

SUNY MARITIME COLLEGE ATHLETICS DEPARTMENT POLICIES AND PROCEDURES

1. PURPOSE

These policies and procedures are to establish guidelines for all Athletic Department activities and facility use.

2. REVISION HISTORY

<u>DATE</u>	<u>REV. No.</u>	<u>CHANGE</u>	<u>REF. SECTION</u>
2/4/04	1	New Procedure	Not Applicable

3. PERSONS AFFECTED

All Maritime College student, faculty, staff, and alumni

4. POLICY

The policy of the Athletic Department is to ensure:

- 4.1 That the entire college communittee knows the Athletic Facility rules
- 4.2 That the Athletic Department Staff knows their responsibilities
- 4.3 That the Student-Athletes get the best possible experience we can provide

5. DEFINITIONS

6. RESPONSIBILITIES

- 6.1 The Athletic Director oversees and runs the department
- 6.2 The Assistant Athletic Directors assist the Athletic Director in overseeing and running the department.
- 6.3 The Head Athletic Trainer provides medical advice, treatment, and/or rehabilitation to the student-athletes
- 6.4 The Sports Information Director keeps track of and reports game statistics and oversees game set-up and break down
- 6.5 The Head Coaches are responsible for all aspects of their teams season (i.e. practices, games, travel, equipment)
- 300.6.6 The Assistant Coaches are responsible for assisting the Head Coach

7. PROCEDURES

300.10 FACILITIES MANAGEMENT

300.10.1 FACILITIES

The following facilities fall under the responsibilities of the Athletic Department. The maintenance, scheduling, and daily operations of the following areas are to be handled by the Athletic Department.

- Riesenberg Hall
 - Inside
 - >Fitness Facility
 - Weight room
 - Cardio room
 - >Racquetball Courts
 - >Gymnasium
 - >Pool
 - >Athletic Training Room
 - >Locker rooms/Bathrooms
 - >Classrooms/Offices
 - >Conference Room
 - >Entryways/Lobbies/Hallways
 - Outside
 - >Soccer/Lacrosse Field
 - >Baseball Field
 - >Grass Practice Field (Maritime wall)
 - >Area around Soccer/Lacrosse Field within the fence
 - >Sidewalk/Walkway in rear of building

300.10.2 HOURS OF OPERATION

Riesenberg Hall is where the Athletic Department is located. Normal hours of operation for Riesenberg Hall is 5AM-12AM Monday through Friday and 8AM-12AM Saturday and Sunday. Holiday hours of operation will be posted well in advance.

The Maritime College Fitness Facility consists of a Weight room and a Cardio room. These rooms are both located on the first floor of Riesenberg Hall and will have hours of operation similar to that of the building.

The Fitness Facility is monitored throughout the day by Athletic Department Staff. These staff members will check equipment daily to make sure it is safe for use. They will also make sure all weights and dumbbells are put away correctly. Anyone found to be mistreating the equipment will be asked to leave.

300.10.3 FACILITY USE POLICY

The SUNY Maritime College Athletic Facilities are for current Maritime College faculty, staff, and students only – the Maritime College athletic facilities are NOT open for public use. A valid SUNY Maritime College ID is required for use of the facilities. A person with a valid ID is allowed to have one guest accompanying them. Any member of the Athletics Department Staff may ask to see a valid ID at anytime and has the right to ask any non-valid guest to leave.

300.10.3.1 Locker Room Assignments and Usage

The locker room areas will be assigned by the Director of Athletics to designated teams or groups. Each area will require a listing of all lockers assigned. Team locker rooms will be maintained throughout the academic year. All locker room areas, lockers and storage rooms are the property of the college and the contents within. Abuse of these areas will result in the loss of usage and potential further disciplinary actions relative to the issue.

300.10.3.2 Day Locker Room

This designated area will be assigned to Day Students only after the approval of the Director of Athletics or appropriate administrator.

300.10.4 MAINTENANCE

The Athletic Department along with the Physical Plant will coordinate the maintenance and cleaning of Riesenberg Hall and Athletic Facilities. The following list consists of items that need to be done on a regular basis.

- Vacuuming of hallways, lobbies, offices, cardio room and classrooms
- Cleaning of bathrooms and showers
- Sweeping and mopping of locker rooms, hallways, stairways, Athletic Training Room, and weight room
- Washing of Weight room and Cardio room equipment
- Washing of glass doors, windows, and trophy cases
- Cleaning and maintaining pool
- Sweeping Basketball Court and Racquetball Courts
- Cutting of grass on Baseball Field, around Soccer/Lacrosse Field, and around building
- Sweeping of Soccer/Lacrosse Field
- Dragging/Racking infield dirt of Baseball Field

Any repairs or other maintenance activities not mentioned above will be entered through the Work Order System as outlined in the Physical Plant Standard Operating Procedures.

300.10.5 SCHEDULING

All use of Athletic Facilities, gym, fields, classrooms, or conference room, for events or meeting of people outside of the Athletic Department must get approval from the Athletic Department at least 1 week prior to the event. The longer the notice given the better the chance of being allowed access will be. The assigning of usage is on a first come first

serve basis. All such request must be submitted in writing to the Athletic Department. This must include Time, Date, Facility Requested, Number of People, Group Name, and Contact Information. The Facilities Schedule is kept in the Athletic Department Office. In-Season teams have priority for practice facilities.

300.10.6 EVENT MANAGEMENT

See 300.60 for procedures

300.20 PERSONNEL

300.20.1 HIRING AND EMPLOYMENT

300.20.1.1 Hiring Practices will reflect those of the College as directed by the Human Resources Office.

300.20.1.2 All employment positions within athletics will be supervised by the Director of Athletics and the Human Resources Office.

300.20.1.3 All new hires and rehires will complete the necessary paperwork for employment before employment begins or within 30 days of said appointment.

300.20.1.4 Request for advancement, reward or disciplinary action will originate from the immediate supervisor (coach/administrator), presented to the Director of Athletics for approval and forwarded to the Human Resources Office and/or Vice President for Administration when appropriate.

300.20.2 JOB TITLES AND DESCRIPTIONS

(See Organizational Chart, Appendix A)

300.20.2.1 Director of Athletics
Full Time UUP Employee with full benefits and salary

300.20.2.2 Assistant Director of Athletics for Sports Medicine and
Student-Athlete Services
Full Time UUP Employee with full benefits and salary

300.20.2.3 Assistant Director of Athletics/Physical Education Professor
Full Time UUP Employee with full benefits and salary

300.20.2.4 Athletic Coordinator
Part-Time Employee with stipend to be determined

300.20.2.5 Aquatics Director
Part-Time Employee with stipend to be determined

300.20.2.6 Sports Information Director
Full Time College Administrator/Part-Time SID

300.20.2.7 Head Coach
Part-Time Employee with stipend to be determined

300.20.2.8 Assistant Coach
Part-Time Employee with stipend to be determined

300.20.2 CONDUCT AND EVALUATION

Athletic department employees will conduct business as per the regulations specified by the college human resources department.

Additionally, as athletic personnel, each individual will abide by, and be evaluated on, the high standards established by the “Expectations for Championship Athletics”.

300.20.3 PROFESSIONAL DEVELOPMENT

Throughout the year, group professional development opportunities will be presented to the staff. As well, individual staff members are encouraged to research sport specific opportunities to improve professional advancement.

300.20.2 OFFICE PROCEDURES

300.20.2.1 Athletic Department Office

The Athletic Department Office is located on the first floor of Riesenbergh Hall to the left of the main entrance. The Athletic Department Office is the office for the Director of Athletics and Athletic Coordinators. This office contains two phone lines and three computers with internet access. All administrative paperwork is housed in this office. This office also contains the Athletic Fax Machine and Photocopier.

300.20.2.2 Coaches Office

The Coaches Office is located on the first floor of Riesenbergh Hall in the hallway behind the stairs. The Coaches Office is the Office for the Sports Information Director and coaches. Each occupant of this office has access to their own phone and computer with internet access. This office also contains mailboxes for each coach. The main use of this office is recruiting. This office has one 4 in 1 copier, fax machine, printer, and scanner for use by all coaches.

300.20.2.3 Other Offices

The two Assistant Directors of Athletics and the Aquatics Director each have offices near their primary concern in the building. The Aquatics Director and the

Assistant Director of Athletics have offices on the second floor of Riesenber Hall near the pool and gymnasium. The Assistant Director of Athletics for Sports Medicine and Student-Athlete Services has an office on the second floor of Riesenber Hall in the Athletic Training Room. Each of these offices has its own phone and computer with internet access.

300.20.2.4 Use of Office Equipment and Supplies

Use of all SUNY Maritime office equipment to include, but not limited to, computers, phones, fax machines, departmental letterhead, and the like are to be used with primarily for College business. Abuse of said equipment and supplies for personal use can lead to disciplinary action.

300.20.2.5 Telephone Use

Each departmental employee will have use of office phones. In some cases, employees may share a phone line. Phones are to be used to conduct Maritime College athletics business such as recruiting, scheduling and other necessary contacts directly relative to daily operations.

300.20.2.6 Fax Machine Use

The Athletic Fax Machine is located in the Athletic Department Office. All athletics related faxes are sent and received with this fax machine. Faxes for coaches are transferred to their mailboxes upon receipt.

300.20.2.7 Photocopier Use

The Athletic Photocopier is located in the Athletic Department Office. All Athletic Staff have access to this copier. Each team is allowed a limited amount of copies.

300.20.2.8 E-Mail Accounts

Each member of the Athletic Department has a SUNY Maritime College assigned E-Mail account and must abide by the SUNY Maritime E-Mail Policy.

300.30 BUSINESS OPERATIONS

300.30.1 EQUIPMENT ACQUISITION

300.30.1.1 Purchase Requisitions

All purchases are made via purchase order (PO). All purchase orders are processed by the Purchasing Department. As per the Purchasing Department policies and procedures, to request a PO for the purchase of product, a purchase requisition (PR) must be completed, approved by the appropriate athletic administrator and given to Purchasing. All PR's must be accompanied by at least one quote. All information on PO must also be on the PR along with

the SUNY account number reflecting the specific area of the department to which the purchase is being made. All PR's and attached quotes must be photocopied to be filed in the Athletic Department Office. A copy of this form can be found in the Appendix.

300.30.1.2 Quotes

Quotes are required for all purchases. A quote is requested from vendors for the items to be ordered. The quote must be on the company letterhead and should include all necessary charges involved in said transaction such as set-up fees, shipping & handling, freight, screening and embroidery. If a quote is for \$5000 or greater there must be two competing quotes attached as well. All quotes should contain the following information.

- Name, address, telephone number, and fax number of the company
- Federal Tax Identification Number of company
- Itemized list of items to be purchased with quantity, price, and total price
- Details of screening/logos with price per item and total
- Shipping/Freight charges
- Total price

A sample quote is attached in the Appendix.

300.30.1.3 Purchase Orders

Purchase orders (PO) are produced by the Purchasing Department and in doing so reflect the College approval of the original Purchase Requisition. No items are accepted upon delivery without a corresponding PO. A copy of completed PO's is returned to the Athletic Department and is attached to the corresponding purchase requisition form.

300.30.1.4 Delivery

All orders are delivered to the College warehouse and forwarded to the Athletic Department Office. All orders must be accompanied by a packing list or they will not be accepted. Items will then be stored in the proper area as per section 300.50.

300.30.2 TRAVEL FORMS

300.30.2.1 Travel Advance Form

A travel advance form (TAF) must be filled out and turned into the Purchasing Department at least 2 weeks prior to the event. A TAF is an estimate of the money to be spent for an away contest. A TAF should contain the following information

- SUNY account number from athletics
- Name, social security number, and phone number of coach
- Purpose of travel, dates of travel, destination, and amount requested
- Signature of coach and supervisor, Athletic Director

All TAF's must be accompanied by a purchase requisition form (PR). The PR must contain all the information on the TAF with a breakdown of the expenses of

the trip (i.e. meal money, tolls, gas, etc.). The date for check pick up should also be on the PR. A copy of the TAF is in the Appendix.

300.2.2.2 Travel Liquidation Forms

All TAF's must be liquidated within one week of the contest and no later than thirty calendar days from the date of the event. Future cash advances will NOT be dispensed by Accounts Payable if outstanding TAFs exist. There are two forms that must be completed, Travel Voucher and Signature Sheet. All receipts must accompany these forms. Both forms must be signed by the coach and Supervisor, Athletic Director. Once the forms are complete the forms must be turned into Accounts Payable. A copy of a travel voucher and signature sheet are in the appendix.

300.2.2.2.1 Travel Voucher

A travel voucher (TV) is a reconciliation of how funds were spent during an athletically related trip. A TV must contain a breakdown of how the money was spent. Receipts must be attached for tolls, gas, and hotel stays. The number of people receiving meal money and the amount must also be on the TV. All TV's must be accompanied by a Signature Sheet. Any money left over must be returned to the Purchasing Department. Any money owed the coach should be noted on the TV with the necessary support paperwork.

300.2.2.2.2 Signature Sheet

A signature sheet (SS) must accompany all travel vouchers. A SS must be signed by all persons receiving meal money on the trip. Only members of the team, coaches, managers, and athletic trainer receive meal money for any away contest.

300.40 TRAVEL POLICIES

300.40.1 DRESS

300.40.1.1 Dress Code for Travel Contests

The Maritime College Athletic Department Dress Code is attached in the appendix. Key points of the dress code are as follows.

-Three levels of dress

>"A" Dress: Jacket, shirt, tie, and dress pants OR suit OR
Regimental Uniform

>"B" Dress: Slacks and dress shirt/polo

>"C" Dress: Athletic Department/ team travel suit or team uniform

-All coaches, players, and event staff must abide by this dress code

-Absolutely no jeans, bandanas, do-rags or "other" college sports apparel.

-Ball caps only as part of team uniform (i.e. baseball and softball)

-Coaches will be held accountable for their teams dress for all team related functions including home/away contests, community relations activities and events.

300.40.2 VEHICLES

300.40.2.1 Eligible Drivers

All coaches and staff must complete the LENS Programs sheet and return it to the University Police. Only coaches and staff that have completed the van safety course may drive the fifteen passenger vans. Each team should have two junior or senior student-athletes complete both the LENS form and safety course. Students may only drive while accompanied by a member of the Athletic Staff. Teams with only one coach may have an athlete drive the subsequent van(s) but only while being accompanied by the first van and athletic staff member.

300.40.2.2 Vehicle Requisition Forms

A vehicle requisition form (VR) must be filled out for every van requested. The VR's must contain the following information.

- Drivers name and signature
- Type of van requested
- Dates and times of use
- Destination (Town and State)
- Date and time of pick-up (weekend vans must be picked up on Fridays)
- Signature of supervisor, Athletic Director
- Out of state requests must be signed by VP for Administration before going to the carpool supervisor (CS).

All VR's are to be brought to the CS in the warehouse. Vans are limited so VR's should be completed at the beginning of the season.

300.40.2.3 Van Pick Up/Drop Off

The pick up and drop off of vans are the responsibility of the coach. Vans are to be returned immediately to the warehouse upon return unless arrangements have been made with carpool supervisor. The vans are to be cleaned out before return to the warehouse. If the van is dirty when it is picked up, it is the responsibility of the team/coach to notify the carpool supervisor immediately.

300.40.3 MEALS

300.40.3.1 Meal Money

All student-athletes, coaches, and managers are entitled to meal money for missed meals. Coaches must request meal money via a travel advance form as per 300.30.2.1 of the Athletic Policies and Procedures Manual. The maximum meal money per day is \$20. Dinner is \$10. All persons receiving meal money must sign a signature sheet.

300.40.3.2 Food Service Meals

The head coach/Director of Athletics can determine whether a travel activity necessitates meal money or a replacement meal supplied by the Food Service (i.e. bag lunch or snack).

300.40.4 FORMS

300.40.4.1 Expense Forms

All travel forms from 300.30.2 must be completed at the appropriate times and in a timely manner. Copies of all forms should be given to the Athletic Department Office for records.

300.4.4.2 Athletic Event Form

After every away contest an Athletic Event Form (AVF) should be filled out and turned into the SID as soon as possible. A copy of the AVF is in the appendix.

The AVF should contain the following information

- Final score for both teams
- Team record overall/conference
- Individual/team highlights

The AVF's should be left in the SID's mailbox or put under the Athletic Department Office door upon the return home.

300.40.5 NOTIFICATIONS

300.40.5.1 Director of Athletics/Athletic Administrator

All traveling teams should be in communication with the Director of Athletics or appropriate administrator before/during their travels. Each coach should have the direct phone numbers (home, office and cell) for both the Director of Athletics as well as at least one Assistant Director. It is imperative that traveling teams present the appropriate travel information before departure date to either the Director or supervising administrator which would include all necessary cell phone numbers, hotel name and number, visiting site contact information such as name, number and address. Any accidents, occurrences or the like should be reported to the Director or appropriate administrator immediately.

300.40.5.2 Injuries

All injuries should be reported to the Head Athletic Trainer as soon as possible. All coaches should have the Head Athletic Trainer's cell phone number so he can be reached at any time.

300.40.5.3 Problems/Complaints

Any and all problems or complaints about the trip should be reported to the Athletic Director as soon as possible. All coaches should have the Athletic Director's and Assistant Athletic Director's cell phone numbers.

300.40.5.4 Vans

Any problems with the vans should be reported to the carpool supervisor at the warehouse as soon as possible. All coaches should have the Warehouse number.

300.40.5.5 Student-Athlete Release

All student-athletes (S/A) will return with the team to campus following an away contest. The policy of “if the S/A leaves campus with the team, he/she must return with the team” should apply in most all travel cases.

However, on rare occasions, a student-athlete may be released in the company of his/her parents when they are physically present. It is the responsibility of the coach/administrator to witness the transfer of the student-athlete to the parent(s).

In all other cases, the Director of Athletics must approve the release of the student-athlete prior to the date of the contest with supportive documents.

300.50 EQUIPMENT OPERATIONS

300.50.1 ORDERING/PURCHASING

300.50.1.1 Equipment Needs

All coaches are responsible for determining the equipment needs of their team. All needs are to be address to the Athletic Director and Assistant Athletic Director(s). At that time the process from 300.2 of the Athletic Department Policies and Procedures are to be followed.

300.50.1.2 Policies

All purchases must be approved by the Athletic Director. No equipment will be accepted without the appropriate assigned purchase order number and/or packing slip. All equipment is to be delivered to the Athletic Department Office.

300.50.2 UNIFORMS AND APPAREL

Each student-athlete and sport coach will be issued certain practice and game attire at given times. It is understood that every item issued by the department is the property of Maritime College, specifically athletics, and will continue to be the property of the College unless otherwise determined by either the Director of Athletics or relevant college administrator.

Failure to wear the attire in a respectful way can lead to immediate retrieval and/or further disciplinary actions. (see dress code and student-athlete handbook section). Failure to return necessary items will lead to the following possible actions:

- A charge appropriate for replacement for said item will be added to student account
- Grade reports and/or registration will be prohibited until items are returned or paid for in full as described on the student account.

300.50.3 STORAGE

300.50.3.1 Uniforms

In season teams will turn in their entire uniform after each contest. The in season uniforms will be kept in the laundry room locked in metal wardrobes. Out of season uniforms will be stored in the “vault” locked in metal storage cabinets.

300.50.3.2 Team Specific Equipment

Each team will have a designated storage area for their sport specific equipment. All coaches will have access to their storage area. The coaches are responsible for this equipment.

300.50.4 LAUNDRY

300.50.4.1 Laundry Room

The laundry room is located on the second floor of Reisenberg Hall. The laundry room is to be locked at all times and is only to be used by Maritime Athletic Personnel. All coaches have a key to the laundry room.

300.50.4.2 Team Laundry

Coaches are responsible for their team’s laundry. Athletes may be assigned to do it but, the coaches are accountable for getting it done. Only team uniforms and equipment is to be washed in the Athletic Department Laundry. No personal items are to be washed in the Athletic Department Laundry.

300.50.5 MAINTENANCE

300.50.5.1 Field Maintenance

A mowing and sweeping schedule will be coordinated with the Physical Plant. Dragging and racking the baseball field will be coordinated between the Baseball Coach and the Athletic Department. Any problems should be directed to the Athletic Director.

300.50.5.2 Indoor Maintenance

A schedule will be coordinated with the Physical Plant for the cleaning of the gym floor.

300.50.6 COACHES ACCOUNTABILITY

300.50.6.1 Equipment

All head coaches are responsible for and will be held accountable for their teams equipment. An inventory will be taken by both an Athletic Department Representative and the head coach of the team. It is the responsibility of the head coach to request purchase of more equipment.

300.60 GAME MANAGEMENT

All home contests should have an athletic administrator or college representative present at the site, arriving at a minimum of 1 – 1 ½ hours prior to the start of the

event. This designated college official will act as liaison to visiting team, game officials, law enforcement, medical emergency personnel, media and all other necessary parties.

300.60.1 PRE-GAME

300.60.1.1 Officials

A member of the Athletic Department Office staff will check with the assigned officials to confirm game time and exact location the day prior to the event.

300.60.1.2 Set-up

Pregame set-up will be coordinated by the SID and Athletic Coordinators. Work study workers, managers and volunteers can assist. All set-ups will be completed one hour prior to the beginning of the game.

300.60.1.3 National Anthem

The National Anthem will be played prior to all Maritime Collage home athletic events. All team members and staff are to stand at attention during the playing of the National Anthem. Athletes are to abide by the same rules while at away contests.

300.60.1.4 Introductions

At events that introductions take place the team will act respectfully. The team is to shake hands with opposing coach when acceptable.

300.60.2 IN-GAME

300.60.2.1 Bench Personnel

All bench personnel are to follow the Maritime Athletic Dress Code at all times. Bench personnel will only consist of coaches, athletic trainer, manager, scorekeeper, and injured players. No exceptions.

300.60.2.2 Scorers Table

A scorers table will be used when called for by the sport. The only people allowed at the table is scorekeeper, timekeeper, SID, and apposing scorer/SID. All present will abide by dress code regulations as cited in 300.40.1.

300.60.3 POST-GAME

300.60.3.1 Clean-up

Clean-up will be coordinated by SID and Athletic Coordinators. Work Study workers will be used when available.

300.60.3.2 Uniforms

All uniforms and warm-ups are to be turned in after the game.

300.60.3.3 Score Reporting

It is the responsibility of the SID to ensure that scores are reported to the appropriate outlets (conference, media).

300.70 STUDENT-ATHLETE HANDBOOK

300.70.1 ELIGIBILITY

300.70.1.1 NCAA Athletic Eligibility

Maritime College is a member of the NCAA Division III membership. As such, every S/A that is participating in an NCAA governed sport has 4 playing season per sport within 10 semesters of college enrollment. An athlete is ineligible if either of the aforementioned rules is broken. All athletes must complete the NCAA Compliance form to be eligible

300.70.1.2 Academic Eligibility

An athlete must meet the academic eligibility guidelines of the college to be eligible to play. The Maritime College Academic Board meets in May and in December. The Academic Board reviews all students grades and decides their status for the next semester. The following is a list of the statuses that exist

- No Action
- Counsel
- Probation
- Restricted (RR)
- Disenroll

A student-athlete that is RR or disenrolled is declared academically ineligible and as such may not compete in intercollegiate athletics at Maritime College. There are no exceptions. Student-athletes that are on probation or counsel may compete with the approval of the Assistant Provost and Director of Athletics.

300.70.2 ATHLETIC AWARDS and BANQUET

300.70.2.1 Awards

As deemed by the Student-Athlete Advisory Committee, athletic awards system will be established and implemented on an annual basis. Awards will be issued at the end of the regular season with the recommendation from the Head Coach and approval from the Director of Athletics and the College President.

All awards are based on the number of seasons of participation per one sport:

First Year/Freshman/4 th Class	-	Lapel Pin (\$3.00)
Second Year/Sophomore/3 rd Class	-	Privilege to purchase jacket or ring
Third Year/Junior/2 nd Class	-	Wool/Fleece Blanket (\$25.00)
Fourth Year/Senior/1 st Class	-	Watch (\$50.00)

300.70.2.2 Athletic Banquet

Annually, the athletic department and College will celebrate the achievements of the Maritime College student-athletes. The banquet will take place annually in the late spring as determined by open dates.

Thirty minutes prior to the banquet, a private reception will be held for the graduating seniors in which the “Senior Athletic Watch” will be presented by the Director of Athletics and the College President.

300.70.3 COMMUNITY SERVICE

300.70.3.1 One of the main goals of the SAAC is the development of a Community Service program for the Maritime Athletic Department. Student-athletes and the department personnel will be expected to volunteer a minimum of 2 hours of community service per semester.

300.70.3.2 Annual Community Service Week

Each year, the SAAC will devise a week long celebration of volunteering by conducting team community service activities. The athletic department and its coaches will be responsible for securing and scheduling the service activities.

300.70.4 GUIDELINES

300.70.4.1 Expectations for Championship Athletics

The standards of Maritime College departmental personnel is clearly established in the Expectations for Championship Athletics. It is a requirement that every Athletics staff member and S/A read the “Expectations” and sign as an acknowledgement that the department will function under the specified guidelines. Each Head Coach will maintain the original copy of individual S/As statements. A copy of the “Expectations” is in the appendix.

300.70.4.2 Dress Code

As per section 300.40.1 all Student-Athletes will abide by the Maritime College Athletic Department Dress Code while representing the college.

300.70.4.3 Pre-Game Ceremonies

As per section 300.60.1 all Student-Athletes will stand at attention during the playing of the National Anthem at all athletic events.

300.80 STUDENT ATHLETE SERVICES

300.80.1 STUDENT ATHLETE ADVISORY COMMITTEE

300.80.1.1 SAAC

The Student Athlete Advisory Committee (SAAC) is a committee that every

NCAA member college has to have. It is a committee of one or two athletes from each team Maritime College Sponsors. The SAAC meets once a month to discuss topics concerning the student-athletes. The members of the SAAC act as a liaison between their teams and the athletic department administration.

300.80.2 ATHLETIC TRAINING

300.80.2.1 Hours

The Athletic Training Room is open from 10:00AM to 3:00PM for general treatment or by appointment. It is open one hour before until thirty minutes after practices for practicing teams.

300.80.2.2 Reporting Injuries and Treatment

It is the responsibility of the S/A to report all injuries to the Head Trainer immediately. As well, to ensure a timely return to competition, the S/A must meet all necessary treatment regimens as deemed by the Athletic Trainer. It is the head athletic trainer who has the authority to determine the competitive status of all Maritime College S/As.

300.80.2.2 Games

The Head Athletic Trainer will be at all home athletic events. When possible the Head Athletic Trainer will travel with teams to away contests. The Head Athletic Trainer will be available two hours prior to game time for treatment and game preparation. Water and Ice will be available at all home games. If the Head Athletic Trainer is not able to travel with a team he will contact the home team. All teams will have a Med kit to travel with.

300.80.2.3 Automated External Defibrulators

There will be an Automated External Defibrulator (AED) at all home contests. At least one coach per team will be trained in the use of an AED. All traveling teams will have an AED to travel with.

300.80.3 STRENGTH & CONDITIONING

300.80.3.1 General

Every student-athlete and team will benefit from the organized approach to fitness training designed to improve athletic performance.

Upon request or directive from sport coach, each S/A will be provided a sport specific lifting, conditioning and speed program.

300.90 FACULTY ATHLETIC REPRESENTATIVE

300.90.1 RESPONSIBILITIES

300.90.1.1 General

The Faculty Representative (FAR) assists the Athletic Director in academic matters relating to student-athlete. The FAR acts as a liaison between the Athletic Department and the academic administration and faculty.

300.100 RECRUITING

300.100.1 RULES

300.100.1.1 NCAA Guidelines

All coaches must abide by the NCAA Recruiting Guidelines. The most important being only seniors may be contacted after July 1st after completing their Junior year. All coaches are given a copy of the NCAA Guidelines are expected to know the rules. A copy of these guidelines is in the Appendix.

300.100.1.2 Documentation

Every coach must keep a log on all recruiting contacts and attempts. The Athletic Department has provided each coach with computer files to assist in this process. These files include an information sheet, initial contact letter, second contact letter, and phone contact sheet. All coaches should keep track of all recruiting contacts and report their progress to the Athletic Director on a monthly basis.

The Admissions Office also works hand in hand with athletics. It is imperative that communication regarding all recruits is forwarded to the Office of Admissions on a regular basis.

300.100.2 CAMPS and CLINICS

To support the athletic recruiting efforts of the college, the athletic department is Charged with developing and establishing a yearly schedule of clinics and camps that will provide additional opportunities for prospective student-athletes to experience Maritime College.

300.100.2.1 Camps

A summer camp program will be conducted each year. A number of sports will be involved in camp operations as designated by the Director of Athletics and corresponding sport coach. Camps will be conducted as a combination of overnight and day campers. Coaching staffs will be employed by the department as per the request of the camp director (Head Coach).

300.100.2.2 Clinics

Throughout the calendar year, each sport should establish a clinic series that will provide prospective student-athletes an inexpensive way to witness the campus and experience the sport programs at Maritime. Normally, clinics will take the form of a “one day event” or a series of one-day events throughout the semester

or similar time frame. Summer camps should be promoted during the sport clinic sessions.

300.110 FUND RAISING & DEVELOPMENT

300.110.1 Fund Raising Plan

It is the responsibility of the Director of Athletics to devise a fund-raising plan for the entire department as well as on an individual team basis.

Annual needs and capital projects should be considered and well researched prior to public release. Consultation with the college Director of Development should be sought to ensure integration and support of departmental needs while supporting the college plan.

300.110.2 Fund Raising Monies

All funds raised/received will be submitted to either the department budget or individual team budget. All deposits must be supervised by the Chief Budget Officer of Maritime College.

300.110.3 Community Outreach/Alumni Relations

Annually, the athletics department will support the College Homecoming events and activities by scheduling a home contest as well as other potential activities.

As well, the Director of Athletics (or said representative) will be available throughout the year to attend specific events relative to developing and establishing positive relationships with the college community, the college alumni and local community.

8. RELATED FORMS AND EXHIBITS