Table of Contents

INTRODUCTION ........................................................................................................................................................................... 3
  1.1 ATHLETIC MISSION STATEMENT ............................................................................................................................................ 3
  1.2 PHILOSOPHY ................................................................................................................................................................................ 3
  1.3 FUNCTIONS OF THE DEPARTMENT OF ATHLETICS .................................................................................................................. 3

POSITION DESCRIPTIONS AND RESPONSIBILITIES .................................................................................................................. 5
  2.1 DIRECTOR OF ATHLETICS ............................................................................................................................................................. 5
  2.2 SENIOR ASSOCIATE ATHLETIC DIRECTOR FOR DEVELOPMENT ............................................................................................. 5
  2.3 ASSOCIATE ATHLETIC DIRECTOR FOR MEDIA RELATIONS .................................................................................................... 6
  2.4 SENIOR ASSOCIATE ATHLETIC DIRECTOR FOR SPORTS PROGRAMS .................................................................................. 7
  2.5 DIRECTOR FOR MARKETING and PROMOTIONS ......................................................................................................................... 8
  2.6 ASSOCIATE ATHLETICS DIRECTOR FOR COMPLIANCE/SWA ........................................................................................... 9
  2.7 TICKET MANAGER ............................................................................................................................................................................. 10
  2.8 DIRECTOR OF ATHLETIC FACILITIES .................................................................................................................................... 10
  2.9 DIRECTOR OF VIDEO SERVICES ............................................................................................................................................. 11
  2.10 ACCOUNTING EXECUTIVE (IMG COLLEGE) .............................................................................................................................. 11
  2.11 ADMINISTRATIVE ASSISTANT .................................................................................................................................................. 12
  2.12 DIRECTOR OF SPORTS MEDICINE .......................................................................................................................................... 12
  2.13 DIRECTOR OF STRENGTH and CONDITIONING ....................................................................................................................... 13
  2.14 HEAD BASEBALL COACH ....................................................................................................................................................... 15
  2.15 HEAD MEN’S BASKETBALL COACH ................................................................................................................................ ....... 16
  2.16 HEAD WOMEN’S BASKETBALL COACH .................................................................................................................................. 18
  2.17 HEAD MEN’S AND WOMEN’S CROSS COUNTRY & TRACK COACH .......................................................................................... 19
  2.18 HEAD FOOTBALL COACH .......................................................................................................................................................... 20
  2.19 HEAD MEN’S GOLF COACH .................................................................................................................................................... 27
  2.20 HEAD WOMEN’S GOLF COACH ........................................................................................................................................... 27
  2.21 HEAD MEN’S SOCCER COACH ............................................................................................................................................. 28
  2.22 HEAD WOMEN’S SOCCER COACH ........................................................................................................................................ 30
  2.23 HEAD MEN’S TENNIS COACH .................................................................................................................................................. 30
  2.24 HEAD WOMEN’S TENNIS COACH .......................................................................................................................................... 31
  2.25 HEAD VOLLEYBALL COACH .................................................................................................................................................. 31
  2.26 HEAD MEN’S AND WOMEN’S RIFLE COACH ............................................................................................................................ 33
  2.27 HEAD WOMEN’S LACROSSE COACH ....................................................................................................................................... 33

GENERAL POLICIES AND PROCEDURES .................................................................................................................................... 35
  3.1 ACADEMICS/GENERAL RULES .................................................................................................................................................... 35
  3.2 ELIGIBILITY CERTIFICATION PROCESS ................................................................................................................................ 37
  3.3 RECRUITING ....................................................................................................................................................................................... 39
  3.4 FINANCIAL AID ................................................................................................................................................................................ 40
3.5 ACADEMIC PERFORMANCE PROGRAM ................................................................. 42
3.6 POSSIBLE VIOLATIONS POLICY ........................................................................... 42
3.7 COMMITMENT TO EQUITY .................................................................................. 42
3.8 BUDGET .................................................................................................................. 44
3.9 BUSINESS .............................................................................................................. 45
3.10 FACILITIES AND EQUIPMENT ......................................................................... 46
3.11 LAUNDRY ROOM POLICIES .............................................................................. 48
3.12 LETTERS/AWARDS/BANQUETS ........................................................................ 49
3.13 PERSONNEL ....................................................................................................... 49
3.14 SCHEDULING AND GAME CONTRACTS .......................................................... 53
3.15 MEDIA RELATIONS – SPORTS INFORMATION .................................................. 54
3.16 ATHLETIC TRAINING ......................................................................................... 57
3.17 TERRIER CLUB .................................................................................................. 69
3.18 TICKETS ............................................................................................................. 69
3.19 POLICY REGARDING POST SEASON PLAY ..................................................... 71
3.20 MARKETING ..................................................................................................... 71
3.21 VISITING TEAM ACCOMODATIONS ............................................................... 72
3.22 RISK ASSESSMENT AND REDUCTION ......................................................... 72
3.23 RICHARDSON PHYSICAL ACTIVITIES BUILDING ....................................... 73
3.24 CAROLINA PANTHERS .................................................................................... 73
3.25 SUMMER CAMPS .............................................................................................. 73
3.26 FOOTBALL VIDEO LIFT POLICY ....................................................................... 73
3.27 ACTIVE SHOOTER POLICY ............................................................................. 74

PHYSICAL EDUCATION ............................................................................................. 74
4.1 PHILOSOPHY ....................................................................................................... 74
4.2 CURRICULUM .................................................................................................... 75
4.3 ADMINISTRATIVE PROCEDURES ................................................................... 75

ATHLETIC DEPARTMENT APPENDICES .................................................................. 76
TRAINING ROOM APPENDICES .............................................................................. 79
1.1 ATHLETIC MISSION STATEMENT

Wofford College will provide high-quality educational experiences for its student-athletes through successful competition in intercollegiate athletics in the Southern Conference and intramural activities on campus, while simultaneously maintaining and enhancing the academic profile and achievements of the student-athletes, paying special attention to the needs of minorities and women, and contributing significantly to the successful marketing of the college.

1.2 PHILOSOPHY

The philosophy of the Wofford College Athletic Department is based on the belief that intercollegiate athletics are an integral part of the college’s overall educational program and contribute to the complete development of its students. We believe that we can best contribute to this development if we collectively strive to develop excellence of character in ourselves and our students. We cherish the Judeo-Christian and Civic Republican traditions from which this college emerged—particularly the virtues of justice, compassion, courage, self-control, and excellence of intellect. Because of the department’s visibility, it has a unique opportunity to be a positive influence on the lives of everyone associated with the program: student-athletes, other students, faculty, staff, alumni, and friends.

The athletic program’s top priority is its student-athletes. Proper direction and motivation will help them grow academically, athletically, socially, and spiritually. The ultimate goal is to provide each student-athlete with the tools necessary to be successful in life.

A sound athletic program should benefit the institution through its effects on students, alumni, and the institution itself. Specifically, it should help to maintain and improve the loyalty and the “esprit de corps” of the student body, aid in strengthening the pride and enthusiasm of the alumni, serve as a favorable public relations factor, and provide the generally accepted benefits to the participants.

Standards of excellence should be maintained throughout all phases of the program of intercollegiate athletics. These standards should apply to the caliber of the ability of the participants; the qualifications for admission, enrollment, and retention of students; the number and variety of intercollegiate activities sponsored and supported by the College; qualifications of the coaching staffs; the quality of equipment used; and the levels of safety and concern for the welfare of the participants.

Participation in competitive physical activity, including that offered in regular physical education courses and intramural and extramural activity should be encouraged for each student. The more competitive and talented students may find their greatest satisfaction in participation in intercollegiate competition, but all should find athletic competition and physical exercise an important part of college life.

The administration of the athletic program is the duty and responsibility of the Director of Athletics who acts as an agent of the college in seeing to it that administrative decisions reflect established policy. At the same time, the Director acts as an agent of his staff in communicating their views to the Board of Trustees and the President. The President is the campus authority responsible for integrating and implementing athletic policy matters with the policy being set by the Board of Trustees.

In regard to the coaching staff and in keeping with the educational purposes of the athletic program, each coach’s goal should be the total development of students and an observance of the letter and spirit of the rules and regulations of the NCAA. Judgments concerning hiring, promotion, or termination should be based on the ability of the coaches to carry out this function as outlined in the NCAA Manual.

1.3 FUNCTIONS OF THE DEPARTMENT OF ATHLETICS

- To operate and administer an intercollegiate athletic program for those students possessing highly specialized physical skills and interest.
- To provide free play and recreational opportunities for students, staff, families, and on a limited basis, the outside community.

1.3.1 NCAA & Southern Conference Compliance Program Oversight

The Faculty Athletics Representative (FAR) has direct oversight responsibility for the institution’s compliance program. In this capacity, the FAR routinely monitors the program and communicates with the Director of Athletics, the Director of Compliance, the College President, and the Southern Conference Office, as needed. As part of this oversight process, the FAR will periodically ask the Southern Conference Office to review the department’s compliance program.
The compliance program is also routinely evaluated for effectiveness by the Southern Association of Colleges and Schools and by the NCAA Peer Review process. In addition, the Office of the President routinely evaluates the compliance program as part of the ongoing reporting process.

1.3.2  Commitment to Compliance

Wofford College athletics is committed to compliance with both the spirit and the letter of all policies, rules, and regulations of the NCAA, the Southern Conference, and the institution. Such commitment is evident in employment letters, employee evaluations, evaluation of programs by student-athletes, and in senior exit interviews, and ongoing compliance education initiatives at all head coaches’ meetings, athletic department meetings, and student-athlete meetings.

1.3.3  Rules Education Programs

The Wofford College Athletic Department provides for ongoing educational programs to enhance department-wide compliance. These include: attendance by selected staff at national and regional compliance meetings, attendance at Southern Conference programs, two annual departmental workshops, staff meetings, and monthly head coaches’ meetings. As part of the Wofford Athletics compliance program, this manual is reviewed and approved by the Office of the President and the Faculty Athletics Representative (FAR).
2.1 DIRECTOR OF ATHLETICS

The Director of Athletics is the administrative head of the Department of Athletics and is directly responsible to the President for its operation.

Specific duties:
- Coordinating and supervising the entire athletic program; its facilities, operations, budgeting, planning, and evaluating
- Determining departmental policies
- Representing the athletic department to the NCAA on a national level
- Overseeing the operation of the Terrier Club
- Serving on committees that concern athletics at the college level
- Representing athletics to the Board of Trustees and participating in board committee meetings as invited
- Ensuring that the college follows all NCAA and Southern Conference policies and procedures
- Representing the athletic program to the larger campus community and ensuring its appropriate role in the delivery of the college's mission
- Representing athletics to various other constituent groups as appropriate
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.2 SENIOR ASSOCIATE ATHLETIC DIRECTOR FOR DEVELOPMENT

Supervision: The Senior Associate AD for Development reports directly to the Director of Athletics.

The Associate AD for Development will function in the following roles:
- Associate Athletic Director
- Director of the Terrier Club
- Special Projects as Assigned by the Director of Athletics

Specific Responsibilities

Director of Terrier Club:
- Coordinate with TC president and board of directors on yearly calendar & events
- Perform day-to-day operation of fundraising responsibilities (phone calls, mail, etc.)
- Distribute newsletter, information, etc. out to membership
- Handle game-day events for the Terrier Club
- Represent athletic department at alumni and development events college-wide
- Plan fundraising luncheons, meetings, events
- This position also requires performance of other special projects as assigned by the Director of Athletics.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.2.1 Terrier Club Membership Development Coordinator

Supervision: The Terrier Club Membership Development Coordinator reports directly to the Senior Associate AD for Development.

Specific Responsibilities:
- Director for all Terrier Club golf tournaments
- Goal Line Club and Student-Athlete Thank-a-Thon Coordinator
- Football Parking Coordinator
- Assist Terrier Club Director with Special Events
• Terrier Club contact for alumni and student-athlete parent groups on specific project dinners & fundraisers
• Coordinate social media outlets with Media Relations
• Perform day-to-day operation of fundraising responsibilities.
• Maintain databases for mailings/solicitations.
• Handle Terrier Club thank you notes and distribution of car decals.
• Coordinating and working with event volunteers.
• Other duties as assigned regarding day to day operations of the Terrier Club
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.2.2 Terrier Club Member Services & Events Coordinator

Supervision: The Terrier Club Member Services & Events Coordinator reports directly to the Senior Associate AD for Development.

Specific Responsibilities:
• Responsible for all aspects of the Terrier Ball
• Plan, coordinate, implement, and manage all aspects of key athletic and fundraising events
• Update, maintain and review the Terrier Club website
• Work in conjunction with the Terrier Club Board of Directors
• Create and edit in-house mailings and email solicitations
• Coordinate social media outlets with Media Relations
• Manage the Terrier Club online store
• Other duties as assigned regarding day to day operations of the Terrier Club
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.3 ASSOCIATE ATHLETIC DIRECTOR FOR MEDIA RELATIONS

Supervision: The Associate Athletic Director for Media Relations reports directly to the Director of Athletics.

Specific Responsibilities:
• Work with the Director of Athletics and coaching staff to publicize and promote the athletic teams and student-athletes
• Arrange and coordinate media interview requests for coaches and student-athletes
• Produce publications that include media guides, game programs, game notes, and releases
• Coordinate all radio and television appearances
• Keep and report statistics to the NCAA
• Handle requirements from the Southern Conference office
• Prepare hometown newspaper releases
• Supervise press facilities during sporting events
• Secure and schedule photography for publicity needs
• Work with the campus communications office on sports pages in Wofford Today along with being the athletic department liaison
• Serve as Web Master for the Wofford Athletics web page
• Coordinate highlight videotapes
• Gather press clippings
• Handle fan requests
• Research coordinator for the Athletic Hall of Fame
• Special projects as assigned by the Director of Athletics
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
2.3.1 Assistant Director of Media Relations

Supervision: The Assistant Director of Media Relations reports directly to the Associate Athletic Director for Media Relations

Specific Responsibilities:
- Direct all media relations for the 14 Olympic sports at Wofford College
- Produce media guides
- Write press releases
- Game-day operations at football and men’s basketball games
- Maintain statistics for all 14 Olympic sports
- Assist in maintaining the athletic site of the college’s web page
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.3.2 Media Relations Intern

Supervision: The Media Relations Intern reports directly to the Associate Athletic Director for Media Relations

Specific Responsibilities:
- Assist with Game Day Operations
- Assist with the production of media guides
- Write press releases
- Assist with statistics for all 14 Olympic sports
- Assist in maintaining the athletic site of the college’s web page
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.4 SENIOR ASSOCIATE ATHLETIC DIRECTOR FOR SPORTS PROGRAMS

Supervision: The Senior Associate Athletic Director for Sports Programs reports directly to the Director of Athletics.

Specific Responsibilities:
1.) Facilities/Game Operations
- Coordinate facility scheduling/maintenance with Director of Facilities
- Coordinate game operations for all home sporting events
- Organize staffing for all home events

2.) Scheduling
- Work closely with coaches in determining their schedules for outside competition
- Oversee special consideration needs to be given to NCAA requirements as well as college policy

3.) Other:
- Campus Liaison to Carolina Panthers
- Work with Director of Athletics on budget oversight/development for all programs
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.4.1 Budget & Operations Manager

Supervision: The Budget & Operations Manager reports directly to the Senior Associate ADs for Sports Programs and Director of Athletics

Specific Responsibilities:
- Process department invoices.
• Process department credits to appropriate budget.
• Work with Athletics Staff on budget preparation and reports.
• Supervise indoor athletics facilities.
• Support game operations for all sports.
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.4.2 Jerry Richardson Indoor Stadium Facility Manager

1.) Responsibilities:
• Manage the maintenance and day-to-day operations of the Jerry Richardson Indoor Stadium.
• Serve as Event Manager for selected home intercollegiate events, and assist the Assistant Athletic Director with football, men’s & women's basketball, women's volleyball, and spring home games.
• Manage the set up and break down of all intercollegiate practices and home games.
• Supervise member operations staff for athletic facilities.
• Schedule work study students to include office staffing and selected home contests.
• Act as liaison to selected College departments such as College Facilities and Grounds, and the Custodial department.
• Assist with athletic capital improvement projects as needed.
• Compliance with all NCAA, Conference and College rules and regulations.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.
• Additional duties as assigned.

2.5 DIRECTOR FOR MARKETING and PROMOTIONS

Supervision: The Director of Marketing & Promotions reports to the Senior Associate AD for Sports Programs.

Specific Responsibilities:
1.) Marketing responsibilities:
• Sports Schedule Card Sales
• Planning special events for corporate ticket holders and any game sponsors as needed
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

2.) Season Ticket Sales – External Operations
• Coordinate corporate events and advertisers.

3.) Promotion Responsibilities
• Implementation of in-game promotions (timeouts, halftimes, pre and postgame) for all sports including men's and women's soccer, volleyball, football, men's and women's basketball, baseball and men’s and women’s tennis.
• Pre-event promotions for all sports listed above to attract attendance and community support.
• All event public address announcement scripts and music for each event listed above.
• Ordering of giveaway items for events listed above.
• Game-day operations at football and men's basketball games
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.5.1 Sports Marketing Intern

Supervision: The Sports Marketing Intern reports directly to the Associate AD for Marketing and Promotions.

Specific Responsibilities:
• Overseeing and implementing the kid's club
• Selling of Season & Group Ticket Packages and servicing these packages/groups.
• Game Day Operations
• Other duties as assigned
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.5.2 Sports Marketing Intern

Supervision: The Sports Marketing Intern reports directly to the Associate AD for Marketing and Promotions.

Specific Responsibilities:
• Overseeing and implementing the kid’s club
• Selling of Season & Group Ticket Packages and servicing these packages/groups.
• Game Day Operations
• Other duties as assigned
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.5.3 Cheer/Dance Coaches

Supervision: The Cheer/Dance Team coaches report directly to the Director Marketing and Promotions.

Specific Responsibilities:
• Coaching and supervision of the cheerleading & dance team squad
• Maintaining inventory and ordering equipment
• Overall presentation of cheerleading and dance team routines
• Travel supervision or finding suitable replacement when necessary
• Organizing/planning special events, fund raisers, etc.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.6 ASSOCIATE ATHLETICS DIRECTOR FOR COMPLIANCE/SWA

Supervision: The Associate AD for Compliance/SWA reports directly to the Director of Athletics and/or President.

Senior Women Administrator:
• Serve as representative for female coaches and athletes
• Represent Wofford at any conference or NCAA meetings as SWA
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

Compliance
• Be aware of any major changes in rules and interpretations
• Advise coaches and athletes of rule changes
• Stay up-to-date on the NCAA Manual
• Keep a log of rules and interpretations asked by coaches and staff
• Work closely with the Director of Athletics and Faculty Athletics Representative on any question or problem with NCAA rules & interpretations
• Coordinate with NCAA office on questions we cannot find answers to
• Provide an orientation session for new coaches
• Conduct rules education at weekly and monthly staff meetings
• Oversee the documentation and compliance of all recruiting efforts
• Responsible for the submission of the Academic Performance Program
• Administer the National Letter of Intent Program
• Coordinate all initial eligibility through the NCAA Eligibility Center
• Serve as liaison to Southern Conference on rules/regulations
• Maintain all compliance software/student-athlete databases
• Conduct weekly audits of all coaches involved in the recruitment of student-athletes
• Collect all weekly CARA timesheets, monthly contact and evaluation forms, and all official visit documentation
• Communicate with admissions on application/acceptance/deposit status of incoming student-athletes
• Process all National Letter of Intent scholarship packets
• Submit all incoming freshmen student-athletes to the NCAA Eligibility Center

**Director of Student-Athlete Services**

• Work with student-athletes in advisement of academics, tutorial services, or other services requested
• Work with coaches in updating academic process of student-athletes
• Work with Registrar's office to maintain current academic reports to student-athletes
• Supervise Student-Athlete Advisory Committee (SAAC)

**Special Projects**

• Organize departmental awards banquet and awards (Bosscars, etc.)
• Maintain various department publications including Policy & Procedures Manual and Student-Athlete Handbook

### 2.7 TICKET MANAGER

**Supervision:** The Ticket Manager reports directly to the Associate AD for Marketing and Promotions

• Serve as Southern Conference liaison by handling all home game opponent ticket requests and away game ticket management
• Responsible for all aspects of complimentary tickets including opponents' allotments, NCAA Player and Recruit Complimentary lists, and staff, campus, support personnel, etc. requests
• Responsible for internal operations of tickets by organizing and staffing all game-day ticket operations, overseeing all game reports, producing appropriate NCAA educational literature, and overall management of tickets
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

**Richardson Building Office Manager**

• Oversees daily operation of coaches' office area ensuring that coaches' clerical needs are met
• Oversees student-workers
• Performs clerical/receptionist duties, as needed

### 2.8 DIRECTOR OF ATHLETIC FACILITIES

**Supervision:** The Director of Athletic Facilities is directly responsible to the Senior Associate AD for Sports Programs.

**Specific Responsibilities:**

1.) **Maintenance and Cleaning**

• Schedule all daily maintenance and cleaning of Ben Johnson Arena, Gibbs Stadium, Andrews Field House, Taylor Center and the Richardson Athletics Building
• Keep inventory and order supplies through campus maintenance department
• Schedule cleanup of on campus events
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.) **Staff**
• Hire, train, and supervise custodial, ground, and student work staff

3.) Fields
• Daily upkeep of outdoor playing surfaces
• Game preparation of fields, including painting
• Make all decisions about playability of fields

4.) Scheduling
• Coordinate practice and game schedules to maximize use of the facilities
• Work as a liaison with on and off campus groups using facilities (Boy's State, Methodist Conference, concerts, dances, etc.)

5.) Game Operations
• Aid Associate Athletic Director for Sports Programs in coordination of all home sporting events
• Help organize and supervise game operations staff for all home events

6.) Budget
• Develop and adhere to a comprehensive facilities budget

7.) Contractors
• Work with all companies performing contract work regarding the athletic facilities

8.) Fitness Center
• Supervise operation of the fitness center through the strength and conditioning coach

2.8.1 Facilities Intern

Supervision: The Facilities Intern reports directly to the Director of Athletic Facilities.

Specific Responsibilities:

1.) Facilities
• Assist on all maintenance needs in facilities
• Other duties as assigned
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.) Grounds
• Daily upkeep of outdoor playing surfaces
• Game preparation of fields, including painting
• Make all decisions about playability of fields
• Supervise and train grounds’ staff

2.9 DIRECTOR OF VIDEO SERVICES

Supervision: The Director of Video Services reports to the Director of Athletics

Specific Responsibilities:

Director of Video Services:
• Oversee TerrierVision including video services throughout the athletics department.
• Training students as members of the Video Services Department.
• Special projects for the college’s communications department.
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.10 ACCOUNTING EXECUTIVE (IMG COLLEGE)

Supervision: The Account Executive (IMG College) reports to the Director of Athletics
Specific Responsibilities:

Accounting Executive:
- Development of corporate sponsorships for Wofford College and marketing partner IMG College including researching prospects, developing proposals and fulfillment of sponsorship agreements.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.11 ADMINISTRATIVE ASSISTANT

Supervision: Reports to the Senior Associate AD for Development.

Specific Responsibilities:
- Administrative Assistant
- Oversee daily operation of coaches’ office area ensuring that coaches clerical needs are met
- Oversees student-workers
- Perform clerical/receptionist duties, as needed
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.12 DIRECTOR OF SPORTS MEDICINE

Supervision: The Director of Sports Medicine reports directly to the Director of Athletics.

Specific Responsibilities:
- Obtain bids for excess coverage insurance
- Complete insurance form prior to participation
- Seek to prevent Athletic Injuries
- Treat Athletic Injuries
- Implement drug education/prevention
- Serve as the Department of Athletics resource for questions related to NCAA banned drugs and the use of supplements. Ensures that staff members that regularly interact with student-athletes are educated on these topics.
- Care for Staff/Faculty
- Monitor all weather related conditions to include but not limited to heat, lightening and wind and has the authority to cancel and/or postpone any athletics related activity that puts a person(s) in danger.
- Direct Physical Medicine Center
- Oversee Strength and Conditioning program
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.12.1 Associate Athletics Trainer

Supervision: The Associate Athletics Trainer reports directly to the Director of Sports Medicine.

Specific Responsibilities:
- Manage Insurance/Claims
- To assist the Head Athletics Trainer in all areas necessary with emphasis placed on coverage of Olympic sports.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.
2.12.2 Assistant Athletics Trainer

*Supervision:* The Assistant Athletics Trainer reports directly to the Director of Sports Medicine.

*Specific Responsibilities:*
- To assist the Head Athletics Trainer in all areas necessary with emphasis placed on coverage of Olympic sports.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.12.3 Assistant Athletics Trainer

*Supervision:* The Assistant Athletics Trainer reports directly to the Director of Sports Medicine.

*Specific Responsibilities:*
- To assist the Head Athletics Trainer in all areas necessary with emphasis placed on coverage of Olympic sports.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.12.4 Assistant Athletics Trainer Intern

*Supervision:* The Assistant Athletics Trainer reports directly to the Director of Sports Medicine.

*Specific Responsibilities:*
- To assist the Head Athletics Trainer in all areas necessary with emphasis placed on coverage of Olympic sports.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.12.5 Assistant Athletics Trainer Intern

*Supervision:* The Assistant Athletics Trainer reports directly to the Director of Sports Medicine.

*Specific Responsibilities:*
- To assist the Head Athletics Trainer in all areas necessary with emphasis placed on coverage of Olympic sports.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.13 DIRECTOR OF STRENGTH and CONDITIONING

*Supervision:* The Director of Strength and Conditioning reports directly to the Senior Associate AD for Sports Programs.

*Specific Responsibilities:*
- Provide strength and conditioning services for all sports.
- Maintain fitness center to include care and maintenance of all equipment, cleanliness of facilities and racquetball courts, scheduling and supervision of work-study students as assigned by Director of Facilities, and reports to Director of Facilities for all Fitness Center related work.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about
alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.13.1  Assistant Strength and Conditioning Coach

**Supervision:** The Assistant Strength and Conditioning Coach reports directly to the Director of Strength and Conditioning.

**Specific Responsibilities:**
- To assist the Head Strength and Conditioning Coach in all areas necessary.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.

**Collateral Responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.13.2  Strength and Conditioning Intern

**Supervision:** The Strength and Conditioning Intern reports directly to the Director of Strength and Conditioning.

**Specific Responsibilities:**
- To assist the Head Strength and Conditioning Coach in all areas necessary.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.13.3  Strength and Conditioning Intern

**Supervision:** The Strength and Conditioning Intern reports directly to the Director of Strength and Conditioning.

**Specific Responsibilities:**
- To assist the Head Strength and Conditioning Coach in all areas necessary.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.13.4  Strength and Conditioning Intern

**Supervision:** The Strength and Conditioning Intern reports directly to the Director of Strength and Conditioning.

**Specific Responsibilities:**
- To assist the Head Strength and Conditioning Coach in all areas necessary.
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.
2.14 HEAD BASEBALL COACH

Supervision: The Head Baseball Coach reports directly to the Senior Associate AD for Sports Programs.

Baseball
- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics
- Organizes and conducts practice sessions
- Recruits student-athletes
- Attends professional meetings, clinics, workshops, etc.
- Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
- Works with the Director of Athletics on scheduling
- Recommends athletes for awards
- Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Responsible for developing training rules and conduct of athletes
- Responsible for other details or any other assignment by the Director of Athletics
- Works with the Athletic Trainer on team travel
- Oversees the baseball field

Collateral responsibilities
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.14.1 Assistant Baseball Coach

Supervision: The Assistant Baseball Coach reports directly to the Head Baseball Coach.

Specific Responsibilities
- Perform the responsibilities of Assistant Coach for Baseball as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.14.2 Assistant Baseball Coach

Supervision: The Assistant Baseball Coach reports directly to the Head Baseball Coach.

Specific Responsibilities
- Perform the responsibilities of Assistant Coach for Baseball as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities
- Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and participation in professional organizations
• Attendance at convocations, graduations, etc.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.14.3  **Assistant Baseball Coach**

*Supervision:* The Assistant Baseball Coach reports directly to the Head Baseball Coach.

**Specific Responsibilities**
- Perform the responsibilities of Assistant Coach for Baseball as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

**Collateral Responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.15  **HEAD MEN’S BASKETBALL COACH**

*Supervision:* The Head Basketball Coach is directly responsible to the Director of Athletics.

**Basketball**
- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics
- Organizes and conducts practice sessions
- Recruits student-athletes
- Attends professional meetings, clinics, workshops, etc.
- Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
- Works with the Director of Athletics on scheduling
- Recommends athletes for awards
- Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Responsible for developing training rules and conduct of athletes
- Responsible for other details or any other assignment by the Director of Athletics
- Works with the Athletic Trainer on team travel

**Collateral responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.15.1  **Associate Head Men’s Basketball Coach**

*Supervision:* The Assistant Basketball Coach reports directly to the Head Basketball Coach.
Specific Responsibilities

- Perform the responsibilities of Assistant Coach for Basketball as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Instructor of Physical Education courses

Collateral Responsibilities

- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.15.2 Assistant Men’s Basketball Coach

Supervision: The Assistant Basketball Coach reports directly to the Head Basketball Coach.

Specific Responsibilities

- Perform the responsibilities of Assistant Coach for Basketball as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities

- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.15.3 Assistant Men’s Basketball Coach

Supervision: The Assistant Basketball Coach reports directly to the Head Basketball Coach.

Specific Responsibilities

- Perform the responsibilities of Assistant Coach for Basketball as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities

- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.15.4 Director of (Men’s) Basketball Operations

Supervision: The Director of Basketball Operations reports directly to the Head Basketball Coach.

Specific Responsibilities

- Perform the responsibilities of Director of Basketball Operations as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Coordinates day-to-day running of the basketball office. Responsibilities include: video editing, film exchange, travel arrangements, and managing recruiting database.

Collateral Responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and participation in professional organizations
• Attendance at convocations, graduations, etc.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.16 HEAD WOMEN’S BASKETBALL COACH

Supervision: The Head Women’s Basketball Coach reports directly to the Director of Athletics.

Basketball
• Prepares budget
• Prepares inventory of supplies and equipment
• Reports on needs and maintenance of facilities and equipment to the Director of Athletics
• Organizes and conducts practice sessions
• Works with the Assistant Athletic Director to order equipment
• Recruits student-athletes
• Attends professional meetings, clinics, workshops, etc.
• Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
• Works with the Director of Athletics on scheduling
• Recommends athletes for awards
• Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Responsible for developing training rules and conduct of athletes
• Responsible for other details or any other assignment by the Director of Athletics
• Works with the Athletic Trainer on team travel
• Instructor of PE
• Assist with Women’s Intramurals

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.16.1 Assistant Women’s Basketball Coach

Supervision: The Assistant Women’s Basketball Coach reports directly to the Head Women’s Basketball Coach.

Specific Responsibilities:
• Perform responsibilities as assigned by the Head Coach
• Perform other details or any other assignment by the Director of Athletics
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Instructor of PE

Collateral Responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and participation in professional organizations
• Attendance at convocations, graduations, etc.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about
alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.16.2 Assistant Women’s Basketball Coach

Supervision: The Assistant Women’s Basketball Coach reports directly to the Head Women’s Basketball Coach.

Specific Responsibilities:
- Perform responsibilities as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Instructor of PE

Collateral Responsibilities
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.17 HEAD MEN’S AND WOMEN’S CROSS COUNTRY & TRACK COACH

Supervision: The Head Men’s and Women’s Cross Country Coach is directly responsible to the Associate AD for Compliance/SWA.

Cross Country & Track
- Hold responsibility for all on-field training and coaching of the cross country and indoor/outdoor track program
- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics
- Organizes and conducts practice sessions
- Works with the Assistant Athletic Director to order equipment
- Recruits student-athletes
- Attends professional meetings, clinics, workshops, etc.
- Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
- Works with the Athletics Director on scheduling
- Recommends athletes for awards
- Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Responsible for developing training rules and conduct of athletes
- Responsible for other details or any other assignment by the Director of Athletics
- Works with the Athletic Trainer on team travel

Collateral responsibilities
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.17.1 Assistant Men’s and Women’s Cross Country & Track Coach

Supervision: The Assistant Cross Country Coach reports directly to the Head Cross Country Coach.
Specific Responsibilities
- Perform the responsibilities of Assistant Coach for Cross Country/Track as assigned by the Head Coach
- Perform other details or any other assignment by the Athletics Director
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

Taylor Center Office Manager
- Oversee daily operation of coaches’ office area ensuring that coaches clerical needs are met
- Oversees student-workers
- Perform clerical/receptionist duties, as needed

2.17.2 Assistant Men’s and Women’s Cross Country & Track Coach

Supervision: The Assistant Cross Country Coach reports directly to the Head Cross Country Coach.

Specific Responsibilities
- Perform the responsibilities of Assistant Coach for Cross Country/Track as assigned by the Head Coach
- Perform other details or any other assignment by the Athletics Director
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18 HEAD FOOTBALL COACH

Supervision: The Head Football Coach reports directly to the Director of Athletics.

Football
- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics
- Organizes and conducts practice sessions
- Works with the Assistant Athletic Director to order equipment
- Recruits student-athletes
- Attends professional meetings, clinics, workshops, etc.
- Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
- Works with the Director of Athletics on scheduling
- Recommends athletes for awards
- Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Responsible for developing training rules and conduct of athletes
- Responsible for other details or any other assignment by the Director of Athletics
• Works with the Athletic Trainer on team travel
• Assist with ticket sales/promotions

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.1  Assistant Football Coach

Supervision: The Assistant Football Coach reports directly to the Head Football Coach.

Specific Responsibilities:
• Carry out responsibilities as assigned by the Head Coach
• Instructor of Physical Education
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Hold responsibility for other details or any other assignment by the Director of Athletics

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.2  Assistant Football Coach

Supervision: The Assistant Football Coach reports directly to the Head Football Coach.

Specific Responsibilities:
• Carry out responsibilities as assigned by the Head Coach
• Instructor of Physical Education
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Hold responsibility for other details or any other assignment by the Director of Athletics

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.3  Assistant Football Coach

Supervision: The Assistant Football Coach reports directly to the Head Football Coach.

Specific Responsibilities:
• Carry out responsibilities as assigned by the Head Coach
• Instructor of Physical Education
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Hold responsibility for other details or any other assignment by the Director of Athletics
Collateral responsibilities

- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.4 Assistant Football Coach

**Supervision:** The Assistant Football Coach reports directly to the Head Football Coach.

**Specific Responsibilities:**

- Carry out responsibilities as assigned by the Head Coach
- Instructor of Physical Education
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Hold responsibility for other details or any other assignment by the Director of Athletics

**Collateral responsibilities**

- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.5 Assistant Football Coach

**Supervision:** The Assistant Football Coach reports directly to the Head Football Coach.

**Specific Responsibilities:**

- Carry out responsibilities as assigned by the Head Coach
- Instructor of Physical Education
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Hold responsibility for other details or any other assignment by the Director of Athletics

**Collateral responsibilities**

- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.6 Assistant Football Coach

**Supervision:** The Assistant Football Coach reports directly to the Head Football Coach.

**Specific Responsibilities:**

- Carry out responsibilities as assigned by the Head Coach
- Instructor of Physical Education
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Hold responsibility for other details or any other assignment by the Director of Athletics

**Collateral responsibilities**

- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.7 Assistant Football Coach

Supervision: The Assistant Football Coach reports directly to the Head Football Coach.

Specific Responsibilities:
• Carry out responsibilities as assigned by the Head Coach
• Instructor of Physical Education
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Hold responsibility for other details or any other assignment by the Director of Athletics

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.8 Assistant Football Coach

Supervision: The Assistant Football Coach reports directly to the Head Football Coach.

Specific Responsibilities:
• Carry out responsibilities as assigned by the Head Coach
• Instructor of Physical Education
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Hold responsibility for other details or any other assignment by the Director of Athletics

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.9 Assistant Football Coach

Supervision: The Assistant Football Coach reports directly to the Head Football Coach.

Specific Responsibilities:
• Carry out responsibilities as assigned by the Head Coach
• Instructor of Physical Education
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Hold responsibility for other details or any other assignment by the Director of Athletics

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about
alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.10 Assistant Football Coach

*Supervision:* The Assistant Football Coach reports directly to the Head Football Coach.

**Specific Responsibilities:**
- Carry out responsibilities as assigned by the Head Coach
- Maintain a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Hold responsibility for other details or any other assignment by the Director of Athletics

**Collateral responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.11 Assistant Football Coach

*Supervision:* The Assistant Football Coach reports directly to the Head Football Coach.

**Specific Responsibilities:**
- Carry out responsibilities as assigned by the Head Coach
- Maintain a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Hold responsibility for other details or any other assignment by the Director of Athletics

**Collateral responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.12 Director of Football Operations and Assistant to the Head Football Coach

*Supervision:* The Director of Football Operations reports directly to the Head Football Coach.

**Specific Responsibilities:**
- Coordinate Team Travel
- Assist Head Coach in scheduling
- Oversee budget for football spending
- Assist in organization of trainers, managers, equipment staff, and film crew.
- Coordinate Southern Conference Officials
- Assist with Football Awards Banquet
- Advise Head Coach on campus matters.
- Maintain a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

**Collateral responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
• Responsible for inputting data, updating, and overall maintenance of recruiting database
• Coordinate and implement mailings to recruits by designing all letters, flyers, etc. over a twenty-two week period
• Plan and supervise all aspects of on-campus recruiting activities for prospects including travel plans, accommodations, schedule of activities, and meals
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.13 Offensive Quality Control

Supervision: Offensive Quality Control reports directly to the Head Football Coach.

Specific Responsibilities:
• Assist football staff with opponent film breakdown.
• Help and coordinate practice film staff.
• Input data after practice
• Assist coaches with administrative tasks.
• Assist the offensive staff with the flow of practice by performing managerial duties.
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.14 Offensive Quality Analyst

Supervision: Offensive Quality Analyst reports directly to the Head Football Coach.

Specific Responsibilities:
• Assist football staff with opponent film breakdown.
• Help and coordinate practice film staff.
• Input data after practice
• Assist coaches with administrative tasks.
• Assist the offensive staff with the flow of practice by performing managerial duties.
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.15 Defensive Quality Control

Supervision: Defensive Quality Control reports directly to the Head Football Coach.

Specific Responsibilities:
• Assist football staff with opponent film breakdown.
• Help to plan, create, and implement defensive philosophies for the football team.
• Assist in the creation of the defensive playbook. • Assist the defensive staff in creating a game plan and strategy for each opponent.
• Assist with grading after each practice.
• Input and edit video from each practice into DV Sport video system
• Break down each opponent’s offensive game plan and schemes.
• Assist the defensive staff with the flow of practice by performing managerial duties.
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral responsibilities

• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.16 Football Equipment Manager

Supervision: The Football Equipment Manager reports directly to the Head Football Coach.

Specific Responsibilities:
• Assist in administrative support for all events.
• Provides proper fitting techniques for all uniform/apparel and protective equipment to ensure standards of safety.
• Prepares and manages budgets for athletic equipment operations.
• Coordinates the coaching staff for procurement of equipment.
• Maintains and oversees equipment room, practice facility storage building, and locker room.
• Manage practice game day and set-up.
• Responsible for transportation of athletic equipment to away contests.
• Directs student managers for proper equipment operations.
• Consults athletic training staff to determine specific equipment needs of injured student-athletes.
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral responsibilities

• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.18.17 Football Video Coordinator/Offensive Quality Control

Supervision: The Football Video Coordinator reports directly to the Head Football Coach.

Specific Responsibilities:
• Film all practices and games
• Input film into DVSport and Hudl and edit.
• Exchange film with opponents via Dragon Fly
• Recruit, organize and train student film staff
• Create master schedule and assign student workers for practice and games.
• Keep accurate account of hour worked for all student workers to be paid.
• Keep an inventory of all video equipment, keep in working order and purchase what is needed.
• Partial film breakdown for offensive/defensive staffs.
• Other film/video related duties as assigned by Head Coach or assistant coaches coaches
• Digitizing video from practice, games and opponent’s video into the computer for coaches’ and player’s use.
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral responsibilities
Participation in fundraising activities through the Terrier Club
Acceptance of service on college committee
Membership and active participation in professional organizations
Attendance at convocations, graduations, etc. if at all possible
Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.19 HEAD MEN’S GOLF COACH

Supervision: The Head Men’s Golf Coach reports directly to the Senior Associate AD for Sports Programs.

Golf

Specific Responsibilities
- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics.
- Organizes and conducts practice sessions
- Works with the Assistant Athletic Director to order equipment
- Recruits student-athletes
- Attends professional meetings, clinics, workshops, etc.
- Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
- Works with the Director of Athletics on scheduling
- Recommends athletes for awards
- Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Responsible for developing training rules and conduct of athletes
- Responsible for other details or any other assignment by the Director of Athletics
- Works with the Athletic Trainer on team travel

Collateral responsibilities
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.20 HEAD WOMEN’S GOLF COACH

Supervision: The Head Women's Golf Coach reports directly to the Senior Associate AD for Sports Programs.

Golf

Specific Responsibilities
- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics.
- Organizes and conducts practice sessions
- Works with the Assistant Athletic Director to order equipment
- Recruits student-athletes
- Attends professional meetings, clinics, workshops, etc.
- Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
- Works with the Director of Athletics on scheduling
- Recommends athletes for awards
- Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Responsible for developing training rules and conduct of athletes
• Responsible for other details or any other assignment by the Director of Athletics
• Works with the Athletic Trainer on team travel

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.21 HEAD MEN’S SOCCER COACH

Supervision: The Head Men’s Soccer Coach reports directly to the Senior Associate AD for Sports Programs.

Soccer
• Prepares budget
• Prepares inventory of supplies and equipment
• Reports on needs and maintenance of facilities and equipment to the Director of Athletics
• Organizes and conducts practice sessions
• Works with the Assistant Athletic Director to order equipment
• Recruits student-athletes
• Attends professional meetings, clinics, workshops, etc.
• Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
• Works with the Director of Athletics on scheduling
• Recommends athletes for awards
• Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Responsible for developing training rules and conduct of athletes
• Responsible for other details or any other assignment by the Director of Athletics
• Works with the Athletic Trainer on team travel

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.21.1 Assistant Men’s Soccer Coach

Supervision: The Assistant Men’s Soccer Coach reports directly to the Head Coach.

Specific Responsibilities:
• Perform responsibilities as assigned by the Head Coach
• Perform other details or any other assignment by the Director of Athletics
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and participation in professional organizations
• Attendance at convocations, graduations, etc.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.21.2   Assistant Men’s Soccer Coach

**Supervision:** The Assistant Men’s Soccer Coach reports directly to the Head Coach.

**Specific Responsibilities:**
• Perform responsibilities as assigned by the Head Coach
• Perform other details or any other assignment by the Director of Athletics
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

**Collateral Responsibilities**
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and participation in professional organizations
• Attendance at convocations, graduations, etc.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.
2.22 HEAD WOMEN’S SOCCER COACH

Supervision: The Head Women’s Soccer Coach reports directly to the Senior Associate AD for Sports Programs.

Soccer
- Hold responsibility for all on-field training and coaching of the women’s soccer program
- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics
- Organizes and conducts practice sessions
- Works with the Assistant Athletic Director to order equipment
- Recruits student-athletes
- Attends professional meetings, clinics, workshops, etc.
- Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
- Works with the Director of Athletics on scheduling
- Recommends athletes for awards
- Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Responsible for developing training rules and conduct of athletes
- Responsible for other details or any other assignment by the Director of Athletics
- Works with the Athletic Trainer on team travel
- Instructor of PE

Collateral responsibilities
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.22.1 Assistant Women’s Soccer Coach

Supervision: The Assistant Women’s Soccer Coach reports directly to the Head Coach.

Specific Responsibilities:
- Perform responsibilities as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.23 HEAD MEN’S TENNIS COACH

Supervision: The Head Men’s Tennis Coach reports directly to the Associate AD for Marketing and Promotions.

Tennis
- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics
• Organizes and conducts practice sessions
• Works with the Assistant Athletic Director to order equipment
• Recruits student-athletes
• Attends professional meetings, clinics, workshops, etc.
• Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
• Works with the Director of Athletics on scheduling
• Recommends athletes for awards
• Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Responsible for developing training rules and conduct of athletes
• Responsible for other details or any other assignment by the Director of Athletics
• Works with the Athletic Trainer on team travel

**Collateral responsibilities**
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

### 2.24 HEAD WOMEN'S TENNIS COACH

**Supervision:** The Head Women’s Tennis Coach reports directly to the Associate AD for Marketing and Promotions.

**Tennis**
• Prepares budget
• Prepares inventory of supplies and equipment
• Reports on needs and maintenance of facilities and equipment to the Director of Athletics
• Organizes and conducts practice sessions
• Works with the Assistant Athletic Director to order equipment
• Recruits student-athletes
• Attends professional meetings, clinics, workshops, etc.
• Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
• Works with the Director of Athletics on scheduling
• Recommends athletes for awards
• Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Responsible for developing training rules and conduct of athletes
• Responsible for other details or any other assignment by the Athletic Director
• Works with the Athletic Trainer on team travel

**Collateral responsibilities**
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

### 2.25 HEAD VOLLEYBALL COACH

**Supervision:** The Head Volleyball Coach reports directly to the Director of Compliance/SWA.

**Volleyball**
• Prepares budget
• Prepares inventory of supplies and equipment
• Reports on needs and maintenance of facilities and equipment to the Director of Athletics
• Organizes and conducts practice sessions
• Works with the Assistant Athletic Director to order equipment
• Recruits student-athletes
• Attends professional meetings, clinics, workshops, etc.
• Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
• Works with the Director of Athletics on scheduling
• Recommends athletes for awards
• Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
• Responsible for developing training rules and conduct of athletes
• Responsible for other details or any other assignment by the Director of Athletics
• Works with the Athletic Trainer on team travel

Collateral responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.25.1  Associate Head Volleyball Coach/Recruiting Coordinator

Supervision: The Associate Head Volleyball Coach reports directly to the Head Coach.

Specific Responsibilities:
• Perform responsibilities as assigned by the Head Coach
• Responsible for all aspects of recruiting
• Perform other details or any other assignment by the Director of Athletics
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and participation in professional organizations
• Attendance at convocations, graduations, etc.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.25.2  Assistant Volleyball Coach

Supervision: The Assistant Volleyball Coach reports directly to the Head Coach.

Specific Responsibilities:
• Perform responsibilities as assigned by the Head Coach
• Perform other details or any other assignment by the Director of Athletics
• Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

Collateral Responsibilities
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and participation in professional organizations
• Attendance at convocations, graduations, etc.
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.
2.26 HEAD MEN’S AND WOMEN’S RIFLE COACH

**Supervision:** The Head Men’s and Women’s Rifle Coach is directly responsible to the Associate AD for Sports Programs.

- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics
- Organizes and conducts practice sessions
- Works with the Assistant Athletic Director to order equipment
- Attends professional meetings, clinics, workshops, etc.
- Works with Media Relations regarding team pictures, publicity, and newsletters
- Works with the Director of Athletics on scheduling
- Recommends athletes for awards
- Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly
- Responsible for developing training rules and conduct of athletes
- Responsible for other details or any other assignment by the Director of Athletics
- Works with the Athletic Trainer on team travel

**Collateral responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc. if at all possible
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.26.1 **Assistant Rifle Coach**

**Supervision:** The Assistant Rifle Coach reports directly to the Head Coach.

**Specific Responsibilities:**
- Perform responsibilities as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, Southern Conference, and institutional rules and complies accordingly

**Collateral Responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

2.27 HEAD WOMEN’S LACROSSE COACH

**Supervision:** The Head Women’s Lacrosse Coach reports directly to the Director of Compliance/SWA.

**Volleyball**
- Prepares budget
- Prepares inventory of supplies and equipment
- Reports on needs and maintenance of facilities and equipment to the Director of Athletics
- Organizes and conducts practice sessions
- Works with the Assistant Athletic Director to order equipment
- Recruits student-athletes
- Attends professional meetings, clinics, workshops, etc.
- Works with the Director of Media Relations regarding team pictures, publicity, and newsletters
- Works with the Director of Athletics on scheduling
• Recommends athletes for awards
• Furnishes NCAA information regarding team roster, eligibility, coaching staff limitations, etc. to the Assistant Athletic Director
• Maintains a thorough knowledge of NCAA, A-Sun Conference, and institutional rules and complies accordingly
• Responsible for developing training rules and conduct of athletes
• Responsible for other details or any other assignment by the Director of Athletics
• Works with the Athletic Trainer on team travel

**Collateral responsibilities**
• Participation in fundraising activities through the Terrier Club
• Acceptance of service on college committee
• Membership and active participation in professional organizations
• Attendance at convocations, graduations, etc. if at all possible
• Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

### 2.27.1 Assistant Women’s Lacrosse Coach

**Supervision:** The Assistant Women’s Lacrosse Coach reports directly to the Head Coach.

**Specific Responsibilities:**
- Perform responsibilities as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, A-Sun Conference, and institutional rules and complies accordingly

**Collateral Responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

### 2.27.2 Assistant Women’s Lacrosse Coach

**Supervision:** The Assistant Women’s Lacrosse Coach reports directly to the Head Coach.

**Specific Responsibilities:**
- Perform responsibilities as assigned by the Head Coach
- Perform other details or any other assignment by the Director of Athletics
- Maintains a thorough knowledge of NCAA, A-Sun Conference, and institutional rules and complies accordingly

**Collateral Responsibilities**
- Participation in fundraising activities through the Terrier Club
- Acceptance of service on college committee
- Membership and active participation in professional organizations
- Attendance at convocations, graduations, etc.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.
3.1 ACADEMICS/GENERAL RULES

3.1.1 Goals

- Select quality student-athletes for admission
- Provide the student-athlete support and encourage vigorous competition in the academic environment
- Commitment to and continued interest in the academic programs
- Enhance the image of the College and serve the community
- A GPA higher than the College average

3.1.2 Advisement

- Transition from high school to college is often one of difficulty. Whereas the great majority of student-athletes were the best of everything in high school, they soon discover that they are one of many at the college level. Accordingly, a coach must be perceptive to the likelihood of a wide variety of mood changes, and an ever-demanding confusion regarding priorities. This is especially significant in that many high school students take for granted the educational aspect of high school. The educational aspect of college very simply cannot, and will not be taken for granted. Academic growth is vital for success during the years a student-athlete will be enrolled. Coexistent with the process of education is the development of societal skills. Furthermore, career goals, measured in terms of intermediate interests, must be planned and developed as the student-athlete works toward a degree. Coaches, administrators and student-athletes are encouraged to use the office of Career Services on campus.

- In total, the interaction between coach and student-athlete must be properly maintained in order to successfully complete the educational process. It must be stressed that education is not a terminal process. Rather, the formal environment of college is merely a foundation for the continued growth in the intellectual and societal processes. A student-athlete must be constantly reminded that his or her education will continue after graduation, and for this reason, we must try to establish a firm base upon which to grow.

3.1.3 General Rules for Athletes

1. All athletes must pass a physical exam prior to the start of the season and must satisfy the insurance requirements necessary for participating in the sport.
2. Athletes must satisfy NCAA eligibility rules. You must be enrolled for 12 or more hours in the semester you are participating in and must pass 6 hours the previous full-time semester. All continuing eligibility/progress towards degree requirements must be met (see chart.)
3. Wofford College is committed to developing students who excel in both academics and athletics. Class attendance is expected. Excessive unexcused absences/tardiness will not be tolerated and could result in suspension or other disciplinary action. Student-athletes are responsible for notifying their professors in advance and arranging to make up missed work if missed due to regular and post-season contests. Practices, scrimmages and off-season athletic events are not valid reasons for missing classes. Practices shall not be scheduled during exam periods and if possible travel & competition should be avoided during the exam period.
4. Student-athletes are expected to attend every practice, on time, unless they have a class or are ill. Notify the coach prior to practice if you cannot attend. You must notify the coach or trainer if you are injured. Notify the coach and the head trainer before going to the hospital or doctor if you are injured as a result of practice, a game or any other event directly related to the athletic team. It is important to take a school insurance form with you.
5. You are responsible for school-owned equipment issued during the season and will be billed for equipment lost or damaged due to neglect. Treat all athletic facilities and equipment with care and respect.
6. Student-athletes should be encouraged to use support services (writing lab, peer tutoring, disability services, career services, etc.) offered on campus. Coaches and administrators should be familiar with these services and able to refer a student-athlete to them.
7. Participation and membership on an athletics team includes accepting the responsibility of striving hard to represent Wofford in a manner, which will cast the best reflections on the College. Remember that you are a representative of Wofford College and your team at all times. Show a high degree of sportsmanlike conduct, and obey the rules and regulations as set forth in the Student-Athlete Handbook. Be neat, be courteous and show respect for others. Any behavior exhibiting racial, ethnic, religious
or sexual harassment is prohibited. Harassment, physical or verbal abuse of any member, guest or host of the College (including officials, opposing teams, etc.); disruptive or disorderly conduct; and offensive or anti-social behavior will not be tolerated. Grievances should be reported to the Human Resource Office and campus policy will apply.

8. The use or sale of illegal drugs is prohibited. This type of behavior may result in disciplinary action and suspension or dismissal from the team and loss of grant-in-aid.

9. All student-athletes are expected to follow the coaches’ instructions regarding practice, discipline and team matters. Each student-athlete and coach has the right to appeal unfavorable decisions to the Director of Athletics, the Athletics Committee, and, ultimately, to the President of the College.

3.1.3.1 Summary of Academic Eligibility Requirements

<table>
<thead>
<tr>
<th>Initial Eligibility Requirements</th>
<th>Entering Second Year of Collegiate Enrollment</th>
<th>Entering Third Year of Collegiate Enrollment</th>
<th>Entering Fourth Year of Collegiate Enrollment</th>
<th>Entering Fifth Year of Collegiate Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Core Courses</td>
<td>24 Semester Hours</td>
<td>40% Degree Requirements</td>
<td>60% Degree Requirements</td>
<td>80% Degree Requirements</td>
</tr>
<tr>
<td></td>
<td>18 hours earned during the academic year</td>
<td>18 hours earned during the academic year</td>
<td>18 hours earned during the academic year</td>
<td>18 hours earned during the academic year</td>
</tr>
<tr>
<td></td>
<td>1.8 GPA</td>
<td>1.9 GPA</td>
<td>2.0 GPA</td>
<td>2.0 GPA</td>
</tr>
<tr>
<td></td>
<td>Six hours earned the previous semester</td>
<td>Six hours earned the previous semester</td>
<td>Six hours earned the previous semester</td>
<td>Six hours earned the previous semester</td>
</tr>
<tr>
<td></td>
<td>Declaration of Degree</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.1.4 Compliance

- The compliance program exists to facilitate and ensure compliance with institutional, Southern Conference and NCAA regulations. Toward this goal, the program provides educational and compliance audit type services for the department of athletics. The Office of the President and the FAR will annually review and approve this manual.

3.1.4.1 Interpretations

- Coaches and staff members should refer to the NCAA Manual (found on the NCAA website) for first interpretations. If still unclear, then a written summary of the unresolved question should be submitted to the Associate AD for Compliance. She in turn, will call the Southern Conference office to get an official interpretation. This interpretation will be provided in writing to the appropriate staff members.

3.1.4.2 Compliance Audit

- Compliance audits will be conducted by the Associate AD for Compliance to collect appropriate information in order to complete the required institutional, Southern Conference and NCAA forms and ensure compliance with other standards established by those groups. Collection of accurate information in a timely manner is essential; therefore, each staff member’s cooperation is imperative as called upon in this process. Once every four years the Southern Conference Office will conduct an external audit.
3.2 ELIGIBILITY CERTIFICATION PROCESS

3.2.1 Initial Eligibility

1. Head Coaches submit list of prospective student-athletes (PSA) to the Associate AD for Compliance
2. Associate AD for Compliance will add PSAs to the Eligibility Center’s Institutional Request List.
3. Associate AD for Compliance (or her designee) will check on-line status of PSAs weekly.
4. Associate AD for Compliance (or her designee) will communicate eligibility status to respective head coaches.

3.2.2 Continuing Eligibility/Satisfactory Progress

1. Prior to September 1 of each academic year Head Coaches submit a roster to the Associate AD for Compliance.
2. Per NCAA Bylaw 14.4 If Registrar has questions or concerns about the eligibility status of a particular student-athlete, she will consult the Associate AD for Compliance and together they will determine eligibility.
3. Registrar will also certify the enrollment status of all student-athletes per NCAA 14.1.7.
4. Registrar will communicate the eligibility status of all student-athletes to the Associate AD for Compliance prior to the first date of intercollegiate competition.

3.2.3 General Eligibility Requirements

1. At the beginning of each academic year the Associate AD for Compliance and Faculty Athletics Representative and/or Director of Athletics conduct pre-season rules education meetings with all sports teams. Prior to each meeting all student-athletes complete the Student-Athlete Statement and Drug Testing Consent Form.

3.2.4 Seasons of Competition

1. Head Coaches will certify annually those student-athletes who either practiced or participated in outside competition during the most recent season
2. Associate AD for Compliance will make final determination and certification of the Five Year/10-Semester rules of NCAA Bylaw 14.2

3.2.5.1 Incoming Transfer Eligibility

1. The Registrar will certify the admissions of all transfer students per official college policy.
2. The Registrar will certify all transferable degree credits, all continuing eligibility and satisfactory progress of transfer student-athletes in the same manner she would any student-athlete.
3. The Associate AD for Compliance will consult with the transfer student-athlete’s previous institution to certify seasons of competition, financial aid regulations and residency issues of NCAA Bylaw 14.5

Following the above processes the Registrar signs a squad list and returns to the Associate AD For Compliance. The Associate AD for Compliance records all information in the NCAA Compliance Assistant program. The Associate AD for Compliance, Registrar and Head Coach will sign respective squad list and the Associate AD for Compliance will submit the squad list to the Southern Conference Office.

3.2.5.2 Outgoing Transfer Eligibility

1. Student-athlete notifies head coach and compliance office, in writing, their intent to transfer.
2. Once notification of transfer is received in writing, the Compliance Office has two business days to enter the student-athlete’s name in the portal.
3. After student-athlete is entered in the portal, the student-athlete will receive email notification, verifying a coach’s ability to contact the student-athlete.
4. After a student-athlete notifies Wofford College of their intent to transfer, Wofford College may reduce or cancel the student-athlete’s athletically related financial aid for the next academic term and subsequent terms. Wofford College also has the right to remove the student-athlete from participation/team once intent to transfer is received in writing.
3.2.6 International Student-Athletes

- Coach should see the Associate AD for Compliance and obtain International Student-Athlete Form. Follow instructions on the form. Additionally, the head coach should supply the Associate AD for Compliance with contact information for the prospective international student-athlete so he/she may be sent an amateurism questionnaire.

*Coach should note that it takes a minimum of 12 weeks to certify an international student-athlete.
The procedures governing the active solicitation of prospective student-athletes to secure their attendance at Wofford for athletics purposes are provided below:

1. Each head coach and his/her staff are responsible for recruiting student-athletes for their sport in accordance with NCAA, Southern Conference and institutional standards. Each coach is to inform all prospective student-athletes (and their parents and high school coaches, if possible) about NCAA recruiting rules and the penalties for violation of those rules.

2. Each head coach shall be responsible for maintaining a contemporaneous record of their sport’s recruiting activities. The Compliance Office will review each sport’s recruiting activities to insure compliance by conducting monthly reviews of coaches’ recruiting logs. The Associate AD for Compliance will systematically report the results of the review to the FAR and Director of Athletics. All coaches and staff members should be familiar with the Wofford College Policy Regarding Recruiting Visits.

3. On or off-campus recruiting activity involving personal contact with potential student-athletes by athletic program boosters is absolutely not permitted. Coaches need to monitor this NCAA rule and inform boosters when necessary. All recruiting is to be done by NCAA certified coaches.

4. NCAA rules regarding acceptable and prohibited recruiting practices will be summarized and mailed to all Terrier Club members annually.

### 3.3.1 Policy Regarding Recruiting Visit

**I. Purpose**
- This policy establishes guidelines by which unofficial and official recruiting visits at Wofford College shall be conducted.
- This policy shall continue to uphold the integrity of Wofford College by requiring strict adherence to all applicable NCAA, Southern Conference and institutional regulations.

**II. Philosophy**
- Recruiting visits are designed to expose prospective student-athletes and their legal guardians to the normal daily activities of a student at Wofford College.
- It is our goal to make prospects aware of the campus ethos by interaction with members of the Wofford community, participation in campus tours, and classroom observations.
- It is an opportunity for coaches to ascertain the suitability of the prospect for both academic and athletic success at Wofford.
- All visits should be made as realistic as possible in adherence to all NCAA, Southern Conference and institutional regulations.

**III. Persons Affected**
- This policy covers all Wofford College employees, students, prospects and prospects’ parents or legal guardians. It has been written by the Athletics Department and approved by the Faculty Athletics Representative and College President.

**IV. Responsibilities**
- Athletic Administrators shall monitor all recruiting visits to ensure all procedures are followed. Specifically the Compliance Office shall make available all new recruiting visit regulations to current student-athletes and athletic department employees and provide continual education to ensure proper adherence to all NCAA regulations.
- Each head coach and his/her staff are responsible for recruiting student-athletes for their sport in accordance with NCAA, Southern Conference, and institutional standards. Each coach is to inform all prospective student-athletes (and their parents and high school coaches, if possible) about NCAA recruiting rules and the penalties for violation of those rules. Head coaches, assistant coaches, and student-athletes shall abide by this policy or face consequences.

**V. Unofficial Visits**
- A prospective student-athlete may visit campus at his/her own expense an unlimited number of times.
- Up to three complimentary admissions to a home athletics event may be issued to the prospect and legal guardian. No other entertainment and/or expenses may be provided.

**VI. Official Visits**
   a. Head coach or designee shall complete an Official Visit request through the JumpForward online system at least twenty-four (24) hours prior to the visit. Before the request is made the coach is responsible for having the prospect’s transcript and test score on file with the Office of Admission.
b. Receiving approval from the Compliance Office the coach may continue to make arrangements for the prospect and his/her parents/legal guardians if applicable. Every prospective student-athlete must meet with a member of the athletics administration, senior administration, faculty member, or admissions staff member. Additionally a prospective student-athlete should attend at least one class on campus should his/her schedule allow.

c. All other arrangements should be in accordance with Bylaws 13.5, 13.6, and 13.7, and all illegal and/or inappropriate behavior is strictly prohibited. This includes, but not limited to, excessive entertainment and activities involving sex, gambling/gaming, tobacco, alcohol and drugs.

d. Within twenty-four (24) hours following the prospect’s Official Visit the coach shall submit through the JumpForward online system the Official Visit Itinerary. The compliance office will send a form via email to each student host. It is the responsibility of the coach to make sure the host form is completed in a timely manner. Both forms will be reviewed by the compliance office to ensure that proper procedures were followed.

VII. Sanctions

- If the Compliance Office discovers any violation of the recruiting visit policy, it should be reported immediately to the Athletics Director and all involved parties.
- Depending on the nature of the incident the Southern Conference Office, Faculty Athletics Representative and Chief Executive Officer will be notified and proper sanctions will be imposed.
- Sanctions include but are not limited to: verbal warning, letter of reprimand, suspension, forfeiture of pay, and/or dismiss.

3.4 FINANCIAL AID

Athletics scholarships are supported by the College, Terrier Club and endowed funds and may cover tuition & fees, room, board and required course-related books.

The budgetary process regarding financial aid for each sport is as follows. During the spring each head coach will meet with the athletics director in order to determine scholarship needs for the upcoming year. A final determination of the total scholarship budget for each sport in the upcoming year will then be made.

A student-athlete must meet applicable NCAA and institution regulations to be eligible for institutional financial aid. Athletic grant-in-aids may be awarded for one academic year (Fall-Interim-Spring), renewable at the option of the college each year until graduation. The grant is based on year-round participation, which includes off-season practice, continued academic eligibility, and adherence to the rules and regulations of Wofford College, the Southern Conference and the NCAA.

3.4.1 General

A student-athlete who cannot participate or complete his/her athletic eligibility due to injury as deemed by the Director of Sports Medicine may remain eligible to receive a grant in aid provided that he/she assumes and carries out reasonable duties assigned by the Coach and approved by the Director of Athletics (e.g., Coach, Manager, Trainer, Tutor, Media Relations, etc.)

In addition to a grant-in-aid agreement being terminated by virtue of a student failing to accept and perform in a reasonable fashion those duties set forth above, it may also be terminated by Wofford for one or more of the following reason:

4. If student voluntarily withdraws from participation in one or more of the sports he/she was previously participating in.
5. If found to be in violation of any of the rules and regulations described in 3.1.3.
6. If found to be in violation of any state or federal law, or if fails to cooperate fully in Department of Athletics Drug Education and Prevention Program, or if drug screening pursuant to that Program indicated unauthorized substance use or abuse under the Program. All student-athletes are furnished a copy of the Drug Education and Prevention Program and are charged with the knowledge of its contents and the obligation to cooperate in all areas of the program, including becoming signatory to the Drug Education and Prevention Program Consent Form.
7. If student fails to maintain satisfactory academic progress toward a degree or becomes academically ineligible.
8. If student otherwise acts in such a fashion as to reflect unfavorable upon Wofford or otherwise fails to abide by the terms and provisions of the Agreement.
9. If found to be in violation of team rules and expectations.

In the event this agreement is terminated, on and after the date of termination, the student will be solely responsible for all costs and expenses that otherwise would be paid by Wofford.

The student-athlete shall maintain primary medical insurance coverage for accidents and injuries arising out of the athletic program. Acceptance of a grant-in-aid by the student-athlete or his parent or guardian shall authorize the College to obtain any medical records concerning the student-athlete which the College might wish to obtain and shall also authorize the staff of the Athletic Department to receive transcript information and records in order to monitor the student-athlete’s progress and athletic eligibility.

Acceptance of a grant-in-aid by the student-athlete or his parent or guardian shall constitute authority to the college to disseminate personal information such as name, weight, age, class standing, etc. for sports publicity purposes.

3.4.2 Procedure for Award of Financial Aid

The following steps will be taken in awarding of athletic aid.

5. Coaches will confirm the admission status of the student-athlete, or the continuing eligibility status of a current student and provide the Associate AD for Compliance with a list of names with intended awards.

6. Associate AD for Compliance will process the necessary forms and submit to the financial aid office.

7. The athletic scholarship form recommending an award will be mailed by the Associate AD for Compliance with a copy forwarded to the Director of Financial Aid (or her designee.)

8. All institutional policies for awarding of financial aid will be followed and the Associate AD for Compliance will distribute this policy to all coaches on an annual basis.

3.4.3 Renewal and Non-renewal Procedures

The renewal of institutional financial aid shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student athlete who received an award the previous academic year and who has eligibility remaining for the ensuing academic year whether the grant has been renewed or not renewed. Philosophically, athletics aid should be used for recruiting and not rewarding. Additionally, athletics aid should not be promised beyond one year. Notification of financial aid renewals and non-renewals must come from the institution’s regular financial aid authority and not from the institution’s department of athletics. If the institution decides not to renew or decides to reduce financial aid for the ensuing academic year, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing before the institutional agency making the award. Reduction and cancellation of aid must be within the boundaries of NCAA Bylaw 15.3.4.2. A written copy of the institution’s established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing shall also be provided. The institution shall have established reasonable procedures for promptly hearing such a request and shall not delegate the responsibility for conducting a non-renewal hearing to the college’s athletics department or its faculty athletics committee. The decision to renew or not renew the financial aid is left to the discretion of the institution, to be determined in accordance with its normal practices for students generally. A COACH MAY NOT REDUCE/CANCEL THE ATHLETICS AID OF A STUDENT-ATHLETE WITHOUT APPROVAL FROM BOTH THE DIRECTOR OF ATHLETICS AND THE ASSOCIATE AD FOR COMPLIANCE.

Appeals Hearing Procedure:

10. Requests for a hearing on non-renewal of athletics aid will be made to the Director of Financial Aid.

11. The Financial Aid Director will convene and chair an Ad Hoc committee of personnel to serve as the Appeals Committee.

12. Decisions by the Appeals Committee are final.

It is permissible for an institution that has notified a student-athlete that he or she will not be provided institutional financial aid for the next academic year subsequently to award financial aid to that student-athlete.
3.5 ACADEMIC PERFORMANCE PROGRAM

1. Timeline for Academic Performance Rate
   a. Begin Academic Performance Rate (APR) compilation on the first day of classes.
   b. Six weeks after the first day of classes, the APR is submitted.
   c. Fourteen days following the return of APR from the NCAA, corrections and adjustments are completed.

1. Procedure for Compiling APR Data
   a. Associate Athletics Director for Compliance monitors the academic eligibility throughout each semester.
   b. The Registrar certifies academic eligibility at the end of each term and signs the squad list.
   c. The Associate AD for Compliance reviews the squad lists for any discrepancies.
   d. The Associate AD for Compliance imports the data from BANNER into JumpForward in order to complete the Academic Performance Program (APP.)
   e. The Associate AD for Compliance will confirm each student-athlete in the APR cohort by checking BANNER for:
      i. Athletics aid;
      ii. Enrollment as of the census date.
   f. The Associate AD for Compliance will use the BANNER data to determine the APR eligibility & retention points awarded and enter it into the APP program.
   g. The Director of Athletics, or his designee, will review all APR data for accuracy.
   h. If necessary the Associate AD for Compliance in consultation with the Office of the Registrar will determine the eligibility for delayed graduation points and/or APR adjustments.
   i. The Associate AD for Compliance will review and submit any corrections.

2. APR Management
   a. At the annual “Back to School” meeting the entire athletics staff will review:
      i. Concerns regarding eligibility and/or retention.
      ii. Plans for improvement if needed.
      iii. Analysis of Admission/Recruiting patterns.

3. APR Improvement Plan
   a. An APR Improvement Plan will be developed for any team that drops below a 925. The plan will identify the following:
      i. Critical issues affecting the team’s academic performance & retention.
      ii. Specific goals & objectives to improve.
      iii. Timeline & individuals responsible for carrying out the plan.
      iv. Evaluation of the APR Improvement Plan’s effectiveness.

4. Graduation Success Rate
   a. The Office of the Registrar in consultation with the Director of Institutional Research begins the Graduation Success Rate (GSR) process six weeks in advance of due date.
   b. All data is submitted in accordance with the NCAA GSR Data Collection System instructions by the due date.
   c. After confirming accuracy of the report, the Office of the Registrar will obtain the President’s signature on the NCAA GSR Report Signature Form and submit to the NCAA.

3.6 POSSIBLE VIOLATIONS POLICY

Any staff member who becomes aware of a violation of institutional or NCAA legislation shall immediately report the information to the Associate AD for Compliance, Faculty Athletic Representative or Director of Athletics who shall review the information as a group and promptly conduct a fact-finding investigation of the matter. The fact-finding investigation will be conducted by the FAR and/or her designee. Any designee will also be a person outside the department of athletics. The Southern Conference Office will be notified in advance that such a fact-finding investigation is to begin. Advice will be solicited from the conference and help requested, as needed. In the event the established facts indicate a violation did occur, a written report will be sent to the Southern Conference and the NCAA. The Faculty Athletics Committee and Office of the President will be informed, and the department will determine appropriate disciplinary and remedial actions in accordance with institutional policy and procedures. Such action will be repeated to the Conference and the NCAA, as appropriate.

3.7 COMMITMENT TO EQUITY
3.7.1 Equity Hiring Guidelines-Females

As full-time openings or staff expansion opportunities occur, we will proactively seek to expand the pool of qualified female candidates for both coaching and administrative opportunities.

The following actions, among others, may be taken:

- Normal job advertising for full-time positions.
- Special mailing or fax to identified NCAA Division I institutions in female sport programs (i.e., if opening is in women's basketball, mail to women's basketball head coaches soliciting names of qualified female candidates).
- Mail or fax to selected conference commissioners the same announcement with request for distribution to various schools and contacts.
- Advertise in publications targeted to potential female applicants, if appropriate.
- Develop additional proactive strategies as appropriate.

These guidelines are designed to increase the pool of qualified female applicants. Selection and appointment will proceed through the normal process with the appointment of the candidate deemed to be best qualified.

3.7.2 Equity Hiring Guidelines-Minorities

As full-time openings or staff expansion opportunities occur, we will proactively seek to expand the pool of qualified minority candidates for both coaching and administrative positions.

The following actions, among others, may be taken:

- Normal job advertising for full-time positions.
- Special mailing or fax to identified NCAA Division I institutions in selected sport programs (i.e., if opening is in women's basketball, mail to women's basketball head coaches soliciting names of qualified minority candidates).
- Mail or fax to selected conference commissioners the same announcement with request for distribution to various schools and contacts.
- Advertise in publications geared to potential minority applicants, if appropriate.
- Develop other proactive strategies as appropriate.

These guidelines are designed to increase the pool of qualified minority applicants. Selection and appointment will proceed through the normal process with the appointment of the candidate deemed to be best qualified.

3.7.3 Educational Programs

Educational services to assist in avoiding violations of governing legislation are encouraged to the following groups: prospective or enrolled student-athletes and their family members, athletics personnel, representatives of the College's athletics interests and high school coaches or administrators. These programs are preventative in nature and of primary importance to the compliance program.

Ultimately, it is the responsibility of each staff member to ensure their own actions are in compliance with all governing legislation (i.e.- institutional, Southern Conference and NCAA regulations). In that regard, the following policies and procedures have been adopted:

13. An annual session is conducted to review governing legislation.
14. Staff members are personally responsible for being knowledgeable of all governing legislation including a thorough reading of the NCAA Manual (online) and the annual changes as they appear in it. Special attention should be given to the areas of playing and practice seasons, recruiting and student-athlete eligibility.
15. Attendance at staff rules seminars reviewing governing legislation is required. Notice of these meetings will be provided in advance. All staff members are required to attend a departmental meeting (normally May/June and August). In addition, head coaches will attend one additional monthly departmental meeting for head coaches only. Each of these meetings will include a compliance review conducted by the Associate AD for Compliance. Information, updates, interpretations, etc. will be shared and discussed. All meetings are mandatory unless official business precludes attendance or unless otherwise exempted.
16. All staff members are responsible to review and conduct themselves in accordance with the most up-to-date interpretations regarding NCAA legislation as they are published or provided by the Associate AD for Compliance. This
review should include all Legislative Assistance columns, Legislative and Interpretations Committee Minutes, and revised case notices.

17. If staff members are uncertain regarding the proper interpretation or application of the governing legislation after they have conducted their own thorough review of the available materials (e.g.-NCAA Manual), they should contact the compliance office.

3.8  **BUDGET**

---

### 3.8.1  **General**

The Director of Athletics is responsible for preparing and administrating the overall budget in concert with the Board approved budget process. This process is consistent with the process used in developing budgets for all units of the College. In all cases the department of athletics will follow prescribed institutional policies and procedures relative to the handling of expenditures of athletics. All program directors are expected to be effective budget managers and work within budget parameters established by the Wofford College Board of Trustees.

Procedures used by the department of athletics are annually reviewed by the college auditors to ensure consistency with good, standard accounting practices. The department of athletics will be annually audited as part of the College audit process to ensure that required College policies and procedures are followed and that such policies are consistent with policies and procedures of the NCAA. Annual tests will be conducted to measure performance and compliance with internal control mechanisms and College policies and procedures. The Director of Athletics will annually review results of this audit with the college Chief Financial Officer and the President of the College. The department of athletics will address any corrective action recommended by auditors as a result of this process.

### 3.8.2  **Expenditures**

All expenditures must be made in accordance with the policy of the department as outlined herein. Individual program budget managers will authorize expenditures, receive invoices, sign invoices for approval, code invoices for payment and return them to the Business and Operations Manager.

### 3.8.3  **Preparation**

Coaches and staff members will have an opportunity annually to advise the Director of Athletics on the 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 departmental budget. This budget request procedure will go through the Director of Athletics and the President for approval. All coaches and staff members must execute their respective programs within the funds allocated unless extraordinary reasons are available.

### 3.8.4  **Monitoring**

All individuals with budgetary responsibilities will be given a copy of their respective budget and access to Banner for up-to-date budget information. Any questions that may arise regarding monthly statements should be directed to the Business and Operations Manager. It is recommended that individuals with budgetary responsibilities monitor their respective budgets on a timely basis. All areas of expense should be monitored and every purchase should be evaluated according to necessity, cost, and future budgetary expenditures and requirements.

### 3.8.5  **Control**

The Director of Athletics (or his designee) has the authority to restrict or limit expenditures at any time. When budgets are near depletion, funds may be restricted in an effort to prevent the funds from running out before the fiscal year is over. All coaches and others delegated budget responsibility must plan their needs within the confines of their respective budgets. It is recommended that they plan ahead, affixing priorities to their most urgent needs.

### 3.8.6  **Conclusion**

It is the policy of the College to provide the best possible equipment, supplies, and fixtures for the teams, fields, courts and offices. Furthermore, there is an expectation that any athlete and/or coach traveling as a representative of the College do so in
the manner befitting this institution. Therefore, **no trip should ever be made unless sufficient funds are available to see that the above policy can be maintained.**

---

### 3.9 BUSINESS

#### 3.9.1 Team Travel and Transportation

It is the responsibility of the head coach, working with the Associate Athletic Director for Sports Programs, to make all travel plans. Advances for the trips should then be submitted prior to the season. After the trip has been taken, travel expenses are to be turned in promptly to the Business and Operations Manager. Expense mileage, receipts for food and entertainment, etc. should be noted on the expense report.

All team travel by Wofford athletic teams will be done in motor coach, rental vans with staff drivers or approved student drivers, or by other means approved by the Director of Athletics.

#### 3.9.2 Purchasing

Items purchased must be approved by the individual with budgetary responsibility before these bills will be paid. Each coach/department head is responsible for securing the best price and ordering his/her own equipment after reviewing budget and monies available. This policy includes services and merchandise. The signature of the individual approving the purchase will be accepted in the place of a formal receiving report. When budgets have been exhausted, purchase orders are **not** to be written. At this point your budget situation should be discussed immediately with the Director of Athletics.

#### 3.9.3 Expense Accounts and Travel Advances

The following procedures should be followed for expenses incurred related to recruiting or official College business:

1. Receipts are to be provided for the following expenditures:
   - A. Transportation expenses
   - B. Meals when entertaining one or more individuals. Indicate names and titles of individuals entertained as well as the purpose of the meeting, and provide an itemized receipt.
   - C. Any services utilized for official business
   - D. Any unusual or infrequent expense item
   - E. Each head coach is responsible for leaving appropriate travel information prior to departure (e.g., departure time, arrival time, name and number of hotel, etc.).

2. To advance, complete the advance form on the Business Office’s website, have it approved by the individual with responsibility for the budget to which the advance will be charged, and turn the form in to the Business and Operations Manager. Your request for an advance should be made at least two weeks prior to your needs. When you obtain an advance or incur an expense, your expense report form should be turned in to the Business and Operations Manager. **No additional advance will be made until the previous advance has been settled.**

3. When credit cards are used for gas, the expense receipts for these items should be attached to the expense report turned in to the Business and Operations Manager. Approximation of expenses is not acceptable and miscellaneous and incidental expenses should be detailed on the expense report.

#### 3.9.4 Credit Cards

Wofford College Issued P-Cards will be available upon request to appropriate staff persons for official college use only.

#### 3.9.5 Telephone

Long distance telephone calls should be official college business and short and to the point.
3.9.6 Office Machines

- Copier - The Department of Athletics has a Sharp copier that can handle most projects. Please use your budget's identification code - copies will be billed to your supplies and equipment budget at 2.5¢ per copy.
- Fax - Faxes should be official college business.

3.9.7 College Mail Service

- The college mail service is to be used only for college business. Pick-up and delivery will be made twice daily - once in the morning and once in the afternoon.
- Overnight and express mail is expensive and should only be used as necessary for official college business.

3.9.8 Keys

All key requests should go through the Director of Facilities. Upon termination of employment, all keys must be returned to the Director of Facilities.

3.9.9 Office Communication

It is imperative that the Department of Athletics knows when you are out of the office for an extended amount of time for clinics, recruiting, vacations, etc. An extended amount of time is defined as longer than one day. Each employee is responsible for notifying the appropriate personnel before departure (e.g., attending convention for 3 days, recruiting for entire week, etc.).

3.10 FACILITIES AND EQUIPMENT

3.10.1 Facilities

1. The college realizes that the athletic facilities are primarily for the use of Wofford students. As a result, the priorities to be followed as a general policy are as follows:
   - Physical Education Classes
   - Intercollegiate/Varsity Sports
   - Intramurals
   - Students and Members of the College
   - Non-college Persons or Organizations

2. All requests for jobs to be done by the maintenance, custodial staff, or grounds crew must be submitted in writing to the Director of Facilities. These requests should be made at least two days in advance, earlier if possible.

3. The athletic department is responsible for the following facilities:
   - Richardson Physical Activities Building
   - Joe E. Taylor Center
   - Benjamin Johnson Arena
   - Snyder Field
   - Andrews Field House
   - Lower Playing Fields
   - Reeves Tennis Center
   - Russell C. King Field
   - Gibbs Stadium
   - Jerry Richardson Indoor Stadium

1. Scheduling Policies and Procedures for use of the Wofford College Athletic Facilities
   - General Information:
     - Scheduling the use of space and all the athletic fields by the various groups affiliated with the College community is handled by the Director of Facilities with approval by the Director of Athletics. All facility requests must be submitted in a timely manner. Coaches who do not follow this procedure may be bumped
from a planned event or practice.

- **Use by Outside Groups:**
  - We do rent our facilities to outside groups, but realistically speaking, there is very little space available. At any time, College security personnel may question those using the playing fields and would be operating within their job duties when they ask to be shown a field use permit. They also would be acting as instructed by requesting the parties to vacate the playing area if they do not have the proper permit. If an athletic facility is to be rented the outside party must contact the campus coordinator, John Blair.
  - These policies have been formulated to guarantee as completely as humanly possible that individuals or groups who request time and space will have their needs met. Your cooperation will help make this goal possible.

### 3.10.2 Equipment

1. **General:**
   - All furniture, office equipment, and certain other properties are assigned to the various offices. Each office has the custodial and financial responsibility for such items.

2. **Responsibility:**
   - The Director of Athletics has been delegated the accountability for the property in the custody of this department. It will be necessary from time to time to require employees to receipt for certain items in their personal custody. It should be otherwise understood that any property assigned to an office becomes the responsibility of the occupant, even though custody receipts are not required by the Business Office.

3. **Transfers and Disposition:**
   - Please be reminded that no property is to be transferred from one location to another without permission of the Director of Athletics. Under no circumstances is property to be disposed of, regardless of its condition, without authority from the Director of Athletics.

4. **Equipment:**
   - The following policies and procedures are applicable to equipment owned by the Department of Athletics. Primary responsibility for storage, maintenance, security and inventory of athletic equipment for the Department of Athletics is vested in the Equipment Manager. It will be the responsibility of the head coach to assist the Equipment Manager in carrying out the policies and procedures applicable to athletic equipment. The Head Coach, Assistant Coach, and Equipment Manager will report directly to the Associate Director of Athletics for Business and Finance. Appointed Assistant Coach must initiate all athletic equipment purchase requests. Only appointed assistant coaches are to initiate purchases directly with vendors. Unauthorized purchases become the financial responsibility of the individual placing the order. A coach desiring equipment shall submit a requisition to the appointed assistant coach after the coach has ascertained need for equipment based upon budget, inventory and condition of current equipment. Upon determination that a need exists for purchase of the equipment, the appointed assistant coach will forward a requisition for approval by the Athletics Business Office and the Director of Athletics, only if said purchase is over budget. If the requisition is approved and funds are available for expenditure, the Athletics Business Office will request the appointed assistant coach to order equipment and issue a purchase order for the equipment. Should funds be unavailable for purchase of equipment, the Athletics Business Office will inform the appointed assistant coach, and notify the head coach that the request has been denied. All equipment is to be delivered directly to the office of the Equipment Manager. Upon receipt, the Equipment Manager will inventory the order, comparing it with accompanying delivery receipt and actual purchase order (i.e., quantity and quality). After inspection and approval of the order, the Equipment Manager will send the delivery receipt to the Athletic Business Office, and recommend payment or partial payment. The Equipment Manager, at the end of each sport’s season, will inventory all equipment. All Apparel/Equipment Inventory Information forms must be completed and copies filed with the compliance department no later than the 15th day of January following completion of athletic competition.

#### Issuance and Retrieval

- The student-athlete will be held financially responsible for all apparel and equipment assigned to them. In the event of lost, stolen or damaged equipment, it will be the responsibility of the student-athlete to replace the item, or to reimburse the athletic department as deemed appropriate by the Director of Athletics or Equipment Manager. If the student-athlete violates Wofford College or NCAA rules for apparel and equipment issuance and retrieval, the student-athlete may be subject to punishment by athletic department and/or NCAA.
- The Head Coach is responsible for the proper application of the apparel and equipment issuance and retrieval process. All apparel and equipment must be accounted for and reported in a timely manner to the Athletic Business Office in conjunction with the Compliance Office. If the Head Coach violates the Wofford College and/or NCAA rules for apparel and equipment issuance and retrieval, said Head Coach may be subject to punishment by athletic department and/or NCAA.
- The retrieval of athletic apparel and equipment from the student-athletes must occur no later than 15th day of January
following the completion of the athletic competition (End of season, player leaves team, etc.).

- Athletics equipment cannot be loaned for any purpose without prior approval of the Director of Athletics.
- Student-athletes will be allowed to borrow equipment over the summer vacation period with the permission of the Associate AD for Compliance.
- Student-athletes can be given athletics apparel only at the conclusion of that athlete’s playing career. Apparel cannot be given over the summer.

### 3.10.3 Facility Rental Fees

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gibbs Stadium</td>
<td>$10,000.00/day</td>
</tr>
<tr>
<td>Jerry Richardson Indoor Stadium</td>
<td>$8,000.00/day</td>
</tr>
<tr>
<td>Auxiliary (Aux)</td>
<td>$2,500.00/day</td>
</tr>
<tr>
<td>Meeting (Mtg)</td>
<td>$800.00/day</td>
</tr>
<tr>
<td>Benjamin Johnson Arena</td>
<td>$4,500.00/day</td>
</tr>
<tr>
<td>John E. Reeves Tennis Center</td>
<td>$1,000.00/day</td>
</tr>
<tr>
<td>Russell C. King Field</td>
<td>$1,500.00/day</td>
</tr>
<tr>
<td>Snyder Field</td>
<td>$1,000.00/day</td>
</tr>
<tr>
<td>Lower Practice Field</td>
<td>$1,000.00/day</td>
</tr>
<tr>
<td>Intramural Field</td>
<td>$500.00/day</td>
</tr>
<tr>
<td>Rifle Range (coordinated through ROTC Department)</td>
<td>$50.00/day</td>
</tr>
<tr>
<td>Andrews Field House/Locker Room</td>
<td>$25.00/day</td>
</tr>
</tbody>
</table>

### 3.10.4 Reduced Facility Rental Fees

At the discretion of the athletics director the following rates plus all hard costs (including but not limited to security, clean-up, etc.) apply to educational and/or nonprofit institutions.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gibbs Stadium</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Jerry Richardson Indoor Stadium</td>
<td>$6,000.00/day</td>
</tr>
<tr>
<td>Auxiliary (Aux)</td>
<td>$2,000.00/day</td>
</tr>
<tr>
<td>Meeting (Mtg)</td>
<td>$600.00/day</td>
</tr>
<tr>
<td>Benjamin Johnson Arena</td>
<td>$250.00/day</td>
</tr>
<tr>
<td>John E. Reeves Tennis Center</td>
<td>$100.00/day</td>
</tr>
<tr>
<td>Russell C. King Field</td>
<td>$100.00/day</td>
</tr>
<tr>
<td>Snyder Field</td>
<td>$100.00/day</td>
</tr>
<tr>
<td>Lower Practice Field</td>
<td>$100.00/day</td>
</tr>
<tr>
<td>Intramural Field</td>
<td>$100.00/day</td>
</tr>
<tr>
<td>Rifle Range (coordinated through ROTC Department)</td>
<td>$20.00/day</td>
</tr>
<tr>
<td>Andrews Field House/Locker Room</td>
<td>$10.00/day</td>
</tr>
</tbody>
</table>

### 3.11 LAUNDRY ROOM POLICIES

Each head coach is responsible for his/her team’s use of the laundry room and instructing his/her managers on the operation of the washers and dryers. Priority will be given to sports in season. Please follow the following regulations:

- Do not leave laundry room unlocked.
- Turn off lights when not in use.
- Clean filters on dryers before you use them.
- Use only designated amount of laundry detergent with each load.
- Do not overload washer and dryer.
- Do not by pass another team if the equipment has been washed - put it in the dryer.
- Do not do personal laundry when there is athletic laundry to be done.
- When taking other teams’ equipment out of the dryer - make sure it is dried and place it in bend or proper container.
- Report any problem to your coach as soon as possible. If no coach is available, call security.
- Only students who work in laundry room are allowed to do personal laundry.
3.12 LETTERS/AWARDS/BANQUETS

3.12.1 General

At the close of each sport season, the head coach will prepare his/her recommendation for athletic awards. These recommendations will be given to the Associate AD for Compliance. In making the recommendations, the head coach shall take into consideration the following points:

- The student must have attended practice regularly during the season unless excused by the coach.
- The student must have shown good sportsmanship not only toward his opponents, but also toward his fellow teammates.
- The student should show enthusiasm and an attitude, which is considered desirable by the coach.
- The student must abide by the class attendance rules as set forth by the College.
- The coaches for each sport have the right to recommend for a standard award a student who, for reason or reasons does not fulfill the requirements as set forth below but who shows exceptional value to his team or who has been on the squad for four years.
- Cheerleaders may receive a special award.
- All awards must be permissible under NCAA Bylaw 16.1.4

3.12.2 Player Lettering Criteria

Letters are awarded at the discretion of each Head Coach

3.12.3 Manager/Trainer Lettering Criteria

On the recommendation of the head coach or head athletic trainer to the Director of Compliance, managers and trainers are eligible to letter after serving two sports seasons. Managers and trainers also may receive senior awards.

3.12.4 Letter Awards

The following may be awarded to appropriate team members, trainers, managers, and cheerleaders:

- Senior awards (players, trainers, managers, and cheerleaders) are presented by the Department of Athletics at the All Sports Banquet/Bosscars.
- Select honors may be awarded by each team but paid for out of each sport's supplies budget.

3.12.5 Special Awards

- Participants of championship teams may be awarded a wall plaque.
- The Charles J. Bradshaw Award is presented on an annual basis for a candidate "whose academic, leadership and citizenship, and contributions at Wofford College best typify the ideals and contributions of Charles Bradshaw".
- The Stanley Hoole Award is given to the senior athlete with the highest grade point average.

3.12.6 Bosscars/All Sports Banquet

- An annual All Sports Banquet honoring the seniors is held at the end of the academic year.
- Individual sport banquets may be held but paid for out of each sport's budget. Price approval from the team's sport oversight is required. The organization of the event is the sole responsibility of the coaching staff.

3.13 PERSONNEL

3.13.1 College Policy
1. **Commitment to Equity:**
The Athletic Department adheres to the hiring practices consistent with college policy. Every effort is taken to conduct a proper search bearing in mind a commitment to providing an equal opportunity for each applicant. The department is particularly sensitive to the need for proper role model selection in coaching and administrative positions. As such, the department actively seeks female/minority representation for any personnel vacancy.

2. **General Regulations:**
All personnel are subject to College regulations governing vacation and sick leave. These regulations, like those governing travel, are a part of College policy.

3. **Sexual Misconduct Policy:** Wofford College and the Department of Athletics believes all members of the college community, guests and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Sexual misconduct will not be tolerated and all employees are bound to the Sexual Misconduct Policy.

4. **Employee Benefits:** The College has strong programs of employee benefits, which include group major medical and life insurance, retirement, and other benefits. The College personnel specialist enrolls employees in these programs as they become eligible. For information regarding eligibility, coverages, etc., contact the College Business Office.

### 3.13.2  **Dress Code**
Appropriate professional dress code is required at all times.

### 3.13.3  **Office Hours**
Each employee should make an effort to establish and maintain prescribed office hours (8:30 - 5:00) for the sake and convenience of athletes, faculty, parents, administrative officers and other department members. It is realized that most staff members travel a great deal, thus interrupting a regular office hour schedule; however, when not traveling, office hours should be maintained. In all cases, the appropriate authority should know your whereabouts.

### 3.13.4  **Orientation**
The Department of Athletics initiates each new academic year with a Fall Orientation / Social for all employees of the department. It is usually held in early August. All employees are expected to reserve the day to be in attendance.
3.13.5  Professional Development

1. The Department of Athletics is committed to:
   • Improve current or future performance of athletic coaches and administrators by:
     ➢ Imparting information
     ➢ Developing attitudes
     ➢ Increasing skills
   • Prepare the Department of Athletics for the future and to ensure that the Department's activities contribute to
     the achievement of Wofford College's overall objectives by developing commitment to the philosophy, goals,
     and objectives of the College.

2. The development program may involve such activities as:
   • Talks/discussions with the College's
     ➢ President
     ➢ Dean
     ➢ Faculty Representatives
     ➢ Admissions and Financial Aid Officer, etc.
   • Workshops with Admissions and Financial Aid Officers.
   • Information sessions
   • Planned interactions with faculty from various academic disciplines
   • Distribution of informative reading material
   • Encouragement and partial subsidization of attendance of sports clinics, lectures, etc.
   • Courses in communication and computer skills
   • Orientation sessions on department policies and procedures
   • Training sessions on budget planning
   • Sponsorship of presentations by faculty on applications of their academic areas to field of athletics

3.13.6  Performance Review Criteria

Note: Also see sample employment letter expectation in Appendix A.

1. Philosophical Structure

Evaluate:
   • Ability to reflect and articulate the goals of Wofford College and the Athletic Department
   • Contribution toward the goals of the Athletic Department and the development of Wofford students
   • General attitude toward today's youth, fellow workers, the Athletic Department and Wofford College

2. Administrative Performance

Evaluate:
   • Organization of office, ability to anticipate and meet deadlines and preplanning ability (i.e. Facility
     needs, travel, budget preparation)
   • Level of understanding of and cooperation with Athletic Department and College procedural
     guidelines
   • Ability to maintain a thorough knowledge of NCAA, Southern Conference, and institutional rules and
     to comply accordingly
   • Ability to carry out and contribute to other administrative tasks as assigned
   • Ability to organize, inspire, and manage students and staff
   • Ability to anticipate problems, define solutions and suggest improvements

3. Public Relations

Evaluate:
   • Relations within the College with faculty, students, and staff
   • Relations with news media, Alumni, and Friends Groups
   • Entrepreneurship in building, sustaining and promoting interest in the Athletic Department and/or
     the particular program

4. Professional Relations

Evaluate:
   • Knowledge and contacts with peers in sport area
   • Involvement in other professional groups and organizations
5. Interpersonal Relations

**Evaluate:**
- Relationships with student-athletes and students
- Relationships with coaches and other departmental personnel
- Relationships with Director of Athletics
- Relationships with faculty and College administration

6. Team Performance

**Evaluate:**
- Performance of athletes/team under coach's direction and supervision
- Improvement of athletes/team under coach's direction and supervision

7. Recruiting

**Evaluate:**
- Ability to analyze team personnel needs and set specific recruiting objectives based on these needs
- Ability to plan, organize and implement a sound recruiting strategy to achieve these specific objectives
- Ability to identify, contact and enroll talented and admissible student-athletes within budget limits and recruiting regulations
- Level of communication with the Director of Athletics regarding these recruiting objectives, strategies and activities

8. Technical Knowledge

**Evaluate:**
- Level of understanding of technical aspects and knowledge of sport
- Interest and level of activity in improving level of knowledge
- Ability to plan, organize, and implement practices utilizing sound principles of conditioning, teaching progression, etc.
- Utilization of sound teaching principles and procedure ability to develop, teach and implement specific game plans
- Ability to analyze game situations, develop and communicate needed adjustment to players at time-outs and half time and maintain self-control and control of players throughout.
3.14 SCHEDULING AND GAME CONTRACTS

3.14.1 Preparation

- Each coach shall work with the Director of Athletics and Associate AD in organization of schedules. No schedule is final until it has been approved by the Director of Athletics (or his designee).
- When preparing a schedule, consideration must be given to the following items:
  - Budget
  - Travel distances
  - Admission/alumni areas
  - College of high academic standards
  - A respectable home schedule
  - Class absences
  - A balanced schedule, i.e. home and away
  - Dates, times, and places
  - Transportation
  - Availability of playing space
  - Reciprocal agreements, which constitute a committed obligation
  - Guarantees
  - NCAA Rules
- Sunday games are permitted to reduce conflicts with classes and studies provided such games occur after 12:00pm.
- Practices, contests, and participation in tournaments during school holidays are permitted to reduce conflicts with classes and studies.
- Fall and winter schedules including scrimmages must be submitted to the Director by April 1 each year. Completed spring schedules are due by June 15.
- No competition scheduled on holidays unless approved by the AD.

3.14.2 Terms and Conditions

- When scheduling home and home contests, every effort should be made to make reciprocal agreements with no exchange of money, and with no meals.
- The terms of the contract, the date and time of the contest, and reciprocal arrangements must be approved by the Director of Athletics or Deputy AD.
- If the schedule is termed satisfactory it will be forwarded to the Director of Athletics for approval.
- Each coach will be notified when his/her schedule has received final approval.
- Schedules shall not be announced in any manner, in total or in part, until final approval has been received.
- The Deputy AD shall be responsible for preparing and submitting contracts.

3.14.3 Hosting Tournaments

The following policies regarding the hosting of tournaments, including post-season as well as invitational, shall apply to all sports. Hosting tournaments, in this reference, refers to multi-team events in which Wofford serves as a sponsoring agent whether funding is guaranteed by Wofford or not. A formal request to host an event must be made to the Director of Athletics before December 1 for the following academic year. Such a request would include the following:

- Sponsoring agency
- Tournament structure - number of teams, type of play-offs, etc.
- Planned utilization of facilities with consideration of disruption of normal operation (impact study)
- Personnel needed to conduct tournament (identify by name key personnel)
- Financial statement including guarantees, anticipated gate receipts, auxiliary sales, etc.
- Guidelines for all tournaments will be established by the Director of Athletics and must be strictly followed.

3.14.4 Officials

- Officials will be contracted and billed through appropriate booking agents.
- Each coach will process papers for individual payment for officials for each contest. This should be completed prior to
the opening of the season.

- It is the responsibility of the coach to secure officials’ checks from the Assistant AD.
- Checks are to be presented to the officials the day their services are rendered.

3.14.5 Practice Scheduling Guidelines

- The coach, assistant coach or other specified staff member, must be present at all scheduled practices or contests.
- Following all practices, each coach will secure all equipment and facilities.
- Sunday practices are permitted to reduce conflicts with classes and studies.
- The official opening day and practice schedule must coincide with NCAA guidelines per sport.
- Provide the Head Trainer and Director of Facilities with a monthly practice plan and inform him immediately of any changes.

3.14.6 Changes

1. Schedules which have been approved are not to be changed or altered in any way, unless due to weather.
2. If it is necessary to change a date, or any of the terms, you must submit a request to the Director of Athletics. If the request is approved by the Director of Athletics, you should notify the following: Officials’ Office, Compliance Office, Media Relations, Associate Athletic Director, Head Trainer and Cafeteria.

3.14.7 Game Contract

Each head coach is responsible for the game contract as approved by the Director of Athletics. Absolutely no guarantee can be paid without prior approval of the Director of Athletics.

3.14.8 Playing & Practice Season Form

Each head coach is responsible for submitting a Playing & Practice Season to the Compliance Office at the beginning every academic year or season (whichever occurs first) to be kept on file.

3.15 MEDIA RELATIONS – SPORTS INFORMATION

3.15.1 General

The Media Relations Office at Wofford works with the goal of publicizing and promoting Wofford’s intercollegiate athletic teams and its student-athletes.

The office is responsible for producing publications, including media guides and game programs, news releases, statistics, and maintaining the college’s athletic website. The office produces many other brochures and flyers for various functions of the Department of Athletics. The office also is responsible for Wofford’s athletics contact with the media - locally, regionally and nationally.

Furthermore, the office is responsible for setting up all student-athlete and coaches’ interviews. The office also is responsible for all press conferences for the Department of Athletics.

The office is responsible for hosting the media for each sporting event. Regarding football and basketball, this responsibility is extensive and includes game notes, flip cards, statistics, food and refreshment, and post-game interviews. For non-revenue sports, the office provides and reports the results of competition.

The office has a responsibility for the Department of Athletics of compiling and maintaining historical data on athletic events in written and pictorial form, including photographs and videotapes.

The office is charged with the responsibility of handling certain special events such as when Wofford hosts any tournaments, NCAA events, etc.
3.15.2  Specifics

1. Purpose
The purpose of this department is to publicize and promote athletics at the College. Basically, the Media Relations Office accomplishes this by means of publications, weekly releases, media relations, and coordination with governing bodies such as the NCAA and Southern Conference. Within the limitations of time and manpower, the Media Relations Office attempts to provide adequate publicity for all the athletic teams at Wofford.

2. Brochures
Brochures are designed and edited with the intention of; first, increasing the visibility of each sport through the media; second, helping each coach in his/her recruiting efforts; and third, in providing pertinent information to the public. All brochures must be approved by the Director of Compliance prior to printing.

3. Programs
Due to budgetary limitations, programs are furnished only if their publication costs are paid for by advertising. The Director of Media Relations works closely with the Director of Athletics in determining the economic feasibility of providing game programs for home events.

4. Statistics
The Media Relations Office disseminates statistics on all Wofford athletic programs. Statistics crews are recruited by the SID. The Media Relations Office sends at least one staff member to each home athletic event.

5. Reporting of Events
The Media Relations Office will make every effort to staff each home event. Staffing road events is dependent on the availability of Media Relations personnel and the ability of each individual sport to pay travel expenses for the Media Relations Office representative. When on the road, if no Media Relations representative is present, the host school will call in the results to the media outlets designated by the SID immediately at the conclusion of the event.

6. Interviews
The Media Relations Office is eager to assist the media with player interviews. To help in this endeavor, it is requested that media representatives contact the Media Relations Office for all athletic interviews. The Media Relations Office will arrange all interviews at places and times convenient to both parties. If a media representative schedules an interview with an athlete through his or her coach, the coach should inform the Director of Media Relations. Cooperation from both coach and media is appreciated.

7. Student Assistance
The Media Relations Office seeks to employ student assistants. Each assistant’s duties also include general office responsibilities such as filing, answering mail requests and basic organizational needs. In the event that the Director of Media Relations is unavailable, coaches or media representatives should contact the assistant Director of Media Relations or the appropriate student assistant.

8. Liaison with Athletic Marketing Director
The Director of Media Relations works closely with Sports Marketing Director in determining general policies for the office and the production of the football game program.

9. Regular Releases
The Media Relations Office attempts to increase publicity for each sport by regularly disseminating information through use of the phone, fax, e-mail, web site, and mail. Toward this end, the SID constantly looks for interesting feature angles about Wofford teams and student-athletes. The cooperation and input of individual coaches and student-athletes is an integral part of this process.

10. Cooperation and Communication
The Media Relations Office regards regular contact and discussion with individual coaches as a necessary and invaluable aid in publicizing Wofford athletics. The SID requests that coaches make a point of consulting the respective SIDs on a regular basis as a means of keeping the office abreast of developments in each sport. Any problems should be worked out in an atmosphere of mutual cooperation.

3.15.3  Media Guidelines for Head Coaches

The Director of Media Relations has been trained in the area of sports reporting and sees it as one of the main duties in his job description. For that reason, the Director of Media Relations assumes the main responsibility in the area of reporting game or match results.

The Director of Media Relations, or his designee, will travel to all away contests involving the football and men's basketball and women's basketball teams. He will directly handle all results reporting for those sports.

For all other teams, the Media Relations office will handle the results even if not traveling. It is standard practice in the SID field for the host school to assume responsibility in the reporting of results to media outlets. Upon request of visiting teams to Wofford, the SID will report results to their media.
3.15.4 Permissible Uses of Printed Material

12.5.1.1 Institutional, Charitable, Educational or Nonprofit Promotions
A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use a student-athlete’s name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete’s participation in intercollegiate athletics, provided the following conditions are met:
(a) The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member), subject to the limitations on participants in such activities as set forth in Bylaw 17; (Revised: 1/11/89, 4/26/01)
(b) The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company’s emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited;
(c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity’s officially registered regular trademark or logo also appears on the item;
(d) The student-athlete does not miss class;
(e) All moneys derived from the activity or projects go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
(f) The student-athlete may accept legitimate and normal expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity, provided it occurs within the state or, if outside the state, within a 100-mile radius of the member institution's campus;
(g) The student-athlete’s name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;
(h) Any commercial items with names or pictures of student-athletes (other than highlight films or media guides per Bylaw 12.5.1.8) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event); and
(i) The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete’s name, image or appearance is used in a manner consistent with the requirements of this section.

12.5.1.4 Commercial Advertisement
It is permissible for a student-athlete’s name or picture, or the group picture of an institution's athletics squad, to appear in an advertisement of a particular business, commercial product or service, provided:
(a) The primary purpose of the advertisement is to publicize the sponsor’s congratulations to the student-athlete or team;
(b) The advertisement does not include a reproduction of the product with which the business is associated or any other item or description identifying the business or service other than its name or trademark;
(c) There is no indication in the makeup or wording of the advertisement that the squad members, individually or collectively, or the institution endorses the product or service of the advertiser;
(d) The student-athlete has not signed a consent or release granting permission to use the student-athlete’s name or picture in a manner inconsistent with the requirements of this section; and
(e) If the student-athlete has received a prize from a commercial sponsor in conjunction with participation in a member institution's promotional activities and the advertisement involves the announcement of receipt of the prize, the receipt of the prize is consistent with the provisions of Bylaw 12.5.2.3.3 and official interpretations approved by the Management Council.

12.5.1.7 Summer Camps
An institutional or privately owned summer camp may use a student-athlete’s name, picture and institutional affiliation only in the camp counselor section in its summer-camp brochure to identify the student-athlete as a staff member. A student-athlete’s name or picture may not be used in any other way to directly advertise or promote the camp. All camp brochures must be approved by the Associate AD for Compliance prior to printing.
3.16  ATHLETIC TRAINING

3.16.1  Spartanburg Regional Sports Medicine

The Athletic Training staff must abide by all policies and procedures outlined by Spartanburg Regional Sports Medicine, a division of Spartanburg Regional Healthcare System.

3.16.2  Athletic Training Room Hours

The athletic training room will be open Monday through Friday, 8:00am - 12:00pm, 1:30pm - 5:00pm; hours will vary pending on practice times. Weekend and holiday hours will be scheduled according to the needs of any in-season sport.

3.16.3  Athletic Training Room Rules

- Athletes are required to shower before entering the Athletic Training Room.
- Athletes requiring taping or treatment are to be in the Athletic Training Room one-two hours prior to practice time. (Report time for games).
- No other collegiate teams' apparel is allowed in the Athletic Training Room.
- No student is allowed in the Athletic Training Room unless the Certified Athletic Trainer or a student assistant is present.
- Athletes should not attempt to operate equipment or administer treatments on their own.
- All supplies and materials stored in the Athletic Training Room are off limits to students. Ask the Certified Athletic Trainer for what you need.
- Electrical equipment is to be kept outside the Athletic Training Room.
- Food and drink are not allowed in the Athletic Training Room.
- No tobacco products are permitted in the Athletic Training Room.
- No iPods, MP3 players, or any headphones allowed in the Athletic Training Room.
- No Cell phones are allowed in the Athletic Training Room.
- Athletes are to be prompt for treatment and rehab appointments.
- Any aggressive language or jesters will not be tolerated and that will be asked to leave.
- Athletes are to be prompt for doctor’s appointments. Transportation is the athlete’s responsibility. If you cannot find transportation, notify the Athletic Training staff at least the day before your appointment and arrangements will be made. Doctor’s appointments will be made around the student’s schedule if possible. Unless an emergency.
- Athletes are asked to return ace wraps, crutches, or other materials when they are no longer being used. If not returned you will be billed.
- Chewing gum is not allowed during any contact sport activity.
- Jewelry is not to be worn during contact sport activity.
- Any athlete who fails to follow the rules and procedures set forth by the Athletic Training Department will be referred to his/her respective coach for disciplinary action.

3.16.4  Insurance

Spartanburg Regional Sports Medicine requires that all student-athletes carry primary insurance coverage. The Wofford College Athletic Department carries secondary insurance to supplement the cost of medical bills not covered by primary insurance. No student-athlete will be required to pay out of pocket for medical bills associated with an athletic injury/illness, provided they follow the correct procedure and abide by the appropriate guidelines. This insurance policy does not cover any injury occurring during voluntary workouts or unsupervised workouts/practices.

3.16.5  Pre-Participation Exam/Physicals

Prior to participation in intercollegiate athletics at Wofford College, student-athletes must undergo a pre-participation exam given by
Wofford’s team physicians. Student-athletes will undergo a physical by an approved physician on a yearly basis.

3.16.6 Try-Outs

Any Wofford student wishing to try-out for an intercollegiate athletic team must complete all paperwork required by Spartanburg Regional Sports Medicine, including providing proof of primary health insurance, and undergo a pre-participation exam by a Wofford team physician.

3.16.7 Reporting Injuries and Illness

Athletes must report all injuries immediately to a sports medicine staff member. In the event the injury requires evaluation by a doctor, the appointment will be made through the athletic training room. The Athletic Trainer, in conjunction with the Team Physicians will make all decisions on athletes’ physical status.

3.16.8 Physician Referrals

All physician referrals are to be approved by a member of the Spartanburg Regional Sports Medicine staff in advance. All office visits, x-rays, MRI’s and surgeries will be scheduled by the Spartanburg Regional Sports Medicine staff. Athletes that do not go through our staff will be responsible for any costs incurred.

3.16.9 Second Opinion

Student-Athletes have the right to request a second opinion in regards to any injury or illness. Spartanburg Regional Sports Medicine and the Wofford Athletic Department are not financially responsible for any diagnostic testing or physical therapy ordered by, or surgical procedures performed by the second opinion physician unless referred by a Wofford team Physician.

3.16.10 Non-Athletic Injury/Illness

Spartanburg Regional Sports Medicine staff will provide treatment and/or referral for any non-athletic injury or illness. Examples of non-athletic injuries are injuries suffered during intramurals, summer league play, unsupervised workouts/practices, or while working athletic camps. Spartanburg Regional Sports Medicine and the Wofford College Athletic Department are not responsible for payment of medical bills associated with non-athletic injuries or illnesses.

3.16.11 Drug Testing

All Wofford student-athletes are subject to random drug testing throughout the year.

3.16.12 Pregnancy Policy

Serious consideration of the risks and benefits of athletic participation must be weighed by the pregnant student-athlete, personal physician, the team physician, and the member institution. This discussion, and the subsequent process by which the decision for or against medical qualification to participate is made, should thoroughly take into account the risk of injury to the student-athlete or her fetus. In instances where a decision is made to allow the pregnant student-athlete to compete, a properly executed document of understanding and waiver should be signed by the student-athlete.

3.16.13 AIDS Policy

The decision to allow an H.I.V. positive athlete to participate will be made on an individual basis on the recommendation of the team physician.

3.16.14 Sickle Cell Policy
About Sickle Cell Trait:

- Sickle cell trait is an inherited condition of the oxygen-carrying protein, hemoglobin, in the red blood cells.
- Sickle cell trait is a common condition (> three million Americans)
- Although sickle cell trait is most predominant in African-Americans and those of Mediterranean, Middle Eastern, Indian, Caribbean, and South and Central American ancestry, persons of all races and ancestry may test positive for sickle cell trait.
- Sickle cell trait is usually benign, but during intense, sustained exercise, hypoxia (lack of oxygen) in the muscles may cause sickling of red blood cells (red blood cells changing from a normal disc shape to a crescent or "sickle" shape), which can accumulate in the bloodstream and "logjam" blood vessels, leading to collapse from the rapid breakdown of muscles starved of blood.
- Sickle cell trait can be affected by Altitude, high temperature/humidity, illness, lack of fitness, or dehydration.

Sickle Cell Trait Testing:

- The NCAA mandates that all NCAA student-athletes have knowledge of their sickle cell trait status before the student-athlete participates in any intercollegiate athletics event, including strength and conditioning sessions, practices, competitions, etc.
- Wofford College requires all incoming freshman and transfer student-athletes to present documentation of results of sickle cell testing before participating in any intercollegiate athletics event, including strength and conditioning sessions, practices, competitions, etc.
- If student-athletes test positive they will meet with our Team General Medicine Physician, Athletic Trainer, Coach, Strength Coach, and Parent (if under 18). This meeting will be for educating the student-athlete on risk and symptoms to be aware of during activity. The student-athlete will be able to continue participating in Intercollegiate Athletics but with restrictions stated in the Sickle Cell Procedures.
- Wofford College will allow a student-athlete to sign a waiver stating that they voluntarily agree to release, discharge, indemnify and hold harmless Wofford College, Spartanburg Regional Sports Medicine and its officers, employees and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of any loss or personal injury that might result from my non-compliance with the mandate of the NCAA and Wofford College Department of Intercollegiate Athletics.

Sickle Cell Procedure

Signs and Symptoms of a sickling athlete

- Heat cramping has a prodrome of muscle twinges; sickling has none
- The pain is different –heat-cramping pain is more excruciating
- What stops the athlete is different –heat crampers hobble to a halt with “locked-up” muscles, while sickling players slump to the ground with weak muscles.
- Physical findings are different –heat crampers writhe and yell in pain, with muscles visibly contracted and rock-hard; sicklers lie fairly still, not yelling in pain, with muscles that look and feel normal
- The response is different –sickling players caught early and treated right recover faster than players with major heat cramping

Precautions

- Build up slowly in training with paced progressions, allowing longer periods of rest and recovery between repetitions.
- Encourage participation in preseason strength and conditioning programs to enhance the preparedness of athletes for performance testing which should be sports-specific. Athletes with sickle cell trait should be excluded from participation in performance tests such as mile runs, serial sprints, etc., as several deaths have occurred from participation in this setting.
- Cessation of activity with onset of symptoms [muscle ‘cramping’, pain, swelling, weakness, tenderness; inability to "catch breath", fatigue].
- If sickle-trait athletes can set their own pace, they seem to do fine.
- All athletes should participate in a year-round, periodized strength and conditioning program that is consistent with individual needs, goals, abilities and sport-specific demands. Athletes with sickle cell trait who perform repetitive high speed sprints and/or interval training that induces high levels of lactic acid should be allowed extended recovery between repetitions since this type of conditioning poses special risk to these athletes.
- Ambient heat stress, dehydration, asthma, illness, and altitude
- Predispose the athlete with sickle trait to an onset of crisis in physical exertion.
  a. Adjust work/rest cycles for environmental heat stress
  b. Emphasize hydration
  c. Control asthma
d. No workout if an athlete with sickle trait is ill

e. Watch closely the athlete with sickle cell trait who is new to altitude. Modify training and have supplemental oxygen available for competitions

- Educate to create an environment that encourages athletes with sickle cell trait to report any symptoms immediately; any signs or symptoms such as fatigue, difficulty breathing, leg or low back pain, or leg or low back cramping in an athlete with sickle cell trait should be assumed to be sickling.

**Treatment** In the event of a sickling collapse, treat it as a medical emergency by doing the following:

1) Check vital signs.
2) Administer high-flow oxygen, 15 lpm (if available), with a non-rebreather face mask.
3) Cool the athlete, if necessary.
4) If the athlete is obtunded or as vital signs decline, call 911, attach an AED, start an IV, and get the athlete to the hospital fast.
5) Tell the doctors to expect explosive rhabdomyolysis and grave metabolic complications.

### 3.16.15 Concussion Policy

**Definition:** Concussion is a brain injury and is defined as a complex pathophysiological process affecting the brain, induced by biomechanical forces. Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

1. Concussion may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head.
2. Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes to hours.
3. Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
4. Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. However, it is important to note that in some cases symptoms may be prolonged.

**Symptoms:** If any one or more of these components is present, a concussion should be suspected

<table>
<thead>
<tr>
<th>Physical Symptoms</th>
<th>Cognitive Symptoms</th>
<th>Emotionality Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td>Memory Loss</td>
<td>Irritability</td>
</tr>
<tr>
<td>loss of consciousness</td>
<td>Difficulty Remembering</td>
<td>Sadness</td>
</tr>
<tr>
<td>Nausea</td>
<td>Difficulty Concentrating</td>
<td>Nervousness</td>
</tr>
<tr>
<td>Sensitivity to light</td>
<td>Reasoning difficulty</td>
<td>Sleep Disturbances</td>
</tr>
<tr>
<td>Sensitivity to Noise</td>
<td>“Feeling in a Fog”</td>
<td></td>
</tr>
<tr>
<td>Fatigue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance difficulty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EDUCATION**

All Student Athletes, Coaches, Administrators, Athletic Trainers, and Team Physicians will undergo annual concussion education. Student Athletes will receive a fact sheet as part of their annual physical forms to read and sign (Appendix A) as well as an NCAA Student Athlete fact sheet (Appendix B) during their being of the year meeting. Also at this being of the year meeting the Student Athletes as well as coaches will receive a verbal education from the team Athletic Trainer. Administration, Coaches, and Athletic Trainers will receive a verbal education from the Director of Sports Medicine at the being of the year meeting for the Athletics Staff as well as a NCAA Coaches fact Sheet (Appendix C).

**Staff**

- Given NCAA fact sheet
- Verbal Education by Head Athletic Trainer at the beginning of the year team meeting and understood the concussion material
- Sign a sheet acknowledging they have read
Student-Athletes
- Given NCAA fact sheet
- Verbal Education by Athletic Trainers at the beginning of the year meeting
- Sign a sheet acknowledging they have read and understood the concussion material

Pre-participation Exam

All Student-Athletes will do the following:
1) Fill out a Medical History with detailed concussion history as an Incoming Freshman or Transfer.
2) Talk with General Medicine Physician during PPE about concussion history yearly.
3) General Medicine Physician will determine if the student athlete is cleared for activity and if they need any additional testing or consultations.
4) Take a XLNT Brain baseline neurocognitive test with a symptom list (Appendix D) as an Incoming Freshman or Transfer
5) Take a XLNT Brain baseline balance test every 2 years.
6) Read the NCAA fact sheet on concussions and sign off on concussion form yearly.

Practice and Game Coverage
All Football practices will have an Athletic Trainer present. All contact sports (Basketball, Soccer, Lacrosse, pole vault) will have an Athletic Trainer available during their practices. All sports will have an athletic trainer during their home games. Football, Baseball, Volleyball, Soccer, Lacrosse, & Basketball will travel with an Athletic Trainer for their away games/matches.

Recognition and Diagnosis of Concussion

Sideline Assessment
1) Evaluate Symptoms - done by an Athletic Trainer or Team Physician if not available student-athlete will be removed from activity. If student athlete has a history of concussion/head injury remove from activity
2) Perform a XLNT Brain sideline Assessment or a SCAT3 (Appendix F) evaluation and XLNT Brain Balance test
3) Determine severity and re-evaluate symptoms every 5 minutes
4) If symptoms subside within 15 minutes with a cardiovascular stimulus student-athlete will be evaluated for return to play. If symptoms do not subside under normal conditions or under cardiovascular stimulus the student athlete will be removed from activity and will not return until cleared by a Medical Professional.
5) Evaluation from a Medical Doctor if available on the field.

Sideline Return to Play: If at any time the healthcare provider questions the student-athletes state they are to be held out of activity. Only one step will be done a day, if student-athlete experiences symptoms they will repeat that step the following day, as long as they are symptom free. (See Return to Play Concussion Protocol)
1) Asymptomatic after 15 minutes
2) Jog down and back 5 times length of sideline (if asymptomatic continue to #3)
3) 20 push-ups and 20 jump-n-jacks (if asymptomatic continue to #4)
4) Sports specific movements (if asymptomatic continue to #5)
5) Return to play

Athletic Training Room Assessment
1) Evaluate Symptoms – done by an Athletic Trainer or Team Physician (initial Assessment will be done with the XLNT Brain Sideline assessment tool or a SCAT 3)
2) Physical and Neurological exam – done by an Athletic Trainer or Team Physician (Cervical trauma, skull fractures, and cranial bleeds will be ruled out during this exam)
3) Perform a XLNT Brain Balance test
4) Perform an XLNT Brain neurocognitive test pending on symptoms (test will be taken each day until it's Within Normal Limits

Post-Concussion Management
1) Determine if there is a need for a visit to the emergency room via EMS
   A) Glasgow Coma Scale less than 13
   B) Loss of consciousness
   C) Spine Injury
   D) Neurological deficit suggesting intracranial trauma
   E) Diminishing/worsening symptoms
F) Repetitive emesis
2) Talk to roommate, friend, parent, or someone responsible that will be staying with the concussed student athlete. Educate them on symptoms, dos and don’ts, and procedures to follow overnight. Give them The Home Instruction Sheet (Appendix G)
3) Email Beth Wallace, Dean of Health Services, informing her of the concussion so she can inform the student-athletes professors.
4) Re-evaluated each day using SCAT 3/IMPACT/Sway Balance
5) Set-up Doctors appointment with Team Physician for those having prolonged and/or abnormal symptoms
6) XLNT Brain neurocognitive and balance test should be given 24-72 hours after concussion
7) Follow Team Physician orders and referrals.
   A) Post-concussion syndrome
   B) Migraine or headache disorders
   C) Mood disorder such as anxiety and depression
   D) Ocular or vestibular dysfunction
   E) Cardiovascular disorders
   F) Other
8) Start Return to Learn Protocol (Appendix H)
9) Once asymptomatic for 24 hours start return to play protocol (Appendix I) unless otherwise directed by Team Physician.

Reducing Exposure to Head Trauma
1) Football is adhering to Interassociation Consensus: Year-Round Football Practice Contact Recommendations
2) Football is done away with two-a-day practices
3) Football teaches proper tackling techniques at practice
4) Adhering to Interassociation Consensus: Independent Medical Care for College-Athletes Best Practices

Appendices Located at the end of P&P

3.16.16 Prescription Drugs
Drugs prescribed for the treatment of an athletic injury will be provided to the student-athlete at no cost. In order to qualify for this benefit, student-athletes must present the original prescription to Spartanburg Regional Sports Medicine staff. A form completed by the staff member will allow the student-athlete to take the prescription to CVS pharmacy on N Pine St and incur no cost. The cost of the prescription must first be applied to the student-athletes primary insurance.

3.16.17 Return Transportation from an Off-Campus Event
Student-athletes injured during an off-campus competition that must remain after the team has departed have the right to safe return transportation to Wofford College. A Wofford Athletic Department or Spartanburg Regional Sports Medicine staff member must accompany and remain with the student-athlete during emergency treatment.

3.16.18 Exit Physicals
All Student-athletes who are graduating, transferring, or no longer continuing to participate in intercollegiate athletics will be required to complete the Exit Physical Form. Injuries that occurred during a supervised athletic event will be covered up to 3 months after exit physical or the last day of the athletes’ participation.

3.16.19 Emergency Action Plan
Emergency situations may arise at any time during in-season and out-of-season athletic participation. Expedient action must be taken in order to provide the best possible care for the sport participant or individual. The emergency action plan is designed to provide continuity of care and ensure that the appropriate care is given. Athletic injuries may occur at any time and under a variety of conditions, therefore the sports medicine staff must be prepared. Prior planning can insure appropriate care. The following involves a formulated plan that will insure adequate care, appropriate training, continuing
education and maintenance of equipment. **Components of the Emergency Action Plan**

- Emergency personnel
- Emergency communication
- Emergency equipment
- Roles of the first responders
- Venue directions

**Emergency Plan Personnel (This applies to all venues)**

In an athletic setting typically the first responder to any emergency, injury or illness, is a member of the athletic training staff. Depending on the event and venue a physician may or may not be present; the type and degree of coverage may vary widely. In rare instances the first responder may be a coach or a certified strength and conditioning coach. Both should be certified in CPR.

### 3.16.19.1 Richardson Athletic Training Room

**Emergency Personnel:** Certified Athletic Trainers, Student Athletic Trainers, Physical Therapist, and Physicians (on a limited basis).

**Emergency Communication:** Fixed lines available in the Athletic Training Room clinical area and offices.

- 864-597-4114 Office
- 864-597-4458 Office
- 864-597-4459 Office
- 864-597-4483 Clinical Area

**Emergency Equipment:** AED, crash kit, suture supplies, asthma kit, splints and braces, injectable medications and supplies

**Roles of the First Responders:**

- Immediate care of the injured or ill athlete or patient
- Activation of the emergency medical system (EMS) when necessary
- 911 calls – provide name, phone #, nature of the emergency, care being provided, and specific location
- Emergency equipment retrieval
- Direction of EMS
- Ensure EMS has access to the field
- Designate individual to meet EMS unit
- Limit access to individuals providing care

**Venue Directions:**

501 Cumming St. - Corner of Cumming St and Evins St. Spartanburg, SC 29303

From Church St/Hwy 221, turn onto Evins St. Continue down Evins St into the Verandah Parking Lot. Enter through the Verandah Room doors and continue down the hall to the left. Athletic Training Room is located on the right.

### 3.16.19.2 Football and Soccer Practice Fields

**Emergency Personnel:** Certified Athletic Trainers, Student Athletic Trainers (when available), Coaching staff

**Emergency Communication:** Personal Cellular Phones; Fixed land lines available in Richardson Physical Activities Building

**Emergency Equipment:** Emergency equipment is available in the Athletic Training Room in Richardson Building.

**Roles of the First Responders:**

- Immediate care of the injured or ill athlete or patient
- Activation of the emergency medical system (EMS) when necessary
- 911 calls – provide name, phone #, nature of the emergency, care being provided, and specific location
- Emergency equipment retrieval
- Direction of EMS
- Make sure EMS has access to the field
- Designate individual to meet EMS unit
- Limit access to individuals providing care

**Venue Directions:**

From Church St/Hwy 221, turn onto Evins St. Continue down Evins St into the Verandah Parking Lot. On the left, follow the paved path. Football practice fields are identifiable by the goal posts at each end zone. From Pine St, turn on McCravy St, turn left onto E.Woods st and veer right onto Cummings St. At the stop sign turn left onto Evins St and proceed into the Verandah Parking Lot. On the left, follow the paved path. Football practice fields are identifiable by the goal posts at each endzone.
3.16.19.3  Gibbs Stadium (Football Game Field)

Emergency Personnel: Certified Athletic Trainers, Student Athletic Trainers, Physical Therapist, Physicians (game day), Coaching staff

Emergency Communication: Personal Cellular Phones; 2-way radio (if available); Fixed land lines available in Richardson Physical Activities Building

Emergency Equipment: AED, crash kit, asthma kit, splints and spine board located on home sideline. Dedicated paramedic unit located in end zone. (Game Day)

Roles of the First Responders:
• Immediate care of the injured or ill athlete or patient
• Activation of the emergency medical system (EMS) when necessary
• 911 calls – provide name, phone #, nature of the emergency, care being provided, and specific location
• Emergency equipment retrieval
• Direction of EMS
• Make sure EMS has access to the field Designate individual to meet EMS unit Limit access to individuals providing care

Venue Directions: 551 Cumming St - Corner of Cumming St and Evins St. Spartanburg, SC 29303
From Church St/Hwy 221, turn onto Evins St. Continue down Evins St into the Verandah Parking Lot. EMS access to the field is located at the open-ended end zone. From Pine St, turn on McCravy St, turn left onto E.Woods st and veer right onto Cummings St. At the stop sign turn left on to Evins St and proceed into the Verandah Parking Lot. EMS access to the field is located at the open-ended endzone.

3.16.19.4  Snyder Field (Soccer Game Field)

Emergency Personnel: Certified Athletic Trainer, Coaching staff

Emergency Communication: Personal Cellular Phones; Fixed land lines available in Richardson Physical Activities Building

Emergency Equipment: AED, splint kit (Game Day)

Roles of the First Responders:
• Immediate care of the injured or ill athlete or patient
• Activation of the emergency medical system (EMS) when necessary
• 911 calls – provide name, phone #, nature of the emergency, care being provided, and specific location
• Emergency equipment retrieval
• Direction of EMS
• Make sure EMS has access to the field Designate individual to meet EMS unit Limit access to individuals providing care

Venue Directions: 301 E. Cleveland St - Spartanburg, SC 29303
From Pine St/I-585, turn onto Cleveland St. Continue up Cleveland St past the baseball field and make the first right up the hill into the parking lot. Follow the paved road around the back of the stadium stands to the field on the right. From N. Church St, turn onto Memorial Drive. Turn left at stop sign onto E. Cleveland St, past the baseball field and make the first right up the hill into the parking lot. Follow the paved road around the back of the stadium stands to the field on the right.

3.16.19.5  Benjamin Johnson Arena (Practice Venue for Athletic Teams)

Emergency Personnel: Certified Athletic Trainer, Physicians (when available on game day), Coaching staff

Emergency Communication: Personal Cellular Phones, Fixed land lines available in Richardson Physical Activities Building

Emergency Equipment: AED, splint kit (Game Day)

Roles of the First Responders:
• Immediate care of the injured or ill athlete or patient
• Activation of the emergency medical system (EMS) when necessary
• 911 calls – provide name, phone #, nature of the emergency, care being provided, and specific location
• Emergency equipment retrieval
• Direction of EMS
- Make sure EMS has access to the field. Designate an individual to meet the EMS unit. Limit access to individuals providing care.

**Venue Directions:** From Church St/Hwy 221, turn onto Evins St. Continue down Evins St into the Verandah Parking Lot. EMS access to the Benjamin Johnson Arena is available through the row of doors located to the right when entering the parking lot.

### 3.16.19.6  Russell C. King Field at Switzer Stadium (Baseball)

**Emergency Personnel:** Certified Athletic Trainer, Coaching staff  
**Emergency Communication:** Personal Cellular Phones, Fixed land lines available in Richardson Physical Activities Building  
**Emergency Equipment:** AED, splint kit (Game Day)

**Roles of the First Responders:**
- Immediate care of the injured or ill athlete or patient
- Activation of the emergency medical system (EMS) when necessary
- 911 calls – provide name, phone #, nature of the emergency, care being provided, and specific location
- Emergency equipment retrieval
- Notify Public Safety that you have activated EMS
  - Call 4350 with location and how you’d like EMS to come so they can direct them
- Direction of EMS
- Make sure EMS has access to the field. Designate an individual to meet the EMS unit. Limit access to individuals providing care.

**Venue Directions:** 301 E. Cleveland St. Spartanburg, SC 29303. From Pine St/I-585, turn onto Cleveland St. Continue up Cleveland St to the left field gate. From N. Church St, turn onto Memorial Drive. Turn left at stop sign onto E. Cleveland St, turn left through the left field gate.

### 3.16.19.7  Reeves Tennis Center

**Emergency Personnel:** Certified Athletic Trainer, Coaching staff  
**Emergency Communication:** Personal Cellular Phones

**Emergency Equipment:** AED, splint kit (Game Day)

**Roles of the First Responders:**
- Immediate care of the injured or ill athlete or patient
- Activation of the emergency medical system (EMS) when necessary
- 911 call – provide name, phone #, nature of the emergency, care being provided, and specific location
- Emergency equipment retrieval
- Notify Public Safety that you have activated EMS
- Call 4350 with location and how you’d like EMS to come so they can direct them
- Direction of EMS
- Make sure EMS has access to the field
- Designate an individual to meet the EMS unit
- Limit access to individuals providing care

**Venue Directions:** 186 Evins St, Spartanburg, SC 29303. From Church St/Hwy 221, turn onto Evins St. Reeves Tennis Center is located on the left. EMS access is available through the gates by turning left past the clubhouse. From Pine St, turn on McCravy St, turn left onto E.Woods St. and veer right onto Cummings St. At the stop sign, turn right and the Reeves Tennis Center is on the right.

### 3.16.19.8  Joe E. Taylor Center (Weight Room)

**Emergency Personnel:** Certified Athletic Trainer, Coaching staff  
**Emergency Communication:** Personal Cellular Phones, Fixed land lines available in Richardson Physical Activities Building  
**Emergency Equipment:** AED, crash kit, suture supplies, asthma kit, oxygen, splints and braces, injectable medications and supplies

**Roles of the First Responders:**
- Immediate care of the injured or ill athlete or patient
- Activation of the emergency medical system (EMS) when necessary
911 call – provide name, phone #, nature of the emergency, care being provided, and specific location
Emergency equipment retrieval
Notify Public Safety that you have activated EMS
Call 4350 with location and how you EMS to come so they can direct them
Direction of EMS
Make sure EMS has access to the field
Designate individual to meet EMS unit
Limit access to individuals providing care

Venue Directions: 501 Cummings St. Spartanburg, SC 29303
From Church St/Hwy 221: Turn onto Evins St, The Joe E. Taylor weight room is located on the corner of Evins and Cumming St. with access to the weight room from the door on the corner of these streets.
From Pine Street: Turn on McCravy St, turn left onto E. Woods St. and veer right onto Cummings St. The Joe E Taylor weight room is last building on the left. Access the weight room from the door on the corner of Cummings and W. Evins St.

Venue Directions: 186 Evin St Spartanburg, SC 29303 - From Church St/Hwy 221, turn onto Evins St. Reeves Tennis Center located on the left. EMS access is available through the gates by turning left past the clubhouse. From Pine St, turn on McCravy St, turn left onto E.Woods st and veer right onto Cummings St. At the stop sign turn right and the Reeves Tennis Center is on the right.

3.16.19.9 Andrews Fieldhouse Athletic Training Room

Emergency Personnel: Certified Athletic Trainer, Coaching staff
Emergency Communication: Personal Cellular Phones, Fixed land lines available in Richardson Physical Activities Building
Emergency Equipment: AED, crash kit, suture supplies, asthma kit, oxygen, splints and braces, injectable medications and supplies

Roles of the First Responders:
- Immediate care of the injured or ill athlete or patient
- Activation of the emergency medical system (EMS) when necessary
- 911 call – provide name, phone #, nature of the emergency, care being provided, and specific location
- Emergency equipment retrieval
- Notify Public Safety that you have activated EMS
- Call 4350 with location and how you EMS to come so they can direct them
- Direction of EMS
- Make sure EMS has access to the field
- Designate individual to meet EMS unit
- Limit access to individuals providing care

Venue Directions: 301 E. Cleveland St Spartanburg, SC 29303
From Pine St/I-585: Turn onto E Cleveland St. Continue up E Cleveland St turn left as you pass the baseball field. Andrews Field house is the first building on your left. Follow the sidewalk to the first set of double doors, go in those doors and turn right, then the training room is straight ahead through two doors.
From N. Church St: Turn onto Memorial Drive. Turn left at stop sign onto E. Cleveland St, turn left as you pass the baseball field. Andrews Field house is the first building on your left. Follow the sidewalk to the first set of double doors, go in those doors and turn right, then the training room is straight ahead through two doors.
3.16.19.10  Jerry Richardson Indoor Stadium

Emergency Personnel: Certified Athletic Trainer, Coaching staff
Emergency Communication: Personal Cellular Phones, Fixed land lines available in Richardson Physical Activities Building
Emergency Equipment: AED, crash kit, suture supplies, asthma kit, oxygen, splints and braces, injectable medications and supplies

Roles of the First Responders:
• Immediate care of the injured or ill athlete or patient
• Activation of the emergency medical system (EMS) when necessary
• 911 call – provide name, phone #, nature of the emergency, care being provided, and specific location
• Emergency equipment retrieval
• Notify Public Safety that you have activated EMS
• Call 4350 with location and how you EMS to come so they can direct them
• Direction of EMS
• Make sure EMS has access to the field
• Designate individual to meet EMS unit
• Limit access to individuals providing care

Venue Directions:   Alternate Address
600 Twitty Street   601 Cummings St.
Spartanburg, SC 29303   Spartanburg, SC 29303

From Pine St: Turn onto Twitty Street, enter the parking lot and you will come in the building from either (the person calling will specify): The glass double doors on the back of the building. The loading dock next to the glass double doors.

From Church St/Hwy 221: Turn onto Evins St, turn left onto Cumming St and the Richardson Indoor Stadium will be pass the football stadium on the right.

3.16.19.11  Intramural Field (Lacrosse practice field & alternate practice field)

Emergency Personnel: Certified Athletic Trainer, Coaching staff
Emergency Communication: Personal Cellular Phones, Fixed land lines available in Richardson Physical Activities Building
Emergency Equipment: AED, crash kit, suture supplies, asthma kit, oxygen, splints and braces, injectable medications and supplies

Roles of the First Responders:
• Immediate care of the injured or ill athlete or patient
• Activation of the emergency medical system (EMS) when necessary
• 911 call – provide name, phone #, nature of the emergency, care being provided, and specific location
• Emergency equipment retrieval
• Notify Public Safety that you have activated EMS
• Call 4350 with location and how you EMS to come so they can direct them
• Direction of EMS
• Make sure EMS has access to the field
• Designate individual to meet EMS unit
• Limit access to individuals providing care

Venue Directions:
601 Cummings St.
Spartanburg, SC 29303

From Church St/Hwy 221: Turn onto Evins St, turn left onto Cumming St and the intramural field will be pass the football stadium on the right as you go down the hill.

From Pine St: Turn on McCravy St, turn left onto E.Woods st and veer right onto Cummings St. The Intramural Field will be on the left as you crest the hill.
What Does Transgender Mean?

A. Definition
   1. An individual whose gender identity (one’s internal psychological identification as boy/man or girl/woman) does not match the person’s sex at birth.

B. Categories
   1. Male-to-Female (MTF) is a person born with a male body, but who identifies as a female.
   2. Female-to-Male (FTM) is a person born with a female body, but who identifies as a male.

Policy

A. Student-Athletes that have completed, planning to initiate, or are in the process of taking hormones as a part of gender transition should submit a request to participate on a sports team in writing to the Athletics Director upon finishing and/or when the decision to transition is made.

B. The written request should include a letter from the student-athlete’s physician documenting the student-athlete’s intention to transition or the transition status if the process has already begun. This letter should contain the prescribed hormonal treatment for the student-athlete’s gender transition and document the student-athlete’s testosterone levels.

Procedure

A. The Director of Athletics, in conjunction with the Head Athletic Trainer and Compliance Office, will meet with the student-athlete to review eligibility requirements and procedure for approval of transgender participation.

B. If hormone treatment is involved, the Athletics Director or designee should notify the NCAA of the student-athlete’s request to participate with a medical exception request.

C. All correspondents, records, and conversations about or with a transitioning student-athlete will be kept confidential.

D. Transitioning student-athletes will be encouraged to use the counseling center on campus to help in the transition process.

E. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing that team status to a mixed team.

F. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

G. A trans male (FTM) student-athlete who is not taking testosterone related to gender transition participate on a men’s or women’s team.

H. A trans female (MTF) student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

Education

A. Staff will go through a yearly education on title IX. http://www.wofford.edu/titleIX/

B. Coaches will need to educate student athletes on terminology, gender identity, and policies.

C. Coaches will also have to educate team on how to refer to transgender student-athletes; name changes and pronoun usage.

D. Coaches, Administration and Staff have a duty to handle any mistreatment, discrimination, or wrong doing. They have a duty to report this to the Title IX officer on campus as soon as possible.

Locker Room

A. Transgender student-athletes should be able to use the locker room, shower, and toilet facilities in accordance with the student-athletes gender identity. If a private area in the locker room is requested then pipe and drape will be set up to provide privacy. Also, the student-athlete can request a private locker room.

B. A coach should contact a visiting school ahead of schedule if special accommodations are needed for a transgender student-athlete, without identifying the trans athlete.
3.17 TERRIER CLUB

3.17.1 Purpose
The Terrier Club is the fundraising arm of the athletic department to support scholarships for Wofford student-athletes. The Terrier Club functions under the umbrella of the College's Annual Fund. The Wofford College Annual Fund is made up of three parts: The Unrestricted Annual Fund, The Terrier Club and the Friends of the Library. The Terrier Club was formally organized in 1946 by a group of interested friends and alumni. One hundred percent of the money raised fund scholarships for Wofford student-athletes. The Associate Athletic Director of Development serves as the Director of the Terrier Club and works closely with the Director of Athletics and the Senior Vice President for Development in directing the fundraising efforts.

3.17.2 Mission Statement
The Wofford College Terrier Club was founded in 1946 (known then as the Eleven Club) by a group of interested individuals in the Spartanburg community. The purpose of the Terrier Club is to provide athletic scholarship aid to worthy young men and women seeking an education at Wofford College and to support Wofford Athletics by providing strong advocacy for its programs.

3.17.3 Membership
Any person who contributes $50.00 or more is a member.

3.17.4 Fund Drive
The Terrier Club annual fund drive officially kicks off March 1 each year. The Membership Development Coordinator and Member Services and Events Coordinator has over-all responsibility for the Drive, Terrier Club President and the Terrier Club Board of Directors, along with countless volunteers. Not only is the annual phone-a-thon part of the fund drive, but several other initiatives serve very important roles throughout the year as well. Other fundraising opportunities include a spring fundraiser, golf tournaments, and an auction. All funds are turned into the College's Development Office, then receipted and recorded.

3.18 TICKETS

3.18.1 Department of Athletics Staff
1) All full-time staff members and families are admitted to all home athletic contests sponsored by the Athletic Department. In addition, each coach may receive two (2) complimentary tickets per game for his sport. The head coach may receive ten (10) tickets per game for home contests.
2) Away games: Coaches and staff may receive complimentary tickets to away contest when available by the Director of Athletics.
3) All ticket procedures should be in compliance with NCAA Bylaws 16.2.1 and 16.2.2

3.18.2 Complimentary Ticket Policy
NCAA rules regarding the issuance of complimentary tickets are very specific and there can be no exceptions to our ticket policy. The policy is as follows:
1. Each player may leave up to 4 complimentary tickets at the pass gate. Each ticket will be distributed by a pass list, only to the individual designated by the student-athlete and after identifying himself/herself, the recipient must sign for the ticket.
2. Each manager, trainer, student assistant, cheerleader, and dance team members will receive up to 4 complimentary tickets and must adhere to the same sign up procedure.
3. Each person receiving a complimentary ticket must sign for it.

Faculty/Staff Members
Football Games:
• All faculty/staff shall receive two complimentary football tickets per game when presenting his/her ID at the ticket office during business hours.

Basketball Games:
• All faculty/staff shall receive two complimentary basketball tickets per game when presenting his/her ID at the ticket booth prior to tip-off. Exception being games designated by the AD.

Athletics Department Staff Members

Football Games:
• Each athletic department staff member shall receive one complimentary football season ticket for each member of his/her immediate family (printed on Verandah stock.)
• Single staff members will receive two complimentary football season tickets (printed on Verandah stock.)
• Football Coaches will receive the following number of complimentary football season tickets:
  • Head Coach – 10
  • 45 GA tickets for the staff per game (see football administrative assistant each game)
  • Complimentary tickets cannot be printed on a game-by-game basis.

Basketball Games:
• The same policy regarding the number of tickets allotted, as football will apply. Tickets can be picked up at the Richardson building ticket office day of the game or in the lobby of the Jerry Richardson Indoor Stadium. All staff members must enter the building with a hard ticket to be scanned.
• Basketball Coaches will receive the following number of complimentary basketball season tickets:
  • Head Coach – 10; Staff – 12 GA tickets total
  • Away games: Coaches and staff may receive complimentary tickets to away contest when available.

3.18.3 Group Ticket Policy

Group prices are offered to athletic events at Wofford College under the following conditions:

• Requests must be made at least 24 hours in advance to the Athletic Office.
• Only bona fide recreational, educational, or civic groups can qualify for group rates.
• Groups must number at least ten to qualify for group rates (student groups must include an adult for every ten students to properly supervise the group).
• The group rates shall be established by the Director of Marketing and Promotions depending on the group.
• Group rate tickets are non-refundable, non-returnable, and non-exchangeable.
  ➢ If possible, all special orders should be paid for in advance.

3.18.4 Staff Responsibilities: Season Ticket Sales

Ticket Manager

Season Ticket Sales
• Order actual football tickets
• Sell ad for the back of football tickets
• Work with ticket printer on design of ticket
• Order football tickets in spring

Regular Season Tickets
• Design ticket application and have printed
• Plan first-class mailing with memo to last year’s season ticket holders
• Include ticket application in 6,000-piece bulk mailing to alumni, etc.
• Enter all season ticket orders on computer
• Responsible for all seat assignments
• Correspond with past season ticket holders not yet responded to find out status of renewal
• Mail season ticket packages with Terrier Club parking passes by August 15.
• Continue to handle season ticket request up until first game

Corporate Season Tickets
• Design ticket application and have printed
• Maintain all records and enter orders in computer
• Mail corporate season ticket packages by August 15.

**Southern Conference Liaison**
• Handle all Southern Conference (or opponents) ticket Requests
• Serve as Wofford’s ticket liaison with opposing schools’ ticket managers

**Internal Operations**
• Handle all complimentary and tickets sold on consignment to opponents
• Send out letter to opponents and include consignment ticket form
• Mail out all complimentary and consignment ticket requests to opponents out by early August
• Handle all complimentary and consignment tickets for AWAY games
• Prepare Wofford College NCAA Player Complimentary list—all names must be submitted by 11:30am on Friday
• All complimentary requests for staff are pending approval from Director of Athletics and Associate Athletic Director for Development for Development Purposes.
• Responsible for staffing complimentary ticket booth at away games
• Responsible for NCAA Player and Recruit Complimentary list on home games
• Handle all Wofford College Game Day Complimentary requests for staff, campus, support personnel, etc.
• Responsible for keeping tally of all complimentary tickets given out
• Send out letter to appropriate parents explaining NCAA rules and policies.
• Responsible for overseeing all game reports and overall management of internal ticket operations

### 3.19 POLICY REGARDING POST SEASON PLAY

#### 3.19.1 **Ticket Policy for Home & Away Contests**
There are no complimentary admissions for NCAA Post Season contests; however, Wofford College will purchase complimentary tickets for coaches’ spouse and children.

#### 3.19.2 **Travel for Away Contests**
Wofford College will provide ground transportation for coaches’ spouse. The College may provide air transportation for spouses.

#### 3.19.3 **Championship Rings**
Wofford College Director of Athletics or designee will order, customize, and manage championship rings if the team wins a post season championship. Input may be provided to administration, however all ordering decisions will be authorized by the AD. Rings will be ordered for players, and fulltime coaches. All others will be able to purchase a ring.

#### 3.19.4 **Bonuses**
The Director of Athletics, with approval of the CFO and President, may award one-time bonuses in recognition of exemplary service or extraordinary accomplishment. Bonuses will only be awarded to those individuals still employed by the college on June 30th of the fiscal year in which the bonus was earned.

### 3.20 MARKETING
All marketing/promotional activities that involve student-athletes must be organized by the Associate AD for Marketing and approved by the Associate AD for Compliance. All activities must be permissible under NCAA Bylaw 12.5.1.1.
3.21 VISITING TEAM ACCOMODATIONS

3.21.1 General

It is important that we make a special effort to comfortably accommodate visiting teams. We must provide clean dressing rooms, shower facilities, and arrange for workouts if requested. We should be as hospitable as possible at all times.

3.21.2 Pre-game preparation

The head coach of each sport will be fully responsible for seeing that the following arrangements are made for the visiting team prior to a contest:

- Arrange for dressing room and shower facilities in the event we do not have a specific dressing room for your sport.
- Arrange for workout facilities in advance if requested by an opponent.
- Notify the opposing coach by mail of the starting time, where his/her team is to dress, and where the contest will be held.
- Assist, if requested, in providing feeding and housing information.
- Be certain that all implements, supplies, and sundries relative to your sport are on hand and provided for the opponent's use.

The head trainer will be responsible for the following:

- Arrange greeting at game
- Provide ice to sideline
- Provide fluids to sideline
- Offer use of training facility
- Provide emergency care information

3.21.3 Conclusion

Our visitors will judge our school and department in relation to the treatment they receive as our guests. We must make every effort to see that a totally favorable impression is made through our facilities and personal interest in their accommodations.

3.22 RISK ASSESSMENT AND REDUCTION

There are no sure criteria for determining what negligent action is and what is not since each case stands individually on its own merit. The key to liability is the presence of negligence since those responsible for the operation of a sports program owe their participants the duty of care that is required to protect them from foreseeable harm.

3.22.1 Factors That Influence Liability

- Ignorance of the law (courts rule that ignorance is no excuse)
- Ignoring the law
- Failure to act - too often we put things off until an accident occurs
- Failure to warn - one of the latest trends today is the insistence by the courts that student-athletes are warned of inherent risks in sports

3.22.2 Areas of Concern

1. Supervision - 80% of all court cases in physical education and sports involve alleged negligence for the injuries that deal with some aspect of supervision. Do not leave your team unsupervised (particularly in high risk activities).
2. Personnel - In situations involving suspension or expulsion from the team, due process procedures are a must. These include the following:
   - inform the student of the reason for the dismissal
   - give the student a chance to respond
• inform the student of your decision
• provide an impartial hearing if the student wants one
• report in writing your decision to the Director of Athletics
• it is good procedure to put all communication in writing

If you plan to reduce or discontinue financial aid, put it in writing to the Director of Athletics who will forward it to the Director of Financial Aid.

3.23 RICHARDSON PHYSICAL ACTIVITIES BUILDING

• Recreation/Intramural/Building interns responsible for staffing the weight room/fitness areas
• Usage of weight room/fitness areas/racquetball courts limited to Wofford students, faculty, and staff
• Free weight room not to be used unless staffed by an attendant
• Use of the facility during the Carolina Panthers Training Camp will be on a limited basis. All hours will be posted and will be subject to change.
• Coaches with offices utilized by Carolina Panthers personnel need to clean/vacate their offices July 1 every summer.
• Head Coaches are responsible for cleaning out locker rooms each summer in preparation for Carolina Panthers arrival.

3.24 CAROLINA PANTHERS

Each spring Team Wofford is responsible for organizing the upcoming summer training camp.

1. The following will be the principle members of Team Wofford, the organizational liaison with the Carolina Panthers:
   • Overall: Mark Line
   • Facilities: Andy Kiah
   • Housing: Brian Lemere
   • Physical Plant: Tom Rocks
   • Food Services: AVI
   • Security: Randy Hall

2. Coaches running camps during the summer are responsible for keeping campers at a distance from the Carolina Panthers.

3. Coaches need to maintain their distance and not use their Wofford employment as a means of getting access to the Panthers.

4. We must remember that the Carolina Panthers are at Wofford on business. They need their space to ensure smooth operation. Possible conflicts should be brought to the Associate Athletic Director or the Director of Athletics who will work as liaisons with the Panthers, and work to resolve the conflict.

3.25 SUMMER CAMPS

Coaches desiring to run summer camps on Wofford's campus will do so as independent contractors. All camps will be coordinated with the College's Director of Summer Programs and will operate according to established guidelines and NCAA rules. Camp dates for facility purposes must be approved by the Director of Athletics and the proper paperwork must be filed with the Associate AD for Compliance.

3.26 FOOTBALL VIDEO LIFT POLICY

Football Video Lift Policy:

Before being used the lift operator(s), head coach and head athletics trainer are required to read the operating manual. The manual will be kept on file in the maintenance department and routine maintenance must be performed on the lift every six
months. A 40-foot lift should be brought down all the way in 28mph winds and if lightning is within eight miles. This will be monitored by the lift operator, head coach and/or head athletics trainer. The lift operator may lower the lift at any time to feel safe.

3.27 ACTIVE SHOOTER POLICY

Active Shooter Policy

The department of athletics will abide by the college’s campus safety policy and will be instructed by the building captain and director of athletics (or designee).

Active Shooter Safety Guidelines:

The following guidelines cannot cover every possible situation that may occur. Nevertheless they serve as an awareness and training tool likely to reduce the number of injuries or death if followed as soon as a situation develops. Violent incidents, such as an active shooter, can occur on campus grounds or within close proximity of the campus with little or no warning. An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained. Active shooter situations are dynamic in nature and demand an immediate response to the situation by the community and law enforcement to stop the shooting and prevent further harm to the community. In general, how an individual responds to an active shooter is dictated by the specific circumstances of the situation. If a person should find him/herself in an active shooter situation, they should try to remain calm-actions will influence others—should call 864.597.4911 as soon as possible. Campus Safety, along with local and state police, have adopted accepted law enforcement response procedures to contain and terminate such threats as quickly as possible. The following guidelines taken from those sources will enable employees, students and/or visitors to take appropriate actions for themselves and are intended to emerging or in progress situations. There are three main courses of action available for persons confronted by an active shooter incident. These include evacuation, sheltering in place (hiding out), and confronting/taking action against the shooter. Independent of the actions of persons occupying buildings involved, Campus Safety, the Physical Plant, the Emergency Response Team, the Office of Marketing and Communications and other departments will perform duties outlined in the Campus Safety policy.

General guidelines to remember:

1.) Remain calm;
2.) Trust your instincts;
3.) Act smart;
4.) Make good decisions;
5.) Take care of yourself;
6.) Take care of others

PHYSICAL EDUCATION

4.1 PHILOSOPHY

Physical Education is that part of education which consists of modification and adjustments that occur in all individuals as they participate in bodily movements. It takes place in many different settings and may affect any and all dimensions of human existence. It contributes to all objectives of education. It does not contribute equally to all of them, but it shares responsibility for the achievement of the outcomes.

4.1.1 General

The general objectives of physical education, through learning experiences, is to fulfill the growth and development of physical, emotional, and social needs of the individuals.
4.1.2 Specific

- Develop the skills of movement and the knowledge of how and why.
- Learn to know skill, fully and effectively through activity.
- Enrich his/her (the student) understanding of space, time, and force related to movement.
- Express culturally approved patterns of personal behavior and interpersonal relationship.
- Condition the heart, lungs, muscles and other organic systems of the body to meet daily and emergency needs or demands.
- Acquire an appreciation of, and respect for, good physical condition (fitness) and a sense of personal well-being.
- Develop an interest and desire to participate in lifetime recreational activity (sports).

4.2 CURRICULUM

4.2.1 Course Requirements

To satisfy the physical education/wellness requirement, each student will take two physical education courses.

4.2.2 Program Areas

- Physical Development
- Fitness
- Recreation and Lifetime Sports
- Skills in Tennis
- Skills in Racquetball
- Skills in Softball
- Skills in Team Sports
- Skills in Karate
- Skills in Dance

4.3 ADMINISTRATIVE PROCEDURES

4.3.1 Enrollment

Registration will be done through the college Banner System. Freshman will have priority registration.

4.3.2 Grading Honors, Pass, Fail One (1) Credit Hour

«First_Name_» «Last_Name_» Wofford College
RE: Annual Required Statement of Employment

Dear «First_Name»:

The purpose of this letter is to inform you of your continued appointment on the staff of Wofford College as «Position». The annual base salary for this position as of September 1, 2003 is: $«M0304 Base_Salary».

Federal and State regulations require that you be made aware of the following legal provisions related to your employment. In accordance with applicable Federal Fair Labor Standards, this position is classified as "Exempt". This means you are exempt from certain employment rules (overtime, etc.) administered by US Department of Labor.

In terms of South Carolina State Employment Law, you are an “at will” employee. The employment of an at-will employee may be terminated either by the College or the employee at any time, with or without cause. Exempt at-will employees who are terminated by the college will be given two weeks notice. Exempt at-will employees are expected to give a notice of two weeks prior to the effective date of their resignation.

As an employee of the Athletic Department, you are expected to commit to the following:

- Strive to improve your understanding of the college and athletic department mission and make every effort to honor these ideals.
- Promote a positive attitude among our student-athletes and work-study students and always stay focused on their welfare and success. Help us win the Conference’s Sportsmanship Award.
- Understand and obey NCAA, Southern Conference, and Wofford College rules and regulations, particularly as they pertain to the operation of our programs, and work to expand your knowledge of NCAA compliance issues and rules. Report violations to the Director of Compliance.
- Adhere to all compliance timelines and be accurate and thorough in the documentation process. Follow our procedures as set forth in the Policy and Procedures Manual.
- To the extent possible, work to help players, coaches, managers, fans, and supporters understand and obey NCAA and Southern Conference rules.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

All employees of the College are expected to follow all policies prescribed in the Employee Handbook. All employees of the College are also expected to follow the policies of any external organization, such as accrediting bodies and athletic associations, in which the College maintains voluntary membership and whose policies do not conflict with the policies of the College. These policies are not intended to and do not create any contractual rights under state law; nor do they alter your “at will” status.

Please sign both copies and return one to me.

Sincerely,

Richard A. Johnson
Director of Athletics

I accept this at-will appointment.
Appendix A Employment Letter
To Whom It May Concern:

The purpose of this letter is to express my sincere appreciation for the service you render to the Wofford College Athletic Department as a Volunteer and to offer you the opportunity to continue your service. Time and service you give so generously is very valuable and is a credit to our Athletic program. We are extremely fortunate and grateful.

As a reminder, volunteer service is non-compensable and the College is under no obligation to render wages, commissions, bonuses, benefits, or compensation of any kind. In terms of South Carolina State Employment Law, your relationship with the College is considered “at-will”. Either you or the College has the right to terminate the relationship at any time, for any reason, with or without any notice.

As a Volunteer in the Wofford College Athletic Department, we ask and expect your continued commitment to the following:

- Strive to improve your understanding of the college and athletic department mission and make every effort to honor these ideals.
- Promote a positive attitude among our student-athletes and work-study students and always stay focused on their welfare and success. Treat all involved with respect and dignity. Help us win the Conference’s Sportsmanship Award.
- Understand and obey NCAA, Southern Conference, and Wofford College rules and regulations, particularly as they pertain to the operation of our programs, and strive to expand your knowledge of NCAA compliance issues and rules. Report violations to the Director of Compliance.
- Adhere to all compliance timelines and be accurate and thorough in the documentation process. Follow our procedures as set forth in the Policy and Procedures Manual.
- To the extent possible, strive to help players, coaches, managers, fans, and supporters understand and obey NCAA and Southern Conference rules.
- Follow good professional practices in the performance of your service. Strive to improve how you communicate, interact with colleagues, and deal with various constituents. Pay attention to our dress code.
- Support and promote all of the college’s programs. Strive to develop harmony within the department and throughout campus.
- Remember that we are all fund-raisers and conduct yourself accordingly.
- Be a Responsible Employee under the Sexual Misconduct Policy and must report all relevant information learned about alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. No employee is authorized to investigate or resolve student complaints of Sexual Misconduct unless they are doing so at the request of the Title IX Coordinator.

If you desire to remain a Volunteer as outlined above, please sign and return the original to me and retain the copy for yourself.

Director of Athletics

I have carefully read this letter and understand the contents. I have not received any coercion, undue influence, threat or intimidation of any nature from any Wofford College staff member or associate. I would like to remain a Volunteer in the Athletic Department.

Volunteer’s Signature  Date

1 Appendix B-Letter of Employment-Volunteer
**Student-Athlete Concussion Statement**

I understand that it is my responsibility to report all injuries and illnesses to my athletic trainer and/or team physician.

I have read and understand the *NCAA Concussion Fact Sheet*.

After reading the NCAA Concussion fact sheet, I am aware of the following information:

A concussion is a brain injury, which I am responsible for reporting to my team physician or athletic trainer.

A concussion can affect my ability to perform everyday activities, and affect reaction time, balance, sleep, and classroom performance.

You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

If I suspect a teammate has a concussion, I am responsible for reporting the injury to my team physician or athletic trainer.

I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms.

Following concussion the brain needs time to heal. You are much more likely to have a repeat concussion if you return to play before your symptoms resolve.

In rare cases, repeat concussions can cause permanent brain damage, and even death.

__________________________________ _____________
Signature of Student-Athlete                     Date

__________________________________
Printed name of Student-Athlete
CONCUSSION
A fact sheet for student-athletes

What is a concussion?

A concussion is a brain injury that:
• Is caused by a blow to the head or body.
  – From contact with another player, hitting a hard surface
    such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
• Can change the way your brain normally works.
• Can range from mild to severe.
• Presents itself differently for each athlete.
• Can occur during practice or competition in ANY sport.
• Can happen even if you do not lose consciousness.

What are the symptoms of a concussion?

You can’t see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

Concussion symptoms include:
• Amnesia.
• Confusion.
• Headache.
• Loss of consciousness.
• Balance problems or dizziness.
• Double or fuzzy vision.
• Sensitivity to light or noise.
• Nausea (feeling that you might vomit).
• Feeling sluggish, foggy or groggy.
• Feeling unusually irritable.
• Concentration or memory problems (forgetting game plays, facts, meeting times).
• Slow reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

How can I prevent a concussion?

Basic steps you can take to protect yourself from concussion:
• Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
• Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected

What should I do if I think I have a concussion?

Don’t hide it. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

Report it. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

It’s better to miss one game than the whole season. When in doubt, get checked out.

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion
# CONCUSSION
A fact sheet for coaches

## The Facts
- A concussion is a brain injury.
- All concussions are serious.
- Concussions can occur without loss of consciousness or other obvious signs.
- Concussions can occur from blows to the body as well as to the head.
- Concussions can occur in any sport.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.
- Athletes may not report their symptoms for fear of losing playing time.
- Athletes can still get a concussion even if they are wearing a helmet.
- Data from the NCAA Injury Surveillance System suggests that concussions represent 5 to 18 percent of all reported injuries, depending on the sport.

## What is a concussion?
A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can also result from hitting a hard surface such as the ground, ice or floor, from players colliding with each other or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.

## Recognizing a possible concussion
To help recognize a concussion, watch for the following two events among your student-athletes during both games and practices:
1. A forceful blow to the head or body that results in rapid movement of the head;

## Signs and Symptoms

<table>
<thead>
<tr>
<th>Signs Observed By Coaching Staff</th>
<th>Symptoms Reported By Student-Athlete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athlete</td>
<td></td>
</tr>
<tr>
<td>• Appears dazed or stunned.</td>
<td>• Headache or “pressure” in head.</td>
</tr>
<tr>
<td>• Is confused about assignment or position.</td>
<td>• Nausea or vomiting.</td>
</tr>
<tr>
<td>• Forgets plays.</td>
<td>• Balance problems or dizziness.</td>
</tr>
<tr>
<td>• Is unsure of game, score or opponent.</td>
<td>• Double or blurry vision.</td>
</tr>
<tr>
<td>• Moves clumsily.</td>
<td>• Sensitivity to light.</td>
</tr>
<tr>
<td>• Answers questions slowly.</td>
<td>• Sensitivity to noise.</td>
</tr>
<tr>
<td>• Loses consciousness (even briefly).</td>
<td>• Feeling sluggish, hazy, foggy or groggy.</td>
</tr>
<tr>
<td>• Shows behavior or personality changes.</td>
<td>• Concentration or memory</td>
</tr>
</tbody>
</table>
CONCUSSION
A fact sheet for coaches

PREVENTION AND PREPARATION
As a coach, you play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your student-athletes:

• Educate student-athletes and coaching staff about concussion. Explain your concerns about concussion and your expectations of safe play to student-athletes, athletics staff and assistant coaches. Create an environment that supports reporting, access to proper evaluation and conservative return-to-play.
  – Review and practice your emergency action plan for your facility.
  – Know when you will have sideline medical care and when you will not, both at home and away.
  – Emphasize that protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
  – Review the Concussion Fact Sheet for Student-Athletes with your team to help them recognize the signs of a concussion.
  – Review with your athletics staff the NCAA Sports Medicine Handbook guideline: Concussion or Mild Traumatic Brain Injury (mTBI) in the Athlete.
  • Insist that safety comes first.
    – Teach student-athletes safe-play techniques and encourage them to follow the rules of play.
    – Encourage student-athletes to practice good sportsmanship at all times.
    – Encourage student-athletes to immediately report symptoms of concussion.

• Prevent long-term problems. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

IF YOU THINK YOUR STUDENT-ATHLETE HAS SUSTAINED A CONCUSSION:
Take him/her out of play immediately and allow adequate time for evaluation by a health care professional experienced in evaluating for concussion. An athlete who exhibits signs, symptoms or behaviors consistent with a concussion, either at rest or during exertion, should be removed immediately from practice, or competition and should not return to play until cleared by an appropriate health care professional. Sports have injury timeouts and player substitutions so that student-athletes can get checked out.

IF A CONCUSSION IS SUSPECTED:
1. **Remove the student-athlete from play.** Look for the signs and symptoms of concussion if your student-athlete has experienced a blow to the head. Do not allow the student-athlete to just “shake it off.” Each individual athlete will respond to concussions differently.
2. **Ensure that the student-athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Immediately refer the student-athlete to the appropriate athletics medical staff, such as a certified athletic trainer, team physician or health care professional experienced in concussion evaluation and management.
3. **Allow the student-athlete to return to play only with permission from a health care professional with experience in evaluating for concussion.** Allow athletics medical staff to rely on their clinical skills and protocols in evaluating the athlete to establish the appropriate time to return to play. A return-to-play progression should occur in an individualized, step-wise fashion with gradual increments in physical exertion and risk of contact.
4. **Develop a game plan.** Student-athletes should not return to play until all symptoms have resolved, both at rest and during exertion. Many times, that means they will be out for the remainder of that day. In fact, as concussion management continues to evolve with new science, the care is becoming more conservative and return-to-play time frames are getting longer. Coaches should have a game plan that accounts for this change.
### Appendix D

#### XLNT Brain Symptom Check List

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th>SCORE</th>
<th>ITEMS ENDORSED 'OFTEN' OR 'VERY OFTEN'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Migraine</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cognitive</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Worry</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Mood</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sleep</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Vestibular</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Anger</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>8</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

#### Cognitive
- I have felt mentally foggy. 0
- I have been having trouble staying focused. 0
- I have had problems finding the right words. 0
- I have having trouble remembering things. 0
- I have been struggling to solve problems. 0
- **Total Score** 0

#### Sleep
- I have been too sleepy during the day. 0
- I have been sleeping too much. 1
- I have not been sleeping enough. 0
- I have had trouble falling asleep. 0
- I have felt tired. 0
- **Total Score** 0

#### Vestibular
- I have been falling. 0
- I have felt off balance. 0
- I have felt dizzy. 0
- I have been uncoordinated. 0
- I have been clumsy. 0
- **Total Score** 0

#### Anger
- I have been throwing or breaking things when I am mad. 0
I have felt angry. 0
I have been yelling at people when I am mad. 0
I have been losing control when I am angry. 0
I have been fighting a lot. 0
Total Score 0

**Mood**
I have not felt like doing anything. 0
I have felt sad. 0
I have felt irritable. 0
I have felt helpless or hopeless. 0
I have been crying a lot. 0
Total Score 0

**Worry**
I have felt nervous. 0
I have been worrying. 0
My thoughts have been racing as I try to fall asleep. 0
I have felt my heartbeat racing. 0
I have felt afraid or like something bad is about to happen. 0
Total Score 0
What is the SCAT3?  
The SCAT3 is a standardized tool for evaluating injured athletes for concussion and can be used in athletes aged from 13 years and older. It superseded the original SCAT and the SCAT2 published in 2005 and 2009, respectively. For younger persons, ages 5-12 years, please use the Child SCAT3. The SCAT3 is designed for use by medical professionals. If you are not qualified, please use the Sport Concussion Recognition Tool.6 Pression baseline testing with the SCAT3 can be helpful for interpreting post-injury test scores. Specific instructions for use of the SCAT3 are provided on page 5. If you are not familiar with the SCAT2, please read through these instructions carefully. This tool may be freely copied in its current format for distribution to individuals, teams, groups, and organizations. Any revision or any reproduction in a digital form requires approval from the Concussion in Sport Group.

Note: The diagnosis of a concussion is a clinical judgment, ideally made by a medical professional. The SCAT3 should not be used solely to make or exclude the diagnosis of concussion in the absence of clinical judgment. An athlete may have a concussion even if their SCAT3 is “normal.”

What is a concussion?  
A concussion is a disturbance in brain function caused by a direct or indirect force to the head. It results in a variety of non-specific signs and symptoms (some examples listed below) and most often does not involve loss of consciousness. Concussion should be suspected in the presence of any one or more of the following:
- Loss of memory
- Amnesia (i.e., memory loss)
- Physical signs (e.g., headache, dizziness)
- Impaired mental function (e.g., confusion) or
- Abnormal behavior (e.g., change in personality).

SIDELINE ASSESSMENT  
Indications for Emergency Management

Note: A hit to the head can sometimes be associated with a more serious brain injury. Any of the following warrants consideration of activating emergency procedures and urgent transportation to the nearest hospital:
- Glasgow Coma score less than 15
- Deteriorating mental status
- Potential spinal injury
- Progressive worsening symptoms or new neurologic signs

Potential signs of concussion

If any of the following signs are observed after a direct or indirect blow to the head, the athlete should stop participation, be evaluated by a medical professional and should not be permitted to return to sport the same day if concussion is suspected:
- Any loss of consciousness: Y N
- Balance or motor incoordination (loose, disoriented movements, etc): Y N
- Disorientation or confusion (difficulty in answering correctly to questions): Y N
- Loss of memory: Y N
- Light head Y N
- Before or after the injury? Y N
- Blunt or violent impact: Y N
- Visible facial injury in combination with any of the above: Y N

Glasgow coma scale (GCS)

<table>
<thead>
<tr>
<th>Item</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye opening response (E)</td>
<td>1</td>
</tr>
<tr>
<td>Eye opening in response to pain</td>
<td>2</td>
</tr>
<tr>
<td>Eye opening to speech</td>
<td>3</td>
</tr>
<tr>
<td>Eye opening spontaneously</td>
<td>4</td>
</tr>
<tr>
<td>Motor response (M)</td>
<td>6</td>
</tr>
<tr>
<td>Motor response to pain</td>
<td>1</td>
</tr>
<tr>
<td>Motor response to pain</td>
<td>2</td>
</tr>
<tr>
<td>Motor response to pain</td>
<td>3</td>
</tr>
<tr>
<td>Motor response to pain</td>
<td>4</td>
</tr>
<tr>
<td>Motor response to pain</td>
<td>5</td>
</tr>
<tr>
<td>Motor response to pain</td>
<td>6</td>
</tr>
</tbody>
</table>

Glasgow coma score is a measure of consciousness level and is used for severity testing.

Maddocks Score

Maddocks score is used for sideline diagnosis of concussion only and not used for severity testing.

Notes: Mechanism of injury (“Tell me what happened!”):

Any athlete with a suspected concussion should be REMOVED FROM PLAN4 medically assessed, monitored for deterioration (i.e., should not be left alone) and should not drive a motor vehicle until cleared to do so by a medical professional. No athlete diagnosed with concussion should be returned to sports participation on the day of injury.
**BACKGROUND**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examiners</td>
<td>Date/time of injury</td>
</tr>
<tr>
<td>Age</td>
<td>Gender</td>
</tr>
<tr>
<td>Years of education completed</td>
<td></td>
</tr>
<tr>
<td>Dominant hand</td>
<td>right</td>
</tr>
<tr>
<td>How many concussions do you think you have had in the past?</td>
<td></td>
</tr>
<tr>
<td>When was the most recent concussion?</td>
<td></td>
</tr>
<tr>
<td>How long was your recovery from the most recent concussion?</td>
<td></td>
</tr>
<tr>
<td>Have you ever been hospitalized or had medical imaging done for a head injury?</td>
<td></td>
</tr>
<tr>
<td>Have you ever been diagnosed with headaches or migraines?</td>
<td>Y</td>
</tr>
<tr>
<td>Do you have a learning disability, dyslexia, ADD/ADHD?</td>
<td>Y</td>
</tr>
<tr>
<td>Have you ever been diagnosed with depression, anxiety or other psychiatric disorder?</td>
<td>Y</td>
</tr>
<tr>
<td>Has anyone in your family ever been diagnosed with any of these problems?</td>
<td>Y</td>
</tr>
<tr>
<td>Are you on any medications? If yes, please list:</td>
<td>Y</td>
</tr>
</tbody>
</table>

**SYMPTOM EVALUATION**

3 How do you feel?

*You should score yourself on the following symptoms, based on how you feel now.*

<table>
<thead>
<tr>
<th>Headache</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pressure in head</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Neck Pain</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Nausea or vomiting</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Dizziness</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Blurred vision</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Balance problems</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Sensitivity to light</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Sensitivity to noise</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Feeling slowed down</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Feeling like a fog</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Don’t feel right</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Difficulty concentrating</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Difficulty remembering</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Fatigue or low energy</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Confusion</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Problems</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Trouble with speech</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>More emotional</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Irritability</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Sadness</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Nervous or Anxious</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Total number of symptoms (maximum possible): 36

Do the symptoms get worse with physical activity? | Y | N |
Do the symptoms get worse with mental activity? | Y | N |

Self rated | |
Self rated and clinician monitored | |
Self rated and parent input | |

Overall rating: If you know the athlete well prior to the injury, how different is the athlete acting compared to his/her usual self? Heart rate is resting: | |
No different | |
Very different | |
Unsure | |
N/A | |

**COGNITIVE & PHYSICAL EVALUATION**

4 Cognitive assessment

Standardized Assessment of Concussion (SACC)

Orientation [point for each correct answer]

<table>
<thead>
<tr>
<th>Orientation score</th>
<th>0</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>What month is it?</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>What is the day today?</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>What is the day of the week?</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>What year is it?</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>What time is it right now? If in doubt</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Immediate memory

<table>
<thead>
<tr>
<th>Orientation</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>of 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Immediate memory score total | of 6 |

Concentration: Digit span

<table>
<thead>
<tr>
<th>Left</th>
<th>Right</th>
<th>Alternative digit span</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>of 6</td>
<td></td>
</tr>
</tbody>
</table>

Concentration: Month’s birthday list

| East Nor’East 3rd Aug U.S. (22-Oct-16-Feb-13) | 0 | 1 |

Concentration score | of 6 |

5 Neck Examination:

<table>
<thead>
<tr>
<th>Range of motion</th>
<th>Tenderness</th>
<th>Upper and lower limb sensation/integument findings</th>
</tr>
</thead>
</table>

| Balance examination:

Posturography (screening balance test, etc.)

<table>
<thead>
<tr>
<th>Modified Balance Error Scoring System (MBESS) testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left</td>
</tr>
<tr>
<td>Double leg stance</td>
</tr>
<tr>
<td>Tandem gait**</td>
</tr>
<tr>
<td>Conditions</td>
</tr>
<tr>
<td>Single leg stance non-dominant foot</td>
</tr>
<tr>
<td>And/or</td>
</tr>
</tbody>
</table>

6 Coordination examination

<table>
<thead>
<tr>
<th>Upper limb coordination</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Delays are noted</td>
<td>Left</td>
</tr>
<tr>
<td>Coordination score</td>
<td>of 5</td>
</tr>
</tbody>
</table>

| SAC Delayed Recall* |
| Delays recall score | of 5 |

**SCAT3 SPORT CONCLUSION DOCUMENT TOOL 3 / PAGE 2 © 2015 CCRG © BRITISH COLUMBIA**
INSTRUCTIONS

Words in italics throughout the SCAT3 are the instructions given to the athlete by the tester.

Symptom Scale

"You should score yourself on the following symptoms, based on how you feel now."

To be completed by the athlete. In situations where the symptom scale is being completed after completion of an event, it should still be done in a testing state, at least 10 minutes post event. For total number of symptoms, maximum possible is 22. For symptom severity score, add all scores in table 1, maximum possible is 22 x 2 = 44.

SAC4

Immediate Memory

"I am going to test your memory. I will read you a list of words and when I am done, repeat back as many words as you can remember, in any order."

Table 1.1

<table>
<thead>
<tr>
<th>Task</th>
<th>Example</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
<td>&quot;I am going to read the list of words below. I will test you on your ability to remember the words. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them.&quot;</td>
<td>&quot;I am going to read the list of words below. I will test you on your ability to remember the words. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them.&quot;</td>
</tr>
<tr>
<td>1.6</td>
<td>&quot;I am going to read the list of words below. I will test you on your ability to remember the words. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them.&quot;</td>
<td>&quot;I am going to read the list of words below. I will test you on your ability to remember the words. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them.&quot;</td>
</tr>
<tr>
<td>1.7</td>
<td>&quot;I am going to read the list of words below. I will test you on your ability to remember the words. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them.&quot;</td>
<td>&quot;I am going to read the list of words below. I will test you on your ability to remember the words. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them. You may ask for the list to be repeated. When I tell you to stop, you tell me the words exactly as you heard them.&quot;</td>
</tr>
</tbody>
</table>

Concentration

Object backhand

"I am going to test your concentration. I will read you a string of numbers and when I am done, repeat them back to me, starting with the last number. In case of error, I will ask you to repeat the string again."

Table 1.8

<table>
<thead>
<tr>
<th>Task</th>
<th>Example</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1.8 | "I am going to test your concentration. I will read you a string of numbers and when I am done, repeat them back to me, starting with the last number. In case of error, I will ask you to repeat the string again."
| 1.9 | "I am going to test your concentration. I will read you a string of numbers and when I am done, repeat them back to me, starting with the last number. In case of error, I will ask you to repeat the string again."
| 1.10 | "I am going to test your concentration. I will read you a string of numbers and when I am done, repeat them back to me, starting with the last number. In case of error, I will ask you to repeat the string again."

Coordinating Movement

**Task 1.11.**

"I am going to test your coordination. Please walk forward in a straight line, then turn around and walk back."

Table 1.12

<table>
<thead>
<tr>
<th>Task</th>
<th>Example</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1.12 | "I am going to test your coordination. Please walk forward in a straight line, then turn around and walk back."
| 1.13 | "I am going to test your coordination. Please walk forward in a straight line, then turn around and walk back."
| 1.14 | "I am going to test your coordination. Please walk forward in a straight line, then turn around and walk back."

Balance Testing - Types of Errors

1. Line shifted off right foot
2. Opening eyes
3. Step, stumble, or fall
4. Missing step into 30 degrees abduction
5. Missing step into 30 degrees adduction
6. Losing balance and return to start position on each attempt
7.腾空 (Tongle): Taking off and landing on either foot
8.腾空 (Tongle): Taking off and landing on either foot
9.腾空 (Tongle): Taking off and landing on either foot
10.腾空 (Tongle): Taking off and landing on either foot

Each of the 20-second trials is scored by counting the errors, or deviations from the proper stance, accumulated by the athlete. The examiner will begin counting errors only after the individual has assumed the proper start position. The modified BISS is calculated by adding one error point for each error during these three 20-second tests. The maximum total number of errors for any single condition is 10. If a variable commits multiple errors simultaneously, only one error is recorded but the athlete should quickly adjust his testing position, and the examiner should resume once subject is set. Subjects that are unable to maintain the testing procedure for a minimum of five seconds at the start are assigned the highest possible score, ten, for that testing condition.

OPTION: For further assessment, the same 3 stance can be performed on a surface of medium density foam (e.g., approximately 50cm x 50cm x 6cm).

Tandem Walks

Examiners are instructed to stand with their feet together behind a standing line (the test is best done with Hoverman Testing units). They will then be in a forward direction as quickly and as accurately as possible along a zero width open space, a line with an athlete's foot parallel to the athlete's foot. They will approximate their own foot and toe on each other. Once they cross the end of the line, they turn 180 degrees and return to the starting point using the same gait. A total of 10 runs are done and the best is retained. Subjects should complete the test in 5 runs. In the event the subject does not complete the test, the examiner should not assign the subject to a higher level on the scale. In the case of the subject not completing the test, the examiner should assign a score of 5 for the test.

Coordination Examination

**Task 1.15.**

"I am going to test your coordination. Please perform two movements simultaneously: (a) extend the left arm straight out in front of you and (b) extend the right arm straight out to the side."

Table 1.16

<table>
<thead>
<tr>
<th>Task</th>
<th>Example</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.16</td>
<td>&quot;I am going to test your coordination. Please perform two movements simultaneously: (a) extend the left arm straight out in front of you and (b) extend the right arm straight out to the side.&quot;</td>
<td></td>
</tr>
</tbody>
</table>

Reference and Footnotes

1. The tool was developed by a group of international experts at the 2nd International Consensus Meeting on Concussion in Sport held in Stockholm, Sweden in 2012. The full details of the conference outcomes and the authors of the tool are published in The JBI Injury Prevention and Protection, 2013; Volume 23, Issue 5. The outcome paper will be available in full text in the Concussion in Sport Group's publication, allowing unrestricted access, providing no additional fees.


ATHLETE INFORMATION

Any athlete suspected of having a concussion should be removed from play, and then seek medical evaluation.

Signs to watch for
Problems could arise over the first 24–48 hours. The athlete should not be left alone and must go to a hospital at once if they:
- have a headache that gets worse
- are very dizzy or can’t be awakened
- can’t recognize people or places
- have repeated vomiting
- behave unusually or seem confused; are very irritable
- have injuries (arms and legs jerk uncontrollably)
- walk weak or numb arms or legs
- are unsteady on their feet, have slurred speech

Remember, it is better to be safe,
Consult your doctor after a suspected concussion.

Return to play
Athletes should not be returned to play the same day of injury.
When returning athletes to play, they should be medically cleared and then follow a stepwise supervised program, with stage of progression.

<table>
<thead>
<tr>
<th>Rehabilitation stage</th>
<th>Interventions at each stage (or modification)</th>
<th>Objective of each stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No activity</td>
<td>Physical and cognitive rest</td>
<td>Recovery</td>
</tr>
<tr>
<td>Light activity</td>
<td>Walking, non-impact activities</td>
<td>Tolerance</td>
</tr>
<tr>
<td>Sleep-specific</td>
<td>Staying out of bed, being safe in action,</td>
<td>Achievement</td>
</tr>
<tr>
<td>Vocalization</td>
<td>Progressions in non-sleeping training,</td>
<td>Consistency</td>
</tr>
<tr>
<td>Full-contact practice</td>
<td>Allowing normal stress activities,</td>
<td>Return to normal function of activities</td>
</tr>
<tr>
<td>Return to play</td>
<td>Normal game play</td>
<td></td>
</tr>
</tbody>
</table>

These should be at least 24 hours (or longer) for each stage until symptoms recur, the athlete should not until symptoms resolve again and then resume the program at the previous symptomatic stage. Assistance training should only be added in the later stages.

If the athlete is symptomatic for more than 30 days, consultation by a medical practitioner who is expert in the management of concussion, is recommended.

Medical clearance should be given before return to play.

CONCUSSION INJURY ADVICE

(To be given to the persons monitoring the concussed athlete)

This patient has received an injury to the head. A careful medical examination has been carried out and no signs of any serious complications has been found. Recovery time is variable across individuals and the patient will need monitoring for a further period by a responsible adult. Your treating physician will provide guidance as to this timeframe.

If you notice any change in behaviour, vomiting, diziness, worsening headache, double vision or excessive drowsiness, please contact your doctor or the nearest hospital emergency department immediately.

Other important points:
- Rest (physically and mentally), including training or playing sports until symptoms resolve and you are medically cleared
- No alcohol
- No prescription or non-prescription drugs without medical supervision, specifically:
  - No sleeping tablets
  - Do not use aspirin, anti-inflammatory medication or sedating pain killers
- Do not drive until medically cleared
- Do not train or play sport until medically cleared

Clinic phone number [Contact details or stamp]
Concussion Information: Home Instruction Sheet

You have had a head injury or concussion and need to be watched closely for the next 24-48 hours.

<table>
<thead>
<tr>
<th>It is OK to</th>
<th>There is no need to</th>
<th>DO NOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Tylenol (acetaminophen)</td>
<td>Check eyes with a light</td>
<td>Drive a car</td>
</tr>
<tr>
<td>Use an ice pack to head/neck for comfort</td>
<td>Wake up every hour</td>
<td>Drink Alcohol</td>
</tr>
<tr>
<td>Eat a light meal</td>
<td>Stay in bed</td>
<td>Use aspirin, Aleve, Advil or other NSAID products</td>
</tr>
<tr>
<td>Go to sleep</td>
<td></td>
<td>Eat spicy &amp; greasy foods</td>
</tr>
</tbody>
</table>

Special Recommendations: ____________________________________________________________
__________________________________________________________________________________

WATCH FOR ANY OF THE FOLLOWING PROBLEMS:

- Worsening Headache
- Stumbling/Loss of Balance
- Vomiting
- Weakness in one arm/leg
- Decreased level of Consciousness
- Blurred Vision
- Dilated Pupils
- Increased Irritability

If any of these problems develop, call your athletic trainer or physician immediately.

Athletic Trainer ___________________________ Phone ___________________________ Physician ___________________________ Phone ___________________________

You need to be seen for a follow-up examination at ______ AM/PM at: ____________________________.

Recommendations provided to ____________________________
Recommendation provided by ____________________________

5.1.8 Appendix H

Concussion Return to Learn Protocol

The following has been established by Wofford College and Spartanburg Regional Sports Medicine in coordination with team physicians. The following steps will be followed for any student-athlete who has sustained a concussion and/or symptoms of a concussion. Protocol may vary depending on severity and/or past history of concussions or head injuries. This step will be navigate with the Athletic Trainer and the Dean of Health Services, if a more prolonged return-to-learn is needed then the following will be involved: Athletic Trainer, Team Physician, Dean of Health Services, Faculty Athletic Rep., Counselor, Psychologist/Neuropsychologist, Dean of Students, Coaches, Academic Counselor, and Course Professors.

<table>
<thead>
<tr>
<th>Step</th>
<th>Progression</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Brain Rest</td>
<td>Dark Room, no texting, no TV, no computer, no games, no reading, no studying, no driving, no class.</td>
</tr>
<tr>
<td></td>
<td>Light Mental Activity</td>
<td>Once 24 hours symptom free, 30mins of studying/reading/mental activity, no prolonged concentration. Can move to next level once they are able to handle 30 mins without having any symptoms</td>
</tr>
<tr>
<td>---</td>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>School-part time</td>
<td>Shorten class time 30-45min class, no test or labs, Move to full time once able they are able to handle this step without symptoms.</td>
</tr>
<tr>
<td>4</td>
<td>School- full time</td>
<td>Full time class time, no test or labs. Move to full Class load once able they are able to handle this step without symptoms.</td>
</tr>
<tr>
<td>5</td>
<td>School- Full Load</td>
<td>Normal class with test and labs.</td>
</tr>
</tbody>
</table>

If student experiences symptoms during any step they should stop what they are doing and rest. Once they are asymptomatic they will return to that step the following day. If symptoms continue for more than a few hours they should be checked by a Healthcare Provider.

5.1.9 Appendix I

Concussion Return to Play Protocol

The following has been established by Wofford College and Spartanburg Regional Sports Medicine Institute in coordination with team physicians. The following steps will be followed for any student-athlete who has sustained a concussion and/or symptoms of a concussion. Protocol may vary depending on severity and/or past history of concussions or head injuries. This policy will stay current with the Vienna Concussion Conference and National Athletic Trainers Association Concussion Guidelines and NCAA Guidelines.

An Approved Health Care Provider i.e. ATC or Team Physician will make the decision of when to start the return to play protocol and when the Athlete can fully return to play.

1. No activity. Once asymptomatic for 24 hours proceed with return to play activities
2. Light aerobic exercise such as walking or stationary bike. No resistance training. May proceed to next step if symptom free.
3. Jogging for 5-10 minutes. Proceed to next step if symptom free.
4. Sprinting, straight ahead full speed running. Proceed to next step if symptom free.
5. Non-contact training drills (sport specific activities). Progressive addition of resistance training. May proceed to next step if symptom free
6. Full contact training after being medically cleared by team physician. May proceed to next step if symptom free
7. Return to game play.

If any post-concussion symptoms occur, the patient will drop back to the previous asymptomatic level and try to progress again after symptoms have cleared for 24hours.

In the event there have been multiple concussions suffered by the student-athlete, a longer time duration will be required to be asymptomatic before progressing to any return to play activities.

In addition to being asymptomatic before beginning return to play activities, student-athlete must also be free of taking any pharmacological agents/medications that may affect or modify symptoms of concussions.