserving a conference room, making conference call arrangements, setting the hearing schedule. With the exception of contacting committee members, the Assistant AD for Compliance will be available to assist the FAR with necessary logistical matters related to hearing;
- Once all arrangements have been made, the FAR will notify the student-athlete, Head Coach, Assistant AD for Compliance, and Director of Athletics via e-mail of the details of the hearing;
- At least five (5) days prior to the hearing, the involved student-athlete shall provide the Appeals Committee a written statement detailing the reason for his/her request. Likewise, a representative from the Department of Athletics must provide the Appeals Committee with a written statement outlining the reason for the denied transfer release;
- The hearing shall be conducted on the following schedule:
 - Assistant AD for Compliance presents explaining the pertinent rules, purpose of the appeal (15 minutes)
 - Head Coach and Director of Athletics present explaining the reason for the denied release, answering committee member questions (15 minutes)
 - Student-Athlete presents explaining why he/she has requested an appeal, answering committee member questions (15 minutes)
 - Committee deliberates; decision is rendered.
- The FAR notifies the involved student-athlete (in writing, via e-mail) of the committee's decisions.
- The Assistant AD for Compliance informs the other institution of the outcome of the student-athlete's appeal.

8.10 Student Hosts

Acting as a student host is an important service to the University and the Department of Athletics. A student host must remember that he/she is a representative of the Department of Athletics. His/her actions should reflect positively on the sport program, Department, and the University of South Alabama. The student host has a responsibility to understand and abide by NCAA and institutional regulations and must read and sign the Student Host Form prior to the official visit.

8.11 Participation in Promotional Activities

NCAA rules restrict a student-athlete's participation in promotional activities. Any use of a student-athlete's name, picture or appearance to support the University or charitable, educational or non-profit activities requires prior approval from the Athletics Compliance Office. Student-athletes must also be aware of the following guidelines:

- A student-athlete must receive prior approval from the Athletics Compliance Office to participate in any charitable, educational or non-profit event.
- The Athletics Compliance Office requires the sponsoring agency to complete a Promotional Activity Request Form acknowledging that the student-athlete's name, image or appearance will not be used in a manner inconsistent with the requirements of NCAA Bylaw 12.5.1.
- South Alabama staff, student-athletes, and representative of athletic interests are not permitted, directly or indirectly, to assist in raising funds for prospects, high schools or organizations that consist of prospective student-athletes.
- A student-athlete may speak at a meeting or banquet, where there are prospects in attendance, provided he/she does not make a recruiting presentation to the group or an individual.

8.12 Outside Competition

As a general rule, a student-athlete may not compete for any non-collegiate, amateur team during the academic year. Such participation may result in forfeiture of eligibility for the remainder of the year, as well as the next academic year. Limited exceptions are available in accordance with NCAA rules. As such, a student-athlete must receive pre-approval from his/her Head Coach and the Athletics Compliance Office prior to engaging in outside competition or participating as a member of an outside team.

8.13 Employment

Prior to beginning employment, a student-athlete must have his/her job approved by the Head Coach and register the employment with the Athletics Compliance Office. A job is properly registered with the Athletics Compliance Office only after the student-athlete completes and signs the appropriate Student-Athlete Employment Form. After submitting the Student-Athlete Employment Form, the Athletics Compliance Office will contact the employer before final approval is given for the student-athlete to begin employment. All student-athletes may work during the academic year, intersession terms and official University vacation periods provided the employment is legitimate and does not violate any NCAA regulations.

Section 9.0 STRENGTH & CONDITIONING

9.1 Weight Room Rules

Department of Athletics training facilities are for the exclusive use of student-athletes only. The University will not be held responsible for any injuries occurring to a non-student-athlete.

The following rules are applicable to all Department of Athletics training facilities. Failure to comply with these rules will lead to restricted use of weight room.

- A strength coach must be present during workouts
- Arrive on-time
- South Alabama attire or plain colors only---no other school or affiliation
- Shirts tucked in and to be worn inside at all times
- Closed Toe Flat shoes only in the weight room
- No loose jewelry during workouts
- No cell phones during workouts
- No food or tobacco on the floor during workouts
- Clean up area and weight room before you leave (rack weights, dumbbells in order)

- If injury occurs while training see athletic training staff or call campus police

9.2 Nutritional Supplements

The Department of Athletics is committed to the education of student-athletes in nutrition for performance and overall health. Because the nutritional supplement industry is largely unregulated, is not required to ensure safety, efficacy, label accuracy or compliance of its products and because the student-athlete is accountable for a supplement's effect on his or her drug screening regardless of his or her intention or actual knowledge, the institution adheres to the following policy and guidelines:

- All nutritional supplements that South Alabama provides for use by student-athletes must be purchased and/or distributed by a full-time member of the institution's Strength and Conditioning or Sports Medicine staff. Members of these staffs will evaluate nutritional supplements for safety, compliance with NCAA guidelines, potential for adverse drug test results, and efficacy.
- All student-athletes inquiring about personal nutritional supplement use must be referred to the institution's Director of Sports Medicine or Head Strength and Conditioning Coach. All student-athletes who choose to individually purchase and use supplements are informed that supplements carry a risk of contamination and the potential for a positive drug test outcome which may result in the loss of eligibility.
- Annually, student-athletes are specifically advised by the Athletics Compliance Office, Sports Medicine Staff, and Strength and Conditioning personnel that any student-athlete obtaining free or complimentary nutritional supplements by an entity other than South Alabama Athletics will be jeopardizing his/her NCAA eligibility and that all personally purchased nutritional supplements should be reviewed by the Director of Sports Medicine and Head Strength and Conditioning Coach.
- During each semester, all previously approved nutritional supplements included on any approved lists or distributed by the Sports Medicine or Strength and Conditioning staffs will be reevaluated to ensure continued compliance with University, Sun Belt Conference, and NCAA rules.

Section 10.0 MEDIA RELATIONS

10.1 Purpose

The primary purpose of the USA Athletic Media Relations Office is to publicize the school's 17 men's and women's intercollegiate sports programs. This is done through publications, news releases (including feature stories, game previews and game recaps), the Department of Athletics' official website www.usajaguars.com, and general media relations techniques.

The ability to communicate with the media and in public speaking situations is a tool for student-athletes, both during their collegiate careers and after graduation. The Athletic Media Relations Office is here to assist student-athletes in dealing with media situations. Because the student-athlete has many demands with school activities, competition and class work, the Athletic Media Relations staff works to arrange all interviews at times that are convenient for the individual requested. Additionally, a member of the Athletic Media Relations staff is at every home and numerous road events to assist with pre and postgame interview situations.

10.2 Responsibilities

A brief synopsis of general Athletic Media Relations duties includes:

- Maintaining contact with national, regional and local media, including those outlets in the student-athlete's hometown. All requests for information or interviews from the media are handled through the Athletic Media Relations Office.
- Printing media guides for selected sports. Format and size are determined by need and budget requirements.
- News releases that are written on a regular basis throughout the course of the year. In addition to providing match information with previews and recaps, this includes stories on individual student-athletes and also releases on individuals who earn either athletic or academic awards during the season. All releases are posted to the school's official website and can also be used in various publications.
- Maintaining statistics/results and records from events and reporting them to the NCAA, Sun Belt Conference, and other appropriate offices while making sure the information is archived properly for future use.
- Managing press box/press row facilities at all home football, basketball, baseball, softball, volleyball and soccer events. This includes handling media hospitality, staffing the statistics crew, public address announcer, official scorekeeper, and timers, and managing postgame interviews.
- Coordinating and supervising all photo sessions for student-athletes and coaches, including in-house shoots for use in publications and on the website as well as with outside media sources for stories they are preparing to publish. The Athletic Media Relations Office handles all of the department's photography needs.
- Assisting other offices in the department or on campus with printed materials. This includes game programs, special event publications, banquet programs, schedule cards, schedule posters and campus brochures. Summer camp brochures for each sport are not designed or printed by the office.
- Representing the University at all appropriate meetings, conferences and athletic events.

10.3 Local Media

The Mobile area includes various newspaper, television and radio outlets. The Mobile Press-Register/AL.com is the primary daily newspaper, while The Vanguard, the school's official paper, is published once a week during the semester. Three television stations have a full-time sports staff and regularly cover athletic events, including WKRG (CBS/Channel 5), WALA (FOX, Channel 10) and WPMI (NBC/Channel 15). In addition, WEAR (ABC/Channel 3) in Pensacola occasionally will report on USA Athletics as well. WNXP (105.5 FM) is an all-sports station format that has talk shows - both local and national - during the day and broadcasts numerous Jaguar athletic events in the evening and on weekends. The Jaguar program also attracts regional and national awareness, and thus it is not uncommon to have media from around the country at an athletic event or speaking to you on the phone.

10.4 Interview Policies

All media interviews with student-athletes are arranged through the Athletic Media Relations Office. Media members are encouraged to make all interview requests at least 24 hours in advance so a convenient time can be arranged. Interviews are normally scheduled before or after practice sessions so as not to interfere with the student-athlete's time away from athletics. The location is usually the practice site, although either the coach's or Athletic Media Relations offices may be used if convenient for the student-athlete. For postgame interviews,

there will be a cooling off period for student-athletes before they speak to the media. A member of the Athletic Media Relations staff will work with coaches and student-athletes to set up an appropriate location for interviews following competition.

Media are not permitted to call student-athletes in their dorms or apartments for interviews. The Athletic Media Relations office has a policy of not distributing student-athletes' phone numbers to anyone, and it discourages student-athletes from providing their numbers for follow-up calls or for any other reason. This is especially important during a crisis situation and in the no-contact rule for bookies. If a reporter should call your room, instruct them to contact the Athletic Media Relations Office and follow the proper procedure.

10.5 Crisis Situation Public Relations

In the occurrence of a significant event drawing abnormal public awareness or media scrutiny, a communication plan will be created, coordinated, and executed by all pertinent entities. Any and all communication with the media will be centralized and an official spokesperson will be appointed.

Section 11.0 OPERATIONS (Facilities/Event Management)

11.1 Purpose

The Department of Athletics strives to be organized and efficient in the day-to-day operations and scheduling of use of its athletic facilities. All facilities are used in conjunction with NCAA and Sun Belt Conference rules and regulations.

11.2 Athletic Event Management Responsibility

The staging of athletic events is performed by a variety of individuals under the supervision of the Associate AD for Facilities & Operations and Assistant AD for Equipment & Events. Person(s) from departments that assist in game management include: Administration, Operations, Media Relations, Marketing and Ticket Office. For Basketball, additional management is in place and under the control of the Mitchell Center Arena Manager.

11.3 Sporting Behavior

It is a principle of the Sun Belt Conference that student-athletes, coaches, athletics administrators, support groups, and all others associated with intercollegiate athletics adhere to such fundamental values as respect, fairness, civility, honesty and accountability. In accordance with Sun Belt Conference bylaws, the host institution is expected to monitor the behavior of spectators and to handle displays of non-sporting behavior and/or unethical behavior swiftly and consistently. Game operations personnel, under the supervision of the Associate AD for Facilities & Operations, will be charged with upholding and enforcing these principles during all athletics events.

11.4 Scheduling of Events

Each sport has the ability to schedule non-conference home and away contests pending ultimate approval by the Director of Athletics. Conference games are set by the Sun Belt Conference Office. The following considerations are made when scheduling contests:

- Income/Expense
- Annual University Events (Commencement, Exam Schedules, etc.)

- Missed class time by student-athletes
- Strength and competitive profile of opponent

Any revisions to approved schedules require the following to be notified:

- Director of Athletics
- Sun Belt Conference (if officials involved)
- Associate AD for Facilities & Operations
- Athletic Ticket Office
- Athletic Training Staff
- External Vendors/game workers
- Media Relations, which will notify local and regional media
- Game Administrator/maintenance and set-up personnel
- Campus police and other applicable University and municipal entities

11.5 Coordination of Event Management

Game Administrator – Each event hosted by the University has a designated game administrator. The Associate AD for Facilities & Operations assumes this responsibility or designates another administrator to fulfill the role.

Athletics Game Day Personnel – The Associate AD for Facilities & Operations has final oversight of all auxiliary game day personnel. The following positions are designated as game day personnel (and who is responsible for their supervision):

- Football
 - Athletic Ticket Office event sellers (Assistant AD for Ticket Operations)
 - Jaguar Ambassadors (Assistant AD for Ticket Operations)
 - Ushers/Scanners (Mitchell Center Arena Manager)
 - Parking (Assistant AD for Ticket Operations through Event Operations Group)
 - Security (USA Chief of Police or designee)
 - Scoreboard (Game Officials)
 - Video Board (Associate AD for External Affairs)
 - Stat Crew (Associate AD for Media Relations)
 - Public Address Announcer (Associate AD for External Affairs)
 - Promotions (Associate AD for External Affairs)
 - Compliance Entry Gate (Associate AD for Internal Affairs)
 - Event program sellers (Assistant AD for Business Operations)
 - Bag Checks (Mitchell Center Arena Manager through Event Operations Group)
 - Ball Boys/Girls (Football Equipment Manager)
- Men's and Women's Basketball
 - Athletic Ticket Office event sellers (Assistant AD for Ticket Operations)
 - Jaguar Ambassadors (Assistant AD for Ticket Operations)
 - Ushers/Scanners (Mitchell Center Arena Manager)
 - Parking (Mitchell Center Arena Manager)
 - Security (USA Chief of Police or designee)
 - Scoreboard (Associate AD for Facilities & Operations)
 - Video Board (Associate AD for External Affairs)
 - Stat Crew and Scorebook (Associate AD for Media Relations)
 - Public Address Announcer (Associate AD for External Affairs)
 - Promotions (Associate AD for External Affairs)
 - Compliance Entry Gate (Associate AD for Internal Affairs)
 - Ball Boys/Girls (Applicable Director of Basketball Operations)

- Baseball
 - Athletic Ticket Office event sellers (Assistant AD for Ticket Operations)
 - Jaguar Ambassadors (Assistant AD for Ticket Operations)
 - Ushers/Scanners (Assistant AD for Ticket Operations/USA Auxiliary Police)
 - Parking (Assistant AD for Ticket Operations/ USA Auxiliary Police)
 - Security (USA Chief of Police or designee)
 - Official Scorer (Associate AD for Media Relations)
 - Video Board (Associate AD for External Affairs)
 - Scoreboard (Associate AD for Facilities & Operations)
 - Public Address Announcer (Associate AD for External Affairs)
 - Compliance Entry Gate (Associate AD for Internal Affairs)
 - Diamond Girls (Director of Baseball Operations)

- Softball
 - Athletic Ticket Office event sellers (Assistant AD for Ticket Operations)
 - Jaguar Ambassadors (Assistant AD for Ticket Operations)
 - Ushers/Scanners (Assistant AD for Ticket Operations)
 - Parking (Assistant AD for Ticket Operations /USA Auxiliary Police)
 - Security (USA Chief of Police or designee)
 - Official Scorer (Associate AD for Media Relations)
 - Video Board (Associate AD for External Affairs)
 - Scoreboard (Associate AD for Facilities & Operations)
 - Public Address Announcer (Associate AD for External Affairs)
 - Compliance Entry Gate (Associate AD for Internal Affairs)

- Women's Volleyball
 - Security (Game Administrator)
 - Scoreboard (Associate AD for Facilities & Operations)
 - Message Board (Associate AD for Facilities & Operations)
 - Public Address Announcer (Associate AD for External Affairs)
 - Stat Crew (Associate AD for Media Relations)
 - Promotions (Associate AD for External Affairs)
 - Volleyball Shaggers (Associate AD for Facilities & Operations and/or designee)

- Women's Soccer
 - Security (Game Administrator)
 - Scoreboard (Associate AD for Facilities & Operations)
 - Public Address Announcer (Associate AD for External Affairs)
 - Promotions (Associate AD for External Affairs)
 - Soccer Ball Shaggers (Associate AD for Facilities & Operations and/or designee)

- Men's and Women's Track & Field
 - Security (USA Chief of Police)
 - Video Board (Associate AD for Facilities & Operations)
 - Promotions (Associate AD for External Affairs)
 - Event timing officials (Head Coach)

Timing Sheets – All pre-game timing sheets are coordinating by each teams respective Director of Operations with an exception in Football and Men's/Women's Basketball, in which the

Associate AD for Facilities & Operations is responsible for timing sheets. Each sport's Director of Operations is responsible for the distribution of schedule to game clock operators, officials, coaches, public address announcers, radio and television producers, broadcast crews and any other appropriate personnel.

Promotional Activities – All pre-game promotional and break-in-action activities are developed by Athletic Marketing and Promotions.

Game Day Employment Levels – Employment levels for event sellers, ushers, parking attendants and security are determined by the anticipated attendance of each event. (See Appendix B)

11.6 Emergencies at Athletic Events

Medical Services – Sports Medicine staff and/or student trainers are available at all athletic events. In football and men's/women's basketball, team physicians are present at all home contests.

Emergency Action Plan – An Emergency Action Plan (EAP) is incorporated into the daily facility and event management of home athletic practices and contests.

Weather-Related Emergencies – In the event of weather-related emergencies, the Director of Athletics (and/or designee), in consultation with the game administrator and the visiting team, will make the decision to postpone, cancel or reschedule an event. Once a contest has started, the right to delay and/or postpone a contest due to weather is at the discretion of the officials.

Fire, Bomb Threats, Extreme Weather Activities – In the event of fire, bomb threats or extreme weather related emergencies, the following procedures shall occur:

- The game administrator shall consult privately with University Police and the Director of Athletics (and/or appropriate designees).
- Coaches will be informed of the emergency by the game administrator.
- The public address announcer read the appropriate instructions for evacuation or shelter. The emergency evacuation plan or emergency statement for each specific facility shall be included in the announcer's event booklet at each event.

11.7 Security

All Department of Athletics employees are responsible for the security of applicable facilities under their domain. The following measures should be taken to ensure proper execution of this responsibility:

- If leaving after 5:00 p.m., make sure exterior doors to your building are locked.
- Lock all desk drawers, filing cabinets and office doors at the end of the day.
- Personal items should be locked in cabinets or hidden from view when office is empty.
- No exterior doors should be propped open.
- Question unknown personnel that may enter athletic facilities.
- Notify the Associate AD for Facilities & Operations of the loss of any lock or departmental key.
- Notify the Associate AD for Facilities & Operations of any attempted or successful theft.

11.8 Facility Use

The Associate AD for Facilities & Operations is responsible for ensuring all procedures for facilities are followed. All reservations for use of athletic facilities must go through the

Associate AD for Facilities & Operations. The Mitchell Center Arena Manager has oversight of the Mitchell Center for Men's and Women's Basketball.

The use of Department of Athletics facilities is subject to the approval of the Director of Athletics and managed by the Associate AD for Facilities & Operations. Insurance is required without exception.

Facility Rental Rates – Facility rental rates for can be obtained through the Associate AD for Facilities & Operations. Facility rates for the Mitchell Center can be obtained through the Mitchell Center Arena Manager.

11.9 Event Cancellation

Department of Athletics event cancellation requires the approval of the Director of Athletics (or designee), the event manager and the visiting head coach. In addition, Media Relations notifies the appropriate electronic and print media outlets. In the event of a cancellation by a non-athletics group using an athletic facility, notification of cancellation is the responsibility of that group.

11.10 Facilities Maintenance

Supervision of the maintenance of Department of Athletics facilities is the responsibility of the Associate AD for Facilities & Operations. Departmental staff performs routine maintenance functions. If problems arise which are beyond the scope of expertise of staff, repair and maintenance may be performed by specific crews within the University's Maintenance and/or Central Utilities or by outside contractors.

Section 12.0 PROPERTY/EQUIPMENT

12.1 Inventory Procedures

Each sport program is responsible for its equipment and apparel inventory. Under the direction of the head coach, each program must complete an inventory at the end of the season and send a comprehensive summary to the Assistant AD for Equipment & Events.

12.2 Equipment/Apparel Purchasing

All equipment and apparel will be ordered with the Assistant AD for Equipment & Events in the Equipment Room, unless other arrangements have been made.

12.3 Apparel Colors/Design Elements

Coaches and administrative personnel should adhere to the following guidelines with regards to equipment and apparel color and design elements:

- All competition and practice gear should contain one or more of the University's primary colors red/white/blue with appropriate PMS, logo, and font and must be pre-approved by the Director of Athletics. Any alternate shades of red or blue are not allowed. No Black with the exception of footwear. Allowable exclusions include: gray practice t-shirts and shorts or pink accessories for cancer awareness.
- Any proposed deviation or embellishment of the colors, logo or font requires approval from the Director of Athletics. (Note: baseball/softball may use the traditional intertwined S-A).

- A base gray uniform for away baseball and softball (and possibly others for “special” occasions) is acceptable with proper approval.
- As our country continues to have troops in harm’s way out of respect and appreciation for our country and those that defend it, all uniforms should bear an American flag.

12.4 Competition Uniform Approval

In accordance with the guidelines provided in 12.3, all competition uniforms must be approved in advance by the Director of Athletics and ordered with assistance of the Assistant AD for Equipment & Events.

12.5 Issuance/Retrieval

It is the responsibility of each sport program to issue and retrieve any and all equipment and apparel. The head coach (or his/her designee) must keep a record of who has received each item.

12.6 Student-Athlete Retention of Equipment/Apparel

Retention of equipment and/or apparel will be handled on a case-by-case basis the time of request. Generally, practice gear worn during the season will not be collected unless dictated by the head coach. All requests to retain equipment or apparel will be reviewed in accordance with NCAA and State of Alabama guidelines.

12.7 Transfer/Disposition

No property is to be transferred or disposed of regardless of its condition without the proper authorization papers and approval of the Director of Athletics or his designated representative.

12.8 Managers

Team Managers will be assigned to each sport program by the Head Coach or his designated representative and the Assistant AD for Equipment & Events.

Section 13.0 CAMPS/CLINICS

13.1 Independently Owned/Operated

All sports camps and clinics conducted by a Department of Athletics staff member shall be externally operated as a private business venture of the registered camp owner.

13.2 Facility Use/Fees

The use of University athletics facilities is permitted provided the coach/camp owner has the appropriate insurance (\$1 million per occurrence with \$2 million in total liability) and pays the applicable facility/equipment use fees. Proof of insurance listing the University as additionally insured must be presented to the Associate AD for Facilities & Operations prior to the start of the camp/clinic. Within 60 days of the conclusion of the camp/clinic, the coach/camp owner must complete a Financial Reconciliation Form verifying attendance figures and charges. The fee structure is as follows:

- Facility Fee – \$1.50 per camper per day
- Equipment Fee – \$0.25 per camper per day if any University supplies or equipment are utilized (e.g., balls, sport equipment, etc.)
- Office Supply Fee – \$0.15 per camper for any offices supplies and copies utilized for the operations of the camp.

- Administrative Fee – any non-coaching University employee involved in the operations of the camp (e.g., secretaries, staff etc.) is based on the employee’s per hour pay rate.

13.3 Approval Process

All camps/clinics, regardless of location (on- or off-campus) must receive prior approval from the Director of Athletics, Associate AD/Facilities & Operations, and Assistant AD for Compliance.

13.4 Compliance Requirements

Any camp or clinic that is owned or operated by a member institution or an employee of the member institution’s Department of Athletics, either on or off its campus, in which prospective student-athletes participate, is considered an “institutional” camp for the purposes of NCAA rules. As such, camp operators are required to provide the Athletics Compliance Office information related to camp/clinic operations. Specifically, camp operators are required to track and report: (1) a thorough registration list of all campers who attended each session; (2) a comprehensive summary of personnel employed during each session; (3) a detailed list of refunds issued to camp registrants; and (4) a financial summary of all camp expenses and revenues. This information should be submitted within 30 days of the conclusion of a camp session.

13.5 Employment Rules

Any employment of student-athletes and/or non-institutional personnel (e.g., high school coaches, consultants) is subject to applicable NCAA rules and regulations. All non-University personnel must complete a background check prior to employment. This process must be coordinated through the Associate AD for Facilities & Operations.

13.6 Branding

As external entities, privately-owned camps/clinics may not use the name or likeness (whether actual or inferred) of the University for private gain. Therefore a camp or clinic may not use the name, logo, likeness of the University of South Alabama or the Jaguar Logo or Jaguar Athletics or S-A logo anywhere.

Section 14.0 EXTERNAL AFFAIRS

14.1 Identity Standards

The Department of Athletics has created an Identity Standards Guide to provide direction in implementing a consistent visual usage of our Athletic logo(s) and trademarks. The mission is to clearly identify the use of Athletic logos and fonts for product or services which heighten our visibility and our presence in positioning Athletics. Our logo guidelines can be found at: (<http://www.southalabama.edu/departments/webservices/symbols.html>). The identity standards mission is to:

- To protect the name and identifying marks of the University of South Alabama Athletics logo. To preserve the University’s good name and reputation by insuring that products bearing its Athletic name or marks are good quality and reflect positively on the University.
- To promote Athletics by stimulating public awareness and support of the University through commercial use of its Athletic name and marks.

14.2 Logo Use

All artwork using the University's Athletic logo, trademarks, symbols, or any Athletic-related font to appear on printed media or products, must be submitted and approved by Carol Nelson within the Publication Services Department at 251 380-282 or Travis Toth, External Affairs in Athletics at 251 414-8274 prior to manufacturing or producing. Applications to become a licensee for the University of South Alabama and proper Athletic logo use can be found at LearfieldLicensing.com.

14.3 Licensing

The University has an established a licensing program to insure that the public consistently and properly identifies and associates University logos, wordmarks, and trademarks on products representing the University. Commercial use of the name, official seal, initials, mascot, logo, and associated symbols of the University is exclusively granted to manufacturers through our agents, Strategic Marketing Affiliates "SMA". The "Officially Licensed Collegiate Products" label will appear on all licensed merchandise.

All items bearing the logo/marks of the University, such as T-shirts, and mats, must be ordered through companies that are officially licensed. All University representative can use the licensed logos for official functions without further licensing procedures. Care must be taken to insure the symbols are used properly while maintaining the integrity of the artwork. The Office of Publication Services is available for consultation and pre-approval of artwork. Licensed companies must pay a royalty fee on all items that are produced for resale; however the royalty fee for items that are used internally by the University can be waived. A letter of request should be sent to the licensing officer stating the nature of the use and that the product is being used internally along with the name and address of the licensed company that will produce the item. More detailed information can be found here:

<http://www.southalabama.edu/departments/studentaffairs/licensing/program.html#sthash.BieRIIqE.dpuf>

14.4 Marketing/Promotions

The Associate AD for External Affairs oversees all marketing and promotions for South Alabama Athletics. The mission of the marketing department is to strive for 100 percent saturation in the Mobile/Baldwin County area in regards to our brand. Expand awareness throughout the gulf coast region and take JagNation to a national level. The promotions mission is to create a promotional calendar for all Jaguar sports that will increase attendance at every venue while a distinct focus on entertaining our USA students, faculty/staff and fans in general.

14.5 Jaguar Sports Properties

Jaguar Sports Properties also referred to as JSP was created in January of 2014. The mission of JSP is to generate revenue through corporate sponsorships that support the Jaguar Athletic Fund while expanding our awareness, growing our fan base and solidifying our brand. JSP is responsible for broadcasting team and expanding our JSP Radio Network, Corporate Sales and Service, Multi-Media, including JagNationTV.com, logo rights and usage and merchandise licensing efforts.

14.6 Website

The Athletics Media Relations staff, under the leadership of the Associate AD for Media Relations, is responsible all web content and design on the University's official athletics website: www.usajaguars.com

14.7 Community Service

The Department of Athletics has a commitment to the ongoing development of all student-athletes so that each can become a contributing member of society and live a rewarding and fulfilling life. One of the ways our student-athletes achieve this is through community service. Through community service, a student-athlete can provide voluntary work intended to help people in Mobile, Alabama and surrounding areas. Service initiatives include, but are not limited to: hospital visits, school visits, highway clean-ups and volunteering at local events. The following guidelines apply:

- Student-athletes must have service events and/or community appearances approved by the Marketing & Promotions office. Inappropriate action could jeopardize a student-athletes' eligibility.
- Student-athlete appearances are fulfilled based on availability. No student can miss academic or athletic responsibilities to participate in an appearance or community event.
- Transportation to/from a service event and/or community appearance cannot be more than a 30-minute travel time from campus.
- The Department of Athletics reserves the right to decline service events and/or community appearance that present a conflict of interest or do not align to NCAA rules and regulations.

Section 15.0 DEVELOPMENT

15.1 Jaguar Athletic Fund

The Jaguar Athletic Fund (JAF) is a registered 501(c)(3) not-for-profit chief fundraising organization for South Alabama Athletics. It is governed by a Board of Directors and its mission is to financially support the operations of Jaguar Athletics. All financial transactions follow University guidelines concerning proper revenue tracking and expenditure approval. In accordance with NCAA rules, the JAF is annually audited by an external entity and its finances reported through NCAA and United States Department of Education reports.

15.2 Types of Giving

Members of the JAF support South Alabama Athletics through the following:

- Priority Fund Contributions (Unrestricted Giving)
- Sport-Specific Contributions (Restricted Giving)
- Endowments/Naming Opportunities
- Major Gifts (\$5,000 or more)
- Leadership Circle Gifts (\$10,000 or more)
- Facility and Program Initiatives

15.3 Priority Fund

Donations to the Priority Fund provide the donor access to premier seating and parking for Football and Men's Basketball. The Priority Fund is allocated by the Board of Directors and managed by the Director of Athletics. All sport programs benefit from the Priority Fund as it is distributed to the sport programs and used as matching money for various capital projects and renovations.

15.4 Directed/Restricted Gifts

Donations directed to a sport program supplement the sport's operations in numerous ways. The head coach, with approval of the Director of Athletics may use these funds as they deem best for the advancement of program. This includes supplementing operational needs and special projects such as facility renovations or team travel.

15.5 Endowments

The University is subject to the Uniform Prudent Management of Institutional Funds Act of the Code of Alabama. This law allows the University, unless otherwise restricted by the donor, to spend net appreciation, realized and unrealized, on the endowment. The law also allows the University to appropriate for expenditure or accumulate to an endowment fund such amounts as the University determines to be prudent for the purposes for which the endowment fund was established. The University's endowment spending policy provides that 5% of the three-year invested net asset moving average value (inclusive of net realized and unrealized gains and losses), as measured at September 30, is available annually for spending. The University's policy is to retain the endowment net interest and dividend income and net realized and unrealized appreciation with the endowment after distributions allowed by the spending policy have been made.

15.6 NCAA Rules Education

Representatives of the institution's athletics interest receive on-going NCAA rules education from the Athletics Compliance Office. All new JAF members receive a welcome letter that includes a link to the Department's booster brochure entitled "A Fan's Guide to the Rules". NCAA rules education is also printed in all game programs. Additionally, the Assistant AD for Compliance makes regular in-person presentations to the JAF Board of Directors, the University Alumni Board, and various sport-specific booster groups (e.g., Dugout Club, Jag Gals).

15.7 Fundraising by Coaches

In conjunction with the Office of Athletic Development, coaches solicit parents, former student-athletes and program supporters for restricted gifts for their programs. A sport-specific or restricted gift is one that allows donors to make a charitable gift directly to the sport of their choice. The purpose of restricted gifts is to support the South Alabama Department of Athletics' fundraising efforts to assist each of its NCAA Division I programs in achieving national recognition among its peers. These funds are used to supplement the designated sport's current budgetary needs for items such as enhanced recruiting, equipment or facility upgrades and team competition travel to name a few.

15.8 Varsity Club

The Jaguar Varsity Club is an organization that will perpetuate fellowship among alumni who have earned varsity letters in any sponsored (past or present) intercollegiate sport. The Jaguar Varsity Club provides resources to create alumni functions as well as assist in funding letter-winner awards for our current student-athletes.

Section 16.0 TICKET & PARKING OPERATIONS

16.1 Ticket Office

The Department of Athletics provides a public service to all customers wishing to buy season, mini-plan, group or single game tickets to South Alabama Athletic events.

The Department of Athletics employs a four-person Athletic Ticket Sales Staff, consisting of the Assistant AD for Ticket Operations and three ticket account representatives. The Mitchell Center Ticket Office consists of the Ticket Manager, Assistant Ticket Manager and student employees. The Assistant AD for Ticket Operations is responsible the sale, mailing, layout and design, security in printing, and accuracy in printing for all tickets sold to athletic contests. In addition this position is responsible for the seating manifests, ticket inventory, daily reconciling of revenue and proper will call functions.

16.2 Ticket Sales

All pricing structures for athletic tickets are comprised by the Assistant AD for Ticket Operations with ultimate approval provided by the Director of Athletics. Ticket sale options include:

- Online – Tickets may be purchased online via usajaguars.com;
- Mail-In Order Ticket Sales – Mail-in orders (new season tickets, renewals and/or Jaguar Athletic Fund contributions) will be accepted by mail when accompanied by check and/or credit card information. The Athletic Ticket Sales Office requires payment in full prior to the mailing of any tickets. All mail-in orders are to be directed to the Mitchell Center Ticket Office, 5950 Old Shell Road – MC 2195, Mobile, AL 36688.
- Over-the-Counter/Walk-Up Ticket Sales – Tickets for athletic contests are available for sale between 10 a.m. – 5 p.m., Monday-Friday, at the Mitchell Center Ticket Office and on game day, depending on availability. All over-the-counter sales thru the Mitchell Center Ticket Office are immediately entered into the ticketing system. Deposits are tabulated and made daily/next business day through the University business office. (Note: Gates open two hours prior to kickoff in football, one hour prior to contest for all other South Alabama Athletics ticketed sports.)
- Over-the-Phone Ticket Sales – Tickets for athletic contests (season, group, single) that are purchased over the phone are immediately entered into the ticketing system. Phone sales occur through the Athletic Ticket Sales Office with one of three (3) full-time staff (ticket account representatives). All over-the-phone sales require credit card payment.

All monies received from athletic ticket sales are deposited on a daily basis under the supervision of the Mitchell Center Ticket Manager.

Computer terminals are used throughout the year for recording and updating ticket sales, listings and mailing labels of customers. Records of all sales, refunds and adjustments are recorded on computers.

Unsold or “deadwood” tickets are maintained and verified by the Mitchell Center Ticket Manager through use of departmental controls and records. Tickets are destroyed after three years.

16.3 Ticket Distribution

Ticket distribution and seating priority for athletic events is managed by the Assistant AD for Ticket Operations with ultimate approval from the Director of Athletics.

Priority seating for home athletics events is based upon the following:

- Jaguar Athletic Fund Members (by level of annual Priority Fund gift)
 - Blue level
 - White level
 - Red level
 - Coach Level
 - Team Level
 - Pride Level
- Non-JAF Season ticket holders
- Complimentary Season Tickets
- Student Tickets (students are designated sections at each venue)
 - All full-time University students receive free admission to athletic contests. Students can enter each venue by swiping their student I.D. card at the gate. Each student has the option of purchasing one student guest ticket at a reduced rate for each contest.

Priority seating for away athletic events, bowl games, and NCAA championships is based upon the following:

- Jaguar Athletic Fund Donor priority point rank
- Non-donor season ticket holders
- Students/Individual game purchasers/Student-Athlete pass list (if available)

16.4 Complimentary Tickets

Complimentary tickets that are received cannot be resold. Tickets cannot be exchanged or bartered for goods or services. Tickets cannot be given to prospective student-athletes. Violation of policy will result in loss of complimentary ticket privileges up to termination of employment.

The Internal Revenue Service has determined that complimentary tickets are a taxable benefit resulting from employment with South Alabama Athletics. South Alabama Athletics is required to report the value of taxable complimentary tickets received by each staff member to the Athletic Business Office.

All Department of Athletics staff members and can receive complimentary tickets up to the number of members currently living in their household. This number is limited to immediate family. Per University policy, one (1) complimentary ticket is considered tax-free, all others are taxed according to IRS regulations.

Coaches within their respective sport can request tax-free complimentary season tickets, limited to immediate members of their household.

The following procedures and limitations are in place for home and away athletic events:

- Home Events
 - Student-Athletes – Student-athlete complimentary admissions are issued in accordance with NCAA rules and regulations. All student-athletes request admissions through a player pass list posted in their home locker rooms prior to each contest. The Athletic Compliance office retrieves the pass list before gates are open at each facility and coordinates the guest signatures at the designated pass list areas. The following limitations apply for each sport/student classification:

- Football – Student-athletes receive up to four (4) complimentary admissions; Graduate assistants, student managers, and student trainers receive two (2) complimentary admissions.
 - Men’s and Women’s Basketball – Student-athletes receive up to four (4) complimentary admissions; Graduate assistants and student managers receive two (2) complimentary admissions.
 - Baseball and Softball – Student-athletes receive up to four (4) complimentary admissions; Graduate assistants and student managers receive two (2) complimentary admissions.
- Coaches – Coaches may receive the following number of complimentary single game tickets, to be administered by a pass list, for each home contest:
 - Head Coach – per contract or NCAA regulations
 - Assistant Coaches – 4
 - Director of Operations – 4
 - Athletic Trainer – 4
- Team Physicians – Team physicians can request up to two (2) complimentary season tickets for all sports.
- Prospective Student-Athletes – During official or unofficial visits, prospective student-athlete complimentary admissions to a regular season contest will be issued in accordance with NCAA rules and regulations. Per NCAA regulations, complimentary admission is limited to a maximum of three (3) admissions per regular season home contest. In addition, NCAA regulations allow the institution to provide two (2) additional complimentary admissions to a prospect who is a member of a nontraditional family. To request tickets, each sports coach/secretary will complete a Complimentary Admission Request Form and submit it to the Athletics Compliance Office twenty-four hours prior to home events (Friday by noon for weekend contests). The Athletics Compliance Office notifies the Mitchell Center Ticket Office of the needed number of tickets for complimentary admissions for each home contest. Additional tickets for can be purchased by the recruit/parents for each home contest. Seating location cannot be guaranteed to be beside with complimentary admissions the prospect will receive. Reasonable accommodations will be taken to make sure those tickets are placed in the closest section possible to the complimentary admissions during official visits only. Per NCAA Bylaw 13.7.2.1.4, South Alabama Athletics may not reserve tickets to be purchased by a prospect on an unofficial visit.
- Visiting Team – Complimentary admissions for visiting team are based on Sun Belt Conference mutual agreements (50 complimentary tickets per contest) or by mutual agreement (athletics event contract) with non-conference opponents. Complimentary admissions provided to non-conference opponents require the approval of the Director of Athletics.
- Away Events
 - Student-Athletes – For away football contests and NCAA Championships, the Athletic Compliance Office and/or the Assistant AD for Ticket Operations

administer the pass lists. For regular season Men's/Women's Basketball, Baseball and Softball, the host ticket office/compliance office administers the pass list and returns information to South Alabama Athletics. All complimentary tickets for away contests are based on the individual game contract. When complimentary tickets are given, the following limitations apply:

- Football – Student-athletes receive up to two (2) complimentary admissions.
- Men's and Women's Basketball – Student-athletes receive up to two (2) complimentary admissions.
- Baseball and Softball – Student-athletes receive up to two (2) complimentary admissions.
- Prospective Student-Athletes – It is not permissible to provide complimentary admissions for prospective student-athletes for away game or post-season tournaments (bowl games, conference championships, and NCAA events).
- Postseason or Other Competition – Any tickets or admissions to postseason bowl games or other NCAA postseason events are available through purchase only. If a coach wishes to allow student-athletes to have tickets for family or friends (as per NCAA regulations) the Department of Athletics must purchase these tickets. If there are instances where the Department of Athletics cannot purchase tickets, each student-athlete, coach, or support staff member must purchase their own tickets for those persons allowed by NCAA rules to receive those tickets. The Director of Athletics has final approval on the number of tickets to be allocated to all participants, guests and fans for any postseason bowl game or NCAA championship.

16.5 Parking at Athletic Events

Parking for athletic events is directed by the Assistant AD for Ticket Operations. The following rules apply to the availability of season parking for athletic events:

- Football: Season parking passes must be purchased for South Alabama Football. No single game parking passes are sold due to the limited parking availability at Ladd-Peebles Stadium. These passes are sold in conjunction with season ticket purchases and are only available to current season ticket holders. One parking pass is available to be purchased per 4 season tickets purchased. Donors to the Jaguar Athletic Fund have the exclusive right to purchase one (1) additional parking pass over the amount allowed by their number of season tickets if availability allows. Parking opens for South Alabama Football at 8 a.m. on home football Saturdays and at 12 noon for any home contest on a weekday. RV purchasers are allowed to park beginning at 5pm the day before a home contest and allowed to stay until 12 noon the day following the contest.
- Men's Basketball: Season parking passes are provided complimentary to Jaguar Athletic Fund Donors at the TEAM level and above. These donors must also be a current men's basketball season ticket holder to receive a season parking pass. One (1) parking pass is allotted per account. Parking opens for South Alabama Basketball beginning two hours before tip-off.

- Women's Basketball: Parking for women's basketball is first come, first serve. On dates in which the women and men's basketball teams play a doubleheader, all parking rules for a men's basketball game take precedent.
- Baseball: Season parking passes must be purchased for South Alabama Baseball and share the same parking area as South Alabama Softball. To purchase parking, one must be a donor to the Dugout Club, the sport-specific fundraising arm of South Alabama Baseball. This pass is valid for any regular season home contest. Parking opens for South Alabama Baseball beginning two hours before first pitch.
- Softball: Season parking passes must be purchased for South Alabama Softball and share the same parking area as South Alabama Baseball. To purchase parking, one must be a donor to the Bull Pen Club, the sport-specific fundraising arm of South Alabama Softball. This pass is valid for any date in which both baseball and softball play a home contest simultaneously. On dates in which South Alabama Softball plays a home contest and there are no home baseball contests, the parking area is open on a first come, first serve basis. Parking opens for South Alabama Softball beginning two hours before first pitch.

Section 17.0

AWARDS & RECOGNITIONS

17.1 Jaguar Cup

The Jaguar Cup is a program designed by the SAAC that encourages academic success, community service and attendance to SAAC and athletic events. A point scoring system has been devised that takes into account a program's finish in the Sun Belt Conference, its semester grade-point average compared to prior performance in the class room, and the percentage of a program's roster that participates in community service events and attends other USA athletic contests.

17.2 Senior Recognitions

Senior recognitions are a coordinated effort involving the coaching staff from each program, Media Relations, and Marketing/Promotions. Senior recognitions will generally occur in conjunction with the final home contest of each championship season. Individual sports will be collectively recognized during a pre-determined team sport contest. Senior recognition gifts should be relatively consistent amongst the sport programs and value limitations will follow NCAA guidelines.

17.3 Graduation Gifts

The Department of Athletics will annually present a gift to graduating student-athletes. Fall graduation gifts will be presented at the Student-Athlete Academic Services reception held in conjunction with December commencement. Spring/summer graduation gifts will be presented at the Pete Tolbert Night of Champions.

17.4 Championship Rings

The Head Coach will work with his/her respective sport administrator to initiate the ring ordering process. This will include developing the design/concept and acquiring quotes from at least three (3) vendors. The Head Coach will compile a list of those individuals that he/she would like to receive rings using the following categorical guidelines:

- Eligible to receive a ring
 - Head coach
 - Assistant coach(es) [as categorically defined by the NCAA]
 - Eligible student-athletes

[Note: the following student-athletes will not receive a ring: (a) a student-athlete who was ineligible for the semester in which the championship was won OR has rendered himself/herself ineligible for the semester that immediately follows the championship; (b) a student-athletes who is/was not in "good standing" with the team; (c) a student-athlete who is redshirting; and (d) a student-athlete on a medical hardship].
 - Any team-specific support personnel (e.g., directors of operations, strength coaches, managers, certified athletic trainers) who were part of the normal travel party for all away competitions.

- Eligible to purchase a ring
 - Any other support staff (e.g., secretary, sport administrator, academic counselor) endorsed by the Head Coach and approved by the Director of Athletics.

Ultimate approval of ring design, expenditure, and list of recipients lies with the Director of Athletics.

17.5 Hall-of-Fame Selection

The Athletic Hall of Fame was established in 1989 to honor persons who have made distinctive contributions to intercollegiate athletics at the University of South Alabama. The Hall of Fame Award is made to individuals who have rendered outstanding service to the University of South Alabama in intercollegiate athletics and is limited to student athletes and coaches and officials of the Athletic Department. Also nominees will have exhibited other qualifications of recognized distinction to be worthy of the Award. Character and reputation of the individual are important considerations.

The Nominating Committee consists of the members of the Executive Committee and two members of the Council appointed by the Chair. The specific responsibilities of the Nominating Committee are:

- To invite nominations from former student-athletes, faculty, administration, members of the media and members of the team support organizations.
- To receive all nominees for Awards.
- To investigate and insure the qualifications of all nominees.
- To construct a master list of all nominees and recommend to the Council no more than (10) nominees.

The names selected from the master list are submitted to the Council for voting. No more than five nominees will be inducted into the Hall of Fame in a given year. The inductees will be announced by the Secretary-Treasurer with written notification by the Chair and an appropriate ceremony for the presentation purposes will be held. Each inductee will receive an appropriate memento of the honor. The inductee must be present at the ceremony in order to be inducted. If a candidate for induction is selected, but is unable to attend, the induction shall be delayed until attendance is possible. In the case of a deceased inductee, a member of the family must be present to receive the honor.

17.6 Retired Number Procedures

The following are guidelines for retiring the jersey number of former student-athletes and coaches; and/or, honoring the name of a coach or other worthy person when jersey numbers are not applicable. This is the highest athletic award available and thus consideration demands sincere and objective evaluation.

The Committee shall consist of a total of eleven (11) members (all are voting members):

1. President or Designee	Member by Position
2. Director of Athletics (Chair)	Member by Position
3. Faculty Athletic Rep. or Designee	Member by Position
4. Senior Women's Administrator	Member by Position
5. Athletic Department at-large	Appointed by President (serves until replaced)
6. Director of Media Relations	Member by Position
7. Jaguar Athletic Fund Board Rep	Appointed by President (serves until replaced)
8. University at-large	Appointed by President (serves until replaced)
9. Alumni Relations (Director or Designee)	Member by Position
10. SGA President	Member by Position
11. SAAC President	Member by Position

A quorum requires nine committee members in attendance. Members may attend/vote via phone. Proxies are not allowed. Only members of the committee may nominate a person for recognition. Seventy five percent (75%) approval of the quorum is needed for retiring a number/honoring a name.

Candidates must be recognized as stellar citizens who have brought distinction to the University and themselves through their accomplishments in and out of competition, both in days at South Alabama and post-South Alabama careers.

Candidates must have achieved the following collegiate honors for recognition:

- Inducted into the USA Athletics Hall of Fame
- Conference Player/Athlete-of-the-Year or equivalent honors
- All-Conference honors (first-team only)

In addition to the above minimum criteria, the nominee must have also exhibited extraordinary levels of excellence which have brought uncommon distinction to their respective sport and the University of South Alabama, including but not limited to:

- National Champion (team or individual)
- National Player-of-the-Year honors
- All American honors — first-, second- or third-team
- Conference Hall of Fame/Anniversary Team Member
- Conference career statistical category leader
- Jaguar Student-Athlete of the Year
- South Alabama career statistical category leader at the conclusion of their career (minimum 4 categories)
- Academic All-America — first-, second- or third-team
- Inducted into a city/state/national Sports Hall of Fame
- Professional Sports Hall of Fame honors
- Professional sports/Olympic impact/contribution

A minimum of five (5) years must pass between the conclusions of a nominee's athletic career in consideration for this honor (exceptions to these requirements can be brought to the committee by the Director of Athletics for committee consideration).

Former coaches will be eligible for nomination to be recognized after a minimum of five (5) years following their coaching tenure or after they reach the age of 65 (exceptions to these requirements can be brought to the committee by the Director of Athletics for committee consideration). Former coaching candidates must have achieved the following for recognition:

- Must have served as head coach at the University of South Alabama for a minimum of 10 years
- Must have completed their coaching career at the University of South Alabama
- Must have made a profound and/or extraordinary impact on his or her team, athletic program and the University of South Alabama
- Must have exhibited extraordinary levels of excellence which have brought uncommon distinction to his or her sport and the University of South Alabama
- Must have earned Conference Coach-of-the-Year honors

The Athletic Department shall conduct the public ceremony in conjunction with a home football game or a sporting venue in which the nominee's jersey is being retired. This will be at the discretion of the Director of Athletics.

The committee will traditionally meet in the Fall of each year. Additional meetings will be called as deemed necessary by the Director of Athletics. If extenuating circumstances occur the committee may reinstate a number or void a retired number as deemed appropriate. This action requires seventy five percent (75%) approval of the quorum.

Minutes of each meeting will be available for public consumption. Meetings are limited to committee members. Members of the public at large may send correspondence concerning the committee to the Director of Athletics.

As of August 2015 the following are jersey numbers which have been retired – thus cannot be used ever again in the respective sport. If a number is retired and a current/returning student-athlete is wearing the number at the time of retirement the number can be worn until that student-athlete exhausts its eligibility.

Baseball

5 – Luis Gonzalez
12 – Eddie Stanky

Men's Basketball

15 – Ed Rains
23 – Terry Catledge
44 – Rory White

Women's Basketball

20 – Orphie Moore
32 – Adrian Vickers

Women's Soccer

2 – Cindy Rainville