

SUNY Cortland Athletics



Policies & Procedures Manual

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Section I:

PURPOSE OF INTERCOLLEGIATE HANDBOOK

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

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

Our Mission

SUNY Cortland aims to provide a diverse program of athletics that equitably fosters the opportunity for its participants to achieve personal development and excellence while maintaining a strong relationship between the Institution and the community.

Our Vision

The vision of the SUNY Cortland Athletics program is to develop the student-athlete who exemplifies the scholar-athlete; one who strives for success in the classroom, in the competitive arena, and in all other aspects of life. Through commitment to intercollegiate athletics, student-athletes learn to embrace a life philosophy that incorporates the virtues inherent in athletics such as excellence, integrity, self-discipline, team work, and communication. This vision is the foundation upon which this athletic program is built, and is the key for successful endeavors by the student-athlete both in and out of the competitive arena.

Our Values

Focus on Student-Athletes

To invest in a holistic approach that enables student-athletes to continually develop the successful balance of academics, athletics, cultural, personal, and social excellence.

Excellence

To maintain a commitment to honesty, hard work, and high standards of academic, athletic, personal, and professional behaviors.

Sportsmanship

To provide a unique competitive environment which emphasizes respect, fairness, ethical conduct, and a commitment to athletic excellence.

Responsibility

That the student-athletes, coaches and administrators of the SUNY Cortland Athletic program recognize and embrace the accountability inherent in their role as ambassadors of not only themselves, but also of the department and Institution in all academic, athletic and social settings.

Priorities

Integrity

To support and enhance the Institution's academic expectations as well as to endorse following NCAA and conference rules and expectations with regards to competing in Division III athletics.

Competitive Excellence

To support all teams to reach their full athletic potential as indicated by competing for championships on an annual basis.

Well-being

Supporting the maturation process of all student athletes by nurturing and advising them through their many life experiences on and *off* the field.

Holistic

To adhere to the six principles of Division III athletics: Proportion, Comprehensive Learning, Passion, Responsibility, Sportsmanship, and Citizenship.

Criteria to Consider for Adding or Deleting Intercollegiate Sports

There are several criteria that must be considered when contemplating adding or deleting intercollegiate athletic teams. These criteria can be used for either the addition or the deletion of a sport. This list is not in priority order:

- Facilities: impact, availability, and space
- Student Interest: high or low
- Budget Implications: costs and savings
- NCAA Sponsorship
- Title IX Compliance
- Competition

Section II:

ATHLETIC CODE OF CONDUCT

Preamble:

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

Conduct of Coaches:

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

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

Conduct of Athletes:

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

Conduct of Spectators:

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

Section III:

GENERAL STAFF POLICIES

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

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

Standards for Departmental Staff Members:

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

Chain of Command:

All athletic staff members report directly to the Director of Athletics (with the exception of the full time assistant coaches, who first report to their Head Coach). The Director of Athletics, in turn, reports directly to the Provost. Part time assistant coaches, while responsible to the Director of Athletics for their actions and conduct, are directly responsible to their head coach for their performance and assignments.

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

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

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

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

Intercollegiate Athletic Flow Chart

- President of College
 - Provost / Vice President of Academic Affairs
 - Director of Athletics
 - Associate Director of Athletics (budget & transportation)
 - Asst. to the Athletic Director (event mgt, multimedia & special projects)
 - Assistant Director of Athletics (compliance & scheduling)
 - Assistant Director of Athletics (marketing, promotions, development)
 - Head Coaches
 - Volunteer Assistant Coaches
 - Assistant Coaches / Graduate Assistants

Section IV:

PERSONNEL INFORMATION

Role of Head Coaches:

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

The following are specific jobs and responsibilities coaches are expected to adhere to:

1. Maintain complete authority over all matters pertaining to the coaching of the team, such as supervision of practices, determination of the training techniques, selection of team members and traveling squad, the establishment of team rules in their sport.
2. Recognize and respect the student-athlete main purpose of attending college. This is academic success and, as a result, do not permit the student-athlete's academic work to be adversely affected by an over-emphasis on sport.
3. Be educated on all regulation of the NCAA and SUNYAC, specific rule of the sport, as well as the College rules pertaining to intercollegiate athletics. The head coach is responsible for the observance of these regulations on the part of their assistants and athletes. Assistant coaches are also expected to strive for complete understanding of the NCAA and SUNYAC rules, policies, and procedures.
4. Monitor the conduct of all student-athletes and managers on road trip to ensure the high standard of behavior that is expected of them by SUNY Cortland and the Department of Athletics.
5. Be responsible for the physical condition of each member of their team and not allow an athlete to compete if, in the opinion of the team physician or certified athletic trainer, it would be detrimental to the athlete's health.
6. Develop their season practice and game schedule as well as the non-traditional schedule and submit to the Department of Athletics at least six months prior to the start of the season. Schedules should be adhered to with changes only occurring in isolated incidences.
7. Review the budget for their sport as supplied by the Associate Athletics Director and recommend alterations necessary for the administration of the program.
8. Adhere to the budget provided to each sport by the Department of Athletics as well as Foundation and ASC budgets. Staff should never spend more funds than are available.
9. Validate equipment inventory and maintenance. All coaches are responsible for ensuring all equipment is returned in a timely fashion.
10. Track the academic progress of students participating in the sport.
11. Be responsible for the academic progress and success of student-athletes in your sport.

12. Show willingness to counsel student-athletes with personal and/or academic issues.
13. Conduct authorized off-season, in-season, and pre-season conditioning programs. Provide student-athletes programs for out of season conditioning
14. Attend all athletic department staff/coaches meetings
15. Take responsibility for various fund-raising projects upon approval from the Director of Athletics as well as the campus committee on fundraising.
16. Submit accurate travel itineraries along with lists of individuals comprising the travel party for all away trips.
17. Fill out a Disciplinary Action Form for all illegal incidences of students in your sport within 24 hours of the incident. This form must be kept on file in the Athletic Office.
18. Make arrangements for the Athletic Administration to conduct your senior exit interviews within two weeks of the end of your season or after the last scheduled contest or conference championship. Spring sport evaluations will occur immediately after the last regular season competition.
19. Submit to the Director of Athletics in a timely fashion all requested information, reports, travel vouchers, purchase requisitions, and summaries. Submit all information required immediately.

Dates of Obligation:

The following chart contains the dates 10 month employees on Coaching lines are required to be working. Any dates coaches are not working, other than holidays granted through the state contract, must be declared as vacation days and prior approval from the Director of Athletics is required. Coaching lines are professional lines, not academic lines.

Sport Season	Dates of Obligation
Fall Sport Coaches*	August 8- June 7
Winter Sport Coaches	August 15- June 14
Spring Sport Coaches	August 15- June 14

*Dates of obligation for ten-month football coaches are: August 1- May 31

NCAA Rules Test

All head and assistant coaches, as well as athletics administrators, are required to complete the NCAA Rules Test by September 1 each year.

Evaluation Procedures

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

- Student-Athletes
- Athletic Administration
- Academic Administration and Faculty
- Athletic Trainers
- Equipment Room Personnel
- Athletics Accountant

- Sports Information Office
- Peers

Performance Programs

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

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

Each year short term objectives should change unless they were not completed the previous year. The noted time line for the long-term objectives should be adjusted each year and the goals revised when necessary.

Performance Reviews

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

- *Recruitment of student athletes:* include a log of all contacts with prospective student-athletes. Also indicate those students committed to SUNY Cortland and their honors and achievements.
- *Retention of student-athletes:* show evidence of an initiative to retain athletes (i.e., study halls, mandatory study skills sessions, etc.). Include the retention rate for the previous two academic semesters as well as team GPA. Also, include any academic awards or honors individual team members received.
- *Maintain or build the sport program to be competitive at the conference level:* include win/loss record overall and within the conference. Show improvement in the performance of the team where applicable and include any athletic awards or honors of the team and individuals.
- *Demonstrate effective coaching:* include student-athlete evaluations and peer assessments.
- *Administer sport budget effectively:* include a copy of the team's budget allocation and the amount utilized.
- *Demonstrate continued growth:* list continuing education by attendance at coaching clinics, participation in professional organizations, presentations, articles, and research.
- *Teaching and/or other college responsibilities:* include Course Teacher Evaluations (CTE's) for each course taught, course material developed by you for the course, peer evaluations from full-time members of the academic department, list academic advises, and evidence of successful advisement.
- *Participate in approved fund-raising activities:* list any fund-raising done in the previous year.
- *Civic engagement:* list and volunteer community activities
- Alumni involvement in program

- Other information may be included to attest to your performance as a teacher/coach.

Hiring and Expectations of Part-Time Assistant Coaches

All vacancies for assistant coaching positions must go through a proper job search. The Department of Athletics will advertise the position in the newspaper (Syracuse, Binghamton, and Ithaca). If head coaches wish to put the vacancy on a sport governing body website they are welcome to do so utilizing the approved job advertisement. Applications for all positions regardless of whether part or full time must be made on line using the Human Resources Website. All applications must be complete to be reviewed. They must include a letter of application for the position, resume (which include three references with contact information), and transcripts. Head coaches should look over all applicant files received with help from the department secretary, check references, and determine the best applicants. Applicants must then be interviewed by both the head coach and the Director of Athletics of the preferential candidate with rationale as to the acceptability of this candidate over the remainder in the pool. The following information will be necessary to complete the appointment: applicants birth date and social security number, type of position (assistant vs. graduate assistant), and amount of salary.

Head coaches must determine the level at which the applicant will be hired. Levels determine the salary, dates of service, and in turn the duties which may be required of the candidate. Assistant coaches cannot be mandated to perform duties in excess of their job description unless it is on a voluntary basis in which case a volunteer coach form must be on file.

Graduate assistant positions may also be utilized as assistant coaches in each sport. A graduate assistant receives a \$6,000 stipend and 6 graduate credit hours each semester. If they so choose, they may hold the coursework until the summer terms. Graduate assistants must be accepted into a graduate program and fill out a graduate assistantship application. Once this has occurred, the coach may alert the Athletics Office which will in turn notify the Graduate Office of their selection.

Volunteer Coaches Contracts

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

Assistant coaches are professionals representing SUNY Cortland, the Department of Athletics, as well as the individual program they have been hired to assist. The expectation is that there will be a level of professionalism displayed at all times they are associated with the program. In addition, it is expected that they will attend the assistant coaches' orientation at the start of the academic year. Keep in mind they must also take the NCAA Rules Test each year.

There are a limited number of graduate courses available to volunteer coaches. The head coach should notify the Director of Athletics if they have a potential candidate.

CPR/ AED/ First Aid Requirements

As required by the NCAA, all head coaches must be certified in CPR, AED, and First Aid. Failure to have current certification will jeopardize your job status. Someone with CPR/ AED certification must be at all team practices, conditioning sessions, or weight training.

CPR, AED and First Aid training and certification will be offered to assistant coaches annually.

Assistant Coaching Terms

-Graduate Assistant (GA):

Under the guidelines of SUNY Cortland, a graduate Assistant who is serving as an assistant coach will receive the following:

1. \$6,000 stipend
2. 4 three credit hour courses per year. These courses are intended to be taken 6 credits in each of the fall and spring semesters. However, with permission, GA's have been able to take courses during the summer term as well. GAs may register for these courses at any time.
3. As long as the GA is making a minimum of \$4,293, he/she is eligible to enroll for Student Employee Health Plan benefits which include Health, Prescription, Dental, and Vision. They are also eligible for the NYS Retirement System.

Individuals who are interested in this position must apply through the Graduate Students Office. They will apply for the Graduate Program and the Graduate Assistant position at the same time. Applicants should be aware that they are responsible for any fees associated with admission to the college.

-Assistant Coach:

Under the guidelines of SUNY Cortland, an individual who is serving as an assistant coach will receive the following:

1. Money as agreed upon by the assistant and the head coach that is within the team's budget. Allotted money may be split between multiple individuals as long as any individual does not go below \$1,000.
2. One UUP sponsored course per semester. Courses can be taken only if space is available. This course may not be taken over the summer.
3. Assistants that are here for more than one year will receive the same yearly raises that full-time coaches receive
4. If an assistant coach receives a minimum of \$4,000 they are eligible to enroll for UUP benefits. This includes Health, Prescription, Dental and Vision. Regardless of salary, the assistant would always be eligible to join the retirement plan.

Assistant coaches who are taking classes should be aware that they are responsible for any fees associated with admission to the college.

-Undergraduate Assistant Coach:

Undergraduates who serve as assistant coaches are described as receiving an Athletic Coaching Scholarship. An undergraduate will receive the following:

1. Money as agreed upon by the assistant and the head coach that is within the team's budget/ or
2. Aspecified number of paid by the Athletic Department and with the approval of the Director of Athletics.

Section V

GENERAL POLICIES/ OPERATING PROCEDURES

Team Try-Outs

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

1. Have a meeting of all prospective student-athletes and submit names and identification numbers to the head athletic trainer. For fall pre-season programs a list must be submitted to the head athletic trainer at least two weeks prior to the scheduled return. All other programs must have the list of potential student-athletes to the head athletic trainer a minimum of 48 hours before the first try-out session.
2. Student-athletes must fill out all NCAA and Department of Athletics paperwork online and print out before being eligible to attend a paperwork meeting to participate in the try-out.
3. Student-athletes must be cleared by Health Services (through the head athletic trainer) before they are allowed to participate. In addition, student-athletes must fill out medical information forms with the Athletic Trainers and provide proof of medical insurance before being eligible to participate in the try-out. New student-athletes cannot be cleared until their pre-admit physical has been received by Health Services.

Multiple Sport Athletes

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

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

LGBTQ Inclusion

The athletic department at SUNY Cortland is committed to providing student-athletes with an experience in which their health and well-being are the highest priority. This commitment includes the physical, social and psychological health and well-being of students of all sexual orientations and gender identities/expressions. We support the NCAA Inclusion Initiative Framework and follow their policies and guidelines for best practices. Additional information can be found at <http://www.ncaa.org/about/resources/inclusion/lgbtq-resources>.

Transfer Students

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

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

Athletic Banquet/ Reception

At the end of the academic year the annual athletic awards ceremony will be provided for all student-athletes, student trainers, athletic trainers, coaches, and administrators. During this event, a gift from the Department of Athletics and C-Club. Each team will be permitted to have separate awards banquet at the conclusion of their season for any specific team related awards.

Awards presented at the Athletics Banquet include:

- Red Letter Award: most valuable player as defined by the coach.
- C-Club Outstanding Male and Female Athletes of the Year: senior award is based on athletic achievement with at SUNY Cortland.
- Whitney T. Corey Award: senior award to the female student-athlete with the highest GPA
- Robert J. Weber Award: senior award to the male student-athlete with the highest GPA
- Fraser Stokes Award: given for service to SUNY Cortland Athletics.
- Carl "(hugger" Davis Award: senior male athlete who demonstrates strong leadership and athletic achievement.
- M. Louise Moseley Award: senior female athlete who demonstrates strong leadership and athletic achievement.
- Coach of the Year Award: current coach for outstanding coaching achievements.
- Taylor Award: male and female athletic team with the highest cumulative GPA.
- Peter Cahill Award: current student-athlete for their involvement in activities outside of athletics, or to a current non-athlete for their contributions to athletics.

There will be a reception for all graduating senior athletes and coaches provided by the Department of Athletics the Friday evening before graduation.

Requests for Maintenance, Service and Repairs of Facilities

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

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

Duplicating, Postage, and Telephone Charges

All duplicating, postage, and telephone charges are funded through the Athletics' IFR budget.

Duplicating on the machine in the Athletics Office should be limited to 10 or fewer copies. Larger quantities needed to be taken to the college duplicating center. The proper form must be filled out and signed by the Director of Athletics before any duplicating request. ONLY ATHLETICS MATERIAL SHOULD BE DUPLICATED UNDER OUR CODE or on the office machine.

When mailing over 200 units, bulk mailing procedures should be used. All bulk mailings must use normal letter sized envelopes and not the larger envelope s. Please develop all mailings to fit the letter size envelopes.

Office telephones are for official business only. Personal business should be conducted using cell phones or a home phone. Again, telephone calls (including local calls) are charged to the athletics' budget.

Policies for the Use of Bulletin Boards:

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

Keys. Locks, and Office Space

Office space for all full-time and part-time staff members will be assigned by the Director of Athletics. A record of all keys assigned to each person will be kept by the Director of Athletics. When a staff member's appointment terminates the key must be returned to the building administrator. No further keys will be issued until prior assistant keys are returned.

Office assignments will be based on the following criteria in priority order:

1. Team/ program size (as indicated by the NCAA travel party size and best practices).
2. Head Coach Seniority (years of service as Head Coach at Cortland).
3. Need based on considerations according to Athletic Director discretion.

All staff will be notified of a vacant office electronically and give the opportunity to express interest. The above criteria will be utilized to determine office assignments.

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

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

Fund Raising Activities

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

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

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

Parent's Reception

It is strongly encouraged that each team offers a Parent's Reception to honor and thank the parents of the student-athletes for the support they have provided their child during the season. Money is included in each team's budget under the Miscellaneous line for providing refreshments for a reception after a contest or toward the end of the year banquet.

Supplements

Under no circumstances may a coach dispense to a student-athlete or advise a student-athlete to take any type of supplement.

Academic Credit for Intercollegiate Athletics

Registering for academic credit for intercollegiate athletics is the responsibility for the student-athlete. Coaches should:

1. Require student-athletes to register for credit for their sport (unless there are mitigating circumstances, i.e., graduate student, over the limit in credits, etc.)
2. Let the student-athlete know if they are cut or quit a team that they must withdraw from the class
3. Monitor class lists for accuracy through the drop-add period

4. Submit S/U grades on the team class lists within two days of the last day of classes.

There will be no credit given after the season is complete.

Section VI

CONTESTS AND PRACTICES

Scheduling Contests/ Practices

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

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

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

The length of season, distance of travel, and absence from classes are all factors which shall be weighed and taken under consideration in establishing a well-balanced, competitive intercollegiate athletic schedule. Regular season contest shall not be scheduled during final exam period or commencement. In addition, all student-athlete responsibilities during study days and the final exam period must be elective. And deviation from this policy must be approved by the Director of Athletics.

Each fall and spring team has the opportunity to conduct a 16 practices non-traditional season with one date of competition, provided it is within the governance of NCAA regulations: NCAA rules concerning the traditional season still apply to the non-traditional sessions, i.e., mandatory day off rule, etc., with the exception that a student-athlete may not miss class time due to a non-traditional competition date. Each team is allowed one alumni contest which may be in the traditional or non-traditional season and is not counted as a date of competition.

Each team is allowed one contest to an adjacent state with prior approval from the Director of Athletics. Should a team wish to compete in a contest further than the adjacent state or multiple contests in adjacent states, they will only be allotted the amount of money for a normal date of competition, with the exception of transportation; money which is not covered has to be fundraised for the effort. Coaches must fill out the extended travel form which specifies the amount of money needed and the source prior to the first date of practice of the traditional season. Students will not be asked or required to pay any part of costs associated with these contests.

Student-athletes are legally excused from classes for an athletic contest provided a class excuse form has been filled out and signed by the head coach and turned in to the instructor the class prior to the contest. For home contests, student-athletes should not be excused more than 1½ hours before the contest. Student-athletes may not miss any classes for scrimmage.

Post season championships will be financially supported by the Athletics Department. Programs which do not have conference championships will be allowed to attend the ECAC or other terminal championships (excluding NCAA championships) funded by the Athletics Department if the student-athletes support participation with a 75% positive confidential vote. Programs may participate in the ECAC championship if they have prior approval from the Director of Athletics and use fund raised monies to attend an away contest. Any exception to these circumstances must be appealed to the Athletics Administration.

Consideration for the appeal will be determined by staffing issues budgetary concerns, 75% positive vote of student-athletes. Other factors to be taken into consideration include future benefit, historical performance, quality and variety of competition, disciplinary issues of team during the year, student-athlete welfare, and timing of tournament in reference to the college calendar.

Contest and Practice Changes

Cancellations or changes in athletic contest should be done only in consultation with and by the Director of Athletics or their designee. The Request for Contest Change form should be filled out and given to the Assistant Athletics Director. They will then forward it to the Associate Athletic Director to determine the availability of funds and the Director of Athletics for the appropriate signature. The change will then be communicated to all support services affected.

There will be no changes allowed in practices unless it is due to inclement weather or under special circumstances approved by the Assistant Athletics Director.

Junior Varsity or Second-String Contest Policy

Junior Varsity (JV) competition is endorsed by the Athletics Administration as an opportunity for student-athletes to compete that would otherwise not have the opportunity. The following conditions must be met in order to compete in a JV contest:

1. The program must first be authorized and approved by the Director of Athletics
2. A schedule must be completed prior to the start of the traditional season
3. A head coach must be designated, different from the head coach of the varsity team
4. The student-athletes must be afforded the same privileges for a JV contest as for a varsity contest (i.e., appropriate meal money for away contests).
5. One week prior to the contest, the head coach must submit a JV roster and the team statistics showing the number of contests played by each individual to insure compliance with number of dates of competition.
6. An absolute official roster must be submitted 24 hours prior to the contest.
7. Student-athletes must not have played in a prior varsity contest to be eligible for the JV contest.
8. The head coach or a paid assistant must supervise the contest; volunteers are not acceptable for supervising and JV contest.
9. The head coach must be present at the home contest(s).

Neutral Field Locations

The following information must be provided to the Assistant Athletic Director by the first date of practice in the traditional season before a contest or practice will be approved at a neutral site.

1. Host team (Cortland or opponent)
2. Access to water and ice
3. Access to emergency equipment
4. Emergency numbers
5. Location/ directions to local hospital
6. Location of facility
7. Training room space/ facility availability
8. Facility emergency contact person
9. Visiting team special needs
10. In the event of emergency, visiting team contact person

Study Days/ Final Exam Period

Athletically related activities offered to student-athletes during study days may only occur with the permission of the Director of Athletics and must be optional for the student athletes. Any activity offered during the final exam periods must be optional. No contest should be scheduled during either study days or final exam periods. The only exception to

this rule would be with special permission from the Director of Athletics and if a team is in post season competition.

Athletic Training Coverage

Athletic training services will be provided at all traditional season practices as long as the practices are within the normal practice hours. Non-traditional practices will only be covered when a team is practicing at the same time as a traditional season team's practice.

Complimentary Pass List

Each student athlete and coach will be allowed to place four names on a complimentary pass list allowing admission to home contests. List must be completed the day prior to the home contest and given to the Assistant Athletics Director in charge of contest management.

Use of Pool for Practice

All programs utilizing the pool for practice sessions must provide proper documentation of lifeguard training for the supervisor of the pool. A copy of the credentials will be kept on file by the Assistant Athletic Director for Scheduling at the time the pool is reserved.

Special Events

Any special event (i.e., camps, clinics, fund raising events, alumni games, etc.) a program wished to initiate must be approved by the Director of Athletics before scheduling. If fund raising is involved, a Permission to Fund Raise form must be completed along with a Facilities Request form and turned into the Director of Athletics who will forward it to the correct offices on campus. Other events which do not entail fund raising will need to have a Facilities Request form turned in to the Director of Athletics as well.

Section VII:

BUDGET AND TEAM TRAVEL

Travel Policies

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

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

Meals:

- Breakfast- depart before 7:00am
- Lunch- depart before 11:30 am return before 6:00 pm
- Dinner- leave after 11:30am, return after 7:00 pm

Lodging: Guideline- departure time is before 8:00 am. Athletic Administration will make final determination.

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

WOMEN: Dress slacks, shirts, or blouse/ dress/ skirt and blouse, and dress shoes.

NO: jeans, sweatpants, shorts, t-shirts, sweatshirts, hats, sneakers, sandals, running shoes, or athletic shoes.

MEN: Dress shirt, tie, and sports jacket/ dress shirt, tie, and sweater, dress slacks, and dress shoes.

NO: jeans, sweatpants, shorts, hats, sneakers, sandals, running shoes, or athletic shoes.

Exceptions: There are two possible exceptions to the dress code policy:

1. The team may dress in full uniform if it does not have any access to a locker room or plans to travel directly to the contestsite.
2. The team may dress in warm-up travel suits provided that all team members wear the same style or warm-up.

In either case, it is important that team members do not appear to be dressed 'sloppily' in any manner (all jackets must be properly zipped, no non-Cortland hats, shirts must be tucked in, etc.)

Team Travel

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

1. **Cash Advance:** The team coach may obtain a New York State cash advance for up to \$2,500 per team trip to cover meals, lodging, tolls, parking fees, or vehicle fuel when the vehicle credit card is not accepted. Application and Account for Travel Advance forms are available on the Athletics website.

a.) Type up the form with required information b.) Print on blue paper

c.) Sign and turn in to the Associate Athletics Director

2. **Travel Voucher:** Upon return from travel, receipts are required for tolls, parking, fuel, and lodging. Take loose receipts to a white sheet of paper with the team and trip date printed on top. The Travel Voucher is located on the Athletics website. (See detailed voucher information in the Individual Travel section.)

- Upon returning from travel, the coach completes the Travel Voucher Worksheet on his/her computer. Electronic version is located on the Athletics Website.
- The coach will then print out the Travel Voucher, sign it, and attach all receipts that accompany the trip (taped on a full-size sheet of blank paper), as well as leftover repayment money. Please remember to sign the form you print off to turn in to the Accountant.
- Money returned with the travel voucher must be returned by check or money order only.
- The electronic version of the completed Travel Voucher must be submitted via email to the Accountant.
- Any discrepancies/ changes will be made by the Accountant, and then the revised form will be placed back in the coach's box for signature.
- The coach then turns in the signed and completed voucher to the Accountant for processing.
- Advances are repaid by submitting the travel Voucher after the trip and repayment of any advance amounts which are not covered by the Travel Voucher.

3. **Standard Voucher:** may be used to process direct payment for lodging. An invoice must be attached

4. **Athletics Credit Cards:** (Also see appendix for NYSTravelCardGuidelines) may be used for lodging, meals, gas, and emergency vehicle repairs. Receipt copies must be turned in at the end of the trip.

a.) NET (Non-Employee Travel Card) must be used when traveling with non-employees (i.e. Team)

b.) Individual Travel Card must be used when a coach is traveling alone. (i.e. Recruiting, Scouting, convention)

1. At no time should your travel card be out of your possession
2. Only charges for the cardholder should be put on this card
3. Assistant coaches should have their own individual travel card

Before the contest:

1. Each coach must turn in a travel advance at least three weeks prior to the time of travel.

Failure to do so may result in your check not being ready in time for the trip.

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

After the contest:

1. All Travel Vouchers must be turned in with **48 hours** after returning from the contest.
2. All van keys and paper work to vans must be returned to the Athletics Office no later than 9:00 am the following day.
3. Drive the van into the reserved parking spaces, do not back it in. Return the van with an empty gas tank if possible.

Per Diem

Meals: Each member of the Official Travel Party is permitted \$22 per day for meals while on the road.

- Breakfast: \$5.00
- Lunch: \$6.00
- Dinner: \$11.00
- Lodging: \$45.00/person per night

Each coach is expected to receipt all expenses and turn in any money left over from either team or individual travel.

Van/ Car Rentals for Team Trips

The use of the college official credit card will provide insurance for rental vehicles provided:

1. the vehicle is rented in the name of the head coach with their college credit card
2. the vehicle holds a maximum of eight passengers

Accidents must be reported to an Athletics Administrator within 24 hours. You will need a copy of the accident report form and claim document. Coaches will be requested to complete and sign an Auto Rental Insurance Claim Form within 90 days.

In any other situation, insurance **must** be taken out with the rental.

Academic Procedures

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

and signed by the head coach. Never sign a blank form and give to the student athlete.

The Faculty Athletics Representative at SUNY Cortland is Dr. Tim Davis. He is available for consultation of academic concerns.

Individual Travel

All pertinent information on all individual travel may be found on the SUNY Cortland website. Go to Administrative Offices on the left sidebar, under Business Office, click on Accounts Payable.

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

-Travel Advances

- Type the blue Application and Account for Travel Advance Form, located on the Athletics Website, and submit it with the Travel Authorization Form (pink) if needed.
- Travel Advance should be placed in the Associate Athletic Director's Mailbox. It will be approved through all channels and sent to Accounts Payable.
- Travel Advance monies can be used to cover meals, lodging, and registration fees* (* details below)
- Travel Advance monies will be direct deposited into the coach's checking account at the beginning of each month

-Return and Receipt of Monies upon Completion of Trip

- Upon returning from travel, the coach completes the Travel Voucher Worksheet on his/her computer. Electronic versions are located on the Athletics Website.
- The coach will then print out the Travel Voucher, sign it, and attach all receipts that accompany the trip (taped on a full-size sheet of blank paper), as well as leftover repayment money.
- Money returned with the travel voucher must be returned by check or money order only.
- The electronic version of the completed Travel Voucher must be submitted via email to the Accountant.
- Any discrepancies/ changes will be made by the Accountant, and then the revised form will be placed back in the coach's box for signature.
- The coach then turns in the signed and completed voucher to the Accountant for processing.
- Advances are repaid by submitting the travel Voucher after the trip and repayment of any advance amounts which are not covered by the Travel Voucher.

-Conference Registration Fees:

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

-By Travel Advance:

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

-By Purchase Order:

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

Over the Maximum Requests

On this campus, review for pre-approval of over- the-maximum requests is performed by the Vice President for Finance and Management after approve by the travelers appropriate supervisor (i.e., lodging, food, etc.). All such requests (including justifications) must be made in writing BEFORE the trip and a signature-approved copy of the request must be forwarded with the Travel Voucher for reimbursement after travel completion. The appropriate for is located on the Athletics Website.

Travel Vouchers (for Travel Reimbursement)

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

- Tolls, Parking, Taxi, Shuttle, etc.
- Gas (if not claiming mileage)
- Registration fees (if not paid by Purchase Order)
- Admissions
- Programs (attach copy)
- Airplane, Bus, Train
- Miscellaneous expenses
- Meals (only if not using meal allowance)
- Lodging (reimbursed up to the maximum amount for the area of travel)

Also attach:

- A copy of the program brochure, and/ or agenda for any conference attended
- A statement of Automobile Travel (for personal car mileage reimbursement) and the Detail Sheet are now part of the online Travel Voucher.

Details of Receipt Requirements

- Common Carrier (Bus, Train, Airplane)
- Original ticket passenger receipt detailing passenger name, travel dates, and amount of ticket
- Tolls, Parking, and Taxi or Shuttle Fares
- Original receipts, Gasoline
- Original receipts which list vehicle plate number, number of gallons purchased, name of vendor, and amount
- Lodging
- Original receipt must contain the following:
 1. Name of traveler
 2. Name, address, and telephone number of lodging establishment
 3. Number of people in the room
 4. Rate paid
 5. Dates of occupancy

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

For shared rooms:

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

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

Meals

The meal allowance for breakfast and dinner are determined by the Office of the State Comptroller Travel Manual:

[State of New York Office of the State Comptroller Travel Manual](#)

All policies in this manual must be followed.

Employees may choose one of two methods for reimbursement for overnight travel, whichever is to their advantage. Travelers may not, however, combine the two methods on the same overnight trip.

Breakfast and dinner are reimbursable meals; lunch is not.

Unreceipted Method (Method 1)

This method provides for a flat rate allowance for meals, lodging and incidental expenses regardless of where lodging is obtained, including lodging with relatives or friends. Rates are established based on the city or county where you are staying overnight in.

A traveler is entitled to reimbursement for breakfast if they have to leave at least one hour before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time.

Please be mindful that in order to verify eligibility for reimbursement the traveler must show their normal work start and end times on their Travel Voucher.

The current day trip meal reimbursement rates are: Breakfast \$5

Dinner \$12

(lunch is never reimbursed)

Receipted Method (Method 2)

This method provides reimbursement of actual lodging costs and an allowance for meals based on federal reimbursement rates for the county of lodging. The per diem rates for locations within the continental United States are revised annually. The current rates can be found at the below link.

[GSA Per Diem Rates](#)

If a breakdown of federal per diem rates is needed visit

[NYS Travel Information Meal Allowance Breakdown](#)

Non overnight travel

Non overnight travel per diem is as follows

	Breakfast	Dinner
\$17 (not overnight travel)	\$5	\$

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

(Lunch is never reimbursed)

A traveler is entitled to reimbursement for breakfast if they have to leave at least one hour before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time.

Please be mindful that in order to verify eligibility for reimbursement the traveler must show their normal work start and end times on their Travel Voucher.

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

Individual Travel: Transportation

Car Rentals (10-day in state limit)

A coach may choose to use Enterprise Rental for transportation. Insurance will not have to be purchased for all out-of-state travel if the school credit card is used to secure the vehicle. Note: travel less than 120 miles will be less expensive using a university vehicle.

Use of State Vehicles (three-day limit)

School Van or Car	IRS Rate (currently \$.565)
School Bus	\$2.00/ mile plus wait time charge
Personal Car*	IRS Rate
Enterprise Rental	No mileage charge

*coaches should avoid transporting students in their personal vehicles When using a school car call x2129Transportation to check availability and then fill out the proper form and obtain signatures to reserve the vehicle.

Personal Car Mileage Reimbursement

After your trip, complete a Statement of Automobile Travel detailing the mileage claimed, **sign**, and attach to the Travel Voucher worksheet. Mileage will be paid at the IRS Rate.

Airline Procedures

The cost of airline tickets can no longer be centrally billed to the College's Business Travel Account (BTA) Account. A traveler may continue to secure an airline ticket through one of the State's Travel Agents but will need to charge the cost of the airline ticket to their individual travel card. A BTA number will no longer be necessary.

A travel advance may be requested up to 4 weeks prior to the anticipated date of the airline ticket purchase to reimburse the traveler for the airfare costs charged to their personal credit card. The traveler should send a completed and approved Travel Authorization form to Accounts Payable to secure the advance.

Travelers are encouraged to purchase airline tickets through the one of State Contract Air Travel Services Travel Agents. For our region, the travel agents are **Advantage Travel and Carlson-Wagon lit.**

When contacting one of the state contract travel agents, **Advantage Travel at (888) 444-4240 or Carlson-Wagon lit at (800) 774-0655**, please identify yourself as a SUNY Cortland employee, and proceed with the flight information. The agency will offer schedule and fare options. The fares offered will include the least expensive flight, the most direct routing, etc., and the traveler should select the least expensive option that is consistent with traveler's time schedule.

If a traveler is able to secure better pricing for airfare on their own than the contract agent can provide a reimbursement can take place provided a justification is furnished showing that there is a cost savings over using the State Contract Agent. This justification must include a written price quote from the contract vendor on the flight showing the price they would charge for a similar ticket as well as the dollar amount of savings.

To ensure that they are getting the best price for their airfare, travelers should research different methods of securing airline tickets to have an idea of what is a reasonable price before contacting one of the contract travel agents. Travelers should also ensure that the pricing that they are getting is for a similar ticket including same departure and return times, same travel routes, refund ability, etc.

For any questions please contact the Accounts Payable Office at ext. 2409 or 2407.

Purchasing Equipment

When purchasing equipment, coaches must first completely fill out a purchase requisition form (located in the office). All requisitions should be accompanied by a quote or a source contact if applicable. Completed purchase requisitions should be given to the Associate Athletics Director, with the quote or source contact. If the coach would like the equipment delivered to the equipment room, Mike Partigianoni's name must be in the "Requested by..." section (e.g., Partigianoni for [coach]).

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

Uniform/ Apparel Purchases

Any uniform or apparel utilized by either student-athletes or staff when representing SUNY Cortland at any time must meet the specifications in the Cortland Athletics Style Manual.

Uniform and apparel purchases must have the equipment manager's signature on the purchase request to be considered. Uniforms are to be in the school colors: red and white, and have Cortland large enough to be visible from the spectator seating. Only

printing options in the Cortland Athletics Style Manual may be used.

Any purchase less than \$50,000 must be authorized by the Director of Athletics. Any purchase at or over \$50,000 must be accompanied by three price quotes.

Coaching apparel will be limited to one coaching shirt per coach of the Athletics budget. Coaching shirts may only be red and/or white in color. Additional apparel may be ordered through fund raised money with the permission of the Director of Athletics. Only printing options for coaching apparel in the Cortland Athletics Style Manual may be used.

-Procurement Card Procedures:

The procurement card is increasing the efficiency and time with which orders will be placed and received. Coaches should fill out the purchase request and either attach a comprehensive quote or see the Accountant with the order particulars. AT NO TIME SHOULD A COACH ORDER EQUIPMENT OR APPAREL.

Uniform Replacement Policy

It is the intent of Athletics to replace uniforms once every four years thereby insuring that every student-athlete will have a new uniform once in their career at Cortland. With that said, there must be a demonstrated need for replacement. This policy excludes Football-five-year replacement schedule. It also excluded programs that have special needs or health concerns (e.g., swimming, gymnastics, wrestling, volleyball, golf, and cross country).

ASC/ Foundation Team Accounts

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

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

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

"Slush Funds"

Coaches may NOT hold on to money or create a slush fund at any time. Only money authorized and supplied by the college may be given to student-athletes or used to purchase anyitem.

School Issued Credit Cards

Team (NET) Travel Card - The NET card issued to each coach is to be used when the coach is traveling with Non-Employees of the college. This card is available for team travel expenses for athletes, coaches and other staff traveling with the team - food, lodging, gas, entry fees, emergency purchases, etc.

Individual Travel Card - This card is available for all individual travel expenses incurred during recruiting, attending conventions, etc. Only charges for the individual coach can be put on this card. If two or more coaches are lodging together, the charge should be split between their credit cards.

All receipts from the cards must be turned in at the same time as the Travel Voucher, attaching the credit card receipts to a separate sheet of paper. Credit card expenses should be included on the Travel Voucher, as both expenses and offsetting deduction in Section 2, line B.

Procedures for Tracking College Forms

Travel Advances:

- Travel Advances are to be filled out electronically by coach prior to the season
- Turn in to Associate AD to cross check with transportation
- The Athletic Director will provide the authorization signature
- Accountant will forward to Accounts Payable

Travel Voucher Worksheet:

- Upon returning from travel, coach fills out Travel Voucher Worksheet electronically, prints and signs it. Travel Voucher should also be sent via email to Accountant
- Worksheet, with all receipts, is then turned in to Accountant. Any money being returned should be given to the Associate AD and the yellow receipt turned in with the Travel Voucher
- Accountant will check worksheet and forward to the Director of Athletics for signature
- Purchase Requisition:
- Coach fills out purchase requisition. Requisitions must have all of the information on the equipment being ordered unless a quote is attached. Whenever possible, list a source or contact
- Purchase Requisitions are then given to Associate AD to verify
- After verifying information, Purchase Requisition will be forwarded to Athletic Director for signature
- Form will be passed to Accountant to check against budget

Receiving Equipment, Apparel, or Supplies:

- Turn in signed receiving copy to Accountant
- All summer receiving should be turned in to Equipment Manager

ASC Requests (Fund Raised Monies Only):

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

Foundation Requests (Donated Monies Only):

- Coach will fill out form completely and legibly
- Form given to Associate AD to check for correctness and legality
- Once verified, form is sent to Athletic Director for signature
- Form is then given to Accountant to record

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

- Athletics Secretary will generate correct form
- Form is then passed to Athletics Director for Signature

Section VIII

DISCIPLINARY ACTIONS

Dismissal or Suspension

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

Team Rules

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

Team Rules must be submitted to the Director of Athletics prior to the start of their season (traditional or non-traditional whichever is first). Once approved, the coach will administer the team rules at the NCAA paper work session for their program. Student-athletes will sign a statement on the code of conduct form that indicated they understand and agree to abide by the rules designated for the program by the coach. All team rules should cover traditional and non-tradition seasons, in-season, and out of season.

Hazing

Hazing is defined as any activity that humiliates, degrades, or abuses or which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at the State University of New York College at Cortland. Hazing can occur regardless of the person's willingness to participate.

NOTE: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aides, or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur.

Drug Testing

The Athletic Department has partnered with Drug Free Sport to provide assistance with

our drug education program and provide their testing services to our student-athletes. A student-athlete, for purposes of definition with regard to this policy, is defined as active on the official team roster for the academic year.

-Random Testing:

Every student-athlete will be subject to academic year random testing. The testing occasion may be announced or unannounced. Drug Free Sport will run a computerized random selection and provide the Athletic Department with a list of student-athletes selected for random testing via email.

- Reasonable Suspicion

Testing: A student-athlete may be subject to testing at any time when the Director of Athletics or his designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited substance. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/ Assistant Director of Athletics, Head Coach, Assistant Coach, Athletic Trainers or Team Physician, and deemed reliable by the Director of Athletics. Reasonable suspicion may include, without limitation: (1) Observed possession or use of substances appearing to be prohibited substances; (2) Arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances; (3) Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances; or (4) Prior positive drug test. Among the indicators which may be used in evaluating a student- athlete's abnormal appearance, conduct or performance include: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Director of Athletics or his designee will notify the student-athlete.

-Notification of Testing

Student-athletes selected for drug testing will be notified by the Director of Athletics or his designee by direct contact or phone call. The notice will include the test date, time, location and the collection process. Notification will occur no more than 24 hours prior to the test.

Section IX

Procedure for Identifying Potential Student-Athletes

1. Identify the recruit/ prospect on the Admissions website which means they have officially applied
2. Complete the Special Talent Form with required information
3. Hand in your updated list to your Athletic Administrator (include any transcripts you can attain)
4. Any time a recruit/ prospect is added or deleted the form must be resubmitted highlighting the change.

Section X

ATHLETIC TRAINING POLICIES

PRACTICE COVERAGE

When available, medical coverage of practice will be provided by a certified member of the athletic training staff. The Certified Athletic Training staff must always supervise an Athletic Training Student. There will be no on site coverage of practice other than what is described above for practice and practice time/duration.

HOME EVENT COVERAGE

All official intercollegiate contests involving SUNY Cortland students will be monitored by a member of the Certified Athletic Training Staff

AWAY EVENT COVERAGE

All official intercollegiate away contests will be monitored using the following coverage:

- a. High risk/collision (football, men's ice hockey, men's lacrosse, wrestling) sports will be accompanied by a Certified Athletic Trainer.
- b. Moderate/contact sports at times may be accompanied by a Certified Athletic
- c. Low risk/non-contact (golf, tennis, cross-country) will not be accompanied by medical personnel. A medical bag will be sent with each team in the event services are needed at the contest.
- d. Athletic Training Students will not travel with a team unless they are accompanying a SUNY Cortland Athletic Training Staff member.
- e. Athletic Team travel or Spring Break is not required for non-travel team assignments but will be decided upon a case by case basis.

NEUTRAL SITE COVERAGE

A copy of the Neutral Site Contest Request Form will be provided to the Athletic Training Department after it has been approved by the Director of Athletics.

NON-TRADITIONAL COVERAGE

The institution officially recognized period of time in which an intercollegiate athletic team conducts practice sessions and participates in contests with other institutions. This period of time is supervised by a coach or official college employed designee. Medical coverage will be provided if staffing is available as defined above for home event coverage.

EMERGENCY PLAN

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

1. The Certified Athletic Trainer will assess the situation.
2. The Certified Athletic Trainer or coach (if an Athletic Trainer is not present) will assume

control of the situation. They will instruct the Athletic Training Student as to the plan of action to be activated and what additional personnel and equipment may be needed. The student may also have to recruit other personnel such as coaches or athletes to assist.

TREATMENT OF EMERGENCY PROCEDURE WHEN A CERTIFIED ATHLETIC TRAINER IS UNAVAILABLE

If the injury is not an obvious medical emergency, i.e. head or neck, severe bleeding, etc. and if the injury does not involve a laceration of the eye, or does not show gross deformity of a joint, the course of action should be as follows:

1. The head coach or immediate supervisor will provide first aid treatment and control the scene when a Certified Athletic Trainer is not present. The head coach should contact the athletic training room or a Certified Athletic Trainer during open hours to ask for assistance if necessary. If injury occurs outside of the training room hours and a Certified Athletic Trainer is not on the premises, they should refer the athlete to the emergency room or convenient care facility if they feel it is necessary. Please note to inform a member of the athletic training staff of the incident at the first opportunity when an athletic training staff member is available.
2. In the event the injury occurs during open athletic training room hours, the person will be assisted to the athletic training room for further evaluation if necessary.
3. The necessary first aid will be provided. If immediate treatment is needed, the person will be referred to the Cortland Memorial Hospital or Convenient Care.
4. When available, crutches or immobilization will be provided.
5. The athlete will be instructed to report to the athletic training room or to the Student Health Service the next morning for further evaluation or medical referral.
6. In the event of an emergency:
 - a. The head coach/immediate supervisor will make a preliminary evaluation as to the nature and severity of the injury.
 - b. If they believe that an emergency situation exists, they will:
 1. decide what additional personnel are needed. Instruct the University Police via telephone to call the campus emergency squad or TLC Ambulance Service.
 2. the head coach/immediate supervisor must stay with the injured person until additional help arrives.
 - c. If you have a serious injury, follow standard emergency procedure. When the athlete has been stabilized, and additional medical personnel have assumed control, you then can brief the appropriate personnel as to the nature of the situation.

NON-EMERGENCY MEDICAL REFERRAL PROCEDURES

Injured or ill student-athletes will be initially evaluated by a Staff Certified Athletic Trainer (ATC). The Athletic Trainer will determine the need for medical referral and will complete the arrangements for the medical referral at the earliest possible time. General illnesses are seen at the Campus Student Health Services and orthopedic injuries are referred to the SUNY Upstate Medical University, Team Physician or Cayuga Medical Center, Physician. Referrals outside of normal business hours will be handled by Cortland Regional Medical Center Emergency Room/Evening Care or Convenient Care in Cortland.

On Campus Orthopedic Clinic: This clinic takes place in one of the athletic training facilities with one of the team physicians. Once the student-athlete has been evaluated by an Athletic Trainer, a referral can be made for the next available clinic date. There is usually at least one clinic date a week. Exact days and times will be determined on a semester basis. Athletes are seen on a first come, first serve basis unless there are extenuating circumstances. Insurance pre-authorization is not necessary for this clinic visit. However, any prescribed diagnostic tests need to have insurance pre-authorization prior to scheduling an appointment. Student-athletes are responsible for verifying insurance coverage for all x-rays. All other diagnostic tests will be checked for pre-authorization by the physicians' office who has ordered the test.

On Campus Health Services Appointment: After the student-athlete has been evaluated by the Athletic Trainer, a referral to the Student Health Services can be made. Student-athletes can utilize the Student Health Center during morning "walk-in" service or an appointment will be arranged by the Athletic Trainer according to the earliest available opening. Insurance pre-authorization is not necessary for this clinic visit.

Off Campus Medical Referrals: If there is a need for a medical office visit or diagnostic testing, the Athletic Trainer will forward the student athlete's insurance information to the medical office for pre-authorization. Insurance pre-authorization must be obtained prior to any office visit or before any diagnostic test can be performed. Student-athletes are responsible for verifying insurance coverage for all x-rays. All other diagnostic tests will be checked for pre-authorization by the physicians' office who has ordered the test. **Failure to obtain pre-authorization can result in expensive medical bills being sent to the student athlete or their parents. Insurance companies will not pay for non-emergency office visits or diagnostic testing that is not pre-authorized.**

Injuries Sustained on a Weekend: Injuries that occur on a weekend will be evaluated by an Athletic Trainer upon the first open athletic training room hours. The Athletic Trainer will then determine the need for medical referral. Injuries needing immediate referral will be sent to the local hospital emergency room where insurance pre-authorization is not needed. See section 3.2.c regarding transportation for a non-emergency.

The injured student athlete will be responsible for all insurance contacts based on the individual insurance procedures. If one of the Team Physicians is present for a weekend

home contest, the injured athlete may be seen at that time. If a Team Physician is not present and the injured athlete does not need immediate referral to the local hospital, the athlete will be referred to the next scheduled on campus orthopedic clinic.

Section XI

GENERAL OPERATING PROCEDURES

All full-time athletic coaches have the responsibility to serve the Athletics Department through committee work. When the Director of Athletics asks for members to serve on committees it is expected that full-time coaches volunteer.

Ad Hoc Committees may be formed at any time by the Director of Athletics to address unique issues facing the department. NYS Travel Card Guidelines

The State of New York Travel Card Program (Travel Card) was created to provide employees with a mechanism to pay for travel expenses. It is intended to reduce the amount of employee out-of-pocket expenses when traveling on official State business. Because you will be making a financial commitment on behalf of the State University, you must strive to obtain best value for the University by following established travel policies and guidelines as appropriate.

Advantages to using the Travel Card include:

- Charges are billed directly to the Campus.
- The need for travel advances will be reduced
- The agency and State will be able to capture a true picture of travel expenses
- The travelers using the card will not need to carry large amounts of cash or use personal credit cards.
- The program provides automatic business travel accident insurance when transportation is charged to the card.

TRAVEL CARD USE:

- You must submit a Travel Authorization (TA) for every trip you take. The Travel Authorization must be approved by your supervisor and should be submitted approx. four weeks prior to the trip. In some instances, due to frequent travel needs, an employee or department may complete a "Blanket" Travel Authorization. Please contact Accounts Payable for details.
- You may use the Travel Card to pay for travel expenses when you are in "Travel Status" on official State University business only. You may not use this credit card for personal charges. The State University and the Office of the State Comptroller may audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.

Allowable use of the Travel Card includes costs for:

- Commercial transportation Rental vehicle
- Lodging
- Meals (as detailed below)
- Registration/ Conference fees Taxis/Parking
- Subway
- Fuel (when not using personal vehicle) Visa/Passport
- Miscellaneous business-related expenses such as telephone calls and internet connections
- Telephone Charges (related to official State business) Unanticipated work supplies

The Travel Card should not be used for:

- Fuel for personal vehicle
- Food expenses for staff meetings and retreats Personal use of any kind
- Alcoholic beverages
- Incidentals on hotel bill (gym/spa charges, and movie rentals) Cash advances

Meals - Travel Cardholders may choose one of two options:

- If cardholders choose to use the Travel Card to pay for meals, the allowance for meals, including gratuities should be limited to the **actual** cost up to the maximum **Per Diem meal allowance** based on the location of lodging. If meal costs charged to a Travel Card are **less** than the per diem meal allowance, the difference will be reimbursed to the traveler upon completion of their Travel Voucher (*Conversely, if your meal costs exceed the per diem allowance then the difference must be paid back to the college*). Itemized receipts for meal purchases are **required**.
- Meals may be reimbursed on the Travel Voucher on a Per Diem basis based on location of lodging. If the traveler is opting to claim reimbursement at the full meal Per Diem meal allowance, then the travel card may **not** be used to purchase food and beverages.

RECONCILING A TRAVEL CARD:

- ALL charges on the Travel Card **must** be supported by a Travel Voucher & State Travel Card Log and Travel Authorization.
- The travel card billing period ends on the 22nd of each month
- The original receipts for all items charged on the State travel card need to be submitted, with a corresponding Travel Voucher (AC 132) and Travel Card Log for each trip, and forwarded to the Accounts Payable before the end of the next Travel Card billing cycle (e x. Employees will receive bill on February 22nd, with charges to be reconciled by March 22nd).

- o Timely submission of all documentation will make this reconciliation process successful.
- o This process helps to ensure there is no duplicate payment of expenses and that all expenses related to one trip are accounted for.
- As part of the monthly reconciliation and travel voucher submission, any charges that are unable to be offset against allowable costs/expenses per OSC/SUNY guidelines must be paid back to Cortland via check. The check should be made payable to "NYS Treasury" and sent to Accounts Payable together with the Travel Voucher & State Travel Card Reconciliation Form for that trip.

LOST OR STOLEN CARD:

- If your corporate travel card is lost or stolen, you must notify Citibank and Accounts Payable immediately.

TRAVEL CARD INACTIVITY:

- If there is no activity on a card for 18 months or more, the cardholder's credit limit **will** be reduced to \$1.00. This limits the institution's liability, but avoids premature cancellation of card.
 - o The cardholder will be notified via e-mail of credit limit reduction.
- Cardholder must notify Accounts Payable when card usage is anticipated (so the credit limit can be increased).
- Any card inactive for 24 months will be canceled
 - o Cardholder will be notified via e-mail to immediately destroy the Travel Card
- It is the responsibility of the cardholder and/or their supervisor to promptly notify Accounts Payable when there is a change in cardholder information, card is lost or stolen, or when the Travel Card is no longer needed.
- The State University may change the terms and conditions or its policies and procedures concerning use of this corporate travel credit card at any time and you must comply with these changes.

COLD WEATHER GUIDELINES FOR CORTLAND ATHLETICS

- 0-10 degrees - inside no matter what
- 10-15 - outside for 45 minute max. Only one time out.
- 15-20 - outside for 45 minutes. Inside for 15 minute break. Outside for another 35 minutes if needed.
- 20-40 - outside for 2 hour practice if needed.

Listed below are variables that will be under consideration in addition to reported temperature outside. These variables could alter the decision made to go outside for practice:

- Wind chill/real feel
- Time of day practice is scheduled for
- Time of season -early/middle/late
- Sun or no sun
- Next scheduled game
- Nature of the practice - is it simply conditioning, etc.

The decision to go outside will rest with the athletic director. If the AD is not present it will be made by Assistant AD for Scheduling or the Associate AD in consultation with the head athletic trainer.

If a day is in question, we will work hard to have a decision made by 11 AM.

The coach will always use great discretion in making decisions in the best interest of the safety and wellbeing of the student athlete.

It is expected that every student athlete will be properly outfitted to handle the elements if needed