

# The University of Tennessee at Martin Intercollegiate Athletics Handbook

## Purpose

This handbook was developed to guide coaches, staff, and student-athletes through various departmental processes and to assist them in having a positive experience at Tennessee-Martin. Generally, this handbook does not restate other NCAA, OVC, or University of Tennessee source documents such as UT Fiscal Policy, the OV Handbook, the NCAA Manual, the Tennessee-Martin Student Handbook, or the Tennessee-Martin General Catalog. However, certain portions of these documents are restated for emphasis. Other relevant portions of these documents should be studied and understood if coaches, staff, and student-athletes expect to have a positive UT Martin experience.

This handbook is organized into four sections:

**Section I:** General policies or statements affecting coaches, staff and student-athletes.

**Section II:** Policies and procedures primarily affecting student-athletes.

**Section III:** Policies and procedures primarily affecting coaches and staff.

**Section IV:** Policies and procedures in-process .

## Table of Contents

### Section I: General Policies or Statements Affecting Coaches, Staff and Student Athletes

UT Martin Intercollegiate Athletics Mission Statement . . . . .	4
Compliance Statement . . . . .	4
Gender Equity Statement . . . . .	4
Citizenship Statement . . . . .	5
Summary of Sports Programs . . . . .	5
Conference Affiliation . . . . .	5
Ohio Valley Conference Mission Statement . . . . .	5
Tennessee-Martin Mission Statement . . . . .	6
Tennessee-Martin Athletics Board . . . . .	8
Skyhawk Club By Laws and Membership . . . . .	10
Varsity Club . . . . .	13
Personnel and Fiscal Policies and NCAA Rules . . . . .	13
Sexual Harassment Policy . . . . .	13
Contact Directory for Student Athletes . . . . .	15

### Section II: Policies and Procedures Primarily Affecting Student Athletes

Code of Conduct . . . . .	16
Gambling and Bribery . . . . .	17
Alcohol Abuse . . . . .	17
Date Rape . . . . .	17
Student Athlete Orientation Night . . . . .	17
Student Athlete Employment . . . . .	18
Student Athlete Statement . . . . .	18
General Eligibility Form for International Student Athletes . . . . .	18
Grant-in-Aid (Scholarship) Procedures . . . . .	18
Discontinuation Documentation . . . . .	19
Intercollegiate Book Scholarship Program . . . . .	22
Injured Player . . . . .	22
Financial Aid for Married Student Athletes . . . . .	23
University Charges Not Paid by Athletics . . . . .	23
Supplemental Aid Request and Agreement . . . . .	25-26
Academic Student Services for Athletes . . . . .	27
Intercollegiate Athletics Class Attendance Policy . . . . .	27
Tutors . . . . .	27
Medical and Training Facilities and Services . . . . .	28
Academic Counseling Program for At-Risk Athletes . . . . .	34
Student-Athlete Academic Requirement . . . . .	35
Tobacco Product Use . . . . .	35
Student Emergency Loan Fund . . . . .	35
Student Athlete Advisory Council . . . . .	35
Special Assistance Fund . . . . .	37
Illegal Benefits . . . . .	38
Complimentary Admissions . . . . .	38
Athletic Awards and Recognitions . . . . .	39
Sports Information, Media and Public Relations . . . . .	39
Student Athlete Exit Interview . . . . .	41
Drug Education, Counseling and Testing Program . . . . .	41

### Section III: Policies and Procedures Primarily Affecting Coaches and Staff

Teaching Responsibility . . . . .	47
Personnel Contracts/Appointment Letters . . . . .	47
Personnel Performance Appraisals . . . . .	47

Athletically Related Income ..... 47  
Rules Education and Compliance Efforts ..... 48  
Rules Education ..... 48  
Violations of NCAA Rules ..... 48  
Sports Camps and Clinics ..... 49  
Scheduling of Games and Practice Times ..... 49  
Travel and Per Diem Allowance ..... 49  
Equipment and Supplies ..... 50  
Scheduling the Elam Center ..... 50

**Section IV: Policies and Procedures In Process**

**SECTION I**  
**GENERAL POLICIES OR STATEMENTS AFFECTING COACHES,**  
**STAFF AND STUDENT ATHLETES**

**Tennessee-Martin Intercollegiate Athletics Mission Statement**

The University of Tennessee at Martin intercollegiate athletics program exists to enhance the total collegiate experience for currently enrolled students and generate interest in Tennessee-Martin from various stakeholders by developing:

- Competitive teams,
- Academically successful student-athletes, and
- Staff and student-athletes who are involved in the campus and external community.

These goals are pursued while stressing the physical, emotional and social well being of student-athletes. All coaches and staff are expected to comply with NCAA and NIRA regulations and principles, especially those related to sportsmanship and ethical conduct. Opportunities for women and minorities are expanded whenever possible.

(This mission statement was reviewed by the Tennessee-Martin Athletics Board in its Spring, 2001 meeting.)

**Compliance Statement**

The Tennessee-Martin Intercollegiate Athletics coaches and staff are fully committed to compliance with all University, Ohio Valley Conference, and NCAA rules and with the spirit and guidelines of Title IX interpretations pertaining to gender equity in athletics.

**Gender Equity Statement**

The Director of Intercollegiate Athletics fully supports the spirit and requirements of gender equity regulations as prescribed by the Office of Civil Rights. Female staff and coaches are hired whenever possible, but the most qualified person will be hired. Affirmative efforts are employed to identify female and minority candidates as prescribed by the Tennessee-Martin Affirmative Action Plan.

Student athlete gender equity is maintained with regard to coaching staff sizes, facilities, equipment, and team travel as prescribed by current OCR guidelines. Athletic scholarship funding is distributed in the same ratio as female to male student athlete participation.

The athletic interests and abilities of Tennessee-Martin students are periodically evaluated to ensure that an appropriate compliment of sports are offered. Until athletic participation rates reach the undergraduate enrollment ratio of men and women, consideration will be given to adding women s sports if regional competition can be scheduled and necessary facilities can be reasonably secured.

## **Citizenship Statement**

As implied in the Tennessee-Martin athletic mission statement, student athletes and staff are encouraged to participate in non-athletic activities on and off campus. During such activities, student athletes are expected to conduct themselves in accordance with campus and local governmental laws and policies. A failure to comply with local laws and campus rules can result in disciplinary action from warnings or probation to termination or suspension from the University. Coaches, staff, and students are expected to know and follow appropriate laws and rules as set forth in Tennessee-Martin Fiscal Policy and the Tennessee-Martin Student Handbook. In addition to any discipline administered by local authorities, the respective coach, or the Office of Student Affairs, the AD reserves the right to assign additional disciplinary action such as public service hours, suspension, or dismissal from the team activities.

## **Summary of Sports Programs**

The Tennessee-Martin Intercollegiate Athletics program currently sponsors the following NCAA sports:

Men: football, basketball, baseball, tennis, golf, cross country, and mixed rifle

Women: basketball, volleyball, softball, soccer, tennis, cross country and rifle

In addition, the program sponsors men's and women's rodeo which are sponsored by the National Intercollegiate Rodeo Association (NIRA) and varsity cheerleading which is not formally governed by a national association.

## **Conference Affiliation**

Intercollegiate Athletics became a member of the Ohio Valley Conference in 1992, joining Austin Peay State University, Eastern Illinois University, Eastern Kentucky University, Morehead State University, Murray State University, Southeast Missouri State University, Tennessee State University, Tennessee Technological University. In 2003, Jacksonville State University and Samford University joined the conference. Austin Peay State University and Morehead State University offer only need-based scholarships in football and thus do not compete for the conference football championship. Their football programs are members of the Pioneer Football League.

## **Ohio Valley Conference Mission Statement**

The mission of the Ohio Valley Conference is to provide for its member institutions and their student-athletes the opportunity to engage in intercollegiate athletics programs at the NCAA Division I competitive level. In support of that purpose, the Conference seeks to maintain an environment in which the member institutions share a geographical region of the nation, have similar educational missions and purposes, and have financial resources of a similar order of magnitude.

It also is the mission of the Ohio Valley Conference to make certain that the athletics programs

of its members function within the principles and regulations of the National Collegiate Athletics Association, with particular emphasis on the welfare of the student-athlete; and that those programs are integrated with and enhance the educational missions of the members institutions.

Further, it is the mission of the Ohio Valley Conference to encourage student-athletes and coaches, representing their respective universities and the Conference, to reflect the values inherent within their academic and external communities; and to develop opportunities for students and others, both participants and spectators, to enrich themselves through the acquisition of lifelong values embodied in the great traditions of competitive sports.

### **Tennessee-Martin Mission Statement**

The University of Tennessee at Martin, the only public university in West Tennessee outside the city of Memphis, provides quality undergraduate education in a traditional collegiate atmosphere. Continuing education programs and selected programs of graduate student meet life-long educational needs of area residents. Close relationships between students and faculty characterize instruction at all levels. Research, scholarship, and creative endeavors enhance teaching and enlarge knowledge. Some applied research efforts are particularly directed to meeting regional needs. The faculty is committed to public service, contributing significantly to the economic, educational and cultural development of the area.

Undergraduate programs constitute the core of instructional effort. These provide a broadly based education that enables graduates to function effectively in a multicultural society while serving in a wide variety of public and private sector professions and organizations. Pre-professional programs of exceptional merit prepare students for advance study in a variety of professional fields, including medicine and law. Baccalaureate degrees are offered in schools of Agriculture and Human Environment, Arts and Sciences, Business Administration, Education, Engineering and in a Division of Fine and Performing Arts.

Situate in a rural setting, Tennessee-Martin exemplifies the residential university experience. Traditional and nontraditional students learn in classes sized to facilitate learning objectives. Faculty who are well qualified and especially interested in undergraduate education teach courses at all levels. Emphasis is placed on developing ethical and leadership dimensions, with opportunities available for experimental learning, individual research and student projects. Personalized advising and career counseling opportunities are available for all students.

Extending beyond the undergraduate classroom to influence the equality of life, graduate and continuing education programs support life-long learning. Programs at the master's level are available in Accounting, Business Administration, Education, and Human Environmental Sciences. The International Program expands both the service capability and cultural diversity of the University. Chairs of Excellence in Free Enterprise, Food and Fiber Industries, and Community Banking, together with Tennessee's Center of Excellence for Science and Mathematics Education, assist the campus in its extension into the business and educational community.

Tennessee-Martin enhances the educational, cultural, and economic life of the region, serving as a focal point for a full range of University of Tennessee programs and services. Agricultural

advancement; business, economic, and educational development; and provision of a wide range of professional services oriented to non-urban public and private sector organizations are key areas of campus commitment. Among both students and area residents, the University serves as a center for cultural understanding and fosters an appreciation of the arts. In all its varied teaching roles and in its scholarly activity, Tennessee-Martin works to generate solutions to problems and to promote human understanding.

As it pursues all activities in support of its mission, the University is committed to Affirmative Action and other programs which contribute to cultural and ethnic diversity of the campus.

(Approved by the Faculty Senate on March 26, 1991)

## Tennessee-Martin Athletics Board

Article III, Section 14 of the University of Tennessee Charter and Bylaws states that Intercollegiate Athletics like all other programs offered by the University, are subject to the governance of the Board of Trustees. The Board of Trustees has established an Athletics Board for each campus of the University which offers intercollegiate athletics programs. These Boards shall serve in an advisory capacity with respect to intercollegiate athletics. Members of the Board of Trustees shall be appointed to the Athletics Boards in the same manner as Trustees are appointed to standing committees. Trustee members of the Athletics Boards, together with the University administration, shall maintain a liaison between the University's intercollegiate athletics programs and the Board of Trustees. Any change in the structure or function of the Athletics Boards shall be subject to the approval of the Board of Trustees.

**Purpose:** The Board advises the Tennessee-Martin Chancellor, UT President, and UT Board of Trustees on the status and projected needs of intercollegiate athletics at UT Martin; expand the base of financial and public support among several constituencies, including trustees, UT System administration, alumni, faculty, staff, legislators, students, and the general public, particularly in the State of Tennessee; and reviews periodically and advises the Chancellor and Office of Intercollegiate Athletics on matters such as personnel, budget, ticket policies, student fee, schedules, conference memberships, recruitment policies, facilities and public relations.

**Composition:** The Tennessee-Martin Athletics Board shall be composed of two representatives of the UT Board of Trustees; UT President; UT Executive Vice President; and Tennessee-Martin Chancellor, Executive Vice Chancellor for Finance and Administration, Vice Chancellor for University Advancement, Director of University Relations, Faculty Senate President, Director of Intercollegiate Athletics, Senior Woman Administrator for Intercollegiate Athletics, Development Committee Chair, Alumni Council President, Weakley County Alumni Chapter President, Skyhawk Club President, Student Government Association President, Cheerleader representative, and Undergraduate Alumni Council representative.

A Tennessee-Martin faculty member appointed by the Chancellor shall be chair. In addition to the chair, there shall be four faculty members appointed for three-year terms with at least one member rotating off each year, one Employee Relations Council representative, one administrative staff representative, one alumni representative, and two each men's and women's player representatives. The Chancellor, as appointing authority, shall ensure adequate minority representation on the Athletics Board.

**Committees of the Athletic Board:** The Athletics Board is authorized to establish appropriate standing committees having responsibility for the study of problems and issues of continuing concern and also temporary committees for special assignment as conditions suggest. The Athletics Board has established the following committees.

*Executive Committee of the Athletics Board:* The Executive Committee of the Athletics Board shall have authority to act for the Athletics Board between regular meetings of the Board and shall be limited to advising the Chancellor in matters athletic. In order to transact business, at least five members of the Executive Committee must be present in a meeting regularly called. The Executive Committee shall keep full and complete records of its business and proceedings and shall file these records with the Athletics Board. Composition: Tennessee-Martin Chancellor, UT President, UT Executive Vice President or designate, Tennessee-Martin

Executive Vice Chancellor and Vice Chancellor of Student Affairs, Vice Chancellor of Finance and Administration, Tennessee-Martin faculty member, Director of Intercollegiate Athletics, Senior Women Administrator, Board of Trustees member, Chair of the Committee on Student Relations, and Chair of the Athletics Board (Chair of the Executive Board).

*Committee on Student Relations:* The purpose is to study ways intercollegiate athletics might better serve student-athletes and the student body generally; to consider suggestions or criticisms from constituents; and to promote athletics and good sportsmanship at athletic events among students. Composition: Student members of the Athletics Board (SGA President, Cheerleader Representative, Undergraduate Alumni Council Representative, Men's Player Representative, Women's Player Representative) and Executive Vice Chancellor and Vice Chancellor for Student Affairs. Reporting Channel: Chair of Athletics Board of the Board.

*Committee on Faculty and Staff Relations:* The purpose is to promote mutual understanding and support between faculty and coaches for academic and athletics programs; to monitor academic issues affecting the student-athlete and make recommendations to the athletics administration; to study ways of improving student-athlete and faculty communication; to be concerned with scheduling which causes undue absences during the seasons of competition; and also, to consider requests and suggestions from faculty and staff. Composition: Faculty members on the Athletics Board, Faculty members who coordinate the reading, writing, and mathematics laboratories, Men's and Women's Player Representatives, Director of Intercollegiate Athletics, Senior Woman Administrator, Employee Relations Council Representative, and Vice Chancellor for Academic Affairs. Reporting Channel: Chair of Athletics Board to the Board.

*Committee on Public Relations and Tennessee-Martin Sports Promotion:* The purpose is to propose policies and procedures for the Skyhawk Club and promote Skyhawk athletics among alumni organizations in the state and region; to promote media coverage (newspaper, radio, and TV) of Tennessee-Martin sports (sponsorship, provide parking, help with equipment, refreshments, etc.); to encourage recognition of former Tennessee-Martin athletes and their support for Skyhawk athletics programs; and to consider needs for new programs, facilities, and fund-raising methods. Composition: Board of Trustees members, Athletics Director, Alumni Representatives to the Board; Chair of the Development Committee, President of the Skyhawk Club, Administrative Staff Representative, Senior Woman Administrator, Director of University Relations. Reporting Channel: Chair of Athletics Board to the Board.

*Committee on NCAA Rules Compliance Oversight:* The purpose is to oversee on a regular basis the rules compliance efforts of the Tennessee-Martin Office of Intercollegiate Athletics. Composition: Five faculty members on the Athletics Board, Faculty Senate President and President-Elect, Faculty Coordinators of the reading, writing, and mathematics laboratories, Registrar, Faculty Athletics Representative Chair. Reporting Channel: Chair of the Athletics Board to the Board.

**Standing Committee Chairpersons:** Chairpersons for standing committees are appointed for one-year terms by the Executive Committee. The standing committees will meet at least one time each year (perhaps at the regular Board meeting) or at other times as need arises. Standing committees are encouraged to set up subcommittees for studying specific tasks.

# Skyhawk Club By-Laws and Membership

## Article I - Purpose

**Section 1:** The purpose of the Skyhawk Club is to solicit support for the University of Tennessee at Martin Intercollegiate Athletic Program. This support may be in the form of financial contributions, gifts-in-kind or fund-raisers. The Skyhawk Club will solicit all constituency groups associated with the University, such as alumni, faculty, staff, and the general public, in an attempt to build a broad base of public support for the University and the athletics program. All gifts will be deposited into official university accounts and the Director of Athletics will be responsible disbursing gift funds in accordance with normal University policies and procedures.

**Section 2:** Levels of Giving:

Captains Club	\$1,000 and up
Blue Skyhawk	\$ 500 - \$ 999
Orange Skyhawk	\$ 200 - \$ 499

The Skyhawk Club accepts all gifts but only gifts which meet the criteria for the stated levels of giving are afforded athletic benefits.

**Section 3:** Restricted Gifts: A donor may designate gifts for the needs of specific programs as follows:

Intercollegiate Athletics Fund	Baseball
Cheerleading	Football
Golf	Men s Basketball
Men s Cross Country	Men s Tennis
Rifle	Rodeo
Soccer	Softball
Volleyball	Women s Basketball
Women s Cross Country	Women s Tennis

**Section 4:** Tax exemption: The University of Tennessee is considered to be an instrumentality of the State of Tennessee, therefore contributions, made for exclusively public purposes are deductible for income tax purposes under section 170 (c) of the Internal Revenue code. The UT System Federal ID number is 62-6001636.

## Article II - Board of Directors

**Section 1:** The direction and administration of the Skyhawk Club shall be vested in the officers and a Board of Directors of fifteen (15) members. Members will be recommended by the Coordinator of Athletic Development and the Director of Athletics and approved by the Chancellor for three (3) year terms, with five (5) appointed each year. The President of the UT Martin Alumni Association, the Faculty Athletic Representative, the Coordinator of Athletic Development, the Senior Woman Administrator, and the Director of Athletics will serve as ex-officio members.

**Section 2:** The Board of Directors shall participate in all activities of the club, and are

empowered to make recommendations concerning all functions and activities of the Skyhawk Club. All recommendations must be submitted to the Senior Woman Administrator, the Director of Athletics, and Chancellor of Tennessee-Martin for approval and implementation.

**Section 3:** In case any vacancy in the Board of Directors exists, through death, resignations, disqualifications, or other cause, a successor will be appointed by the Coordinator of Athletic Development and the Director of Athletics to fill an unexpired term.

### **Article III - Officers and Committees**

**Section 1:** The officers of the Skyhawk Club shall consist of a President, Vice President and President-elect and Secretary-Treasurer. The Coordinator of Athletic Development will serve as the Secretary-Treasurer. The Vice President and President-elect will have two (2) years remaining on his/her board term.

**Section 2:** The officers of the Skyhawk Club shall be nominated by the Executive Committee and elected at the January meeting of the Board of Directors.

**Section 3:** The officers of the Skyhawk Club shall serve for one (1) fiscal year (July 1 thru June 30).

**Section 4:** The President shall preside at all meetings of the Skyhawk Club and the Board of Directors. He/she shall have general charge of and control over the affairs of the Skyhawk Club, subject to such regulations or restrictions of the NCAA and the University of Tennessee at Martin.

**Section 5:** The Vice President and President-elect shall preside at all meetings of the Skyhawk Club in the absence of the President. The Vice President and President-elect shall become President at the end of his/her term, unless hindered for personal reasons.

**Section 6:** The Secretary-Treasurer shall be responsible for all records of the Club and will make an annual financial report to the Club at its fall meeting. He/she shall have such powers as designated by the President, Board of Directors and the Director of Athletics. He/she shall record minutes of all meetings of the Skyhawk Club and/or the Executive Committee. The Secretary-Treasurer shall solicit and receive nominations for officers and forward recommendations to the Executive Committee.

**Section 7:** The Skyhawk Club Secretary-Treasurer may accept real estate, stocks, bonds, and other securities that are given to the Skyhawk Club for the benefit and advancement of the University. An environmental assessment shall be required on all real estate before it is accepted by the Skyhawk Club. Monies received from the sale of such property shall be distributed in accordance with the wishes of the donor. The sale of such items will be governed by the regulations and restrictions and the University of Tennessee at Martin. All athletic gift funds are invested by the University of Tennessee Treasurer. Investment income is distributed in accordance with normal University policies and procedures.

### **Article IV - Executive Committee**

**Section 1:** The Executive Committee consists of the officers and the immediate past President. The University Chancellor, Director of Athletics, Senior Woman Administrator shall serve as ex-officio members. This committee shall serve as the nominating committee for future officers and shall solicit and receive nominations for such offices from the Skyhawk Club membership. The Executive Committee nomination report will be submitted at the January meeting of the Board of Directors and nominations from the floor will be solicited.

## **Article V - Meetings**

**Section 1:** The fiscal year of the Skyhawk Club shall be the period of July 1 through June 30.

**Section 2:** Meetings of the Board of Directors shall be held at a site designated by the President at least two (2) times each fiscal year. These meetings will be held in conjunction with the first home football game and the first January home basketball game.

**Section 3:** Special meetings of the members of the Skyhawk Club Board of Directors may be called at the request of the President.

**Section 4:** Quorums: A majority of the Board of Directors, excluding ex-officio members, shall constitute a quorum at any regular or special meeting of the Board of Directors. A majority of any committee, excluding ex-officio members shall constitute a quorum at any regular or special meeting of a committee.

## **Article VI - Amendments**

**Section 1:** These By-Laws may be amended, enlarged, or repealed by majority vote of a quorum present at any meeting of the Board of Directors, provided written notice of the proposed amendment has been given to all members of the Board of Directors five days prior to the meeting.

## Varsity Club

The purpose of the Varsity Club is to promote interest in the University of Tennessee at Martin among former athletes, trainers, cheerleaders and coaches.

**List of Officers:**

- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer

**Personnel and Fiscal Policies and NCAA Rules:** Only personnel and fiscal policies unique to the Athletics Program are stated here. All UT personnel and fiscal policies apply to the athletic programs and may be found at [www.utm.edu](http://www.utm.edu). Refer to the NCAA manual for current NCAA regulations.

**Sexual Harassment Policy:** The University of Tennessee at Martin is committed to ensuring an environment which prevents sexual harassment. Sexual harassment by any member of the University is a violation of both law and University policy and will not be tolerated in the University community. Both males and females can be perpetrators and/or victims of sexual harassment. Sexual harassment is a particularly sensitive issue which may affect any member of the University community and as such will be dealt with promptly and confidentially by the University administration.

### Definitions of Sexual Harassment

(1) Student Employees-Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as un-welcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of sexual nature constitute sexual harassment when:

- (A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (B) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (C) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

(2) All Students Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when grades or educational progress are made contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. This harassment can be demonstrated between parties of the opposite sex or the same sex. Either case will not be tolerated.

### Procedures

- (1) All UTM employees (staff exempt, staff non-exempt, faculty, term, other academic, and student employees) are responsible for not engaging in sexual harassment. Appropriate disciplinary action will be taken against individuals found to have violated UTM's sexual harassment policy.
- (2) Any employee, former employee, or applicant for employment may file a complaint alleging violation of the policy with the EEOC Compliance Officer, Room 240F, Gooch Hall.
- (3) Any student who has been sexually harassed by a UTM employee may file a complaint with the Affirmative Action Coordinator or the Office of the Vice Chancellor for Student Affairs.
- (4) In determining whether alleged conduct constitutes sexual harassment, UTM will look at the record as a whole and at the totality of the circumstances, such as the nature of the alleged sexual advances and the context in which the alleged incidents occurred. The determination of whether a particular alleged action constitutes sexual harassment will be made from the facts, on a case-by-case basis.
- (5) Any complaints must be filed within 300 calendar days of the alleged violation.
- (6) Student athletes who feel they are being sexually harassed should seek confidential advice from the Tennessee-Martin Counseling Center.

### Contact Directory for Student Athletes

Athletic Office	Carmen Washburn	1022 Elam Center / 7660
Athletic Director	Phil Dane	1022 Elam Center / 7661
Assistant AD for Compliance	William Kaler	1025 Elam Center / 7662
Senior Woman s Administrator	Danelle Fabianich	1027 Elam Center / 7663
Sports Information	Joe Lofaro	40 Fieldhouse / 7632
Scholarships, Promotions and Marketing	Trudy Henderson	40 Fieldhouse / 7630
Athletic Development	Tamara Vassey	1028 Elam Center / 7664
Athletic Training	Bart Belew	Fieldhouse / 7679
Business Office	Danelle Fabianich	1027 Elam Center / 7663
Insurance	Carmen Washburn	1022 Elam Center / 7660
Drug Education Program	Bart Belew	Fieldhouse / 7679
Eligibility/Certification	William Kaler	1025 Elam Center / 7662
Ticket Office	Jenny Canary	1030 Elam Center / 7685
Coordinator of Skyhawk Radio Network	Chris Brinkley	3011A Elam Center / 7586
Baseball	Bubba Cates	1037 Elam Center / 7337
Basketball (Men s)	Bret Campbell	1026 Elam Center / 7659
Basketball (Women s)	Tara Tansil	3009 Elam Center / 7681
Cross Country	Gordon Sanders	1083 Elam Center / 7930
Football	Matt Griffin	Football Building / 7670
Golf	Jerry Carpenter	1033 Elam Center / 7665
Rifle	Robert Beard	University Center / 7721
Soccer	Nathan Pifer	1011B Elam Center / 7931
Softball	Donley Canary	1011A Fieldhouse / 7162
Tennis	Dennis Taylor	Tennis Center / 7683
Volleyball	Chris Rushing	Fieldhouse / 7332

## **Section II** **Policies and Procedures Primarily Affecting Student Athletes**

### **Code of Conduct**

The University of Tennessee at Martin's Department of Athletics requires coaches, trainers and staff to conduct themselves in a manner which creates a positive image of the people, values and traditions associated with the University, the OVC and the NCAA. As a student-athlete, you are expected to uphold the same standards of conduct that have been adopted by the Department and the University.

**Personal Conduct:** By joining Tennessee-Martin's intercollegiate athletics program, you become a representative not only of your team, but of your University. Upon entering the University you will find you have the freedom to manage your lifestyle to a far greater degree than you have experience in the past. It is essential that this freedom be handled in a responsible manner so as not to jeopardize your opportunity to obtain maximum results from your university experience. It is important that your personal conduct demonstrates good moral and ethical judgement. You are expected to behave both on and off campus in a manner that brings credit to the University and your team. Be aware of the image you are creating.

**Student Athlete Conduct:** Once registered at Tennessee-Martin, you are expected to conform to all federal, state and local laws, as well as University regulations. As a student-athlete, you are in no way exempt from penalty if you violate these laws. Moreover, students penalized for violating public laws are not exempt from further prosecution by University authorities if their actions also violate University rules.

**Sportsmanlike Conduct:** When participating in intercollegiate athletics competition, you are expected to demonstrate good sportsmanship. Your coach will instruct you in positive techniques for communicating with officials and opponents. You will be told how to react to the aggressive or unsportsmanlike actions of others.

The Department of Athletics enforces its guidelines and related to sportsmanlike conduct. You must avoid actions that display unsportsmanlike behavior. Some of these behaviors are as follows:

- Physical abuse of an official, coach, athlete, opponent, or spectator;
- Throwing of objects at an individual, spectators or across a field or arena;
- Inciting players or spectators to violent action or any behavior which insults or defiles an opponent's traditions;
- Use of obscene or inappropriate language or gestures to officials, opponents, team members or spectators.

Any action which violates generally recognized intercollegiate athletics standards or the values and standards associated with Tennessee-Martin as determined by your Head Coach and approved by the Director of Athletics.

**The following Ohio Valley Conference Policy Sportsmanship statement applies to all Tennessee-Martin student athletes:** Student Athletes at OVC Institutions will be expected to treat opponents with sportsmanship, and there will be no tolerance for taunting and baiting of

opponents. OVC student-athletes must understand that they are perhaps the most visible representatives of their institutions and their behavior is observed and emulated by many who are younger. OVC student-athletes must honor the responsibilities that accompany the privilege of representing our schools by behaving with dignity and class on and off the field.

**Gambling and Bribery:** It is hoped that you, as a student-athlete, will never be approached in an attempt to involve you in gambling or bribery. However, on some campuses in the past, student-athletes have become involved with organized gambling operations. The results of this involvement have been both severe and tragic, not only for the individual but for their entire University athletics program. The University and the Department of Athletics are committed to combating all forms of gambling and bribery.

You should keep in mind that your participation in gambling interests, even in the most minor fashion, may jeopardize your athletic career.

**Alcohol Abuse:** As an athletics participant, you may receive special attention from other students. Along with this high visibility comes additional responsibilities. As a role model, you are expected to present a wholesome public image.

Alcohol use may seem relatively harmless; however, excessive consumption of intoxicating beverages is strongly discouraged, as it may have an adverse effect on your intellectual and athletic abilities. While you may feel a few drinks can't hurt anything, it has often been found that after drinking, you are much more likely to place yourself in situations that with clear thinking could have been avoided. Also, fair or not, the student-athlete is often the most visible in a group should trouble occur. [See Drug Use/Drug Testing Policy for disciplinary action associated with under-age drinking.]

**Date Rape:** Acquaintance rape or date rape has become a topic of conversation on college campuses, nationwide. Rape does not require the brutalizing of a person or sexual intercourse at knife point. To be considered rape, sexual intercourse must only occur against an individual's will.

As a man, be careful, especially if you have been drinking, that you do not misread signals. Trouble has often occurred when a woman has remained alone with several men after drinking party. While some may feel that this shows poor judgement on the woman's part, it certainly does not invite rape.

As a woman, be conscious of the signals you send. Don't place yourself in situations that can be misunderstood or can get out of hand. Good judgement can often save you from an embarrassing or painful situation.

### **Student-Athlete Orientation Night**

At the beginning of each fall and spring semester, a department-wide meeting is conducted during the first week of classes. This is a mandatory meeting for all student-athletes. The purpose of this meeting is to inform the student-athletes of various matters that will help ensure their physical, emotional, and psychological well being while a student-athlete at Tennessee-Martin.

## **Student-Athlete Employment**

Under certain conditions prescribed by the NCAA, student-athletes may be employed on or off campus. Student-athletes who plan to work must see the Assistant Director of Compliance to complete the necessary documentation and orientation pertaining to employment and must understand they are responsible for following pertinent NCAA rules.

## **Student-Athlete Statement**

At the beginning of each school year, each student-athlete must affirm that to the best of his/her knowledge the athletic program as well as his/her own actions are in compliance with appropriate NCAA, conference, and University regulations. The Student-Athlete Statement is reviewed by the Assistant Athletic Director for Compliance with all student-athletes on the first day of classes and prior to any competitions.

## **General Eligibility Form for International Student-Athletes**

This form is to be completed for each international student-athlete and kept on file in the Office of Intercollegiate Athletics. Information for completing the form is submitted to the Assistant Athletic Director for Compliance.

## **Grant-In-Aid (Scholarship) Procedures**

In addition to procedures outlined in the NCAA Manual-NCAA By-law 15, Tennessee-Martin grants-in-aid are written for either a semester or an academic year and may not be changed during that time except for the reasons noted below.

**Discontinuation of Scholarships:** Grants-in-aid may be discontinued during the term of the grant and prorated on the basis of the percentage of the competition season completed, if the athlete:

- (A) Renders himself/herself ineligible for athletic competition;
- (B) Misrepresents information on the application or Letter of Intent;
- (C) Engages in misconduct serious enough to warrant disciplinary action by University authorities;
- (D) Voluntarily withdraws from his/her sport for personal reasons;
- (E) Is removed from the team for violating agreed upon team rules; or
- (F) When a student-athlete's grade point average falls below 2.0 AND poor class attendance can be verified, the student's scholarship may be discontinued or reduced during the award period. Such failure to attend class represents dishonesty on behalf of the student and violates the educational contract commitment of the student.

NCAA rules require that an athlete be notified by July 1 of each year whether or not the athlete's aid will be renewed for the following year. This information must be sent through the Office of Student Financial Assistance. If the athlete's aid is not being renewed, the athlete must be informed of his/her right to a hearing before a committee established for this purpose.

The reasons for an athletics grant-in-aid NOT to be renewed for the next academic year are unlimited. However, some of the more common reasons are:

- (A) Coaches recommendations.
- (B) Ineligibility regarding NCAA eligibility requirements (i.e. satisfactory progress/good academic standing).
- (C) Student-athlete's decision not to continue athletic participation.
- (D) Insubordination or other inappropriate behavior.
- (E) Violation of the Office of Intercollegiate Athletics policy regarding use of drugs.
- (F) Illegal possession of a weapon on the Tennessee-Martin campus.
- (G) Expulsion from the University by the university's disciplinary committee.
- (H) Transferring to another institution.
- (I) Non-athletically related serious illness or injury that renders the student-athlete unable to continue participation.
- (J) Violations of NCAA policies regarding gambling, contact with professional agents, amateur status, receipt of illegal benefits from boosters, etc.

**Discontinuation Documentation:** When a grant-in-aid is discontinued during the term of the aid or is not renewed, the student athlete must be notified in accordance with the documentation on the next two pages.

February 14, 2001

TO: Student Athlete  
FROM: Coach XXXXXX

Dear Student Athlete:

This letter is to inform you that I have recommended to the athletic director that your scholarship for the 20XX-20XX academic year not be renewed. I have discussed this decision with the Director of Athletics. If you have any questions concerning this decision, please direct them to Mr. Dane before XX XX, 20XX.

Sincerely,

Coach

c: Phil Dane

February 14, 20XX

TO: Ms. Bobbie McClain, Director of Student Financial Assistance  
FROM: Phil Dane, Director of Athletics  
RE: Non-renewal of financial aid based upon athletic ability

I am supporting Coach XXX recommendation not to renew Student Athlete (ID #XXX) athletic scholarship for the 20XX-20XX year. (See attached letter to student athlete from Coach). In accordance with NCAA guidelines, notification of this non-renewal must come from the institution's regular financial aid authority. Furthermore, this written notification shall inform the student athlete that he or she, upon request, shall be provided a hearing.

As stated in the NCAA manual, the decision to renew or not renew financial aid is left to the discretion of the institution, to be determined in accordance with its normal practices for students generally. However, in the case of student athletes, it is my understanding that appeals on non-renewals should be evaluated on the basis of whether NCAA rules were followed in communicating the non-renewal. Notification of a non-renewal by July 1 is the only rule prescribed by the NCAA manual. There is no requirement that a coach justify the non-renewal on the basis of inadequate performance or any other reason.

Generally student athlete financial aid is renewed as long as student athletes follow team rules and give the effort expected by our coaches. However, when we have turnover at the head coach position, the new coach must have the flexibility to award financial aid to the student athletes he or she feels can most likely help achieve the team's goals. Therefore, after a reasonable evaluation period, new coaches know they have the option of not renewing financial aid awarded by a previous coach. Coach XXX was employed very late in the 20XX recruiting year and decided to renew most scholarships for returning team members for the 20XX-20XX year. In my opinion, XXX has been given a reasonable opportunity to demonstrate her capabilities.

XXX has not contacted me, so I do not know if she plans to appeal this decision. However, I think it would be in the best interest of everyone involved if she could be informed of her right to an appeal as soon as possible.

Thank you for your assistance.

cc: Compliance Officer  
Coach

## **Intercollegiate Book Scholarship Program**

As part of the student-athlete scholarship, the Office of Intercollegiate Athletics furnishes textbooks that are required for the academic courses of the student-athlete.

Once the student-athlete finalizes his/her schedule, Intercollegiate Athletics works in conjunction with the Bookstore to make sure the student-athlete receives his/her books promptly. The student-athlete must provide an official class schedule to the Bookstore attendant to verify the books required. Only textbooks required for the courses in which the student-athlete is enrolled are furnished. The student-athlete must pay for optional books.

At the end of each semester, the Bookstore gives Intercollegiate Athletics a list of any books that the student-athlete did not return. The student-athlete must pay for the missing books. Books for the next semester will not be issued through Intercollegiate Athletics Textbook Loan Program until charges for lost or missing books have been paid.

NCAA financial aid regulations prohibit the Office Intercollegiate Athletics from purchasing dictionaries, reference books, calendars, art supplies, etc. for the student-athlete.

### **Injured Player**

Student-athletes that become injured outside scheduled athletically related activities and are unable to compete in varsity athletics following the award of athletically related financial aid and prior to the start of a new academic year, will be continued on athletic aid for the awarded year in accordance with NCAA By-Laws. The fact that this injury was not related to Tennessee-Martin varsity athletic activities releases the institution from any obligation to provide athletic aid beyond the awarded year. The same would apply for injuries sustained from non-athletically related activities during the time of university attendance.

Student-athletes who become injured during scheduled athletically related activities and are unable to compete in the future are not assured after the award period in which the injury occurred. It must be clearly understood that if medical authorities determine that the injury is a re-injury of or related to a pre-existing condition, the University would not be under any obligation to continue aid beyond the awarded year. As a reminder, meal scholarships will not be authorized for this status regardless if meals were provided at the time the injury occurred.

The following items are part of the injured player program:

- (A) Have made satisfactory progress toward a degree during the previous years of attendance.
- (B) Must pass 15 semester hours toward graduation each semester the student-athlete is in the injured player status. Continuation of assistance each new academic year is dependent on this level of performance. NOTE: Summer school at the student-athlete's expense is acceptable in order to complete the required 30 hours per year toward graduation.
- (C) Must be willing to assist the Office of Intercollegiate Athletics in various assigned

duties and sign a contract to that effect.

(D) As a minimum, starting the third year and thereafter the student-athlete must have a plan to complete degree requirements.

(E) Must not be in any difficulty (i.e. social probation, financial arrears, etc.) with the Division of Student Affairs or the Office of Business Affairs at the time the next academic year begins.

(F) Must meet and satisfy all rehabilitation requirements as prescribed by the athletics trainer and associated physicians.

(G) Must make application for any institutional financial aid other than athletic aid for which he or she might qualify.

(H) Must advise the Tennessee-Martin Office of Intercollegiate Athletics in writing no later than July 1 of each year of your intent to attend the institution's next regular academic year, subject to the above conditions.

### **Financial Aid for Married Student-Athletes**

Married student-athletes who are awarded room and board scholarships are entitled to receive the monetary value of the room and board portion of a scholarship provided the student-athlete lives in university married student housing. This amount will be adjusted if the student-athlete receives a meal plan. The total award, combined with all other financial aid, cannot exceed the dollar value of a full scholarship, books and fees. Married student-athletes should make arrangements for these funds through their head coach and the Office of Intercollegiate Athletics. As a minimum, the married student-athlete must provide a certified copy of the Marriage Certificate or other documents to verify his or her marital status.

### **University Charges Not Paid by Athletics**

Tuition, fees, required books, room and board may be paid for student-athletes. Charges not paid by athletics include (but are not limited to) the following:

- \$25 initial application fee;
- long distance phone charges made from your dorm (or anywhere else);
- cost of treatment for non-athletically related injuries;
- consumable charges which can be anything from lab fees for breakage to non-required field trips;
- library fines;
- fines for damage to University property, including the Residence Halls;
- key deposits or replacement of a list Residence Hall keys;
- replacement costs for lost student I.D. s;
- school supplies, dictionaries, reference books, pens, notebooks, paper, art supplies, etc.;
- vehicle registration fee;

- parking permits or fines;
- international student fees;
- graduation fees;
- international student insurance; and
- dental care.

## The University of Tennessee at Martin Intercollegiate Athletics Supplemental Aid Request and Agreement

Supplemental Financial Aid is available to student-athletes who have shown a consistent determined effort to complete their undergraduate degree. If a student's academic history includes cases of poor effort, supplemental financial aid may be reduced or denied at the discretion of the Director of Athletics.

A student-athlete may receive one semester of supplemental financial aid to complete his or her undergraduate degree under the following limitations:

1. Supplemental aid will not be awarded until after the student-athlete has completed 75 percent of his or her degree.
2. Supplemental aid is limited to 5 years after the student athlete's initial enrollment.
3. Supplemental aid will be limited to Tuition & Fees equivalent to the aid received in the student's previous semester. If the student-athlete did not receive a tuition/fee award, an amount equal to his/her award will be applied toward tuition/fees.
4. Unless the student-athlete is involved in an internship or student-teaching during a supplemental aid semester, a service commitment will be required. The number of hours served will be determined by dividing the student's supplemental aid by \$10. If supplemental aid includes fees and tuition, only fees will be used in the calculation.
5. Student-athletes who have been dismissed from their team will not be eligible for supplemental aid.
6. Disciplinary action by the Office of Student Affairs may result in the termination of a student-athlete's supplemental aid eligibility.
7. Supplemental Aid may be granted only for the purpose of assisting the student athlete in obtaining their first undergraduate degree.
8. The Service Commitment will be determined by the Athletics Office.
9. If the Service Commitment is not fulfilled the student athlete will be billed for an amount equal to his/her supplemental aid.

.....

Name: \_\_\_\_\_ Sport: \_\_\_\_\_

SS#: \_\_\_\_\_

Campus Address/Phone: \_\_\_\_\_

Home Address/Phone: \_\_\_\_\_

Term applying for:	Summer-1	Summer-2	Fall	Spring
Number of Hours:	_____	_____	_____	_____

\_\_\_\_\_  
Student Athlete

\_\_\_\_\_  
Athletic Director

**UNIVERSITY OF TENNESSEE AT MARTIN  
ATHLETIC SUPPLEMENTAL AID COMMITMENT**

This is to certify that ***Student Athlete (SS# XXX-XX-XXXX) Address*** will receive fees for Fall Semester 20XX. This amount was determined under the policies stated on the Supplemental Aid Agreement form completed and signed by XXX. If there is a tuition/fee increase prior to Fall 2004, the above amount will reflect that increase.

\_\_\_\_\_  
Student Signature  
Sport

Approved: \_\_\_\_\_  
Phil Dane, Director of Athletics

## **Academic Student Services for Athletes**

Tennessee-Martin's Office of Intercollegiate Athletics personnel understand that student-athletes have additional responsibilities and time constraints not experienced by the rest of the general student body. Because Intercollegiate Athletics has every interest in supporting the student-athlete athletically, but also academically, the Academic Coordinator position was established to help the student-athlete take advantage of the excellent educational opportunities offered at Tennessee-Martin.

Student-athletes are encouraged to take advantage of every academic and athletics resource that Tennessee-Martin has to offer.

### **Intercollegiate Athletics Class Attendance Policy**

The Office of Intercollegiate Athletics is committed to academic as well as athletic excellence. The success of the student-athletes in the classroom is dependent upon the student-athlete being in class to receive the information that is being given. The goal of the Office is to recruit top student athletes and provide the means by which to achieve success, but no amount of assistance is helpful unless the student-athlete attends class regularly. Therefore, the following statement represents the official class attendance policy for all student-athletes.

Student-athletes are required to attend all classes in which they are enrolled. Many instructors do not have an attendance policy and do not conduct a roll call. This, however, does not represent the philosophy of the Tennessee-Martin Office of Intercollegiate Athletics. Class attendance is mandatory!

When a student-athletes grade point average falls below 2.0 AND poor class attendance can be verified, the student's scholarship may be discontinued or reduced during the award picture. Such failure to attend class represents dishonesty on behalf of the student and violates the educational contract commitment of the student.

### **Tutors**

The Office of Intercollegiate Athletics Policy for Tutoring is that the student-athletes will use the various laboratories available to all students. In extreme cases, tutoring for both male and female student-athletes is available upon request by the coach or student-athlete. Student-athletes are informed of the specific academic support services available for students at Tennessee-Martin through orientation programs early after their arrival at the University. Specifically student-athletes should utilize the Student Academic Services and its learning support services, the English Writing Lab, the Mathematics Lab, and the Reading Center. They also receive information about the University's computer labs and about other special programs that may assist them in their studies. It should also be noted that each student-athlete receives a copy of the current University Catalog, a comprehensive volume that also gives information about available labs and services.

## Medical and Athletic Training Facilities and Services

Medical and athletic training personnel, facilities, and services are available to both female and male student-athletes. These services have been contracted out and are provided by Volunteer Community Hospital.

As a part of the contract there are three NATABOC Athletic Trainers. The Head Athletic Trainer is responsible for the administration of the athletic training services and sport coverage. The other two athletic trainers cover football, rodeo and campus recreation. These professionals and their athletic training students are available during home and away games and practices. Physicians associated with the contract combined with Student Health medical staff provide physicals for all athletes. Also, local optometrists provide their services on an as-needed basis. All Tennessee-Martin athletes are supplied with athletic accident insurance that provides excess or secondary coverage at no cost to the student-athlete.

**Tennessee-Martin Student-Athletes Athletic Training Rights:** A Tennessee-Martin student-athlete being treated by a member of the Athletic Training Staff has the right to:

- (A) Considerate and respectful treatment and care;
- (B) Information regarding your injury, treatment, and rehabilitation;
- (C) Have a part in the planning of your medical treatment and rehabilitation program.
- (D) Confidential treatment of you and your medical records;
- (E) Approve or refuse the release of your medical information;
- (F) Expect the athletic trainers and medical staff to make a reasonable response to your requests.

**Tennessee-Martin Student-Athletes Athletic Training Responsibility:** The Tennessee-Martin student-athlete has the responsibility to the athletic training room staff to:

- (A) Keep appointments! Be on time!
- (B) Report all injuries and illnesses immediately, failure to do so may cause the student-athlete to be responsible for all bills incurred as a result of that injury or illness.
- (C) Follow the treatment and rehabilitation plan set up for the student-athlete. It is the responsibility of the student-athlete to advise the athletic trainers if there is any problem or reason why the student-athlete cannot follow the treatment.
- (D) Report to the athletic training room daily for treatment until cleared by the athletic training medical staff.
- (E) Report any change in condition to the Athletic Trainer.
- (F) Be honest and direct with the athletic trainers. Student-athletes should tell trainers exactly how they feel about the things happening to them.
- (G) Understand his/her health problem and the treatment program to his/her satisfaction. If the student-athlete does not understand any part of this program, he/she should ask the Athletic Trainer or Physician.

The NCAA regulations state the University is/or can be responsible for medical care of the student-athlete only when the injury is directly related to his/her sport during supervised practice, conditioning sessions or competition. The Athletic Department cannot pay for injuries that occur in the off-season, the dorm, off-campus, or during recreational activities. The University cannot be responsible for injuries or illness that occur in the summer.

### **Medical Insurance Policy for the University of Tennessee at Martin**

Note: The procedures outlined below must be followed by the athlete. Failure to do so will result in the denial of insurance coverage.

UT Martin Intercollegiate Athletics has obtained the services of the physicians at the Student Health Center, as well as team physicians to treat student-athletes for sports-related injuries. Besides providing medical care through our own Student Health Services, medical care is obtained for athletes from the Volunteer Community Hospital for sports-related accidents. Unless otherwise authorized by the athletic trainer, athletic insurance claims will not be filed by paying any other doctor or medical facility.

(A) Each year before a student-athlete may participate in any athletic activity he/she will be required to complete a series of forms from the athletic training room. These forms include a health history questionnaire and a parent insurance information form that must be completely filled out and returned with a front and back copy of any insurance card covering the athlete. Failure to complete these forms each year will result in your not being able to participate in any running, lifting, or practice activities.

When any athlete arrives on campus for the first time he/she will be required to have a complete physical examination by Tennessee-Martin team physicians. This physical is a one-time event and is provided at no cost to you, but must be completed before you will be able to participate. Physicals from other physicians will not be accepted.

(B) If a student-athlete becomes injured in an intercollegiate sports related activity such as practice, competition, conditioning, etc., he/she should report to the NATABOC athletic trainer immediately. The student-athlete will be evaluated and referred to a physician for diagnosis if necessary. Failure to report to the athletic trainer may result in the student-athlete being responsible for any bills resulting from such injury. If a student-athlete becomes ill or injured outside of athletic participation, he/she must report to the athletic training room first thing in the morning or as soon as possible. The student-athlete will be evaluated and referred to Student Health Services or one of the team physicians.

(C) If a student-athlete becomes injured while participating in a sports related activity and that injury requires a physician's care, special tests, surgery, or rehabilitation, the student-athlete's insurance will be filed and all bills will be in his/her name and home address. Once the student-athlete's insurance has responded with payment or denial, the student-athlete will receive an explanation of benefits (EOB). The student-athlete must send a copy of any EOB and any bills received to the Tennessee-Martin insurance secretary for processing and payment. Failure to do so in a timely manner or lack of cooperation may result in the student-athlete becoming 100 percent responsible for these bills.

Tennessee-Martin has excess insurance coverage that will pay any bills for athletic related injuries that the student-athlete's insurance does not pay. This includes any deductible, co-pay, or out of network expenses. The student-athlete should pay nothing out of his/her own pocket. Tennessee-Martin requires that the student-athlete's insurance be filed first and that he/she follow any and all procedures required by his/her personal insurance company. Again, failure to do so or lack of cooperation may result in the student-athlete being 100 percent responsible for these bills.

(D) The student athlete who becomes ill at any time during the night or day must notify the athletic trainer or athletic training student immediately (not a coach, manager, etc.). If the head athletic trainer (upon examination) feels the athlete needs further medical attention, he will arrange an appointment with the appropriate specialists as soon as possible. The athletic trainers are the only authorized persons who can refer student athletes. A student athlete may be seen by whomever he wishes for sickness, but Intercollegiate Athletics insurance does not provide benefits for ordinary sickness.

No head coach or assistant coach will take it upon himself to recommend or personally acquire an appointment for any athlete unless that coach wishes to make payment for such personally and be in violation of NCAA rules.

(E) The athletic trainer or duly assigned athletic training student must notify the hospital or doctor for any sport-related injury visitation. If this authorization is not obtained prior to the athlete's visit to the hospital or other physician or surgeon, Tennessee-Martin's athletic insurance will not be filed until after receiving notice of payment or denial by your parent's insurance.

(F) The head athletic trainer must authorize all prescriptions prior to visiting the pharmacy. Valid prescriptions must be for the treatment of athletic injuries only. If the student-athlete's parent's insurance provides Major Medical coverage then the student-athlete's parents should pay for all prescriptions and file for reimbursement with their insurance. After receiving notice of payment or denial by the student-athlete's parent's insurance, Tennessee-Martin will then file with Intercollegiate Athletics insurance for the percentage not covered by Major Medical.

(G) Dental expenses may be covered by Intercollegiate Athletics insurance if resulting from injuries received while participating in a formal supervised intercollegiate practice or game. Toothaches, dental caries, abscesses, root canals, etc., are the responsibility of the student or his/her parents.

(H) Correction lenses for glasses or contact lenses may be covered by Intercollegiate Athletics insurance if the glasses were broken or the contacts lost while participating in a formal supervised intercollegiate practice or game.

(I) Any situation not covered in the above regulations must first be presented to the athletic trainer to obtain approval by the medical insurance clerk before any fees, charges, or prescription costs are incurred.

(J) It must be known that the university/the university's insurance carrier will not and cannot accept the responsibility for expenses incurred for a pre-existing medical

condition of an athlete.

Disqualification due to that pre-existing problem is at the discretion of the Tennessee-Martin Athletic Training Staff. Failure to report and document pre-existing problems releases the Tennessee-Martin Office of Intercollegiate Athletics from any liability in the event of another problem caused by the initial injury.

The Tennessee-Martin Office of Intercollegiate Athletics will not be financially responsible for medication of long-term pre-existing conditions such as allergies, diabetes, acne, etc. The Athletic Training Staff will be happy to assist the student-athlete in ordering and coordinating the administration of the medication but will not be financially responsible for it.

Reminder: In compliance with NCAA rules and regulations, Tennessee-Martin shall be responsible for providing athletic accident insurance coverage for only those injuries that are directly related to the athlete's participation in intercollegiate competition, practice, or related travel for Tennessee-Martin. All other injuries or illnesses are the responsibility of the student-athlete and his/her family.

**Report All Injuries and Illnesses:** All injuries and illnesses must be reported as soon as possible to the Athletic Trainer or athletic training student. A minor injury often develops into a more significant injury unless properly and immediately treated. If ill, do not lay in bed all day and then call or come into the Athletic Training Room before practice. Student-athletes will be referred to Student Health who will then advise him/her on the course of treatment and whether or not he/she should practice or play. Class absences are only excused if the trainer is contacted before class is missed.

**Doctor Appointments:** After the initial evaluation by the Athletic Trainer, if necessary, the athlete will be referred to a physician. The physician will be either a team physician, health services physician, or team consultant. A second opinion may be obtained through the coordination of the Athletic Training Staff. Records of doctor visits, x-rays, lab results, etc. not initiated by the Athletic Training Staff, must be on file before the athlete will be cleared to participate.

On occasion, a second opinion or referral may be requested by the Athletic Training Staff. All second opinions and referrals will be handled through the Athletic Training Staff only. Any appointment made without the coordination of the Athletic Training Staff will not be the financial or legal responsibility of the University. In the event of a conflicting opinion between the two physicians, a third medical opinion will be obtained from a physician mutually acceptable to the athlete, parents, and two physicians. This appointment will be made through the Athletic Training Staff.

If a student-athlete is unable to keep a physician's or athletic trainer's appointment, he/she should call and cancel.

**Prescription Medicine:** When an athlete is prescribed medication, the following procedure should be followed. If prescribed by a team physician that medication may be issued by that physician in or through his office. If the medication is not issued by the physician, the Athletic Trainer will use a designated pharmacy and will be paid by either the student athlete's insurance or the university's athletic insurance if the medicine is prescribed for an athletic injury. If the medicine is not for an athletic injury then the athlete is free to purchase the medicine at a

pharmacy of his/her choosing at the athlete's expense.

**Diet Supplements:** All diet supplements (even over-the-counter) must be approved by the head trainer.

**Contacts or Glasses Policy:** Lost or damaged contacts or glasses will be the responsibility of the athlete unless lost or damaged during practice or competition. If a student-athlete loses or damages a contact in practice or competition, notify an athletic trainer as soon as possible. If the student-athlete waits until the next day to notify the athletic training staff it is too late and then becomes the student-athlete's responsibility. The student-athlete will be responsible for his/her own contact solution.

**Dental Care:** NCAA regulations do not permit (nor does the athletic insurance permit) the University to be financially responsible for routine dental care: (for example: teeth cleaning, cavities, orthodontics, wisdom teeth removal, tooth aches). The Tennessee-Martin athletic insurance is only responsible for dental injuries (a cavity is not an injury) that occur during organized practice or competition. All appointments for dental injuries must be made through the Athletic Trainer.

**Jewelry and Body Piercing:** Jewelry of any kind should not be worn during practice or competition. This includes metal hair clips, barrettes, earrings, necklaces, bracelets, and any body piercing jewelry. If a student-athlete wears these items during practice or competition and injury results, Tennessee-Martin and its insurance carrier will not be responsible for any medical bills incurred from such injuries, they will be the responsibility of the student-athlete. Tennessee-Martin is not responsible for any infections as a result of such injuries or body piercing.

**Training Room Rules:** Good personal habits help protect the student-athlete injury and illness. Get eight hours of sleep at night. Eat three meals a day. Use common sense in all activities. Keep in top physical condition both during playing season and in the off season. Chances of being injured are greatly reduced when the student-athlete is strong, flexible and in good condition.

The following is a list of rules that must be adhered to if Athletic Training Room staff are to be effective with regard to prevention, treatment and rehabilitation of athletic injuries.

1. Contact the Athletic Trainer immediately at any sign of injury or illness so that it can be properly treated.
2. You must see or contact the Athletic Trainer before going to Student Health Services.
3. If you feel your injury or illness might interfere with your ability to practice or play, you must see an Athletic Trainer between 7 a.m. and 10 p.m. in the Training Room; otherwise you are considered healthy and you will be expected to play or practice.
4. Treatments are given every morning and again after practice. You must report for all treatments unless you have been excused by the Athletic Trainer. Your coach is informed if you don't show up for treatment. Do not miss class to come to the Athletic Training Room.

5. Continue all treatment until the Athletic Training Staff decides they are no longer needed. Do not stop treatments just because it feels better.
6. Never apply heat to an injury. The Athletic Trainer will decide if heat is needed. If you want to do something for your injury, apply ice, mild compression and elevate the injured area.
7. All treatments are given after practice and showers. The Athletic Training Room will close one hour after practice.
8. You will never be late for practice because you were detained in the Athletic Training Room. If you are late, you simply didn't get to the Athletic Training Room early enough.
9. The Athletic Training Room is the medical center of the Office of Intercollegiate Athletics. Help keep this area clean and orderly. Additionally there is to be no rough housing in the Athletic Training Room.
10. The Athletic Training Room is not a club or lounge. The only reason to be in the Athletic Training Room is if you have business with the Athletic Trainer.
11. Wear appropriate clothing in the Athletic Training Room. The Equipment Manager will give you shorts to wear. Towels are not an acceptable garment in the Athletic Training Room.
12. No athletic gear or cleats of any kind are to be worn in the Athletic Training Room.
13. No supplies should be removed from the Athletic Training Room without an Athletic Trainer's permission.
14. Do not handle any of the treatment machines. If misused, they can be dangerous!
15. With the exception of ice massage, all other treatments are administered by the Training Room staff with the approval of the team physicians. Only the Athletic Training Staff can decide the medical treatment you are to receive.
16. Do not use the Athletic Training Room phone without permission.
17. Treatments are not given 20 minutes before practice time. The Athletic Training Staff is finishing up taping and preparing for practice at that time.

## Academic Counseling Program for At-Risk Athletes

The mission of this program is to provide guidance essential for the academic achievement for each of our student athletes as they strive to attain a degree. With the advisement of the academic counselor, each student will have the responsibility of utilizing every available academic resource on our campus in order to realize academic success. The counselor's guidance coupled with the accountability required for the student athlete will afford each student every opportunity critical for each student's ultimate goal, which is college graduation.

**At Risk Athletes:** These will include, but not be limited to, all entering freshmen who made below a 21 on the ACT. Upperclassmen and transfer students who have cumulative grade point averages below a 2.3 will also be required participants. Any student recommended by a coach, professor or other appropriate personnel will also be added to the counseling program.

**Study Session:** Students will be required to attend applicable study sessions offered in the student academic support center for the specific amount of time necessary for the achievement of academic success. A student may be excused from this requirement with a written statement from the help session coordinator. However, any relapse will reinstate the student into these sessions. If coaches believe study halls are a necessary addition to this, they may conduct them on their own.

**Supplementary Instruction:** Supplementary instructors will be identified from a pool of students currently working with the academic support services program and from fifth year student athletes academically qualified to assist with the instruction of our at-risk students. The director of the student academic support center will train these instructors. She will also monitor the success of this pilot program. Some responsibilities for these instructors will be attending any class with which a student is struggling, taking notes, and then reviewing the lesson with the student. Hopefully, this will clear up any confusion resulting from the lectures and assist these students with their note taking skills and professor comprehension.

**Registration:** After July 15 and after pre-registration for spring semesters, the directors of the student academic resource center will analyze the schedules for all athletes and identify potential problems. Some examples are as follows: incorrect placements in math, reading, or English, poor class combinations, inconsistency with general education requirements, and possible personality conflicts between students and professors. This information will be disseminated to the assistant athletics director in charge of compliance. The information will then be distributed to the athletics academic advisors, who will be responsible for assisting their advisees with the correction of these problems before the first day of classes. The UTM registrar will also create an athletic academic advisor hold and set up passwords for releasing these holds. This will be entered for all student athletes and will prohibit students from conducting schedule changes without the consent of the compliance coordinator and will prevent possible unforeseen eligibility problems.

**Coaches:** Coaches must be reminded of their responsibilities to recruit student athletes with the potential and desire to succeed both on the field of play and in the classroom. Unless we acquire people with this nature, our graduation rate will continue to suffer. In the future, coaches will be expected to suspend participation for those athletes whose lack of effort in the classroom will prevent academic success. Just as these student athletes are held accountable for their athletic performance, they must also be held accountable for their academic

performance.

## **Student-Athlete Academic Requirement**

### **General Eligibility Requirements**

- (A) Student-athlete must be enrolled in at least 12 academic hours per semester.
- (B) A minimum grade point average of 2.0 must be maintained.
- (C) Each student must declare a major beginning his or her third year of enrollment.  
**(This major may not be changed without first notifying the coach).**
- (D) Student-athlete must meet the following course requirements in the student's specific degree program.
  - 1. Entering the third year of collegiate enrollment - 40 percent
  - 2. Entering the fourth year of collegiate enrollment - 60 percent
  - 3. Entering the fifth year of collegiate enrollment - 80 percent

### **Tobacco Product Use**

Tobacco smoking and use of smokeless tobacco products has been clearly established as a preventable cause of illness. Current research indicates that tobacco smoke exposure in confined areas may be a health hazard to non-smokers. Smoke from cigarettes, cigars, and pipes is also an irritant to many nonsmokers and can worsen allergic conditions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart or lung disease. It is important to maintain and protect the safety and well being of the entire University community, as well as maintain sanitary conditions in the University buildings. Student athletes are encouraged to refrain from using tobacco products; however, each coach will establish disciplinary rules for tobacco use.

### **Student Emergency Loan Fund**

The Student Emergency Loan Fund is administered by the Office of the Vice Chancellor for Student Affairs. It is made possible by contributions from students, staff, alumni, memorials and fund raising projects of student organizations. Loans for small amounts (twenty to fifty dollars) are made at no interest for short periods of time to help meet unexpected emergencies. Loans must be paid the semester they are made. Applications and additional information may be obtained in Room 223 of the Administration Building.

### **Student-Athlete Advisory Council**

Tennessee-Martin has established a Student-Athlete Advisory Council for its student-athletes as required in By-Law 6.1.4.

The purpose of the Council is to:

- (A) Generate a student-athlete voice and promote efficient communication between Tennessee-Martin student-athletes and athletics administration.
- (B) Enhance school spirit and encourage the involvement of Tennessee-Martin student-athletes in campus and community projects.
- (C) Encourage and provide the student-athletes with the opportunity to communicate effectively with the athletics administration pertaining to the development of programs designed to serve their needs.
- (D) Design and implement programs which will encourage academic achievement, health promotion, social responsibility, and awareness throughout the Tennessee-Martin campus.

The Tennessee-Martin Student-Athlete Advisory Council (SAAC) is composed of one voting member and one alternate member from each of the following teams: baseball, women s basketball, men s basketball, cheerleading, women s cross country, men s cross country, football, golf, rifle, rodeo, soccer, softball, women s tennis, men s tennis, and volleyball. Members of the Council are selected by their respective team members to serve as liaisons between the Council and their respective teams.

Each team is represented by two student-athletes serving two-year terms with one member rotating off each year. Athletes must be in good academic standing during the term of their appointments. Both voting and alternate members are encouraged to attend all meetings.

Advisors to the Tennessee-Martin SAAC serving in ex-officio capacity include the Intercollegiate Athletics Director, Faculty Athletics Representative, and Senior Woman Administrator.

The Tennessee-Martin SAAC officers shall be elected during th spring semester meeting by a simple majority vote. The Executive Board and duties include:

President - presides at all meetings and serves as spokesperson.

Vice-President - serves as president-elect and maintains minutes and presides over meetings in absence of the president.

The SAAC shall meet at least once each semester. Additional meetings may be scheduled as needed.

The Constitution may be amended by a two-thirds majority vote. The proposal must be submitted in writing to the Council prior to the meeting.

## Special Assistance Fund

The following student-athletes are eligible for funds:

- (A) Pell-eligible student-athletes (except non-qualifiers in their initial year of residence), including student-athletes who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
- (B) Student-athletes who are receiving countable athletically related financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
- (C) For a foreign student-athlete, an official foreign student-athlete advisory entity of the institution outside the athletics department must certify in writing that the student-athlete has financial need.

The responsibility for oversight and administration of the fund, including interpretations, rests solely with the conferences. The guiding principles of the fund are to meet the student-athletes needs of an emergency or essential nature for which financial assistance otherwise is not available. Conference interpretations not addressed by the Division I Management Council should stay within this intended purpose.

Following are permissible uses of the fund:

- (A) Cost of clothing and other essential expenses (not entertainment) up to \$500 for Pell-eligible student-athletes and full and partial grant-in-aid student-athletes who demonstrate financial need.
- (B) Cost of expendable academic course supplies (e.g., notebook and pens) and rental of non-expendable supplies (e.g. computer equipment and cameras) that are required for all students enrolled in the course.
- (C) Medical and dental costs not covered by another insurance program (e.g., premiums for optional medical insurance, hearing aids, vision therapy and off-campus psychological counseling).
- (D) Costs associated with student-athlete or family emergencies.

Following are restrictions on the use of the fund:

- (A) Financing any portion of an institutional grant-in-aid that could have been awarded to the student-athlete prohibited.
- (B) Non-qualifiers may not receive special assistance funds during their first academic year in residence.
- (C) Entertainment expenses for student-athletes are not permissible.
- (D) The purchase of disability, illness or injury insurance to protect against the loss of

potential future professional sports earning is not permissible.

(E) The funds may not be used for administrative purposes (conferences may not charge an administrative fee nor may salary or staff expenses for administration of the funds be paid from these moneys).

A conference may accumulate not more than the total allocation received over the previous two years. The conference will not receive any additional dollars if it has exceeded the two-year cap amount.

### **Illegal Benefits**

Illegal aid is a topic that should concern every student-athlete, as it constitutes a serious violation of NCAA rules. If you accept illegal aid you may lose your eligibility, your scholarship and your right to compete in intercollegiate athletics.

The problems is that most student-athletes think of illegal benefits in terms of accepting gifts or money. While that is one form of an illegal extra benefit, you also cannot:

- Receive more than the allotted number of complimentary admissions;
- Sell complimentary admissions at any price; or
- Receive material benefits that are not available to the general student body.

This means that you should not accept special discounts on purchases or services, or even accept special payment arrangements on any purchases. Be very careful of free or special benefits that someone wishes to give you unless they are available to the general student body. If you are in doubt about such benefits, check with your coach.

### **Complimentary Admissions**

Complimentary admissions to team competitions are distributed in accordance with UTM, OVC, and NCAA rules and regulations. Up to four complimentary admissions per home or away contest may be provided to you as a student-athlete in the sport in which you participate. Complimentary admissions are provided only through a pass list for the individuals you designate.

When you guests utilize your complimentary admissions they must present identification to the person supervising the use of the pass list at the admission gate. Each guest is provided a ticket stub or other identification of a seat location at this time. You should explain this procedure to your guests so they will understand what is expected of them.

Your eligibility is affected by involvement in action contrary to the above listed provisions.

The complimentary admission policy will be further explained during a team orientation meeting, as procedures vary from sport to sport.

## **Athletic Awards and Recognitions**

Because of your outstanding athletic contributions, you may receive both public and professional recognition in the form of awards. Your visibility as a successful student-athlete may also lead to the requests from the news media for interviews or statements. As you are recognized for your achievements, remember, you are representing not only yourself, but also your team, the athletics program and the University of Tennessee at Martin.

**Athletic Awards:** In order to receive an athletics award, you must be of amateur standing, eligible for athletic participation, as defined by the NCAA and must have been representing Tennessee-Martin at the time of competition. Additionally, you must meet specific standards in order to be eligible to receive an award.

All award nominations are recommended by your Head Coach, and then approved by the Director of Athletics. Consideration is given to your athletics performance, sportsmanship and observance of rules, as well as other applicable criteria. All awards must fall within NCAA limitations regarding the type and value of presented awards.

**Athletics Participation Awards:** All student-athletes who have fulfilled the requirements established by their coach for an athletics participation (i.e., letter) award will receive one of the following:

- First Year: Award Certificate
- Second Year: Letter jacket
- Fourth Year: Plaque with Team Picture

If you are to receive a letter jacket, you will be notified when you should report to the Equipment Room to select your jacket. When you letter in a sport you will be notified which award you are to receive and the process for obtaining it.

**Special Awards:** Special awards may be given in your sport. The number, criteria and types of awards are determined by the Head Coach, within NCAA allowable limits.

Student-Athletes may receive awards in recognition of winning a national championship.

Awards for participation in special events (e.g., postseason football games, team or individual NCAA championships, etc.) May be presented when a team or an individual has represented the Department in such an event. Such an award is designated specifically for the championship team in accordance with NCAA regulations. The total value of all such awards to a student-athlete may not exceed \$300.

## **Sports Information, Media, and Public Relations**

The University of Tennessee at Martin has a Sports Information Office which acts as liaison between the intercollegiate athletics programs and the print (newspapers) and electronic (radio and TV) media. All men's and women's intercollegiate team information must be released through the Sports Information Office.

The University recognizes that the various intercollegiate teams create interest and support and are a great means for media exposure. The Sports Information Office cannot control what is used by the media outlets but can only make the information available.

As a Tennessee-Martin athlete, you have a responsibility to the University, your coaches and fellow athletes to cooperate with the media whenever possible. Your hometown residents and the student body, as well as Tennessee-Martin fans across the region and in other areas are interested in Tennessee-Martin's athletics programs. To aid the Sports Information Office with requests for information from the media, you are asked to fill out completely a personal profile questionnaire on an annual basis. It is important to all concerned that the athlete take the time to fill out the questionnaire in a conscientious manner. It is also very helpful when a particular outlet in an athlete's hometown contacts the Sports Information Office for information and displays interest.

The Department of Athletics and Sports Information Office are well aware that its image affects the reputation of the entire University and urge you to exercise care when making public statements. In general, when speaking to media, be confident, courteous and prompt. Probably the main thing to remember when dealing with the media is to present an image that is consistent with the ideals and standards of the University and its athletics program.

An interview or conversation with members of the media, University officials, and fans can be a very valuable part of a student-athlete's life at Tennessee-Martin and they can serve as a great learning and growing experience for you. As an incoming athlete, you may be nervous when speaking with those you are not familiar with, but by the time you graduate you will have become more relaxed, confident, and articulate. This growth and personal confidence is a valuable part of your athletics experience and the one that can be carried with you into the working world.

When dealing with media, view them as friends not adversaries. However, do organize your thoughts before a scheduled interview. Sometimes a comment that seems innocent when spoken looks different when in print.

You should never agree to a telephone interview unless the arrangements are coordinated through the Sports Information Office. If you receive an interview request, ask that the media representative make arrangements through the Sports Information Office.

You should never receive calls or visits from the media that have not been arranged by the Sports Information Office. If someone shows up at your door, as politely as possible explain you will get in trouble if you do not interview under those circumstances and refer the person to the Sports Information Office.

On very rare occasions, the general tone of the interview may be such that you feel uncomfortable participating in the interview. Should this occur, notify the Sports Information Director.

The longer you are on a team, the more likely it becomes that you will develop a personal relationship with media reps who regularly cover your team. While we encourage this, remember that, regardless of what is said, a reporter's first obligation is to report the news.

If you approach an interview with poise and courtesy, you are off to a good start. Remember, the image you project not only reflects upon you, but upon your team, and your University as well. You are encouraged to contact the Sports Information Director for assistance or any help. The Sports Information Office is located in room 40 of the Fieldhouse.

### **Hints for Dealing With the Media:**

- (A) Organize your thoughts before a scheduled interview so you are sure about the points you want to communicate.
- (B) Be sure you understand the question before answering it. Ask for clarification if you don't understand the question.
- (C) Be wary of an off the record situation. It is usually not in your best interest to do interviews in this manner, as it may be left open to interpretation as to what is or is not off the record.
- (D) If possible, try not to be evasive or to answer no comment as it raises suspicions. It is better to answer, I am not familiar enough with that issue to give a fair answer.
- (E) Do not become overly sensitive about a particular question or story. With very few exceptions, reporters who cover Tennessee-Martin athletics are not out to get somebody.
- (F) Do not criticize your teammates or your coaches in the media. If you have concerns share them with the persons involved, not the public.

### **Student-Athlete Exit Interview**

The institution's director of athletics or designated representative (excluding coaching staff members) shall conduct exit interviews in each sport with a sample of student athletes (as determined by the institution) whose eligibility has expired. Interviews shall include questions regarding the value of the students' athletic experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes' specific sport.

### **Drug Education, Counseling and Testing Program**

The University of Tennessee at Martin is concerned with the physical well being of its students and particularly with those who participate in intercollegiate athletics. While the misuse of drugs is a potential problem for all students, unique pressures and risks exist for student-athletes. The use of drugs by student-athletes is not tolerated.

The primary purpose of these policies for drug education and screening is **NOT** to find and punish drug and alcohol abusers; the policies are intended to employ screening, education, and counseling to **DETER DRUG USE** and where deterrence is unsuccessful, to terminate those

student-athletes participation in intercollegiate athletics. In order to accomplish this aim, the department must:

- (A) Provide a testing program to identify student-athletes who are improperly using drugs or alcohol and assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent.
- (B) Assist, through education and counseling, those who do prove to be abusers before they injure themselves or others or become physiologically or psychologically dependent.
- (C) Educate student-athletes of the physiological and psychological dangers inherent in the misuse of drugs and alcohol.
- (D) Protect student-athletes from the health-related risks connected with the misuse of drugs and alcohol.
- (E) Protect student-athletes, their teammates, and their opponents from potential injury as a result of the misuse of drugs and alcohol.
- (F) Protect the integrity of athletics and fair play by deterring the use of performance enhancing drugs.

**Drug Education:** Education seminars on drug and alcohol abuse are held periodically by professional and/or experienced drug educators or counselors.

**NCAA Banned Substances**

<u>(A) Psychomotor Stimulants:</u>		
amphetamine	phenmetrazine	methylamphetamine
benzphetamine	pipradol	methyphenidate
chlorphetermine	ethylamphetamine	phedimetzine
cocaine	fencamfamin	phentermine
diethylpropion	meclofenoxate	prolintane & related compounds
premlone		
<u>(B) Sympathomimetic Amines:</u>		
chlorprenaline	isoetharine	methylephedrine
ephedrine	isoprenaline	phenylpropanolamine & related compounds
etafedreine	methoxphenamine	
<u>(C) Miscellaneous Central Nervous System Stimulants:</u>		
amiphenazole	crolethamide	nikethamide

bemigrade	doxapram	picrotozine
caffeine*	ethamivan	strychnine & related compounds
cropropamide	leptazole	
<b>(D) <u>Anabolic Steroids:</u></b>		
clostebol	methadienone	oxymetholone
dehydrochloromethyltestosterone	norethandrolene	testosterone & related compounds
fluoxymestone	oxamrolone	
Any urine manipulators used to mask the use of drugs.		
<b>(E) <u>Alcohol</u></b>		
<b>(F) <u>Diuretics</u></b>		
Bendroflumethiazide	ethacrynic acid	metolazone
benzthiazide	flumethiazide	polythiazide
bumetanide	furosemide	quinethazone
chlorothiazide	hydrochlorathiazide	spironolactone
chlorthalidone	hydroflumethiazide	triameterene
cyclothiazide	methylclothiazide	trichlormethiazide & related compounds
<b>(G) <u>Street Drugs:</u></b>		
amphetamine	herione	methamphetamine
cocaine	marijuana	tetrahydrocannabinol (THC) and others

Exceptions for category F may be made by the Team Physician for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug.

The list of banned drugs may be modified to comply with any change in Regulation 1, Section 7 (drugs) of the Executive Regulations of the NCAA.

**Drug Screening Procedures:** Student-athletes may be annually screened at their pre-season physical examination for any or all of the chemical substances named on the NCAA list of banned drugs, including alcohol. Additional tests are made in the following situations.

Institutional:

1. All student-athletes are or can be tested at their pre-participation physical. (This is the **only** announced drug test).
2. You can be tested whenever medically warranted.
3. All student-athletes, and especially all past positives, are subject to random drug

testing throughout the year.

NCAA:

1. The NCAA reserves the right to come to campus and take random drug screenings on football and track athletes during the academic year. A positive test would result in a minimum one year suspension from participation in any NCAA sport.
2. If you participate in a post-season event (i.e., bowl games or NCAA championships,) you may be tested by the NCAA. A positive test could result in individual or team disqualification from further participation.

**Screening Protocol:** Screening is accomplished by urinalysis, or other recognized analytical procedure, or specimens obtained from the student-athlete at the direction of the Head Athletic Trainer. The testing procedure ensures that the specimen being analyzed is identified with the appropriate student-athlete and that the purity of the sample is maintained. All specimens are coded to insure confidentiality, and the identity of each person tested is known only to the Head Athletic Trainer. All chemical analyses are conducted by a professional laboratory selected by the Athletic Trainers/Athletic Director.

Urine specimens of student-athletes are obtained under the following guidelines:

- (A) All specimens are taken as first-morning specimens or immediately following physical exercise.
- (B) All specimens are collected under the direct supervision of and witnessed by an athletic trainer.
- (C) The specimen container is handled **only** by the student-athlete. He/she selects, closes, and seals the container, marks the seal, attaches his/her ID number to the container, and places the container in the device used to transport the specimen to the laboratory.
- (D) The athletic trainer transfers all specimens to a laboratory courier, who signs for them and transports the specimens to the laboratory where they are received by a laboratory agent who signs for them. All signatures attest that the official seals on the specimen bottles remain intact.

Results of the analysis are evaluated by the Athletic Trainer/Athletic Director and any decisions concerning athletic participation are based on acceptable medical practice for the safety of the student-athlete, his/her teammate and his/her opponents.

Appropriate medical follow-up is handled by the Athletic Trainer and Counseling Center. In the event of positive test results, the follow-up may include retesting. This and any further retesting is based upon medical reasons determined by the Athletic Trainer, Team Physician, or Counseling Center.

**Consequences of Test Results:** A positive test result is determined in any of the following circumstances:

(A) Testing of a student-athlete's specimen by a professional laboratory yields a positive result. This must be confirmed by the laboratory through a gas-mass/spectrum testing procedure.

(B) The student-athlete is found guilty or admits guilt to a legal offense regarding a controlled substance or alcohol (DUI, violating drinking age, dom, etc.), in particular using a controlled substance, possession of a controlled substance, or sale of a controlled substance. This does not include any student-athlete who voluntarily submits to drug or alcohol counseling prior to any involvement with legal authorities.

(C) The student-athlete is proven to have used a controlled substance. Use must be confirmed by signed affidavits and/or admission by the student-athlete. Validity of proof to be determined by the Director of Athletics, the Head Coach of the student-athlete's sport, and the Head Athletic Trainer.

(D) The student-athlete does not report for drug screening at the designated time for testing.

(E) Testing positive for NCAA testing.

In addition to the official NCAA drug testing program and related disciplinary measures, the University of Tennessee at Martin athletic program conducts a random drug testing program on a monthly basis. When a case of illegal drug use or a positive drug test is confirmed, the following measures will be taken:

**First Offense or Positive Drug Test** - The Student-athlete will be suspended from intercollegiate athletics competition and/or practice for a period of up to 90 days. The suspension will be determined by the Director of Athletics in consultation with the team athletic trainers and the appropriate coach, but the suspension will include a minimum of one week of practice and one competition in cases where a student athlete is found guilty or admits guilt to a legal offense. The student-athlete will be required to obtain a drug use evaluation at his or her expense (if any) and will be subject to more frequent drug testing. Coaches will have the discretion to add disciplinary measures such as additional training or suspension time.

**Second Offense or Positive Drug Test** - The Student-athlete will be suspended from intercollegiate athletics participation immediately for the remainder of the academic year, and his or her athletic scholarship will be terminated. If the Office of Student Affairs should suspend the student-athlete from the university, the student-athlete may be billed for any scholarship costs during that semester that were not earned by the student-athlete. The student athlete may appeal in writing to the Director of Athletics to be reinstated the next academic year.

**Third Offense or Positive Drug Test** - The student-athlete will be suspended from intercollegiate athletics participation permanently.

Student-athletes who violate the drinking age law will be disciplined in accordance with his or her teams training rules. However, if the violation becomes a public matter resulting in a negative reflection on the university, the above drug use/drug testing policy will be followed.

**Post Season Screening:** The NCAA conducts drug screening on student-athletes involved in post-season bowl games and NCAA championships. The Athletic Department may test these participants randomly. This is a scheduled Drug Screen of the University and you are subject to all provisions of the Department's policies. It is of the utmost importance that all of our athletes are **clean** for the NCAA tests. Therefore, anyone testing positive will not participate in post-season competition.

### **Departmental Drug Screen**

(A) Drug screens are administered after qualification for post-season competition, but prior to departure for post-season competition.

(B) You must declare all medication you are taking at the time, including prescription or non-prescription drugs, cold medicine and aspirin, prior to testing.

(C) any positive test results are subject to departmental policy and could result in disqualification from post-season competition.

**IMPORTANT!! Do not take anything unless** it has been approved by the Head Athletic Trainer or Team Physician, including coffee, tea, soft drinks, aspirin, cold medicine, etc. Do not assume that anything is legal, prescription or non-prescription, even if given to you by a doctor other than the Team Physician. **Contact the Head Athletic Trainer with any questions.**

**Section III**  
**Policies and Procedures Primarily Affecting Coaches and Staff**

**Teaching Responsibility**

The Tennessee-Martin athletics and general administration philosophically support the practice of coaches teaching academic classes because it promotes athletics among the general student body and it enhances the quality and number of coaches available to the athletic program. As a result, teaching assignments must be approached professionally. A class should always meet when scheduled and never be cancelled unless there is an emergency. The instructor should always contact the secretary or chair person of the appropriate academic department when a class must be moved or cancelled for emergency reasons.

**Personnel Contracts / Appointment Letters**

All employees must have a letter of appointment and have a signed letter of acceptance on file.

All letters of appointment should include titles, term of employment, and assignment of duties in athletics and of other appropriate responsibilities such as teaching. A coach's appointment letter should include language regarding athletically related income; summer camps; and compliance with the laws of the State of Tennessee, the policies and requirements of the University of Tennessee at Martin, the constitution, bylaws and rules and regulations of the NCAA, and the constitution, bylaws and rules and regulations of the OVC.

**Personnel Performance Appraisals**

Annual performance evaluations are performed for each full-time and part-time exempt and non-exempt employee.

**Athletically Related Income**

NCAA Bylaw 11.2.2 requires that an athletics department staff member is required to receive annually prior written approval from the chief executive officer for all athletically related income and benefits from sources outside the institution. The staff member's request for approval also shall be in writing and shall include the amount and the source of the income. Sources of such income shall include but are not limited to the following:

- (A) Income from annuities;
- (B) Sports camps;
- (C) Housing benefits;
- (D) Country Club memberships;
- (E) Complimentary ticket sales;
- (F) Television and radio programs; and
- (G) Endorsements on consultation contracts with athletic shoe, apparel, or equipment manufacturers.

## Rules Education and Compliance Efforts

The University of Tennessee at Martin will operate its Intercollegiate Athletic Program in compliance with published NCAA, OVC and University regulations and directives through the combined efforts of the following agencies and departments:

National Collegiate Athletic Association  
Ohio Valley Conference  
Chancellor, University of Tennessee at Martin  
Vice Chancellor for Student Affairs  
Vice Chancellor for Finance and Administration  
Faculty Athletics Representative  
The Registrar  
Director of Admissions  
Director of Student Financial Assistance  
Director of Intercollegiate Athletics

The Assistant Athletics Director for compliance is responsible for ensuring that all appropriate compliance procedures are followed and that documents are submitted to the appropriate agency or department in accordance with regulations and schedules prescribed by the NCAA and the OVC.

### Rules Education

**Communication:** The task of educating those individuals at The University of Tennessee at Martin with a need to know pertaining to NCAA rules and regulations will be accomplished through discussions at regularly scheduled staff meetings. Specific rules interpretations will be directed to Assistant Director for Compliance via e-mail. In addition, NCAA manuals and OVC Handbooks are provided to all head coaches and professional staff.

**Athletic Director:** Through the medium of athletic department correspondence, newsletters, and announcements at Skyhawk Club meetings, boosters are reminded of rules pertaining to inappropriate student-athlete contact and other rules governing outside influence by those with an interest in Tennessee-Martin athletics.

### Violations of NCAA Rules

**General:** The University of Tennessee at Martin's Department of Intercollegiate Athletics program is committed to conducting all aspects of its operation by NCAA rules and regulations, and when necessary, more restrictive conference rules. **Self-Reporting Violations** discovered internally to the University will be reported immediately (telephonically) to the NCAA. At the advice of the NCAA, the necessary written correspondence will be forwarded to NCAA headquarters providing the full details of the violation.

The unit to be advised that a violation has occurred are as follows (not in specific order):

Office of the Chancellor

Faculty Athletics Representative  
Director of Intercollegiate Athletics  
Sports Information Director  
Coach or coaches as appropriate  
Student-athlete or athletes as appropriate  
Unit head where violation occurred if appropriate

All procedures prescribed by the NCAA manual for internally and externally reported violations will be followed and coordinated by the Assistant Director for Compliance.

### **Sports Camps and Clinics**

NCAA Manual-NCAA By-Law 13 provides the basic guidance for The University of Tennessee at Martin s conduct for sports camps and clinics.

The Department of Intercollegiate Athletics and the Office of Camps and Special Programs are the responsible agencies for the scheduling and conduct of athletic sport camps and clinics initiated by the Department of Intercollegiate Athletics. The Office of Camps and Special Programs has the primary responsibility of coordinating all caps conducted at the University of Tennessee at Martin, and the accountability of all funds associated with camps.

Sport Camps and Clinic Checklist: The Sport Camps and Clinics Procedures checklist is contained in Attachment 49.

### **Scheduling of Games and Practice Times**

The head coach of each sport, with the assistance of the Director of Intercollegiate Athletics as required, develops the sport competition schedules. These schedules must comply with the NCAA maximum and minimum number of Division I contests, as listed in NCAA By-Law 17 and NCAA By-Law 20.

Pre-season competition, including scrimmages, are conducted at the discretion of the head coach of each sport. However, any pre-season competitive activity must be in compliance with NCAA By-Law 17 for the sport. Post-season competition is permitted in all sports and conducted in accordance with the Ohio Valley Conference guidelines and the NCAA championship selection process.

Practice schedules are established by the sport head coach in compliance with the provisions of NCAA By-Law 17 for his or her sport. A maximum of 20 hours of athletically related activities per week during the traditional portion of the sport playing season is permitted. The facility coordinator schedules practice facilities for all practices inside the Elam Center. Each sport head coach who uses outdoor facilities has priority for use of his or her game/practice facility.

### **Travel and Per Diem Allowance**

The head coach of each sport arranges his or her own travel utilizing either University vehicles

or commercial transportation (bus, airplane). Air transportation is utilized on long-distance travel on rare occasions. The Office of Intercollegiate Athletics permits coaches to use the state-established per diem allowances, but each coach determines how to allocate that allowance based on the needs of the program and current budget limitations. Overnight accommodations are a best (least) price arrangement by each head coach.

### **Equipment and Supplies**

Each sport is provided with an operating budget for the purchase of equipment and supplies. Each sport is responsible for developing a replacement schedule for supplies or inadequate or unsafe equipment. Head coaches are responsible for submitting equipment, supplies, and facility needs during his or her annual budget request. Coaches are the first avenue for requesting such needs.

### **Scheduling the Elam Center**

Practice and competitive schedules within the Elam Center are coordinated by the Elam Center Facility Manager. The Facility Manager coordinates the Elam Center use for the Office of Intercollegiate Athletics, Department of Health and Human Performance, and Office of Campus Recreation.

**Section IV**  
**Policies and Procedures In Process**

Facilities Management

Job Descriptions

Budget Process

Sports Profiles

Audit Requirements

Departmental Spending Approvals

Ticket Policies

Team Travel Advances

Procurement Cards

Purchasing

Hall of Fame Criteria and Selection Process

Grievance and Appeals Procedures for Student Athletes