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Forward

This Manual was developed to help each coach understand and operate within the guidelines, policies, and procedures of the Athletics Department. Questions can be directed to the Athletics Director or any other athletic administrative staff. Coaches are expected to administer the program ethically, within the guidelines of the university, the NCAA, and efficiently, within the parameters of their individual budgets.

The Manual will not duplicate information and forms readily available in other formats; each coach is also expected to be knowledgeable of, and to operate within the policies and guidelines published in the NCAA Manual, and University publications such as the Lander Manual for Administration and Staff, the Purchasing and Procurement Manual, the University Catalog, the Student Handbook and the Student-Athlete Handbook.

Philosophy and Purpose of the Intercollegiate Athletics Program Lander University

The dual purposes of the intercollegiate athletics program at Lander University are to promote the role of the athletics program as it supports the stated mission of the University and to promote the academic achievement and whole development of each student-athlete who represents the University. Further, the program reflects the Statement of Purpose in assisting athletes to "develop skills and ideals conducive to positive physical and mental health" and, further, to "provide cultural opportunities for the University's constituents." Toward these ends, it is the intention of the athletics administrators to shape a program characterized by honesty, integrity, fairplay, and the highest ideals of amateur athletic competition and academic achievement.

Because it encourages broad student, faculty, administration, staff, and community participation, the athletics program is grounded in the expectation that intercollegiate athletes at Lander University will emphasize academics first; academic progress of players will be a primary aim of the program. Further, student-athletes are expected to meet their academic responsibilities as students progressing toward degree completion; to be positive role models for the institution, both on and off campus; and to strive toward becoming effective, contributing members of society.

As an integral part of the total education offering at Lander University, the athletics program is under the control of the administration of the institution and the Athletics Committee. Standards relating to admissions, academic standing, and academic progress of student-athletes are all subject to, consistent with, and often are even higher than standards exacted by the institution of all other students.

Approved by the Lander University Board of Trustees, June 6, 2006

Reviewed by the Lander University Athletics Committee, November 11, 1994.

Reaffirmed by the Lander University Board of Trustees, March 22, 1995.

Operational Principles

The program of intercollegiate athletics is organized and conducted as an integral part of the total education program of the University. The value of the program is measured by (1) its contribution to the educational objectives of the University; (2) the opportunities provided to individual student-athletes; and (3) its public relations value within the community.

The program of intercollegiate athletics is designed to provide important educational experiences fundamental to general education objectives, such as healthful, recreational, and experience in developing interpersonal relations through cooperation and teamwork, group interaction and leadership roles. An additional purpose of the intercollegiate program is to serve as a laboratory for the professional courses of those interested in careers in physical education and athletics.

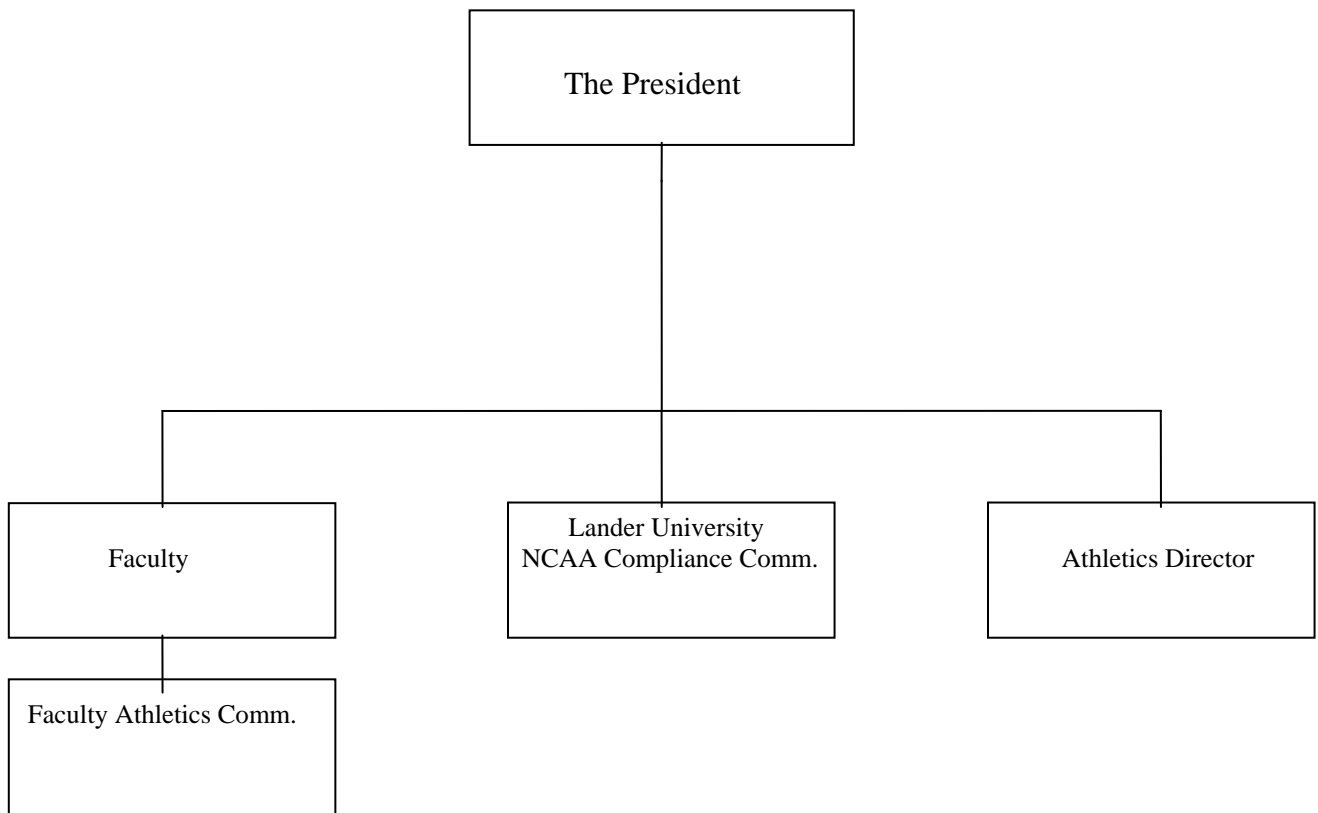
The level of competition, the financial support, and the placement of intercollegiate athletics in the academic structure is dictated by, and in consonance with, the educational objectives of the University as well as being approved by the President.

Academic procedures, requirements, and standards are the same for all students. Athletics grant-in-aid for students will be left to the discretion of the coach for the sport granting these awards in accordance with the rules and regulations of the NCAA. The coach will evaluate the prospective athlete on his/her athletics ability and ability to meet minimum NCAA freshman and transfer eligibility requirements.

The intercollegiate athletics program provides wide opportunities for students to participate in many sports and competitions. The program is to be conducted for the benefit of the participant, with maximum concern for personal health, safety, and welfare. All players are afforded maximum protection while practicing for, or engaging in, competitive sports on the field and when traveling. Sound equipment, safe playing conditions, adequate facilities for training and medical attention are available at all times.

Coaches assigned to the intercollegiate athletics program shall have sufficient academic training and orientation to contribute fully to the educational objectives of the University. They will embrace and demonstrate the professional and ethical standards expected of members of the academic community and of the NCAA. Their value to the University is measured in terms of their contributions to the educational values and objectives of the intercollegiate athletics program within the University. Full allegiance must be given to the ethics of sports and strict adherence is expected to the principles, rules, and regulations of the National Collegiate Athletic Association. In pursuance of these policies and beliefs, the intercollegiate athletics program is organized within the Department of Athletics. The Director of Athletics is directly responsible to the President. The Athletics Advisory Committee, composed of administrators, faculty, and students, acts as a policy consulting body to the President and to the Athletics Director of the University on all matters pertaining to the intercollegiate athletics program.

Line of Responsibility for Athletics Oversight Committees



Athletics Committee

MEMBERSHIP

The Athletics Committee shall consist of four faculty members, including the Faculty Athletics Representative, Chair; two students; two alumni; the Director of Athletics; the Senior Women's Administrator and the head coaches of all Lander University intercollegiate teams. Except for the Athletic Director, who will serve as a voting member, the intercollegiate coaches will be non-voting members.

FUNCTION

The committee's purpose is to provide liason between the students, faculty, and administration concerning the athletics program of the University. The committee will ensure that the philosophy and policies of the athletics program are in harmony with the institution's Mission Statement and Statement of Purpose. The committee will also oversee athletic matters relating to institutional effectiveness, as mandated in the criteria stipulated by the Commission on Higher Education and on accreditation matters dictated by the Southern Association of Colleges and Schools.

PROCEDURES

The committee meets periodically at the call of its chair to perform its function as stated above.

The committee reports to the full faculty.

NCAA Compliance Committee

MEMBERSHIP

The NCAA Compliance Committee shall consist of the Lander University NCAA Director of Compliance, Chair; the Director of Admissions; the Director of Financial Aid; the Registrar and Director of Institutional Research; the Faculty Athletic Representative; the Senior Woman Administrator; and the Director of Athletics.

FUNCTION

The committee exists to ensure the institution's compliance with all rules, regulations, and guidelines of the National Collegiate Athletic Association. The committee is responsible for determining that all applicable rules and regulations of the Association are followed in the institution's conduct of its intercollegiate athletics program. It will monitor all programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. The committee is responsible to determine compliance on the part of institutional staff, student-athletes, and other individuals and groups which represent the institution's athletics interest ensuring compliance with all applicable Association rules.

PROCEDURES

The committee meets periodically at the call of its chair to perform its function as stated above.

The committee reports to the President.

Lander University Student-Athlete Advisory Committee

Selection, Responsibilities

The Student-Athlete Advisory Committee at Lander University is comprised of one member from each sponsored intercollegiate sport, the cheerleading squad, the dance squad, senior woman administrator and athletic training staff. Student-athletes are nominated by their respective head coach. These nominations are forwarded to the athletics director for final approval. Committee members are selected based upon their leadership potential, their academic and athletic success, and their willingness to serve their fellow student-athletes for the advancement of their sport, as well as the entire athletics program. Committee members will serve one full year and may be re-nominated by their coach for one additional year. Committee members are expected to take their responsibility seriously, attend the meetings on a regular basis, and be an active participant. Committee members should be knowledgeable not only of their sport but also of the other sports sponsored by the university and also be willing to learn about the overall operations of our intercollegiate athletics program.

Committee members should always hold themselves to a high standard and should always emphasize academic success, character, citizenship, and sportsmanship. Any committee member that fails to uphold the high standard of this position will be asked to resign and be replaced by another student-athlete from that respective sport. The committee will meet a minimum of one time a semester and more often if needed. Although there will be no restrictions on the discussions held at the meeting with the exception of personnel matters or other matters that deal directly with an individual student-athlete, the meetings should always be focused on what the committee can do to improve the intercollegiate experience of our student-athletes and to assist with the success of our total sports program.

Hall of Fame Selection Committee

The Lander University Hall of Fame was established in the fall of 1998 to recognize individuals that have played a significant part in the history of Lander University Athletics. Candidates for the Hall of Fame will be considered from the following three categories: players, coaches, and service.

I. Candidates must meet the following criteria to be considered for membership:

A. Player

- Must have participated a minimum of two seasons and normally expected to have graduated.
- Recognized outstanding athletic accomplishments in his or her sport coupled with acceptable academic performance and good citizenship.
- Individuals may not be considered for selection until after 5 years of separation from the university.

B. Coaches

- Generally expected to have coached a minimum of 15 years at Lander.
- Demonstrated extremely high professional achievements while at Lander in their particular sport(s).

C. Service

- Significant contributions toward enhancement of a sport or the entire athletics program.
- Generally expected to be involved with the program for 10 years.

II. Nominations:

Individuals wishing to nominate a person for induction into the Lander University Athletics Hall of Fame should write a letter in support of the nominee and return to the Director of Athletics.

Nominations will remain active for two years.

III. Selection Committee:

The Athletic Hall of Fame selection committee shall be appointed by the Director of Athletics in consultation with the president of the university. The committee will be comprised of the following positions:

1. Athletics Director
2. Athletics Director, Emeritus
3. Sports Information Director

4. Senior Woman Administrator
5. Bearcat Club Director
6. Representative from the Alumni Board
7. Representative from the Hall of Fame Membership
8. At Large
9. At Large

Candidates for the Hall of Fame will be considered every other year beginning with Spring 1999.

Generally, no more than three members shall be inducted in any given year. No minimum number shall be elected each year.

V. ACADEMICS

A. CLASS ATTENDANCE

All students are expected to attend class as regularly scheduled and are responsible for consulting instructors' syllabi regarding attendance requirements. Students missing a class are expected to consult with their instructor(s) to obtain permission to make up missed course work. Those students wishing to seek relief from attendance requirements due to an impending absence are required to contact the course instructor(s) at least one week prior to the date of absence. University Student Representatives (approved by the President) who must attend University-sponsored events will be given relief from an instructor's attendance requirements if they notify the instructor(s) at least one week prior to the event. **Failure of a student-athlete to attend class regularly could result in suspension or dismissal depending on severity of the class attendance record. THIS IS AN ATHLETIC POLICY AND THERE WILL BE NO EXCEPTIONS**

B. COURSE REGISTRATION

LU provides student-athletes with the privilege of early course registration. The Compliance Coordinator or Faculty Athletic Representative will notify all coaches as to the applicable registration dates and time. Student-athletes are responsible for removing all registration holds (i.e. business office, health services) prior to the day of registration. Those who are unable to register early due to holds, should contact the Compliance Coordinator immediately.

C. STUDY HALL PROGRAMS

Coaches are encouraged to conduct study hall programs for their team members, especially for those experiencing academic difficulty. Policies for study hall attendance are left to the discretion of the coaching staff. Study hall programs should always be monitored by the head, assistant or student-assistant coach. Facilities used for study hall programs should be left in good condition.

VI. NCAA COMPLIANCE

A. ETHICAL CONDUCT

Individuals employed by, or associated with, a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall deport themselves with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member may include, but is not limited to the following:

1. Refusal to furnish information relevant to an investigation of a possible violation of a NCAA regulation when requested to do so by the NCAA or the individual's institution
2. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete
2. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid
3. Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in, or knowledge or, matters relevant to a possible violation of a NCAA regulation
4. Receipt of benefits by an institutional staff member for facilitation or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g. "runner").

Athletic staff members may be suspended for a period of time without pay, or terminated if found to have been involved in deliberate and serious violations of NCAA regulations.

For more information regarding athletic staff members' obligations relative to ethical conduct, refer to Bylaw 10 in the NCAA manual.

B. RULES EDUCATION

The primary responsibility for the rules education process rests with the Compliance Coordinator. The compliance coordinator, during department meetings, will review any changes in NCAA legislation, recent interpretations and address questions from the coaching staff. Periodically, athletic staff members will be provided with written correspondence related to NCAA legislation. Staff members are encouraged to contact the Compliance Coordinator with any questions they may have.

In addition, the athletics department will hold a mandatory orientation meeting for all student-athletes at the beginning of each academic year. The purpose of this meeting is to educate student-athletes regarding applicable NCAA, conference and institutional regulations.

C. COACHES' CERTIFICATION EXAM

The Coaches' Certification Exam is administered annually by the institution's Faculty Athletic Representative. Coaches are prohibited from participating in off-campus recruiting activities until they have passed the examination. The certification period is from August 1 to July 31.

Prior to the examination, the Compliance Coordinator will review with coaching staff members the relevant sections of the NCAA manual. Coaches, who do not successfully pass the exam, must wait thirty days before retesting.

D. RECRUITMENT OF STUDENT-ATHLETES

The active recruitment of prospective student-athletes is encouraged for all sports. LU has no specific limitations established as to where prospective student-athletes reside.

All applicable NCAA and conference regulations regarding recruiting must be followed. Coaches are expected to be thoroughly familiar with the recruiting regulations before engaging in the recruitment of any athlete. Recruiting expenses are a part of a sports budget and should be requested during the budget making process. Funds should be designated for mailings and phone calls, coaches' recruiting (contact and evaluation) travel and for recruit visitation expenses. Student-athletes may not be provided with expenses to recruit a prospect, except for those provided for as a student host. Additionally, LU may not direct or pay the expenses for student-athletes to call prospects.

All coaching staff members are required to keep their recruiting logs current using the Compliance Assistant software program. All contracts, evaluations, phone calls and official visits must be properly documented. These logs should be available for periodic review by the Athletics Director and/or Compliance Coordinator.

Coaches should submit their official visit documentation to the Compliance Coordinator within three days after the visit concludes. Receipts for meals, lodging, transportation, etc. should be attached to the "Official Visit Summary". If a student host is utilized during the visit, applicable receipts must be attached.

It is the coaches' responsibility to distribute the official visit letter, the graduation rates disclosure form, a list of NCAA banned drugs and information about nutritional supplements to the prospect as required by NCAA legislation. Coaches should always maintain copies of all recruiting related forms. Required forms are located in the main athletic office.

Only coaches who have passed the NCAA certification test may recruit off-campus.

E. ELIGIBILITY CERTIFICATION PROCESS

The process of certifying eligibility is a very time consuming process. Due to the extensive regulations, several individuals on campus are involved in the certification process. These individuals are members of the institution's compliance committee. The committee includes the university Registrar, Faculty Athletic Representative, Director of Admissions, Financial Aid Director, Athletics Director, Senior Woman Administrator and Compliance Coordinator. However, the final decision regarding a student-athlete's eligibility rests with the Faculty

Athletic Representative. The Faculty Athletic Representative has been designated as the institution's Chief Certifying Officer.

Freshmen eligibility decisions are rendered by the NCAA Initial-Eligibility Clearinghouse, with institutional oversight from the Registrar, Faculty Athletic Representative and Compliance Coordinator.

Transfer eligibility certification is monitored by the Director of Admissions with oversight provided by the Faculty Athletic Representative and Compliance Coordinator.

Continuing eligibility certification by the university Registrar, with the Compliance Coordinator providing interpretations as to applicable regulations.

F. PLAYING SEASON REGULATIONS

During the playing season, coaches are permitted a maximum of twenty-hours per week of countable athletically related activities, with no more than four hours of countable activity during a single day. Student-athletes must be provided with at least one day off during the week.

Outside of the playing season, coaching staff members are permitted to require a maximum of eight hours of weight training and conditioning activities per week, with no more than four hours in a single day. Two of these eight hours may be dedicated to individual skill instruction. These activities may be supervised by any member of the coaching staff. Student-athletes must also be provided with two days off during each week of this period.

Prior to the beginning of each academic year, each coach will be provided with a playing season declaration form. Any changes in the playing season declaration must be submitted in writing to the Director of Athletics and Compliance Coordinator. Coaches should never change their schedule without prior approval from the Director of Athletics and Compliance Coordinator.

For more information on playing seasons, please refer to Bylaw 17.

G. STUDENT-ATHLETE EXIT INTERVIEWS

NCAA regulations require that institutions conduct exit interviews from among its graduating student-athlete population. Student-athletes who have exhausted eligibility but that have not yet fulfilled graduation requirements are also interviewed.

H. NATIONAL LETTER OF INTENT PROGRAM

The NLI Program is administered by the Collegiate Commissioners Association and is monitored by the NCAA Eligibility Center. Given that the NIL is a binding agreement that has the potential to adversely affect a prospect's eligibility, coaches are expected to fully explain the terms, conditions and penalties associated with it before signing a prospective student-athlete. An NLI, in order to be considered valid, must be accompanied by a written offer of athletic financial aid for one academic year. In addition, it must contain the appropriate signatures, be received by this institution, and then submitted to the conference within the prescribed time period(s).

I. SCHEDULING

Each coach shall schedule his/her games for the coming year while staying in contact with the Athletics Director. The NCAA rules will apply to the scheduling of athletic contests.

- a. It is imperative when scheduling that coaches keep in mind the number of days a student-athlete misses class. Budget will also dictate the number of contests that a program can play. Please consult your NCAA manual for guidance on scheduling regulations. No class time shall be missed for practice activities. No class time shall be missed for competition or travel during the non-championship segment.
- b. Sports schedules are to be turned into the Athletics Director, Compliance Coordinator, SID and Head Athletic Trainer.
- c. There should be no schedule changes during the season, except for changes due to weather.
- d. Each coach must review his/her schedule with the Athletic Director before completing the Athletic Agreement.
- e. An Athletic Agreement is completed for each athletic contest that the team will play in during the current season. As soon as the Athletics Director has approved a coach's schedule, the coach should complete a form for each event and turn it into the designated Administrative Assistant. Correct signatures will be obtained on the forms and these forms will be mailed to each of our opponents.
- f. As our opponents return the signed Athletic Agreement to LU, the coach should return these forms to the designated Administrative Assistant where the forms can be filed for departmental records.
- g. Coaches are not permitted to schedule competition on reading days or weekends prior to final exams.

VII. STUDENT-ATHLETE FINANCIAL AID

A. ATHLETIC GRANT-IN-AID

It is the role of the Financial Aid Office to coordinate athletics aid with any other financial assistance for which a student-athlete is eligible. This coordination is to ensure that LU is in compliance with all NCAA, Peach Belt Conference and institutional policies regarding the awarding of financial assistance to student-athletes.

B. INSTITUTIONAL FINANCIAL AID

Institutional aid consists of scholarships, grants, tuition waivers, employee dependent tuition benefits, loans, certain types of employment arrangements and government and private grants for which the institution determines the recipient and the amount of aid received. Refer to the NCAA manual or consult the Compliance Coordinator or the Financial Aid Director to determine whether such aid is countable toward team equivalencies.

C. RENEWAL AND NON RENEWAL POLICY

In accordance with NCAA regulations, student-athletes must be notified by July 1 regarding the renewal, non-renewal or reduction of their athletic grants-in-aid. If the student-athlete believes the reduction or cancellation to be unjustified, he or she is entitled to a prompt hearing before the institution's regular Financial Aid committee. The request for a hearing must be submitted in writing to the Director of Financial Aid within two weeks of receipt of the award notification. The notification of renewals, non-renewals and reductions must come from the institution's financial aid authority and not from the athletics department.

D. GRADUATION OR CANCELLATION OF SCHOLARSHIP

During the period of the award, the institution shall not increase a student-athlete's grant-in-aid if such an increase is based on an athletics reason. It is permissible to increase the grant-in-aid, provided the institution can demonstrate that the increase is unrelated to an athletics reason (e.g. a special circumstance).

In addition, athletic grants-in-aid may be increased before the period of award begins. Under NCAA regulations, the period of award begins with the first day of practice or the first day of class, whichever is earlier.

The institution may reduce or cancel a student-athlete's grant-in-aid during the period of the award, if the student-athlete voluntarily withdraws from the team for personal reasons, renders himself or herself ineligible for intercollegiate competition, fraudulently misrepresents any information on an application, letter of intent or financial aid agreement, or engages in serious misconduct warranting substantial disciplinary penalty. The grant-in-aid cannot be reduced or cancelled during the period of the award based on an injury or illness, athletics performance or for any other athletics reason.

E. PROCEDURE FOR REMOVING STUDENT-ATHLETES FROM SCHOLARSHIP

If a coach desires to recommend that a student-athlete's athletics grant-in-aid be terminated, either during the period of the award, subject to applicable NCAA regulations, or for the ensuing academic year, he or she must notify the Athletics Director. The Athletics Director will notify by mail the Director of Financial Aid that the coach is recommending termination of the student-athlete's athletics grant-in-aid.

F. APPEAL PROCEDURE

If a student-athlete believes the decision to terminate the athletics grant-in-aid is unjustified, he or she may request a hearing before the institution's Financial Aid Appeals Committee. If the student-athlete requests a hearing, the Financial Aid Director will make the necessary arrangements with the appeals committee. The decision of the committee will be final.

G. PELL GRANT POLICY

NCAA regulations now permit student-athletes to receive full grants-in-aid in addition to a full Pell Grant without consideration to the institution's cost of attendance. It is incumbent upon coaching staff members to ensure that prospective student-athletes are fully aware of the amount

of athletics aid they will be receiving, excluding the PELL Grant. If a coach expects the student-athlete to use part or all of the PELL Grant to defray educational expenses, he or she should make certain the prospect and/or parents understand the terms of the agreement.

A full grant-in-aid as described by NCAA regulations consists of room, board, tuition, fees and course related textbooks. Notice that Pell Grants are not considered part of the full grant-in-aid.

VIII. Responsibilities of the Staff

The following information reviews the professional responsibilities of each Athletics Department employee. These requirements are established by the Athletics Director, in consultation with the University President and within the guidelines of University Human Resources. Lander University is an Equal Opportunity, Affirmative Action Employer. Policies regarding non-discrimination and equal opportunity are published in *The Lander Manual for Administration and Staff*.

Hiring Procedures – Director of Athletics and Coaches

All athletic personnel are hired according to the University's policies and procedures. Background checks are made with the NCAA Compliance and Enforcement Department to ensure that the prospective employee is in good standing with the NCAA. Prospective employees who have been sanctioned by the NCAA or a NCAA Member conference for serious rules infractions will not be considered for employment at LU.

Athletics Director

The Athletics Director, who reports directly to the President, is responsible for directing, administering, supervising and controlling all aspects of an intercollegiate sports program at Lander University, directly or through delegation, and maintaining academic and program

standards which will reflect favorably all aspects of the mission statement of the institution. Teams in the athletics program currently include women's basketball, softball, soccer, tennis, and volleyball and men's basketball, baseball, golf, soccer, and tennis.

In shaping an athletics program which promotes the welfare of both the institution and of the student-athletes, the Athletics Director meets weekly with the President's Council, sits as ex officio member of the Athletics Committee (to which he provides information and data), is a member of the institution's NCAA Compliance Committee, and participates actively in professional activities associated with the Peach Belt Conference, the National Collegiate Athletic Association, and the National Association of Collegiate Directors of Athletics.

I. Organizational Duties:

- A. Makes, disseminates, monitors, and enforces policies that provide for an effective, efficient, and honest program of intercollegiate athletics;
- B. Presents prioritized requests to the President regarding personnel needs, facility needs, and policy changes;
- C. Evaluates sports programs and recommends modification to the respective coach and/or President;
- D. Develops and implements an ongoing plan to enhance athletics within the university and the greater community;
- F. Is responsible, as Coordinator of the Horne Arena, for coordinating all activities of the arena and ensuring its proper use, protection and maintenance.

II. Administrative Duties:

- A. *Funding and Finances*
 - 1. is responsible, within university guidelines, for developing, administering, and monitoring the athletics budget, including determining allocations for each sport;
 - 2. authorizes and monitors the expenditures of all funds;
 - 3. reviews lists of athletes with scholarships and coordinates with the offices of Institutional Advancement and Financial Aid;
 - 4. coordinates all activities relating to purchasing, sales, scheduling, and financial accountability for concessions;
- B. *Policies*
 - 1. is responsible for supporting academic advisement and, through the Athletics Trainer, for implementing and monitoring drug education programs for athletes;

2. determines that practices, games, athletics travel, and events do not jeopardize the health, safety, or welfare of students, both athletes and others;

C. Public Relations and Information Dissemination

1. promotes the various sports within the athletics program and promotes cooperation between coaches;
2. provides information through meetings, seminars, policy manual updates, and memos regarding rules and regulations of the university, the PBC, and the NCAA;
3. develops and supports effective and timely sports information services;
4. engages in public services, including clinics, speaking engagements, alumni affairs, student activities, cooperative ventures with other institutions and community groups, and other activities which enhance the image of Lander University and its athletics program;

D. Records

1. prepares all PBC and NCAA forms as required and/or requested;
2. reviews--prior to practices or games--lists of squad membership, in consultation with the Faculty Athletics Representative, for submission to the Lander University Registrar for purposes of certifying eligible athletes; and provides scholarship data on squad lists for certification to the Director of Financial Aid;
3. validates, in consultation with the Faculty Athletics Representative, All-Academic and other special award lists;
4. maintains accurate records of all Athletics Department business;
5. develops and maintains relations with athletes in all sports;
6. conducts, when possible, exit interviews with student-athletes transferring or otherwise leaving the university, and, where possible, maintains contact with former players so as to report accurately graduation rates and other data to appropriate agencies;

E. Recruiting and Compliance

1. ensures the recruitment of competent and academically able athletes in numbers and quality consistent with fielding competitive teams of athletes who are likely candidates to graduate from the university;
2. ensures, through the various channels devised for that end, compliance of the athletics program with all university, PBC, and NCAA and SACS guidelines and criteria;

F. Scheduling

1. arranges for competition for all teams by issuing and signing all contracts for competition;
2. administers, generally through delegation, all athletics events hosted by Lander University;

G. Contracting

1. executes contracts for event officials for home athletics contests;

H. Travel

1. coordinates team travel for special events, including conference and NCAA post-season play, overnight trips, and any trip involving air travel, ensuring that all travel is arranged according to institutional and state regulations;

III. Supervision and Evaluation Duties:

- A. supervises, directs, and evaluates coaches and staff members in the intercollegiate programs and the Athletics Office;
- B. hires, re-assigns, or dismisses employees, including student personnel, as necessary, in consultation with the President and in accordance with Human Resources policies of Lander University and the state of South Carolina.

IV. Miscellaneous

- A. The Athletics Director performs other duties as assigned by the President.

JOB DESCRIPTIONS FOR ATHLETIC POSITIONS ARE IN ATHLETICS DIRECTOR'S OFFICE

All inter-office forms are available in athletic office and on the web

IX. Medical Policies & Procedures

A. MEDICAL POLICIES AND PROCEDURES

I. I. Physical Examinations

All student-athletes must be examined and approved for participation by a physician designated by the university and/or Team Physician before being permitted to practice or compete with an intercollegiate team. While the examination is effective for one year,

the Team Physician and/or University physician designee may re-evaluate the athlete's fitness for participation at any time.

All incoming freshmen and transfer student-athletes must complete a health history questionnaire before a physical examination is given. Upon satisfactorily completing the physical exam, the student-athlete will be allowed to participate. In the event the physician requires further examination and/or tests to determine clearance for play, it will be the financial responsibility of the student-athlete to pay for such examination and/or tests. Returning student-athletes will complete a health history review and then receive a physical examination only if their health history review warrants.

II. Limits of University Responsibility

The university's responsibility for medical treatment resulting from injuries sustained by the student-athlete is limited to:

- a) Those injuries that occur while participating as a member of an athletic team at Lander University in a regularly approved practice session or game and under the **SUPERVISION** of proper coaches.
- b) Those injuries while traveling directly to or from such regularly scheduled and approved practice sessions or games with other members of the team as a group, provided such group is at the time under the supervision of the proper coach.

Responsibility for medical expenses resulting from injuries sustained as listed above is limited to:

- a) Those expenses resulting from medical services which have been authorized.
- b) Payment of authorized expenses not covered by the athletes or athlete's parent's personal insurance.

The University's policy and/or the University may deny claims for an injury that has resulted from a pre-existing condition (i.e., any injury that was incurred prior to enrollment as a student-athlete at Lander University).

If a student-athlete does not follow the procedures of reporting an injury to the athletic training staff, but decides to go to an outside physician without prior approval from the athletic training staff or Team Physician, the university insurance coverage is null and void. In order for a student-athlete to be covered for expenses of any athletic injury or illness, he/she must go through the athletic training staff or Team Physician by reporting the injury and the athletic training staff will make necessary arrangements with an outside physician.

III. Insurance

All student-athletes will be required to fill out an insurance form prior to the beginning of their season to show proof of accident/illness insurance. This must be

done before they are allowed to practice or play. If a student-athlete does not have primary insurance, then they must purchase a plan that covers intercollegiate athletic injuries. Those with Medicaid insurance must also purchase a primary policy. The university's athletic insurance requires that the athlete's or parent's insurance be utilized for primary coverage of medical and surgical expenses. The university's policy will pay no bills until all claims have been first submitted to the athlete's or parent's policy. The university's policy will pay claims that are denied or paid in part, but only after a copy of the "Explanation of Benefits" form showing payment record and any outstanding bills are submitted by either the parents or provider's of service.

Authorized medical bills are to be handled in the following manner:

- a) Submit all bills for medical services to the athlete's or athlete's parent's insurance policy.
- b) If the student has no insurance or the athlete's policy does not pay the entire claim, the bills and the "Explanation of Benefits" form should be sent to the Head Athletic Trainer for processing.

IV. Injury and Illness Procedure

The student-athlete must report all athletic injuries or illnesses to a representative of the athletic training staff as soon as possible, so an early and thorough evaluation can be accomplished. The staff athletic trainer will make the necessary medical referral as indicated. If the athlete desires to see the school nurse, they must first come through the athletic training staff. Failure to do so may make the student-athlete become responsible for any medical bills that may be incurred.

In the event of an emergency or medical problem, outside of training room hours, contact a member of the athletic training staff for the necessary advice or assistance, regardless of the time of day. If unable to contact a member of the athletic training staff and you live on campus, go directly to Public Safety for assistance. Off campus residents should go to the emergency room at Self Regional Hospital.

In any case, the athlete should report the emergency incident to the athletic training staff as soon as possible. **The athlete is not permitted to seek medical attention without the prior authorization from the athletic training staff and/or Team Physician, except in cases of emergencies.**

V. Training Room Rules and Regulations for Athletes

The athletic training room is located in the basement of Finis Horne Arena. During your particular season, it is a busy facility, therefore, unless you are receiving treatment, being taped, or evaluated, please stay out so that the personnel can help those who need attention.

- a) The athletic training room is coed, so shorts must be worn at all times.

- b) There will be no loitering. Athletes will be examined, receive treatment, be taped and leave immediately.
- c) Cleats and spikes are to be taken off before entering, unless an emergency.
- d) NO profanity or horseplay permitted in the training room.
- e) NO food, drinks, tobacco or smoking of any kind in the training room.
- f) No athlete will be allowed to treat themselves.
- g) No athlete is permitted to get any OTC medicine out of the cabinets. Please ask a member of the athletic training staff for assistance.

VI. Treatments

Injured athletes must report for treatment according to the schedule identified by the athletic training staff. Failure of the athlete to keep treatment appointments will be turned in to the sports' appropriate coaches.

VII. Injury Evaluations

The evaluation of injured athletes is the sole responsibility of the athletic training staff and Team Physician/university physician. When an injury occurs, the coaches should not get involved in any way in the evaluation, treatment or disposition of the athlete. Furthermore, coaches shall not screen injuries before they are seen by the athletic training staff.

VIII. Referrals to Medical Specialists

If, in the opinion of the athletic trainer and Team Physician, an athlete should be referred to a medical specialist for consultation due to an athletic injury, the following procedure will be followed:

- a) The athletic training staff and/or Team Physician will make the appointment with the consultant.
- b) Any expenses occurred (travel, mileage, etc.) will be the responsibility of the student-athlete.

IX. Participation Following Injuries

Decisions regarding the return of an injured athlete to practice and competition will be the sole responsibility of the athletic training staff, Team Physician and/or university physicians.

X. Medication Policy

Student-athletes will not be permitted to enter the cabinets and retrieve OTC medications. All medications must be dispensed by the athletic training staff. Prescription medications will only be paid for by the athletic training department for **only injuries** that are sustained during the traditional and non-traditional season of competition for that particular student-athlete.

XI. Emergency Procedures

In the event of an injury that requires immediate transportation to a medical facility, the following procedure should be used:

- a) Begin immediate first aid
- b) Call campus security and inform them of your need for an ambulance. Give your name, location, and the status of the emergency. They will call for the ambulance.
- c) When the ambulance arrives, someone (athletic trainer) should accompany the athlete to the hospital.
- d) The athletic training staff should be notified as soon as possible.

Emergency phone numbers are located on all training room phones.

XII. End of the year questionnaire

At the end of the school year, each student-athlete will be required to fill out an end of the year questionnaire. This questionnaire will address any medical problems that the student-athlete may still be experiencing after their season has been completed. Failure to completely disclose any continuing injury will make the student-athlete financially responsible for any medical treatment that might occur as a result of the injury.

XIII. Non-emergency Transportation

Transportation for non-medical emergencies will be arranged through the athletic training staff. Should the athletic training staff not be available, it should be arranged through Public Safety. Under no circumstances should a student athletic trainer transport an athlete in a personal vehicle.

XIV. Procedures regarding handling, cleaning and treatment of facilities and athletes exposed to blood and other potentially infectious materials.

The following recommendations are designed to further minimize risk of blood-borne pathogen transmission in the context of athletic events and to provide treatment

guidelines for care givers. These are referred to as "universal precautions," but some additions and modifications have been made as relevant to the athletics arena.

- a) Pre-event preparation includes proper care for existing wounds, abrasions, cuts or weeping wounds that may serve as a source of bleeding or as a port of entry for blood-borne pathogens. These wounds should be covered before competition takes place.
- b) The necessary equipment and/or supplies important to compliance with universal precautions should be available to health care givers. These supplies include appropriate gloves, disinfectant bleach, antiseptics, bio-hazard containers, sharp containers, bandages and/or dressings.
- c) When a student-athlete is bleeding, the bleeding must be stopped and the open wound covered with a dressing sturdy enough to withstand the demands of the particular sport. Participants should be removed from the event as soon as practical. Return to play is determined by appropriate medical personnel. Any participant whose uniform is saturated with blood, regardless of the source, must have that uniform evaluated by medical personnel for potential infectivity and changed if necessary before return to competition.
- of d) During an event, early recognition of uncontrolled bleeding is the responsibility of coaches, officials, student-athletes and medical personnel. In particular, student-athletes should be aware of their responsibility to report a bleeding wound to the proper medical personnel.
- e) Personnel managing an acute blood exposure must follow guidelines for universal precautions. Latex gloves should be worn for the direct contact with blood or body fluids containing blood. Hands should be washed after glove removal.
- f) Any surface contaminated with blood should be cleaned in accordance with the following procedure: With gloves on, the spill should be contained in as small an area as possible. After the blood is removed, the surface area of concern should be cleaned with an appropriate decontaminant.
- g) Proper disposal procedures should be practiced to prevent injuries caused by needles, scalpels and other sharp instruments.
- soiled h) Any equipment or uniforms soiled with blood should be handled and laundered in items in a accordance with hygienic methods normally used for treatment of any equipment or clothing. This includes provisions for bagging the soiled personnel. manner to prevent secondary contamination of other items or

XV. Heat Policy

Recommendations for practices in the heat/humidity:

- Wear light colored, loose fitting clothing
- Drink at least 17 oz. of water 1-2 hours prior to exercise
- Modify activities according to heat index
- Take water breaks every 15-20 minutes
- Make sure student-athletes are acclimatized (physiological adjustment to the heat)
- Practice early in the day or later in the evening

FYI

The highest heat indexes are usually between 1 and 7 pm.

Acclimatization takes about 7-10 days and is a slow progression increasing in intensity and duration.

Most adverse heat reactions occur in the first few days of practice.

Athletic Training Staff will monitor environmental conditions during the day and make recommendations on continuing practices with modifications or cancellation of practice. If the National Weather Service issues a Heat Advisory with Heat Index surpassing 100, practices will not take place during the window of the Heat Advisory

XVI. Lightning Safety Policy

The keys to lightning safety are education and prevention. Education begins with background information on lightning and an understanding of the basic physics of lightning. Prevention should begin long before any athletic event. The first preventive measure to mitigate the lightning hazard is for the coaching/athletic training staff to check the weather report each day before a practice or event. In this way, the staff will be aware of the possibility of a storms forming or moving in to the area during the day.

Second, the coaching/athletic training staff should be aware of the signs of nearby thunderstorm development. Lightning and thunder activity in the local area are the alarms for the coaching/athletic training staff to begin monitoring thunderstorm activity, such as direction of movement and distance to the lightning flashes. It is imperative to understand that thunderstorms can become threatening in as little as half an hour. Furthermore, coaching/athletic training staff should know the location of the safe shelter closest to the athletic site and how long it takes to reach that shelter. Safe shelter is defined as (1) any sturdy building that has metal plumbing or wiring, or both, to electrically ground the structure, i.e., not a shed or shack, and (2) in the absence of a sturdy building as described above, any vehicle with a hard metal roof (i.e., not a convertible or golf cart) with the windows rolled up.

Third, the coaching/athletic training staff should be aware of how close lightning is occurring. The “flash-to-bang” method is the most common way to estimate how far away lightning activity is occurring. Simply stated, count the seconds between seeing the lightning “flash” and hearing the clap of thunder (“bang”). Divide this number by five to determine how far away (in miles) lightning is occurring.

For practical purposes, the Lander University Athletic Department advocates the following policy on lightning safety for intercollegiate outdoor athletic activities:

1. If the “flash-to-bang” interval is decreasing rapidly, **and** the storm is approaching your location, or if the “flash-to-bang” count approaches thirty (30) seconds, all outdoor intercollegiate activities must cease. All persons must immediately leave

the athletic site and seek safe shelter. The locker room shower and plumbing facilities **do not** provide safe shelter and should not be used at this time.

2. Stay away from tall or individual trees, lone objects (e.g. light or flag poles) metal objects (metal fences, or bleachers), standing pools of water, and open fields. Avoid being the tallest object in a field. **Do not** take shelter under a single tree.
3. If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees, or in a dry ditch. Crouching with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body's surface area. **Do not lie flat!**
4. If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch (as in No. 3) to minimize your body surface area.
5. Allow 30 minutes to pass after the **last** sound of thunder or flash of lightning before resuming any intercollegiate athletic activity.
6. Do not use telephone unless there is an emergency. People have been struck by lightning and killed while using a land-line telephone.
7. Lightning strike victims **do not carry** an electrical charge. CPR is safe for the responder and has been shown to be effective in reviving lightning strike victims.
8. Pay more attention to the lightning threat than to the rain. It need not be raining for lightning to strike; lightning can strike far from the rain shaft.

The onus of removing a team or individuals from an athletic site in the event of dangerous and imminent lightning activity is on the coach supervising the activity. The safety of any team or student-athlete ultimately rests with that coach. Whenever possible, the full-time certified athletic training staff will advise the coach supervising the activity as to the danger and proximity of the lightning threat. However, the responsibility still remains with supervising coaches to remove their teams or individuals from a field or event site.

With the information and background on lightning presented in this policy, the coach or athletic trainer, or both, can make an intelligent and safe decision regarding the removal of a team or individuals from an athletic site or the stopping of play during dangerous thunderstorm activity. In addition, any individuals who feel they are in danger of any lightning activity have the right to leave a field or event site to seek safe shelter.

Emergency Plan Tennis Courts at Lander University

In the event of an emergency at the Tennis courts, the following procedure will be utilized to make sure things run smoothly and expeditiously.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the athletic training room during practices and on site during contests.
3. During contests, the staff athletic trainer will notify Public Safety dispatch that an emergency has occurred and that EMS is needed.
4. If an emergency arises during practice, the coach will notify the Cheezem-Wimmer Athletic Training Room. Public Safety will then be notified and EMS will be called.
5. EMS will enter the tennis courts off of Sproles Street, behind the outdoor swimming pool.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Athletics Director of situation.

**Emergency Plan
PEES Building at Lander University**

In the event of an emergency in the PEES building, the following procedure will be utilized to make sure things run smoothly and expeditately.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the athletic training room during practices and contests.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.
4. If an emergency arises during practice, the student athletic trainer will notify the Cheezem-Wimmer Athletic Training Room. Public Safety will then be notified and EMS will be called.

5. EMS will enter the PEES building through the bank of doors adjacent to the soccer field. The student athletic trainer on hand will coordinate the arrival through the entrance.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify the Athletics Director of situation.

**Emergency Plan
Horne Arena at Lander University**

In the event of an emergency in the Horne Arena, the following procedure will be utilized to make sure things run smoothly and expeditiously.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the athletic training room during practices and contests.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.
4. If an emergency arises during practice, the student athletic trainer will notify the Cheezem-Wimmer Athletic Training Room. Public Safety will then be notified and EMS will be called.
5. EMS will enter the Horne Arena through the bank of doors on Wilson Street. The student athletic trainer on hand will coordinate the arrival through that entrance.
6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.

10. Staff athletic trainer will notify the Athletics Director of situation.

**Emergency Plan
Softball Field at Lander University**

In the event of an emergency at the softball field, the following procedure will be utilized to make sure things run smoothly and expeditiously.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available in the home dugout if needed during practices and contests. Gates leading to the fields will remain unlocked during all practices and contests.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office. If no officer is available, the Public Safety will be notified by the athletic training staff.
4. If an emergency arises during practice, the student athletic trainer will notify the Cheezem-Wimmer Athletic Training Room. Public Safety will then be notified and EMS will be called.
5. EMS will enter the field through the big gate located at the corner of the soccer field across from Brookside apartments. They will enter the softball field by the right field line gate next to the scoreboard. The student athletic trainer will be responsible for making sure gate is unlocked and that EMS has access.
6. Once EMS arrives, they will take over the scene with assistance from the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify Athletics Director of situation.

**Emergency Plan
Legion Stadium at Greenwood Civic Center**

In the event of any emergency at Legion Stadium, the following procedure will be utilized to make sure things run smoothly and expeditiously.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.

2. Emergency equipment (splints) will be available in the home dugout if needed.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.
4. If an emergency arises during practice, EMS will be summoned by the student athletic trainer or coach by dialing 9-911.
5. EMS will enter the stadium through the big gate located by the concession stand and drive around down onto the field.
6. Once EMS arrives, they will take over the scene, with assistance from the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify Athletics Director of situation.

**Emergency Plan
Soccer Field at Lander University**

In the event of an emergency at the Soccer field, the following procedure will be utilized to make sure things run smoothly and expeditiously.

1. During contests, staff athletic trainer on hand will coordinate the emergency plan.
2. Emergency equipment (splints) will be available on the home bench during practices and contests and the gate entering the field will remain unlocked during the practice and contests.
3. The Public Safety officer on hand for the game will notify EMS through the dispatch at the Public Safety office.
4. If an emergency arises during practice, the student athletic trainer will notify the Cheezem-Wimmer Athletic Training Room. Public Safety will then be notified and EMS will be called.
5. EMS will enter the soccer field through the gate at the far left corner of the field. The student athletic trainer on hand will coordinate the arrival through that entrance, making sure the gate is unlocked.

6. Once EMS arrives, they will take over the scene with the assistance of the athletic training staff.
7. The student athletic trainer on hand will accompany the student-athlete to the emergency room.
8. Staff athletic trainer will notify parents, if they are not in attendance.
9. Staff athletic trainer will notify appropriate medical personnel if needed.
10. Staff athletic trainer will notify Athletics Director of situation.

X. Lander University Department of Athletics

Substance Abuse Policy

Recognizing that drug and alcohol abuse in college athletics is of national concern and could endanger the health, development, and well-being of some of the university's student-athletes, the Lander University Department of Athletics has developed this policy of drug education, testing and counseling.

The purposes of the Lander University Department of Athletics Substance Abuse Policy are as follows:

- a. To provide appropriate substance abuse education for all facets of the Lander University athletic community.
- b. To identify those athletes who are involved in substance abuse so that they may receive the professional help and support which they need.
- c. To deter athletes from involvement in substance abuse.
- d. To give athletes another reason to say "NO" to substance abuse.
- e. To convey the message that Lander University believes that the process of chemically-enhanced athletic performance is unethical, and will not tolerate such behavior.
- f. To enhance the safety and well-being of Lander University athletes and their opponents.

SUBSTANCE ABUSE EDUCATION

The Athletic Department discourages any use of tobacco, illegal drugs, or alcohol abuse. The use of alcohol, tobacco, and other drugs at Lander University athletic events and activities

associated with them is prohibited by the Athletic Department. The Athletic Director must approve any or all exceptions in writing.

The Athletic Department will conduct an Alcohol, Tobacco, and other Drug educational session two times yearly for all student-athletes. The initial session will, at a minimum, contain a review of the Athletic Department and University policy including resources and referral information. Additional educational sessions will be provided on related topics.

The Athletic Department will incorporate for staff a yearly review of department and University policy on Alcohol, Tobacco, and other Drugs in a meeting prior to the beginning of the fall semester. Additional information provided will include resources and referral services to enable the athletic department staff to engage in informed, responsible decision making regarding the use and abuse of alcohol, tobacco, and other drugs by their student-athletes.

The Athletic Department will conduct random drug screening of student-athletes in order to identify those who use or abuse any banned substances. The athletic director may add any student-athlete who is identified for reasonable cause to the random screening list.

Alcohol

Lander University **will not** tolerate illegal or otherwise irresponsible use of alcohol. This includes drinking while under the legal age, and purchasing alcohol for use by a minor. Alcoholism is a progressive disorder with serious consequences.

A student-athlete who consumes alcohol will be held accountable for an alcohol related incident in which he/she is involved. In such cases, the student is subject to university, athletic department, or team disciplinary action whether or not there are legal implications.

If a student-athlete is involved in an alcohol related incident with legal implications under state and federal laws, he or she will have the same consequences as a positive drug test. If a student-athlete is involved in an alcohol related incident with NO legal consequences, the head coach, athletic director, and head athletic trainer will determine if the circumstances warrant counseling intervention and/or any additional sanctions in addition to any university sanctions thru Student Affairs.

Tobacco

Tobacco use often results in physical dependency in the form of nicotine addiction. The negative effects of tobacco abuse are well documented in the high incidence of oral, lung, and other forms of cancer.

NCAA legislation prohibits the use of tobacco products by all athletes, coaches, athletic trainers, managers, and officials, in all sports during practice and competition. In addition, Lander University prohibits tobacco use by student-athletes, staff, and spectators on and in close proximity to the grounds of all athletic facilities at all times. Any staff member or student-athlete representing the athletic department in an official capacity at any time is prohibited from the use of tobacco products. Violations of this policy are subject to disciplinary sanctions by the head coach, athletic director, and head athletic trainer.

SUBSTANCE ABUSE PROGRAM DESCRIPTION

Urinalysis will be used to detect possible prohibited drug use through a screening program. However, other types of tests may be utilized to determine the presence of alcohol, tobacco, and other drugs. The testing based on urinalysis will be implemented as follows:

- **Random Screening:** All student-athletes listed on official team rosters will be eligible to be screened. At least 10% of members from each team will be selected by a computer generated random draw.
- **Individualized Reasonable Suspicion Screening:** Any student-athlete may be added to the random sample for drug screening when in the judgment of the athletic director there is reasonable cause to suspect the student-athlete is engaged in the use of any prohibited substance. Reasonable Suspicion may be based on information from any source deemed reliable by the Director of Athletics, including, but not limited to: 1. Observed possession or use of substances that appear to be prohibited, 2. Arrest or conviction for a criminal offense related to possession, use or trafficking of prohibited substances, 3. Observed abnormal appearance, conduct, or behavior, reasonably interpretable as being caused by the use of prohibited substances.

Upon receipt of such information, the Athletic Director shall confer with University legal and medical representatives in determining whether there is reasonable cause to suspect a student-athlete is engaged in use or abuse. If reasonable suspicion is found to exist, the Director of Athletics will add the student-athlete to the next random list for screening and they will be notified in the same manner as other student-athletes.

- **Positive Test Follow-up Screening:** Any student-athlete who tests positive will automatically be added to the random list for screening and will be notified in the same manner as the rest of the group. The student-athlete will be tested at each test session for the remainder of their eligibility at Lander University.

Substance Abuse Testing

- All student-athletes (and a parent or guardian if student is under 18) will sign a consent form prior to becoming an active member of any team roster. This form will explain the alcohol, tobacco, and other drug policy and drug screening program outlined in this document. Consent to this policy is a prerequisite of participation in the athletic program at Lander University.
- The Athletic Director and/or Head Athletic Trainer will select two dates per semester for drug screening.
- A computer generated random draw will be preformed to select a minimum of 10% of the student-athletes from each team for each drug screening.
- The student-athletes to be tested will be notified where and when to appear for the test. It is then the student-athlete's responsibility to be present for testing. If an athlete fails to report to the test, it will be considered a positive test and will be re-tested at the next test session in consultation with the Athletic Director, Head Athletic Trainer, Head Coach and Director of Counseling.
- An outside certified agency will conduct the tests in the Lander University Horne Arena according to Federal Department of Transportation guidelines. Any or all NCAA banned

drugs may be tested for. Certified collectors will collect the urine sample. The student-athlete will witness the agency representative prepare the samples and will sign the appropriate paperwork acknowledging the sample is his or hers.

- The samples will be transferred to the testing lab according to the chain of custody set forward by the agency.
- The Medical Review Officer of the outside agency will make initial notification of positive tests. The Head Athletic Trainer will be notified via secured fax or mail. The Head Athletic Trainer then notifies the Athletic Director verbally. The Athletic Director will then notify the respective Head Coach. The Head Athletic Trainer will notify the student-athlete.
- In the case of a positive test, the student-athlete will be given the opportunity to have a portion of the original sample retested.
- Substances to be testing for:
 - a. Amphetamines
 - b. Methamphetamine
 - c. Cannabinoid (Marijuana)
 - d. Cocaine
 - e. Opiates (Heroin and other opium derivatives)

Actions Resulting from a Positive Test

The following are the minimum penalties to be enforced by the Athletic Department. Additional penalties may be developed and imposed at the discretion of the individual team coaches. However, specific team policies must be in writing and must be distributed to all team members prior to that sport's first practice.

- **First Confirmed Positive Test**
 - Required meeting with Athletic Director, Head Coach, and Head Athletic Trainer
 - Parental notification by phone and follow up in writing
 - Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended
 - Suspension from all team activities for ten days; schedule of suspension to be served at discretion of Athletic Director after meeting with the Head Coach and Head Athletic Trainer
 - Subject to unannounced drug and alcohol screening at any time for the remainder of their eligibility
- **Second Confirmed Positive Test**
 - Required meeting with Athletic Director, Head Coach, and Head Athletic Trainer
 - Parental notification by phone and follow up in writing
 - Permanent dismissal from all Lander University Intercollegiate Athletic participation

Confirmed positive tests are cumulative through eligibility regardless of how much time lapses between positive tests.

If the individual student-athlete does not fulfill the requisite sanctions, he/she forfeits the right to participate in the Lander University Intercollegiate Athletic Program.

Self-Disclosure

The University and the staff of the Athletic Department encourage any student-athlete to voluntarily seek assistance from a staff member whenever he or she feels they have a problem with alcohol or other drugs.

The following procedure will be followed if a student-athlete voluntarily discloses a problem:

- Referral to Head Athletic Trainer
- Head Coach and Athletic Director are notified if not already
- Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended
- Automatically placed on the screening list the following school semester

NOTE: A self-disclosure referral does not count as a first positive drug test

FALSIFICATION OF TEST RESULTS

Any attempt to falsify test results by providing false information, altering a urine sample, manipulating test results, or any other conscientious effort to circumvent the process will result in an automatic suspension from participation in the athletic program for a period of not less than one (1) year.

SELECTION OF A LAB

An appropriate lab will be selected based upon the following basic criteria:

- a. Ability to provide appropriate initial screening procedures (immunoassay, thin-layer chromatography, etc.) AND confirmatory testing using gas chromatography and mass spectrometry.
- b. Documented accuracy rates with respect to false-positive results.
- c. Appropriate chain of custody plan which will minimize the possibility of inaccurate results.
- d. Availability of confirmation affidavits from analysts/toxicologists upon request.
- e. Convenience with respect to sample storage and transportation, and prompt reporting of test results.
- f. Cost

XI. Sports Information Policies and Procedures

The following policies and procedures must be followed to ensure adequate and accurate information is obtained. This information is readily accessible to the media. Any questions should be directed to the Sports Information Director (SID).

I. Publicity

- 1) It will be the responsibility of the coach of each sport to meet with the Sports Information Director prior to the season and plan the season's publicity program.
- 2) The coaches shall report all scores and statistics to the SID as soon as possible after each contest.
- 3) All statistics and records for all sports will be kept in the SID office.
- 4) All schedules will be officially released by the Sports Information Director.

II. Policies and Procedures

- 1) Pre-season pictures of individuals and teams are to be arranged as soon as possible.
- 2) Coaches are to have each player complete a sports information questionnaire at the beginning of each season. These are to be turned in to the Sports Information Director as soon as possible.
- 3) Release of schedule should be accompanied by a prospectus of season prior to the first contest.
- 4) Weekly news releases during the season will discuss what happened last week and what is upcoming.
- 5) Feature stories will be released when the coach and SID see fit.
- 6) Pre-event releases will be sent out whenever possible.
- 7) Hometown releases on all athletes will be done during the year. Preferably wait until something good has happened. If not then, then a season-ending release announcing that athlete's statistics.
- 8) Coaches are responsible for instigating medial guides or other promotional materials since it will be paid for from their budget.
- 9) Up to date profiles on all coaching staff should be maintained.
- 10) Publicize athlete signing by news release only.

- 11) Have season schedules printed and distributed prior to the season.
- 12) Coaches are required to inform the SID of the following: the signing of a recruit; a player leaving the squad; a player injury; any roster changes; any starting lineup change; any uniform number change; any public appearances by the team or the coach; the completion of the upcoming season's schedule as soon as it is finalized.

XII. Policy for Reporting Violations

Lander University is committed to operating its athletic program in a manner which is consistent with the letter and the spirit of the NCAA, the Peach Belt Conference, and University rules and regulations. To achieve that commitment, Lander has instituted a compliance program which will combine the training and education of coaches, staff and students; the review and modification of athletic department and University operating procedures to ensure compliance with those rules; and prompt institutional response when rule violations do occur.

Lander University's position is that no violation is so minor that it need not be reported. Lander encourages employees, inside and outside the athletic department, to be aware of and to report all NCAA rules violations. This policy for reporting rules violations is part of an overall rules education and compliance program at Lander University that strives to bridge the academic and athletic areas in a reasonable manner. In responding to a rule violation, Lander University will examine such factors as whether the violation is intentional, whether an advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether an athlete's eligibility is affected, whether violations are recurring, and what can be done to ensure compliance in the future. Lander University's goals in responding to a potential rules violation will be to encourage communication; to seek consistency and accountability; and above all, to send a strong message that Lander University is serious about rules compliance.

Lander's compliance goals are to educate coaches, staff, and students in their responsibilities under the rules, to develop efficient and responsible operating procedures within the athletic department and the University which guide staff in their efforts to work within the rules, and to respond to each rule violation so that the circumstances which led to the violation can be corrected.

Lander has an ongoing Compliance Committee, chaired by the Compliance Coordinator, and represented by staff from the various academic areas involved with athletic eligibility (Admissions, Records, Financial Aid), along with the President, the Athletic Director, and the Faculty Athletic Representative. The Committee meets regularly to review NCAA rules and to monitor compliance procedures. The President also has regularly scheduled meetings with the Athletic Director and the Compliance Coordinator. Coaches and staff involved with athletic eligibility are regularly involved in conference and NCAA rules-education seminars. Lander requires that coaches keep accurate documentation on phone calls, recruiting trips, and practice sessions. Student-athletes are involved in rules education sessions.

Coaches, staff members, and student-athletes at Lander University have an obligation to report any violations or potential violations of NCAA or Peach Belt Conference rules. All suspected NCAA violations will be investigated by the Athletic Director and the Compliance Coordinator, with their findings and recommendations going to the President, and the NCAA Enforcement Division, if necessary. Outlined here are the specific Lander policies concerning the reporting of a suspected violation and conducting the investigation of the alleged violation.

A. Who may Report a Violation

1. Any individual (an athletic staff member or coach, a student-athlete, a university employee, or a member of the community) may report an alleged, rumored, or suspected violation.
2. The individual may report the alleged, rumored, or suspected violation verbally or in writing.

B. To Whom Shall an Alleged Violation be Reported

1. If an alleged or rumored or suspected violation is conveyed to any athletic department staff member, the staff member is required by NCAA regulations to notify the Athletic Director so that an investigation may begin.
2. Individuals other than athletic department staff members may report an alleged violation to any or all of the following persons:
 - a. Athletic Director
 - b. The Compliance Coordinator
 - c. The Faculty Athletic Representative.

C. Conduct of the Investigation

1. The Athletic Director is responsible to initiate and conduct the investigation of the alleged violation when notified of an alleged violation. The Athletic Director will immediately inform the President, the Compliance Coordinator, the Faculty Athletic Representative, and the coach involved that an investigation of the alleged infraction is under way. It is important that the Compliance Coordinator is kept fully informed of the status of the investigation by the Athletic Director by means of oral and written communication of relevant procedures, interviews, and documents relevant to the case. If the allegation is against the Athletic Director, the President shall direct the Compliance Coordinator to conduct the full investigation and report the findings directly to the President.

2. The Athletic Director will maintain a written record of all documents, chronology, and interviews concerning the alleged violation. The written record, to be included in the investigation report, will consist of the following:

- a. Date the alleged violation was reported to the Athletic Director and by whom the violation was reported.
- b. Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation, especially the name of the coach and the student-athlete involved.
- c. Chronology of all actions taken by the Athletic Director and the Compliance Coordinator in the investigation of the alleged violation. This should include dates of

interviews, documents, and calls for possible rules interpretations to the Peach Belt Commissioner and the NCAA office.

d. A formal report and recommendation by the Athletic Director, with a rationale for concluding whether the allegation was or was not a violation of NCAA regulations. This report should be given to the President, the Compliance Coordinator, and the Faculty Athletic Representative.

e. The Compliance Coordinator will review the report and recommendation of the Athletic Director, and make an independent report and recommendation to the President of the University.

f. If the Athletic Director's and Compliance Coordinator's recommendations to the President agree that a violation has occurred, the President will direct the Athletic Director to report the infraction immediately to the Peach Belt Commissioner and the NCAA. The Athletic Director will send copies of these letters of notification to the President, the Compliance Coordinator, the Faculty Athletic Representative, and the involved coach or staff member.

D. Information to be included in the Self-Report by the Athletic Director

The NCAA Enforcement Division recommends that the following information be included in the report of a violation:

1. The date and location of the violation.
2. The identities of involved student-athletes and coaching staff members.
3. The means by which the institution became aware of the alleged violation; such as a letter, a phone call, a conversation, or a newspaper story.
4. The reasons why the violation occurred, such as lack of knowledge of a rule or poor monitoring.
5. A list of corrective or punitive actions taken by the University.
6. The institution should indicate clearly whether it believes a violation occurred and the specific legislation it believes has been violated.

E. Alleged Violations at Other NCAA Member Institutions

1. If an individual at Lander University has knowledge of an alleged violation that has occurred at another NCAA institution, one should report the alleged violation to Lander's Athletic Director or Compliance Coordinator, who then are required to report the allegation to the Athletic Director of the other school, and the NCAA, if necessary.

2. The Lander Athletic Director should discuss the violation with the accuser and may then contact the Athletic Director at the accused institution to request that the alleged violation be investigated. The Lander Athletic Director may contact the Peach Belt Conference Commissioner and request that the Commissioner contact the accused institution.

F. **Policy on Repeated Violations at Lander University**

Reported violations by coaches or other members of the athletic department staff can result in the following disciplinary action taken by the Athletic Director or the President of the University.

Minor Violations: Not allowed to recruit on or off campus; completion of a supervised rules education program; temporary suspension of coaching duties; reassignment of other duties within the athletic department.

Major Violations: Suspension from coaching duties including recruitment; loss of coaching duties; termination of employment.

The Athletics Director will conduct an inquiry with the individual involved, along with the Compliance Coordinator, the Faculty Athletic Representative, the President to ascertain the severity of the violation and whether or not it is a repeated violation by the individual. The appropriate action will be taken based upon the findings of this inquiry, and the recommendation of the Compliance Coordinator. The Commissioner of the Peach Belt Conference may be called in, on consulting basis, if the violation warrants the Commissioner's involvement.