

**Eastern New Mexico University Athletics**

**Policy and Procedures Manual 2015**

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## **Eastern New Mexico University Athletics**

### **Policies Procedures Manual Chapter 1 Introduction**

#### **Introduction**

All successful organizations operate under a set of policies and procedures. Policies provide the “why” and procedures are the “how.” This manual is available to all athletic personnel both in hard copy and on-line. It will be of particular benefit to new employees. It is updated on an annual basis. This document must be included in the five year Institutional Self Study as required by the NCAA. Personnel are encouraged to use this manual as a guide in their decision making processes.

**Eastern New Mexico University Athletics  
Policies and Procedures Manual Chapter 2 Philosophy/Mission**

1. **PURPOSE.** The purposes of these policies and procedures are to set forth the philosophy, the mission, and the operational procedures of the Eastern New Mexico University (University) Department of Athletics (Department) and to inform Department staff, as well as administrators, faculty, student athletes and athletic committee members, of the assignments, duties, and responsibilities of the University as a whole and the Department in particular with regard to University athletics.
  
2. **GENERAL POLICY.** All athletic endeavors of the University shall be subject to the foregoing general policies:
  - A. **Philosophy of Eastern New Mexico University Department of Athletics**

The intercollegiate athletics program for men and women at Eastern New Mexico University exists to complement the mission and goals of the University. Since athletic activities aid in the intellectual, physical and social development of students, there is an important role for intercollegiate athletics to play at the University. The intercollegiate athletics program is an integral part of a total program of instruction and recreation while providing opportunities for highly-skilled students to compete against challenging collegiate opponents. In addition, the Athletic Department promotes the physical, emotional, social welfare and intellectual development of student-athletes without regard to differences in gender, ethnicity and sexual orientation. Opportunities for the development of student leadership are afforded through structures which govern the program. The Department of Athletics supports equitable opportunity (as defined under Title IX and the Office of Civil Rights) for all student-athletes and staff including women and minorities. It is important to recognize that a strong athletic program can make a significant contribution to University recognition by the public, students, faculty, staff and alumni. Yet the program must place emphasis on the quality of the experience gained by each participant. Pressure to win without regard to the academic and physical well-being of the student athlete must be avoided. Sportsmanship and attitude are important elements in the total athletic program. Athletes should show respect for fellow participants, opponents, coaches and officials. The University has a responsibility to ensure that staff members of the athletic program and fans of the teams know and exhibit good sportsmanship at events in which University teams are participating. Participants and staff members are to consider their involvement in the athletic program as an opportunity worthy of their best efforts. The participants' and coaches' actions exhibit their commitment to the team and program objectives. Individuals, teams, and coaches involved in the program must recognize that their actions reflect upon the University intercollegiate program, the University and themselves as individuals. The program is to be conducted under procedures and actions that exhibit sound educational practice. The program is to be administered in accordance with the policies of conferences and other state, regional and national organizations in which the University holds membership. The University is a member of the National Collegiate Athletic Association (NCAA) and offers 14 intercollegiate sports at the Division II level (seven men's sports: baseball, basketball, cross country, football, soccer, indoor/outdoor track and field; and seven women's sports: basketball, cross country, soccer, softball, indoor/outdoor track and field, volleyball). The University also sponsors a Spirit Squad consisting of Cheerleading and Dance. On a regional basis, the University competes in the Lone Star Conference (LSC). In addition, the University offers men's and women's rodeo teams, which compete in the National Intercollegiate Rodeo Association (NIRA). The Department of Intercollegiate Athletics will abide by all rules and regulations of the NCAA, LSC, NIRA, and the University. In summary, athletics

will provide a wholesome atmosphere for sportsmanship, competition, entertainment, academic achievement and a campus spirit for the development of tradition. (Formally Reviewed and Adopted by ENMU Board of Regents May 15, 2015)

- B.** Department of Athletics Mission: The Mission of the Eastern New Mexico University Department of Athletics is to graduate student-athletes who demonstrate good citizenship while fielding competitive teams. The Department is committed to the ultimate development of all student/athletes. Through the intentional use of its resources the Department promotes individual and team development intellectually, athletically, and spiritually. The Department is steadfast in the attainment of success in the athletic environment. The competitive societies in which we live require the Department to prepare student/athletes to be successful by helping them learn to compete and win both in and outside the athletic domain.
- C.** Department of Athletics Vision: "Athletic Excellence on the High Plains"
- D.** Statement of Authority Statement of Authority: The Board of Regents of ENMU delegate authority to the President ultimate responsibility and final authority for the conduct of the athletic program and the actions of any board in control of the program. The President entrusts the administration of the Athletic Department to the Director of Athletics. Duties are specified in his/her position description. The athletic budget shall be controlled by ENMU and subject to its normal budgeting procedures. The President shall approve the annual budget. Per NCAA Constitution 6.2.3.1 (requirement), at least once every three years, all expenses and revenues for or on behalf of a Division II member institution's intercollegiate athletics program, including those by any affiliated or outside organization, agency or group of individuals, shall be subject to a review based on agreed-upon procedures (in addition to any regular financial reporting policies and procedures of the institution) conducted for the institution by a qualified independent accountant who is not a staff member of the institution and who is selected either by the institution's president or by an institutional administrator from outside the athletics department designated by the president. ENMU may conduct an annual overall institutional audit as well as a separate financial audit of the athletics department that is intended to meet the NCAA financial reporting requirements. ENMU is not required to perform a separate audit of all athletics department expenditures if the work performed by an independent auditor as part of an institution-wide financial audit would comply with the terms of the NCAA legislation relative to the requirements set forth in the section entitled "Minimum Agreed-Upon Procedures." In using this approach, the independent auditor shall also conduct certain minimum agreed-upon procedures related to the revenues and expenses of affiliated and outside organizations that are not under the accounting control of the institution. In addition, Constitution 6.2.3.1.1 (schedule) requires that the report created pursuant to the agreed-upon procedures shall be presented to the president on or before January 15 after the end of the institution's fiscal year. The report's primary purpose is to ensure that the president is made aware of all financial activity (both internal and external) for athletics purposes and to assist ENMU in exercising control over financial activity made by or on behalf of the intercollegiate athletics program.
- E.** National Collegiate Athletic Association. The University is a member of the National Collegiate Athletic Association (NCAA) Division II and is governed by the constitution and bylaws of the NCAA.
  - 1.** Knowledge and Compliance. The President, the Director, all coaches, Compliance Coordinator, Faculty Athletic Representative, and the President's Athletic Advisory Committee shall become knowledgeable of, and be accountable for compliance with, the rules and regulations of the NCAA as those regulations apply to their job and the activities they manage and supervise.
  - 2.** Fundamental Policy. It is the fundamental policy of the NCAA that competitive athletic programs of colleges and universities are designed to be a vital part of the educational system. A basic purpose of the NCAA is to maintain intercollegiate athletics as an integral part of the educational process and the student-athlete as an integral part of

the student body, and by doing so retain a clear demarcation between University athletics and professional sports. Legislation concerning the conduct of intercollegiate athletic programs of member institutions shall apply to basic athletic issues such as admissions, financial aid, eligibility, and recruiting. Member institutions shall be obligated to apply and enforce this legislation, and the enforcement program of the NCAA shall be applied to an institution when it fails to comply with this obligation.

- F. Lone Star Conference.** The University is a member of the Lone Star Conference (LSC) and is governed by its rules and regulations.
- 1. Knowledge and Compliance.** The President, the Director, all coaches, Compliance Coordinator, Faculty Athletic Representative, and the President's Athletic Advisory Committee shall become knowledgeable of, and be accountable for compliance with, the rules and regulations of the LSC.
  - 2. Objectives.** The primary objective of the LSC is the administration of intercollegiate athletics among members of the conference and with other colleges and universities by the establishment and enforcement of rules and regulations to maintain:
    - a. A proper balance between athletics and the scholarship posture of each institution.
    - b. Presidential control of all athletics.
    - c. Uniform exchange of educational, cultural, and philosophical ideas and programming among member institutions.
    - d. Satisfactory assignment of officials for all athletic contests.
    - e. As level a field of competition as is possible in the various sports among member institutions.
- G. President's Athletic Advisory Committee**
- 1. Purpose.** The committee addresses issues concerning student-athletes, coaches, team schedules, NCAA legislation, Lone Star Conference legislation, and university sponsorship of team sports. The committee reviews the athletic philosophy to ensure that it is in harmony with the published statement of philosophy of ENMU. The committee is kept informed of the institution's commitment to the principles of sportsmanship and ethical conduct, rules compliance and amateurism. It is consulted regarding ENMU institutional policies and practices affecting the operation of intercollegiate athletics. The committee annually reviews the athletic gender equity plan and minority opportunity plan. The committee appoints the University Representative to the Greyhound Club Board of Directors.
  - 2.** The Presidents Athletic Advisory Committee consists of the President, VP of University Relations and Enrollment Services, Athletic Director, Compliance Coordinator, Registrar, Assistant Registrar/Eligibility Coordinator, Faculty Athletics Representative Greyhound Board of Director appointee and others appointed by the President at his/her discretion.
  - 3.** The Presidents Athletic Advisory Committee oversees the ENMU Compliance system.
  - 4. Agenda for the committee will consist of:**
    - a. Review and update on the Compliance Calendar
    - b. Report by the Athletic Compliance Committee Chair (Faculty Athletics Representative)
    - c. Report by the Compliance Coordinator
    - d. Report from the Office of the Registrar

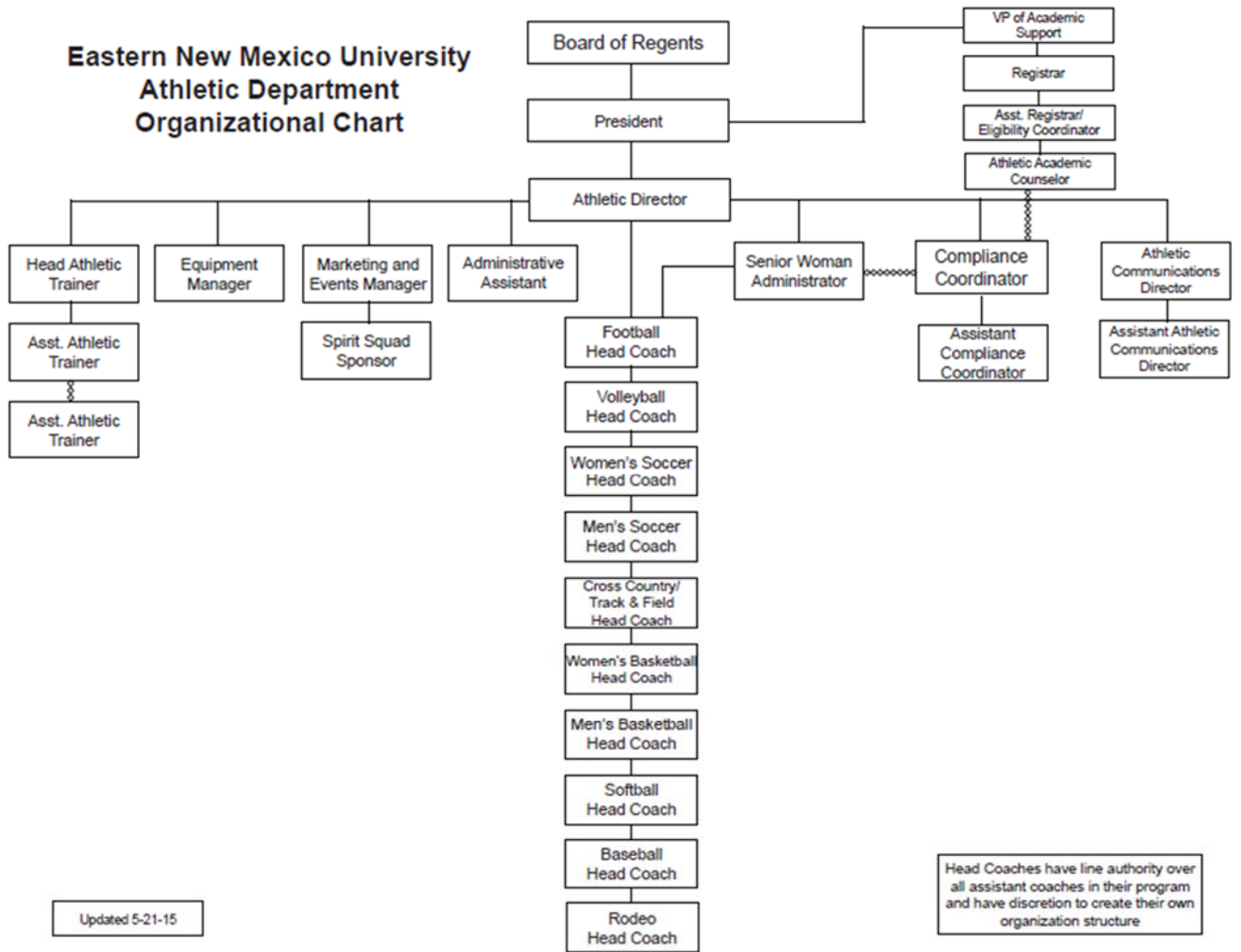
- e. Report by Athletics Director
  - f. Other compliance related issues
  - g. This committee will meet at discretion of the President
5. Responsibilities. The duties and responsibilities of the President's Athletic Advisory Committee shall be to:
- a. Review and recommend policies pertaining to the conduct of intercollegiate athletics
  - b. Remain informed of schedules and contracts for athletic events and any agreements directly connected with the University's athletics
  - c. Provide information and assistance to representatives of the University for NCAA, LSC and other similar meetings
  - d. Review and approve any activities of the intercollegiate athletics program not specifically provided for above
  - e. Provide recommendations and suggestions pertaining to procedures, practices, and policies of the Department
  - f. Serve as a liaison between the Department and the general university community
  - g. With respect to athletics, to ensure full observance by the University of all University, NCAA, LSC and other regulating agencies' policies, rules, and regulations with respect to athletics
  - h. Oversee and approve development of a gender equity plan by the Athletic Director.
- H. Faculty Athletics Representative (FAR).** The Faculty Athletics Representative is responsible for serving as the liaison between the Department of Athletics and the faculty and administration. The Faculty Athletics Representative is appointed and reports directly to the President. The Faculty Athletics Representative is one of five individuals authorized to make contact with the NCAA Academic and Membership Affairs staff for rule interpretations. The Faculty Athletic Representative has a number of legislated and assigned responsibilities:
1. Represents the institution, when appropriate, at the yearly NCAA Convention, Lone Star Conference meetings and Regional Rules Compliance Seminars.
  2. Signs the academic and overall eligibility of each student-athlete each semester in coordination with the Office of Athletic Compliance and the Office of the Registrar.
  3. Assists with required Institutional Self-Studies.
  4. Administers the NCAA Coaches' Certification examination.
  5. Serves as chair of the Athletic Compliance Committee.
  6. Assists with compliance education for student-athletes, coaches, and staff.
  7. Assists with the submission of student-athlete reinstatement cases. Reinstatement requests must be submitted to the NCAA in the name of the institution by the Faculty Athletic Representative, President, or Athletics Director in accordance with NCAA Bylaws. Assists with all NCAA waiver requests.
  8. The Faculty Athletics Representative is included in the notifications from the NCAA that an official inquiry is being initiated to determine whether rules violations have occurred.
  9. Reviews competitive schedules and responds to faculty concerns.
  10. Liaison with Faculty concerning missed class for competition.
- I. Athlete Health.** In caring for the health of its student athletes the University and the Department shall maintain the highest standards of care, consistent with acceptable standards of the community of coaches, athletic trainers and medical professionals who deal with college and university athletics.

- J.** Student Athlete Handbook. The University shall maintain a Student Athlete Handbook to inform student athletes and assist them in adhering to the policies of the Department and the University.
- K.** Department Policies and Procedures Manual. The University shall maintain a Department of Athletics Policies and Procedures Manual setting forth the policies and procedures by which the Department operates. This manual is available both in hard copy and online via the ENMU Athletics Website.
- L.** Club Sports. Club sports, those intercollegiate sports at the University organized on a club basis and not sanctioned by either the Lone Star Conference nor the NCAA, play an important part in the complete athletic/recreational picture of the University. Club sports shall maintain levels of sportsmanship and educational practice consistent with the Intercollegiate Athletic Philosophy (Section 2A) stated above. The criteria for club sports being elevated to varsity status may only be established by the Advisory Committee upon the recommendation of the Director. Club sports shall be administered as follow:1.

  - 1. Administration. Club sports shall be administered by the Vice President of Student Affairs.
  - 2. Financing. Financial backing for club sports may come from the budget of the Associated Student Activities Board. Other financing must be from funds raised by the club.
  - 3. Facilities. The Department shall assist club sports by allowing clubs the use of University athletic facilities within appropriate priorities.
- M.** Intramural Sports. Intramural sports, those sports in which there is not intercollegiate competition, play an important part in the complete athletic/recreational picture of the University. Intramural sports shall maintain levels of sportsmanship and educational practice consistent with the Intercollegiate Athletic Philosophy (Section 2A) stated above.

  - 1. Administration. Intramural sports shall be administered by the Chair of Health and Physical Education
  - 2. Financing. Financial backing for intramural sports may come from the budget of the Associated Students Activity Board. Other financing must come from individual or team participants.
  - 3. Facilities. Intramural sports shall be conducted on University athletic facilities with University athletic equipment, or other equipment approved by the Department, within appropriate priorities.

# Eastern New Mexico University Athletic Department Organizational Chart



Updated 5-21-15

Head Coaches have line authority over all assistant coaches in their program and have discretion to create their own organization structure



## Eastern New Mexico University Athletics

### Policy Procedures Manual Chapter 3 Operational Philosophy

- 1. Department Operational Philosophy.** The University supports a well-regulated, balanced program of intercollegiate athletics for men and women operating within dynamic, challenging, and diversified academic programming. The University athletic program also assumes the role of a builder of a common spirit existing among members of the University and strives to inspire enthusiasm and dedication which benefit the University community. Athletic activities must remain supplementary and complimentary to the essential academic purpose of the University. The Department shall be administered within the academic mission of the University. The Department shall strive for a level of competition which will be challenging for the student athletes. The Department accepts the responsibility of creating an environment which provides each student athlete with an opportunity to develop personal, educational, and moral values. The University strives to develop intellectual, social, moral, emotional, cultural growth, and development as well as the physical dimension of student athletes. As students become exposed to the psycho-motor, cognitive, and affective experiences associated with intercollegiate athletics, they should gain significant exposure to sportsmanship and have an opportunity to develop character. Included within the definition of "character" are such terms as loyalty, cooperation, and teamwork. The ever-changing intercollegiate athletic scene, and constant changes within the NCAA and the many collegiate athletic conferences, as well as the changes that circumstances may require in the University's athletic program, require continuous evaluation and assessment of the nature of the role which athletics assumes within the institution.
  
- 2. Operational Assumptions.** The operation of the Department is based on the following assumptions:

  - A. Intercollegiate athletics are an integral part of the educational experience
  - B. Intercollegiate athletics enhance the campus community
  - C. Intercollegiate athletics enable participants to develop specific, valuable, and beneficial qualities
  - D. Intercollegiate athletics enable participants to realize meaningful, long-lasting benefits and advantages as a result of such involvement
  - E. Intercollegiate athletics provide enjoyable and challenging experiences for the participants
  - F. Intercollegiate athletics inspire school spirit and provide entertainment for the University community.
  
- 3. Department Objectives.** Based upon the foregoing philosophy and assumptions, the objectives of the Department are:

  - A. To provide a form of student educational activity which is an accepted part of college life
  - B. To provide an opportunity for a competitive experience
  - C. To provide an athletic program which demonstrates the positive values of physical fitness, learned skills and sportsmanship
  - D. To provide as broad and varied an athletic program as is feasible with available resources
  - E. To provide a vehicle for enhancement of community morale and spirit within the University and the community at large

- F. To increase interest in and loyalty to the University and its goals and objectives
- G. To create an atmosphere of fun, pride, enjoyment, and satisfaction surrounding intercollegiate activities

**4. Basic Principles of the Department.** The Department shall be guided by the following principles:

- A. The Department shall be organized and managed in accordance with the highest principles of commitment to athletics and to the mission of the University;
- B. Participants on all athletic teams in NCAA competition shall be full time, enrolled students of the University making normal progress towards a degree (as specified by NCAA regulations)
- C. All professional personnel involved in administering and supervising intercollegiate athletics activities shall be regularly employed staff members of the University, except in instances where non-University personnel shall be involved only as a temporary, or interim measure until the services of a regularly employed professional staff member may be obtained
- D. Athletics programming shall be incorporated into the total pattern of the University's educational structure in order that the values inherent in athletics are able to be realized by the participants and spectators
- E. Intercollegiate athletic practices shall be consistent at all times with sound principles of education and in accordance with the spirit and the rules of the NCAA, the Lone Star Conference, and the University.
- F. The Department shall strive for excellence.

## **Eastern New Mexico University Athletics**

### **Policies Procedures Manual Chapter 4 Director of Athletics**

**4. ADMINISTRATION: DIRECTOR OF ATHLETICS.** The Department shall be administered by the Director with oversight by the President, to whom the Director shall report directly. Specific duties and responsibilities of the Director are as follows:

- A. Supervise administrative staff and all coaches in the Department
- B. Administer budget and resource planning, to include developing, recommending, and adjusting the athletic budget
- C. Generate external funding
- D. Supervise all athletic facilities
- E. Comply with NCAA and LSC rules and regulations
- F. Comply with University policies and procedures
- G. Represent the Department to alumni, civic groups, Athletic Committee, and the community at large
- H. Maintain good public relations
- I. Assist coaches in scheduling, and approval of schedules
- J. Prepare and approve contracts for all games, matches, contests, and special events
- K. Arrange and supervise game and contest administration
- L. Coordinate with coaches all team and department travel
- M. Supervise, including budgeting, various special project;
- N. Work for coaching and administrative staff improvement through meetings and conventions
- O. Attend all NCAA national, district, and regional, and all LSC, meetings and conventions
- P. Promote the University's athletic program.

**Eastern New Mexico University Athletics**  
**Policies Procedures Manual Chapter 5 Department Staff**

5. DEPARTMENT STAFF

A. Code of Ethics/Conduct: The success of any organization is directly related to its code of ethics. The Code of Ethics of the Eastern New Mexico University Department of Athletics states that every student-athlete and staff member is responsible for both the integrity and the consequences of his/her own actions. The highest standards of honesty, integrity, and fairness must be followed by each student-athlete and/or staff member when engaging in any activity concerning Eastern New Mexico University, particularly in relationships with students, faculty, the public, our competitors, other team members, and members of other Eastern Athletic teams. We expect that no team or staff member will partake in any activity that is, or gives the appearance of being improper, illegal, immoral, or which could in any way harm or embarrass Eastern New Mexico University and the Department of Athletics.

B. Staff Standards. It is the responsibility of all coaches and Department staff to:

- (1) Maintain a standard of excellence;
- (2) Work together harmoniously and cooperatively, not only with each other, but with student athletes, staff, faculty, administrators, and the public to maintain a respectable and representative academic and athletic program for the University;
- (3) Avoid misunderstanding, confusion, and delay by observing the proper chain of command within the Department, bearing in mind that the entire Department and the University are often judged on the basis of the actions and/or statements of a single staff member;
- (4) Strive for successful operation of the University athletic program and the Department at all times;
- (5) Successfully address and complete teaching, coaching, and other University and Department assignments; provide service to the community; and participate in research and contributions to the professions associated with athletics.
- (6) Treat all University employees, regardless of position or responsibility, with respect and courtesy;
- (7) Keep the student athlete as the staffs' primary concern; maintain the student athlete's academic progress, welfare, health, and well-being as the highest priority; and assist the individual student athlete to realize his/her goals and objectives;
- (8) Within the rules and regulations of NCAA and LSC, as well as within the guidelines established by the University, remain competitive against institutions similar to the University;
- (9) Be loyal to the University, to the Department, to our student athletes, and to the staff; public criticism of squad members, coaches, or the administration will not be tolerated-- either by student athletes, coaches, or staff, and it is the responsibility of the coaching staff to communicate this message with the appropriate individuals and groups within their sport;
- (10) Be aware of and support the letter and intent of the rules, regulations, policies, procedures, and practices of the University, the Department, and the NCAA, the LSC, and any other governing organizations to which the University subscribes.

- C. Sexual Harassment/Discrimination. The Department strongly disapproves of any form of sexual harassment or discrimination in the workplace, including acts of or against non-employees. Federal law and University policy prohibit both sexual discrimination in employment and sexual harassment in the workplace. Ample written materials setting forth sexual harassment standards are provided by the University, and all Department staff members shall be charged with understanding those standards, abiding by them, and enforcing them. Disciplinary action will be promptly taken against any employee engaging in unlawful sexual harassment.
- D. Staff Structure and Chain of Command. All Department staff are ultimately responsible to the Director. Assistant coaches, while responsible to the Director for their overall conduct, are directly responsible to their respective head coach for their performance, action, and assignment. All staff members of the Department shall abide by the chain of command both within the Department and within the total University. Failure to do so will be evidence of unprofessional and unethical conduct. The organizational chart in the appendix represents the operational structure and chain-of-command within the Department.
- E. Contracts/Assignments. A staff member's contract shall specify administrative, academic (if any), and athletic responsibilities. Assignments of all staff members shall be determined by the Director and approved by the President. The staff member may petition to the University, through the Director, for release of an assignment. The needs of the University as a whole, as well as the Department's needs and resources, must be considered in the decision regarding such a petition. Coaches' workloads will reflect their responsibilities in their assigned sport as well as other responsibilities and duties assigned by the Director.
- In making such assignments, the Director shall consider the following factors:
- (1) Coaching duties and responsibilities,
  - (2) Recruiting responsibilities,
  - (3) Previous teaching experience,
  - (4) Competencies in specific areas,
  - (5) Recommendations of staff members,
  - (6) Needs of the department and the student athletes,
  - (7) Coaching competencies, and
  - (8) Other areas of responsibilities (job assignments).
- F. Staff Relations. With regard to staff relations, the Department has the following expectations of each staff member:
- (1) Support. When an individual accepts a position within this department and within the University the individual will give full fidelity and support its programs, its employees, and its students. Such fidelity and support necessitate respect for everyone's job and responsibilities. It is essential to feel that the Department is, and can remain, one of the outstanding programs of the many excellent programs of the University.
  - (2) Harmony/Teamwork. One must be willing to work in close harmony with each and every staff member and student-athlete within the department in the pursuit of objectives and goals. Coaches shall place appropriate priority upon their sport, but they shall also demonstrate conceptual skills and be aware of and concerned with the mission involving the total University and the Department. All staff members shall conduct themselves in a manner which promotes the goals and objectives of the Department and the University as well as any individual sport or program. All staff members within the Department shall practice teamwork, cooperation, integrity, loyalty, commitment, dedication, and support one expects from the student athletes.

- (3) Integrity. Personnel are expected to be professional, possess integrity and honor, and to maintain a professional work relationship with peers, student athletes, and the general public.
  - (4) Confidentiality. Much information and data concerning students is of a confidential nature and rules of personal privacy must be applied. Such information that is available to Department staff, or which is shared within the Department staff meetings and offices, is strictly confidential and shall not be disclosed outside of the Department or inappropriately within the Department. Department staff shall be responsible for knowing what information is private and for maintaining confidentiality.
  - (5) Authority/Leadership. Within the Department, where responsibility is given, authority commensurate with that responsibility shall also be granted. All staff members are vitally involved both in leadership and in fellowship and should expect to play significant roles in the course of the Department and in the attempt to satisfy the needs of the University and its students.
- G. Staff Duties and Responsibilities. It is important that department personnel understand each of his or her responsibilities and is aware of the place of intercollegiate athletics at this institution. The responsibilities of the various staff members are as follows:
- (1) Head Coaches. Head Coaches shall be responsible for the overall management and conduct of their particular sport(s) program. They shall:
    - a. Report directly to the Director;
    - b. Exhibit financial responsibility and control, for their program, and be fiscally accountable to the Director;
    - c. Organize and conduct all practice sessions in their sport;
    - d. Know and comply with NCAA, LSC and University rules, regulations, policies and procedures which pertain to the operation of their sport;
    - e. Work with the Director on travel details and arrangements;
    - f. Order and manage all equipment necessary in their sport;
    - g. Work with equipment managers to inventory and issue equipment and supplies in their sport;
    - h. Delegate responsibility and supervise assistant coaches;
    - i. Administer recruitment of student athletes in their sport;
    - j. Enhance their professional growth through attending clinics, workshops, and professional seminars;
    - k. Work with the Athletic Communications Director regarding news releases, updates to website, and in all matters pertaining to publicity;
    - l. Work with the Director on scheduling of games, matches, and events for their sport;
    - m. Oversee the development of squad lists and eligibility lists for eligibility certification by the Faculty Athletic Representative and the Compliance Coordinator;
    - n. Support and encourage student athlete participation in the Student Athletic Advisory Committee;
    - o. Advise and counsel student-athletes on academic programs and progress;
    - p. Prepare records and statistics on student athletes and athletic contests;
    - q. Monitor the conduct of student athletes on road trips and, insofar as circumstances allow, at the University and in the community;
    - r. Organize camps, clinics, and workshops related to their sport in the off-season;
    - s. Perform any assignments or additional duties delegated by the Director.
  - (2) Assistant Coaches. Assistant coaches shall:
    - a. Report to the head coach in their sport;
    - b. Assist the head coach with overall operations of their sport including:
      - (1) Coaching duties,
      - (2) Recruiting, and
      - (3) Supervision of study hall and academic advising;

- c. Perform any other duties assigned by the Head Coach or Director;
  - d. Abide by all NCAA, LSC, and University rules, regulations, policies and procedures.
- (3) Head Athletic Trainer. The Head Athletic Trainer (Head Trainer) shall be responsible for the health and welfare of all competing student athletes and shall:
- a. Report directly to the Director;
  - b. Work in coordination with the team physician(s) and the coaching staff;
  - c. Provide competent medical supervision for all practice sessions, home games, matches, sponsored athletic events, and those away trips deemed necessary by the Director;
  - d. Make arrangements through medical staff, coaches, and student athletes for all aspects of physical health of student athletes, including physical examinations, x-rays, treatment, appointments, rehabilitation scheduling, and all insurance claims pertinent to each specific incident for each student athlete;
  - e. Follow-up on all injuries, including the filing of appropriate insurance claims; and maintain accurate files pertaining to student athletes and their specific injuries;
  - f. Conduct thorough rehabilitation programs for all injured student athletes;
  - g. Manage the training room budget, including equipment and supplies;
  - h. Attend all staff meetings;
  - i. Provide each visiting team with a host or hostess who will be responsible for showing the visiting team their dressing room accommodations and making the visit as comfortable as possible while on the University campus by accompanying the team for the duration of the team's visit;
  - j. Inform the Director and physicians of all medical issues;
  - k. Communicate with the Director and parents or guardians of injured student athletes who require hospitalization or have potentially permanent injuries;
  - l. Coordinate all policies and procedures pertaining to the University Drug Testing Program;
  - m. Coordinate with Compliance Coordinator, to handle all claims for filing Hardship Waivers for student athletes whose injury has kept them out of competition for a season;
  - n. Assume other areas of responsibility as assigned by the Director;
- (4) Equipment Manager. The Equipment Manager shall:
- a. Report to the Director (but also to the Health and Physical Education Department chair);
  - b. Work directly with coaches during sports season to meet equipment needs;
  - c. Organize and control all equipment and supplies, including equipment storage and equipment check out;
  - d. Keep current inventories on all equipment;
  - e. Supervise student equipment managers;
  - f. Repair and clean equipment and report damaged equipment to coaches and Director;
  - g. Make sure equipment and score keeping personnel needed for games, matches, and sponsored events are in place (including clocks, score tables, telephones, needed personnel clock operators, statisticians, timers, etc.); and
  - h. Assume any other responsibility assigned by the Director.
- (5) Director of Athletic Communications (DAC)
- A. The Director of Athletic shall be responsible for disseminating all sports information to the print and electronic media and to the Office of University Relations, as well as providing necessary public relations services to the Department. The DAC shall:
    - (1) Work with the Director, University Relations, the community, and coaches to inform the public of Department activities;
    - (2) Develop, write, and arrange for printing of news releases, programs, media guides, brochures, schedules, pictures, and other pertinent public relations material for the

Department and its sports programs, all in a timely manner. In addition, the DAC will manage the athletic website, goeasternathletics.com.

- (3) Compile, distribute, and report all statistical information for each sports program, for coaches, the LSC, the NCAA, and other SID's with colleges and universities which compete with the University;
  - (4) Control press boxes and press passes for home events;
  - (5) Supervise support personnel, assistants, and interns;
  - (6) Exhibit fiscal responsibility for Sports Information operations; and
  - (7) Assume any other responsibility assigned by the Director.
- (6) Compliance Coordinator
- A. The Compliance Coordinator is responsible for the overall development, implementation, and review of the institution's compliance program. The Compliance Coordinator is also responsible for the daily operation of the compliance program including rules education, rules interpretations, and coordinating rules compliance efforts. The Compliance Coordinator heads up the Office of Athletic Compliance consisting of the Compliance Coordinator and the Assistant Compliance Coordinator (if applicable). **Refer to ENMU Athletic Compliance Manual for list of duties/responsibilities.**
- (7) Athletic Administrative Assistant: The Athletic Administrative Assistant shall work in the Director's office, manage all clerical matters in that office, and:
- a. Handle communications (written, telephone, and FAX);
  - b. Issue office supplies to Department staff;
  - c. Keep files appropriately organized and current and in compliance with NCAA, LSC, and University policies and procedures;
  - d. Keep current financial ledgers by sports program (including the Director's office and the DAC);
  - e. Coordinate the handling of requisitions submitted to the Director;
  - e. Perform word processing and other secretarial duties related to office management;
  - f. Coordinate the ticket auditing and ticket sales and season ticket campaigns;
  - g. Fiscally manage Greyhound Club/Corporate Partner program;
  - h. Perform such other duties as assigned by the Director
- (8) Marketing/Events Coordinator. The coordinator shall:
- a. Report directly to the Director;
  - b. Plan, promote, coordinate and supervise home athletic events and promotions;
  - c. Work with the Director in Greyhound Club/Corporate solicitation, marketing, promotions, etc.;
  - d. In conjunction with the Director of Athletic Communications, assist in design and update of athletic website;
  - e. In conjunction with the Director of Athletic Communications, promote athletic events in the production of schedule posters, cards, and other print media;
  - f. Supervise student employees;
  - e. Monitor the messages for the US Bank/Bench Club LED Monument sign; and
  - g. Assume any other duties assigned by the Director.
- (9) Student/Work Study. Student work study employees are assigned by the Director and are responsible to the Director of Athletics, but are under direct supervision of the staff member to whom they are assigned.
- (10) Senior Woman Administrator (SWA): The Senior Woman Administrator (SWA) is the highest ranking female involved with the management of Eastern New Mexico University Athletics. She is a female professional athletics administrator who is a member of the Eastern New Mexico University's senior athletics management team. She is provided authority and administrative support in order to carry out her responsibilities. The SWA has substantive responsibilities for the conduct and administration of Eastern New Mexico



University's overall athletics program, not restricted to gender-specific athletic oversight.

Duties and responsibilities include:

- a. Serves on the Athletic Department Leadership Team.
- b. Decision making regarding key issues involved the athletic department
- c. Oversight in the general operation of the Department of Athletics
- d. Monitors compliance with the institution's gender equity plan.
- e. Provides feedback regarding EADA compliance.
- f. Attends LSC Athletic Directors Council meeting when possible

(11) Head Strength and Conditioning Coach : Under the supervision of the Director of Athletics, the Head Strength and Conditioning Coach will be responsible for developing and implementing strength, speed, and conditioning programs for all sports. This person will monitor the Eastern New Mexico University weight facility and be responsible for upkeep, inventory, and ordering of equipment. He/she will provide supervision to other department coaches when they are working with their athletes as well as supervise any work-study students assigned to the unit. The coach will interact and correspond with Head Coaches about the programs designed for their teams. Duties and Responsibilities include:

- a. Maintain knowledge and rules of the NCAA in all aspects as it relates to this position.
- b. Develop and implement strength, speed, and conditioning programs for all intercollegiate athletic sports including spirit squad and rodeo.
- c. Monitor the Eastern New Mexico University Weight Training facility.
- d. Supervise department coaches and/or work-study students to assist with the strength and conditioning program.
- e. Interact and correspond with Head Coaches about the strength and conditioning program for their teams.
- f. Conduct fall and spring testing of all athletes.
- g. Keep accurate and up-to-date records of athletes in database.
- h. Design and implement winter break and summer workout plans and schedules.
- i. Coordinate summer workouts for athletes remaining on campus at ENMU
- j. Supervise and monitor student-athletes while using facility.
- k. Perform routine cleaning and maintenance of equipment.
- l. Keep a monthly inventory of equipment in weight room.
- m. Coordinate Weight Training Facility schedules.
- n. Coordinate maintenance/replacement schedule of equipment with Director of Athletics and assist in obtaining information about new equipment purchases and upgrades.
- o. Coordinate in-season lifting sessions with players and coaches.
- p. Meet with coaches to discuss sport and player specific needs and design strength and conditioning programs accordingly.
- q. Communicate with athletic training staff regarding athlete limitations and adjust workouts accordingly.
- r. Advise coaches on pre-game and pre-practice protocols as well as post activity needs.
- s. Coordinate motivational program (i.e. record boards, signs, etc.)
- t. Assume any other duties assigned by the Director

(12) Volunteer Coach

- a. The Head Coach notifies the Athletics Director regarding any individuals they would like to add to their coaching staff as a "Volunteer Coach."
- b. If the Athletics Director approves the coach's selection, then Athletics Director will notify the Compliance Coordinator of the approval and will have the Volunteer Coach complete

all requirements of a potential new hire, including submitting a resume and completing the New Hire Form and Statement of Faith documents. The Volunteer Coach also must undergo and pass a background check through the University's HR department before being approved to work.

- c. The Compliance Coordinator will review all rules and regulations associated with being a volunteer coach with the Volunteer Coach. The following provisions apply:
  - i. The individual may receive a maximum of two (2) complimentary tickets to home athletics contests in the coach's sport.
  - ii. The individual may receive complimentary meals incidental to organized team activities (e.g., pre-or post-game meals, occasional meals, but not training table meals) or meals provided during a prospective student-athlete's official visit, provided the individual dines with the prospective student-athlete.
  - iii. Volunteers will not begin until cleared by the Athletics Director and Compliance Coordinator.
  - iv. All volunteers are subject to NCAA enforcement and held accountable to all NCAA, conference and ENMU policies and procedures.
- d. The Volunteer Coach must contact the Faculty Athletics Representative to set an appointment to take the NCAA Coaches Exam. The Faculty Athletics Representative will arrange the date, time and location of the exam, and then confirm with the coach.
- e. Once approved and NCAA Coaches Exam has been passed, the Volunteer Coach may recruit off campus.

- I. Staff Evaluation Criteria. The evaluation criteria for members of the Department staff are as follows:

- (1) Day-to-Day Operation Responsibilities.

- a. Attendance at local, state, regional, and national professional meetings and conferences (it is implied that attendance at regional and/national meetings are subject to budgetary restrictions);
- b. Satisfaction of the individual's job description;
- c. Cooperation with the Department and support of the Department's goals and objectives;
- d. Compliance with all rules, policies, and regulations of the Department, the University, the LSC, and the NCAA;
- e. Provision of assistance to other professionals within the Department;
- f. Competency in budgetary matters, planning, implementing, and evaluating within the fiscal process;
- g. Demonstration of conceptual skills in the day-to-day responsibilities assigned within the University; and
- h. Participation in the activities of the Department in terms of data required or requested, tasks assigned, timeliness of response and performance, and quality of assistance provided.

- (2) Professional Advancement.

- a. Contributions to the profession itself via any one of a variety of methods (i.e., membership in organizations, officer in organizations, etc.).
- b. Contributions to professional literature where appropriate.
- c. Peer evaluations within the department.
- d. Peer evaluation from outside the Department of Athletics. These peer evaluations outside the Department could be within the University or outside the University.

e. Continued promise of significant contributions to the Department, the University, and the profession.

h. Serving on committees and ad-hoc committees and study groups.

(3) Student-athlete evaluations.

a. Evaluations are intended to provide head coaches and the Athletic Director with objective information to facilitate improvement.

b. Student-athletes will be requested to complete an evaluation of their respective head coach.

c. The Administrative Assistant will coordinate evaluations. At no time should the Head Coach or Assistant Coaches be in attendance while evaluations are being completed. Evaluations will be conducted in a full team meeting or individually in the Athletic Office. Student-athlete evaluations are confidential. Participants will remain anonymous.

d. The evaluation should take place during the last week of the regular season.

e. The Director of Athletics will compile data and type written comments.

f. The Director will also complete an evaluation form.

g. Subsequently, a meeting will be scheduled with the Director and respective head coach. Data and comments will be reviewed. This meeting will also serve as an opportunity for the respective head coach to provide a "state of the program report" whereby goals/problems/concerns are identified.



**Eastern New Mexico University Athletics  
Policies Procedures Manual Chapter 6 Athletic Communications**

**A. Overview**

The Athletic Communications Department is responsible for all publicity as it related to news media for the Athletic Department. The goal of this publicity is to create interest and support for all teams operating under the umbrella of the Athletic Department and for the University as a whole. The Director of Athletic Communications is responsible for the operation of the media relations office and serves as the primary media contact for the Athletic Department. The Director of Athletic Communications oversees a staff including a full-time assistant and various paid and unpaid student workers and interns.

**B. Publications**

1. Media Relations will write, edit and publish all news releases and publications regarding Eastern New Mexico University athletic teams and the department as a whole including:
  - a. Weekly releases regarding team schedules, results, and statistics
  - b. Game programs
  - c. Social media updates regarding competitions, signings and other relevant activities
  - d. Releases concerning overall athletic department news or business
  - e. Releases concerning sensitive or controversial subjects
2. Coordinated responsibilities within the realm of Media Relations include the following:
  - a. The coaching staffs of each team are responsible to provide the Media Relations office with accurate and current rosters, player bios (particular those of incoming players and signees) and schedules and to promptly notify Media Relations of any changes to those elements as soon as possible so that the information may be correctly represented in all athletic department literature, signage and website.
  - b. Coaches must respect all mutually agreed-upon deadlines so that all released information reflect the most current information and updated notes are expected to be prepared for competitions.
  - c. Media Relations will work with coaching staffs to coordinate the photography of teams, individual members, and coaches.
    - i. Photographs are handled by Sports Fanatic Photography through the Office of Athletic Communications
    - ii. Student athletes can purchase pictures through Sports Fanatic Photography
    - iii. Sports Fanatic Photography provides all photos to the office of athletic communications, which become the property of ENMU athletics for all purposes with the exception of distribution to athletes
    - iv. Photos will be archived and stored on an external hard drive
3. Production of Publications – replaced by website and game notes after 2007-08

**C. Statistics**

1. Media Relations will administer the statistical databases for all Eastern New Mexico University athletic teams and will track school records, team and individual milestones, and league and national records and awards.
  - a. Records for Olympic sports will be maintained through statistical software in the office of athletic communications
  - b. Records for track & field and cross country are kept by coach's offices and shared with office of athletic communications as appropriate

- c. With the absence of software to maintain results and participation for cross country and track & field, the office of athletic communications will keep yearly results pages on the website
2. It is the responsibility of the coaching staffs of each team to consistently monitor this information and notify the Media Relations office of any perceived corrections, additions or omissions to ensure the accuracy and integrity of the athletic department's historical records.

#### D. Game Hosting

1. The Media Relations Staff will direct all news media activities at home athletic events including:
  - a. Providing current game notes packets, as necessary, to visiting print and broadcast media.
  - b. Facilitating post-game interviews between players and coaches and the news media. Access to players in the locker room is determined by sport. No media access will be granted to any training room under any circumstance.
  - c. Supervising required game statisticians.
  - d. Writing and editing game programs or roster sheets.
  - e. Providing credentials to all working news media.
  - f. Providing accommodations for home and visiting print, radio and television media members including phone lines and high speed internet access.
  - g. Providing post-event statistical packets to members of the news media.
  - h. Providing necessary statistical information including box scores to visiting team's media as necessary.
  - i. Coordinated responsibilities within the realm of Media Relations include the following:
    - i. It is the responsibility of the coaching staffs to make it known to the Media Relations office of any special requests for credentials for events involving their respective teams.
    - ii. All efforts will be made to accommodate reasonable requests for credentials for VIPs, alumni, donors, sponsors and professional scouts.

#### E. Website

1. The Media Relations office will be responsible for maintenance of the Athletic Department's official website. In a digital age, the first encounter many prospective student-athletes, fans and donors have with the athletic department is its website. This makes the complete and timely presentation of department information critical to success.
2. Media Relations' responsibilities as it relates to the website include the following:
  - a. Establishing and administering unique sections for each Eastern New Mexico University athletic team
  - b. Updating weekly releases, rosters, game stories, results, statistics, photos and other team news.
  - c. Updating video and audio elements including streaming audio and video, podcasts and downloadable video as needed.
  - d. Operating Live Stats feature for selected teams.
  - e. Maintaining a comprehensive online statistical database.
  - f. Designing and creating all special event pages.
  - g. Providing pages and links as determined by the sales of corporate partnerships.
3. Coordinated responsibilities within the realm of Media Relations include the following:
  - a. It is the responsibility of the coaching staffs of each team to provide the Media Relations Staff with accurate and current rosters, player bios and schedules, and to promptly notify the Media Relations office of any changes to those elements as soon as possible so that the information may be correctly represented.
  - b. The Media Relations Staff will attempt to honor all reasonable requests for customizing each team's individual section of the athletic department's website insofar as those requests do not compromise the overall look and integrity of the website as a whole.
  - c. Discovery of non-sponsored ENMU athletic items or representations used without permission will be documented immediately and reported to the director of athletics

F. News Conferences/Interviews

1. The Media Relations office will be responsible for making all accommodations for news conferences that take place outside the normal schedule of athletic events, including the following:
  - a. Arranging the setting for the news conference.
  - b. Notifying media of the time and place of the event.
  - c. Coordinating the message with coaches and players of the respective sport or with athletic department staff.
  - d. Coordinating the message with University Relations if the message is of a sensitive nature.
  - e. Limiting the release of personal information about student-athletes and prospective student-athletes so as to comply with all federal confidentiality laws. Such limited information includes:
    - i. Student's name and permanent address.
    - ii. Residency status, college, major and academic level.
    - iii. Most recently attended institution, dates of attendance at Eastern New Mexico University, degree and award(s) received.
    - iv. Weight and height.
    - v. History of participation in officially recognized sports and activities.
    - vi. Citizenship.
    - vii. All other personal information may be released only with the consent of the student-athlete in accordance with the 1974 Family Educational and Privacy Rights Act (Buckley Amendment).
2. Due to the high level of interest in Eastern New Mexico University athletic teams, both from a fan and media perspective, all student-athletes, coaches and staff are encouraged to participate in interviews in order to generate positive publicity and present the best possible image of the University and its athletic department. However, student-athletes, coaches and staff should exercise care when making statements to members of the media. The Media Relations office will facilitate these exchanges by:
  - a. Providing advice and counsel to student-athletes regarding proper attire, decorum, body language and techniques for giving a successful interview.
  - b. Working with media members to ensure that interviews with student-athletes do not conflict with practices, class time or other scheduled activities and that interviews are conducted in a timely manner
  - c. Scheduling all interviews at the convenience of the coach, student-athlete or staff member.
  - d. Encouraging members of the media to schedule interviews ahead of time to facilitate the process.
2. Coordinated responsibilities within the realm of Media Relations include the following:
  - a. It is the responsibility of the coaching staffs to make their student-athletes aware that great care should be taken when answering questions of a sensitive nature as they relate to fellow teammates, coaches, officials and the athletic department to avoid undue negative consequences.
  - b. Student-athletes should be informed that they do not have to answer any question they find inappropriate and can terminate an interview they feel is combative.
  - c. Coaching staffs are strongly encourage to make the Media Relations office aware of feature story ideas regarding their student-athletes so that these stories may be pitched to local, regional and national news media. These stories are an important mechanism for gaining support for individual sports and the athletic department as a whole.



#### G. Award Nominations

1. The Media Relations Staff is responsible for nominating deserving student-athletes and coaches for “player of the week” league awards and post-season league and national awards. The Media Relations office will follow all established criteria during the nomination process and make news media and the public aware of award winners throughout all established channels.
2. Coordinated responsibilities within the realm of Media Relations include the following:
  - a. It is the responsibility of the coaching staffs to assist the Media Relations Staff in determining which student-athletes are most deserving for nomination and to facilitate collection of all nomination materials as necessary.
  - b. When an athlete receives an award or a nomination merits attention, a release will be posted on the website and sent to appropriate media outlets, including social media

#### H. Broadcast Contracts

1. Broadcast media, including radio, television and webcasting, are extremely important as a means for extending and enhancing the image and reputation of the Eastern New Mexico University Athletic Department.
  - a. The Director of Athletics, in coordination with the Director of Athletic Communications, is responsible for negotiating all broadcasting/webcasting contracts and ensuring that said contracts comply with all league and NCAA rules and regulations.
  - b. All contracts must have the approval of the Business Affairs and in some cases, the University’s Board of Regents.

#### I. Streaming

1. The office of athletic communications will assemble a staff to video stream home events.
  - a. The director of athletic communications will use judgment as to when scheduling and personnel conflicts impede and do not impede the ability to offer a video stream of an event.
  - b. All ENMU events that are streamed are offered on a pay per view/subscription basis.

## Eastern New Mexico University Athletics

### Policies Procedures Manual Chapter 7 Business Operations

7. BUSINESS OPERATIONS. It is essential that each staff member become acquainted with all business operations within the Department, specifically those University business policies and procedures which apply to activities within his or her duties and responsibilities. No exceptions to University business policies and procedures shall be allowed. The Department business operations include the following:
  - A. Budget. The budget policy of the Department is that each head coach and coordinator is responsible for determining the needs of his/her program in consultation with the Director, who shall have final authority within the Department.
    - (1) Budget Preparation. Each head coach or coordinator, while working with the Director, shall prepare a preliminary budget request. The Director is responsible for submitting the Department budget to the President.
    - (2) Control.
      - a. Each head coach or coordinator shall be fiscally responsible for expenditures within the budget approved for his/her program.
      - b. ALL expenditures of funds require a submission of a requisition and issuance of a purchase order prior to submitting an order for items. This is University policy and compliance is required.
      - c. All requests for expenditures must be made in writing to the Director. Upon the Director's approval, the request shall be forwarded through normal University procedures.
      - d. Budget adjustments and transfers between line items or between sports programs must have prior approval of the Director.
      - e. Budget mismanagement or lack of fiscal accountability shall not be tolerated. It is the responsibility of the head coach or coordinator of the program to assume financial supervision and administration over the budget of his or her program.
      - f. Head coaches are responsible for ordering equipment supplies, etc. which have been tentatively approved in the annual budget allocation by the Director. The initiation of all such requests must come from the head coach or coordinator of the program for which allocation of specific funds has been made.
      - g. All requests for equipment, supplies, and other items in services to be charged against a specific sport or program must be completed by the end of the fiscal year. Funds remaining not spent or unencumbered for each sport or program beyond the date specified shall revert back to the Department budget.
  - B. Purchasing
    - (1) Purpose. The purposes of these policies and procedures are to establish a mandated system of central purchasing for Eastern New Mexico University (the University) and to ensure University compliance with applicable New Mexico procurement statutes and regulations.

- (2) Policy. The policies established by the Board of Regents in furtherance of the above purposes are as follows:
- a. The University shall comply with the New Mexico Procurement Code, any regulations promulgated pursuant to those statutes and any applicable United States statute or regulation.
  - b. The University purchasing director (the UPD), or the UPD's designee, has sole authority for ordering tangible personal property, such as supplies, equipment, materials, contractual services and professional services.
  - c. All University funds, regardless of their source, shall not be expended except pursuant to these policies and procedures. For specific policies and procedures regarding the purchase of computing equipment, see AGP&P, 60-4.
  - d. Any expenditure from University funds that does not benefit the University and is not properly documented and processed in accordance with these policies and procedures is subject to being declared a personal obligation of the person originating the purchase.
  - e. The president or an appropriate executive administrator may grant an exception to prohibited extended expenditures, if it is otherwise lawful, provided a request is submitted in writing to and approved by the president or executive administrator with sufficient detail and justification for the requested exception. [See section 5. B. below for a definition of "extended expenditures."]
  - f. All records and documents, including written bids, written memos of telephonic or oral bids, quotes or other pricing efforts relating to the purchase shall be kept in the University records of the purchase. Such records shall be available for inspection by auditors.
  - g. The UPD may waive requirements for regular expenditure purchases below \$20,000 upon written determination by the UPD that such waiver is in the best interests of the University.
  - h. Pursuant to NMSA 1978, § 21-1-17, no employee or member of the Board of Regents of the University shall have any direct or indirect financial interest in any contract for building or improving the University or for furnishing supplies or services to the University, except as permitted pursuant to the University Research Park Act [NMSA 1978, §§ 21-28-1 et seq.]. Entering into any transaction creating such conflict of interest is punishable as a criminal act pursuant to NMSA 1978, § 21-1-35. In appropriate circumstances, these conflict of interest provisions may be waived by execution of the University "Contemporaneous Employment/Unlawful Employee Participation Form" by the UPD.
- The foregoing purposes and policies are implemented by the following.

### C. Purchasing Procedures

- (1) Administration. These policies and procedures are administered by the UPD, with oversight by the vice president for Business Affairs.
- (2) Signatory Authority.  
All service contracts and/or purchase orders for regular expenditures must be signed by the UPD or his or her designee to insure compliance with the Procurement Code.
- (3) Categories of Expenditures. The categories of University expenditures are:
  - a. Regular Expenditures. Expenditures for the ordinary and necessary items required to fulfill the mission of the University and its departments and projects are allowable, provided University purchasing procedures are followed. Included are such items as supplies, materials, equipment and contractual and professional services for classroom, office or administrative purposes. Such expenditures may be made out of any University funds, and shall be referred to as regular expenditures.
  - b. Extended Expenditures. Expenditures for professional recruitment, solicitation of support for the University and social activities related to those functions are allowable, provided University purchasing procedures are followed and provided extended

expenditure guidelines and procedures are also followed. Such expenditures may be made out of any University funds, and shall be referred to as extended expenditures.

c. Special Expenditures. Other expenditures are allowable out of funds such as gifts, bequests, donations, fees or other revenues specifically designated for particular expenditures. Such expenditures shall hereinafter be referred to as special expenditures.

d. Exceptional Expenditures. Expenditures that do not fall readily into any of the categories set forth above shall be made only with prior written approval of the president or the Board of Regents, followed by compliance with all other applicable purchasing procedures. Such expenditures shall be referred to as exceptional expenditures.

e. Non-Allowable Expenditures. Any expenditure from public funds that does not benefit the University and is not documented and processed in accordance with the New Mexico Procurement Code and published University policies and procedures is prohibited.

(4) Regular Expenditure Procedures. Regular expenditure purchasing procedures are as follows:

a. Government Exceptions. Tangible personal property and contractual services procured under Government Service Agreement contracts, State Purchasing Department contracts and/or cooperative agreements are excluded from competitive bidding under the Procurement Code.

b. Definitions.

(1) "Professional services" means the services of architects, archaeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, construction managers and other persons or businesses providing similar professional services, which may be designated as such by a determination of the UPD.

(2) "Contractual services" means any service which is provided to the University by an outside person or entity, excluding

(5) Procedures for Tangible Personal Property and Services

\$00.00 to \$999.00	At best obtainable price Order, Purchase Order (PO), Protech	P-card, Mini Purchase
\$1,000.00 to \$9,999.00	At best obtainable price; Requires 1 bona fide written quote	Protech, PO
\$10,000.01 to \$59,999.00	Informal quotes: This solicitation Does not require advertisement but Does require 3 written quotes. If Fewer than 3 quotes are secured, Then a purchase may be made at the Best documented obtainable price	PO
Over \$60,000.00	Formal invitation to bid (or RFP, if Applicable), sealed and must be Legally advertised	PO

(6) Procedures for Professional Services

\$00.00 to \$50,000	At best obtainable price; Requires 1 bona fide written quote	PO/University Contract
Over \$50,000	Formal invitation to bid (or RFP, if Applicable), sealed and must be Legally advertised	PO or University Contract

D. Approved Purchasing Methods. The following purchasing methods may be used for off-campus vendors:

(1) Purchasing Card. Purchasing cards may be used for any vendor accepting ENMU's credit card up to a maximum transaction limit of \$999.99 (operating expenditures) or \$2,500.00 (travel expenditures).

a. Restrictions. Non-allowable purchases include, but are not limited to the following:

(1) Any single transaction exceeding \$999.99; this includes shipping charges (travel expense excluded);

(2) Incremental/split purchases to avoid the single transaction limit;

(3) Sales tax on goods—exception: taxes are allowed for out-of-state purchase (physically out of state, not through the internet);

(4) Fuel purchases—exception: only when ENMU Physical Plant gas card does not work when utilizing a rental or leased vehicle.

(5) Past due invoices;

(6) Business meals or travel-related meals (without proper approval);

(7) Leased items, e.g. equipment, buildings, land;

(8) Stock items available from ENMU Central Stores warehouse;

(9) Warranties

(10) Alcoholic beverages;

(11) Trade-in or exchanged items;

(12) Holiday decorations, party supplies, etc.

(13) Tuition;

(14) Professional services;

(15) Multi-year services, such as software/hardware support, repairs, maintenance;

(16) Gift cards;

(17) Items or services used to replace property filed under an ENMU insurance claim.

(2) Mini Purchase Order. Mini purchase orders may be used only with local vendors not accepting the purchasing card. The purchase must be a direct, over-the-counter exchange. No back orders are allowed.

(3) Professional or Technical Agreement (ProTech). A professional or technical agreement must be used for services that are intellectual in character by an individual who will only furnish labor, time or effort, not involving the delivery of a specific end product other than reports and mere incidentals. The individuals employed pursuant to such agreements include, but are not limited to, workshop speakers, facilitators, certified instructors, coordinators, announcers, officials and consultants.

(4) Purchase Order. Purchase orders are issued by the Purchasing Office to direct a contractor to deliver items of tangible personal property, services or construction and are contracts between the University and the vendor or contractor.

a. Requisition. To request a purchase order, the requesting department must submit a requisition, also called a "purchase request," to the Purchasing Office.

b. Issuance. The Purchasing Office shall issue a purchase order upon determining that the transaction complies with University policies and procedures. There is no transaction amount limit other than the department's budget.

(5) University Contracts. A University contract is a written contract entered into by the University and the contractor or contractors. University contracts may be used in place of a

purchase order when so required by University policy and are typically used following a Request for Proposal for professional services.

- a. Contracts of less than \$25,000 per year may be entered into for any term deemed to be in the best interest of the University, not to exceed four (4) years.
- b. Contracts of more than \$25,000 may be entered into for any period of time not to exceed eight (8) years.
- c. Contracts for professional services may not exceed four (4) years, including all extensions and renewals.
- d. In all University contracts, the terms of the contract and conditions of renewal or extension are included in the specifications and based upon funding available for the first fiscal year at the time of contracting. Payment and performance obligations for succeeding fiscal years shall be subject to the availability of funds thereafter.

E. Computing Equipment. See AGP&P, 60-4 for the extended policy and procedures regarding the purchase of computing equipment.

F. Extended Expenditure Procedures. Subject to appropriate administrative and Purchasing Office approvals, extended expenditure purchasing shall be allowed as follows:

(1) Certain expenditures for recruiting new faculty members, administrative officers and professional staff are allowed. Those are:

- a. Air transportation (coach) or other transportation for the candidate;
- b. Food, rental car, airport parking and lodging for the candidate;
- c. Meal costs of selected University employees deemed necessary by the president or executive administrator to be present in connection with the particular recruiting effort and
- d. Lodging and meals for the candidate's spouse shall be accepted when his or her presence is for the benefit of the University as approved by the president.

(2) Meals for the regents, invited guests, public Advisory Boards, Alumni Board and other similar boards concerned with University matters are allowed when approved in advance by the president or executive administrator. Gratuities or tips are also allowed when in direct payment of service rendered in connection with a meal or lodging and are indicated as being a payment for service on the bill or ticket.

(3) Expenses of consultants incurred in connection with a contract for professional services are allowed when approved in advance by the president or executive administrator. Allowable expenses could include costs for meals for a limited number (normally three [3] or fewer) of University employees, faculty or staff, whose presence is required for the specific occasion. As a general policy, expenses incurred for a spouse shall not be reimbursed unless his or her presence is also required and is a benefit to the University and is approved by the president or executive administrator.

(4) Costs for social events for distinguished visitors are allowed with prior approval of the president or executive administrator.

(5) Official social functions and receptions in the home of the president in connection with his or her responsibilities to various constituent groups such as students, faculty, staff, legislators, regents and others are allowed.

(6) Meals for employees or guests to memorialize a particular event or when employees are required to work other than regularly scheduled hours are allowed provided a demonstrable

benefit to the University is shown and advance approval by the president or executive administrator is obtained.

(7) Moving expenses of newly appointed faculty or administrative officers as approved by the president or provost are allowed in conformance with University policies and procedures for moving expenses.

G. Special Expenditure Procedures. Subject to appropriate administrative and Purchasing Office approvals, special expenditure purchases shall be allowed as follows:

(1) The following expenditures are allowed for seeking gifts, bequests, donations, fees and other revenues for the University:

- a. Activities of the president or persons designated by the president to pursue private donations or gifts for the University;
- b. Social functions for legislators and other government officials when deemed appropriate by the president or an executive administrator and
- c. Social functions, refreshments or meals for students to be paid for from student fees or other revenues designated for this purpose when deemed appropriate by the vice president for Student Affairs.

(2) The University recognizes the practice of giving out items for promotional purposes or to market either the University or programs within the University; however, such promotional giving requires advance approval by the appropriate executive administrator. The types of items allowable are:

- a. Items given for promotional purposes by the president or University officials designated by the president to pursue private donations or gifts or garner support on behalf of the University;
- b. Items given when the cost of the item is included in the course or workshop fees and
- c. Awards given in recognition of achievement or support of the University.

H. Exceptional Expenditure Procedures. The University acknowledges the occasional need to bestow awards upon individuals or groups in recognition of retirement, years of service or meritorious performance on the part of the employee or students as well as significant contributions of time, effort and financial resources by members of the community served by the University. The cost of any such award may be charged to appropriated funds if:

- (1) The award has no intrinsic value; that is, no value other than the commemorative value (examples are certificates, pins, inexpensive jewelry and wooden plaques);
- (2) There is a demonstrable benefit to the University as determined by the president or executive administrator and
- (3) The purchase has the advance approval of the president or executive administrator.

I. Non-Allowable Expenditures. Non-allowable expenditures include, but are not limited to, the following:

- (1) Expenditures for any type of personal benefit other than salary and benefits to which employees are entitled according to University personnel policies or as authorized by other published University policies or negotiated legal settlements;
- (2) Political or charitable contributions to individuals or organizations (University assets, however, may be donated to other state governmental agencies subject to proper approval);



- (3) Loans or advances made to any University employee unless authorized by University policy such as the University's travel policy or any deferred payment program specifically authorized by University policy;
- (4) The purchase of gifts to be given to individuals, groups or organizations, except for the provision in which funds are provided for under exceptional expenditures;
- (5) Either direct payment or reimbursement of fines or other penalties incurred by an employee in violation of public policy;
- (6) The purchase of alcoholic beverages from appropriated, contract or grant funds;
- (7) Entertainment of University employees other than in accordance with travel policy (special social or promotional activities subject to proper approval as listed under allowable extended expenditures would not be prohibited by this provision);
- (8) Any payment to indemnify others for losses incurred while on University property excluding legitimate claims against University insurance or settlement of legal claims;
- (9) Payment for goods or services not received (if a prepayment is required to obtain necessary goods or services, the individual initiating the purchase is responsible for assuring receipt of such goods and services);
- (10) Any expenditure of public funds in violation of the University's conflict of interest policy, including purchases from businesses in which the employee has a significant financial interest or which may affect the employee's objectivity in the performance of his or her duties;
- (11) The purchase of insurance coverage or services which duplicates insurance coverage or services already provided by the University at no cost to departments of the University;
- (12) Expenditures which have been or are eligible for reimbursement under another University policy or from an external source and
- (13) Holiday decorations for University offices and buildings or office refreshments (including coffee makers, food and beverages) except when refreshments are to be consumed primarily by guests of the University or at business meetings in accordance with published University policy.

#### J. Purchasing Card

- (1) Purpose. The purchasing card program is designed to streamline the procurement and payment process for small dollar transactions. With any procurement process, there is a risk factor. Risk is managed by establishing a controlled process that has formal review and periodic audits. The purchasing card program is a controlled process with most of the responsibility placed on the user.
- (2) Policy. The purchasing card follows the general procurement policy of the University.
  - a. Procurement by the purchasing card is limited to \$999.99 per transaction, unless the supervisor chooses a lower per-transaction limit.
  - b. Single transaction limits may be increased for cardholders who have the travel option on their card. The travel option allows the cardholder to pay for travel-related items including airline tickets, rental vehicles, lodging expenses, conference fees, taxi fares and shuttle fees.
  - c. The purchasing card is for the use of the cardholder only.
  - d. Disciplinary action will be taken for misuse of the purchasing card.The foregoing purposes and policies are implemented by the following.

#### (3) Procedures

a. Administration. The purchasing card policies and procedures are administered by the Purchasing Card Administrator, with the oversight by the vice president for Business Affairs.

(4) Purchasing Card Limits and Restrictions.

a. Card Limits. Procurement by the purchasing card is limited to \$999.99 per transaction, unless the card-holder's supervisor chooses a lower per transaction limit. Single transaction limits may be increased (up to \$2,500) for cardholders who have the travel option on their card. The travel option allows the cardholder to pay for travel-related items including airline tickets, rental vehicles, lodging expenses, conference fees, taxi fares and shuttle fees.

b. Restrictions. Non-allowable purchases include, but are not limited to the following:

- (1) Items or services for personal use;
- (2) Any single transaction exceeding \$999.99 this includes shipping charges (travel expense excluded);
- (3) Incremental/split purchases to avoid the single transaction limit;
- (4) Sales tax on tangible goods – exception: taxes are allowed for out-of-state purchases (physically out of state not through the internet);
- (5) Fuel purchases;
- (6) Past due invoices.

(7) As with any ENMU purchase, the card is not to be used for any product or service considered to be inappropriate for ENMU funds.

(5) Lost or Stolen Card. The cardholder is responsible for the security of the card and any purchase charged on the card. If a card has been lost or stolen, immediately report this to the card company and the University Purchasing Card Administrator. It is critical to act promptly to avoid liability for fraudulent transactions.

(6) Reconciliation. The cardholder is responsible for the proper completion of the purchasing card statement, including these responsibilities:

- a. Ensure all supporting documentation is attached
- b. Ensure documentation is sorted in the order of the purchase on the statement
- c. Ensure the cardholder and supervisor sign the statement
- d. Ensure all charges are legitimate for the cardholder
- e. Ensure sales tax was not paid for tangible items – exception taxes are allowed for out-of-state purchases (physically out of state)
- f. Ensure charges are classified correctly
- g. Ensure that purchases are appropriate and within University policy

(7) Disciplinary Action for Purchasing Card Misuse. Improper recordkeeping and purchases that violate purchasing card restrictions or AGP&P 55-1 Purchasing Policy will result in the following disciplinary actions:

- a. First time violation will result in a written warning to cardholder and department head;
- b. Second time violation will result in card being deactivated for 30 days;
- c. Third time violation will result in purchase card being canceled.
- d. Gross violation of the University purchasing card may result in immediate card cancellation followed by appropriate Administrative action.

K. Income. Department income shall be handled as follows:

- (1) General. All income not designated for a specific athletic fund shall go into the general all-sport fund. All cash receipts must be deposited with the Business Affairs Office within one business day from the time of receipt.
- (2) Concessions. Concessions are under the direction of the person, entity, or organization designated by the Director to render such service. It shall be their responsibility to hire students, set up, purchase food and beverage, and to administer all aspects of management of concessions stands. The sale of any item at an athletic contest other than by the assigned person, entity or organization must be approved by the Director.
- (3) Tickets and Gate Receipts.
  - a. All gate receipts shall go into the general athletic fund.
  - b. Season tickets shall be handled the same as gate receipts.
  - c. Advance ticket sales shall be handled the same as gate receipts and season tickets.
  - d. Passes to athletic contests shall be issued by the Athletic Director, subject to NCAA and LSC rules governing passes to athletic events. (Prospective Student-Athlete passes must comply with NCAA rules/regulations. Refer to compliance manual).

(4) Guarantees.

- a. Guarantees shall go to the operating travel budget of the sport that generates the guarantee (does not go into misc. athletic revenue). Money may be transferred into another line item within the sport budget.
- b. Guarantees may consist of monetary arrangements with other institutions or may consist of motel or travel or meals accommodations for the specific sport involved.
- c. Whenever possible, coaches should try to negotiate home agreements which would require no guarantees.

(5) Contributions.

- a. Contributions shall be administered by the Director to insure Department and University control.
- b. Specific gifts shall be solicited only within the general fund raising efforts of the Department, administered by the Director.

L. Lease of Vehicles from Corporate Sponsors. The conditions under which the Department may accept the use of a vehicle from a corporate sponsor are as follows:

- (1) The University Purchasing Officer must be notified by the Director at least five (5) working days in advance of the intent to lease the vehicle and must prepare a lease agreement.

- (2) Prior to any use of the vehicle the lease must be approved by the Vice President for Business Affairs, with notice to the President, and
  - a. The lease must have a term of at least six (6) continuous months;
  - b. There shall be some monetary consideration, however small, paid for the lease in addition to the consideration of the benefits arising from the corporate sponsorship of the lessor;
  - c. There shall be compliance with all regulations of the Risk Management Division of the New Mexico General Services Department in order that insurance, equivalent to that issued for the University Motor Pool, is available; and
  - d. A certificate of insurance of the vehicle must be in possession of the University.
- (3) The vehicle shall be driven only by the drivers designated as insured and for the purposes allowed by the insurance.
- (4) The Department shall pay any costs associated with the lease, including costs associated with the use of the vehicle and any insurance deductibles for which the University may become responsible.

M. The Bender Car: The Bender Family of Dealerships, working in conjunction with the Greyhound Club and Corporate Partner Program has made available a courtesy car to be used by the ENMU Department of Athletics. To ensure that we as a department meet the terms of our Memorandum of Agreement with Bender we will follow these procedures.

- (1) The Director of Athletics will coordinate check out to ensure fairness and equity. Athletic personnel are encouraged to submit requests in a timely manner.
- (2) Athletic Personnel will reserve car through the Director (or designee) by checking the calendar, then completing ENMU Vehicle Request Form. Persons making request must indicate intended use (Refer to #7 and #8 below).
- (3) Submit form to the Director of Athletics for approval.
- (4) Signed form must be delivered to Physical Plant where the car will be parked and secured.
- (5) Drivers must meet ENMU requirements.
- (6) The car is to be used only for official ENMU athletic business. It can never be used for personal use.
- (7) Recruiting will take priority however, last minute requests will not "bump" a previous non-recruiting request.
- (8) If car is not checked out for recruiting it may be used for athletic related business i.e. fund-raising, LSC and/or NCAA meetings, transporting injured athletes, team travel, etc.
- (9) The Director of Athletics will monitor vehicle use to ensure compliance with gender equity.
- (10) Programs will only be responsible for gasoline. They will not be charged mileage.
- (11) Treat this vehicle like it is your own. Take care of it.
- (12) The Greyhound Club will be fiscally responsible for vehicle maintenance.
- (13) Interior must be returned void of trash.
- (14) The car must be returned with a full tank of gasoline.

- (15) Report any problems with car to Athletic Director.
- (16) Smoking or use of tobacco products is not allowed. Individuals who do not comply will lose privileges.
- (17) Finally, remember to support those who support us! If shopping for a vehicle give Bender a chance to earn your business.

N. Work-Study Student Employees. It is highly recommended that all work-study/student hire employees be assigned to such duties as they possess abilities and skills to perform. In no instances are student employees (work-study/student hire) to be assigned in order just to make assignment quotas. Supervisors shall keep track of the number of hours in which students are performing meaningful work. Supervising staff members shall ensure that work-study/student hire employees do not exceed their assigned number of hours.

O. Property, Equipment and Supplies all Department property, equipment and supplies are property of the University and shall only be used for University purposes. Department equipment and supplies shall not be taken off campus or moved except in compliance with University and Department policies and procedures.

P. Athletic Equipment. The proper care of equipment is essential to the financial health of the Department and the University. It is the responsibility of each staff member, as well as athletes, to use proper procedure and good judgment in handling and using equipment. Athletic equipment is the property of the University and shall not be removed from campus, destroyed, or thrown away except in conformance with University policies and procedures.

(1) Equipment Room(s).

- a. All equipment and uniforms shall be stored in the equipment rooms when not in use.
- b. Equipment room(s) are off limits to athletes. Only authorized personnel shall be admitted to equipment rooms, and those personnel are the Director, head coaches, assistant coaches, managers in season, and the equipment room staff.

(2) Game Equipment.

- a. For both home and away games the head coach and team manager are responsible for issuing equipment and uniforms needed for participation in a varsity games.
- b. All game equipment shall be turned in to the equipment room following a game. At no time should any student athlete or other person use game equipment for practice or for casual wear around campus. Student athletes shall not keep game equipment or uniforms in their personal possession.

- (3) Laundry. The Department laundry facilities are off limits in the same manner as the equipment rooms (see section 8A(1)b above). Department laundry procedures are:
- a. The head coach of each sport shall identify laundry needs for that sport and establish a laundry program/schedule acceptable to the Equipment Manager.
  - b. Last minute requests shall not take priority over scheduled use of the facilities.
  - c. Equipment placed in the laundry area shall be laid out so that damp clothing is not piled.
  - d. Uniforms shall not be stored in laundry rooms.

(4) Athletic Uniform Color Policy. The official colors of Eastern New Mexico University are green and silver. PMS 349 is designated as ENMU green. As silver can be difficult to produce, most shades of grey are acceptable. It is the policy of Eastern New Mexico University and all departments including the Department of Athletics to purchase uniforms that are predominately green and silver. This policy is for all game/competition as well as practice and camp uniforms and is required by all Athletic programs included but not limited to spirit squad, football, soccer, cross country, volleyball, rodeo, basketball, track and field, softball and baseball. A limited amount of accent color, black or white, is acceptable. However, no more than 25% of the uniform may be these colors. (exception made when rules require home team to wear light/white jerseys) Procedures are:

- a. The Athletic Director will scrutinize all purchase requisitions to ensure compliance with policy.
  - b. Deviations from policy must be justified with rationale provided.
  - c. The President will have final approval on all uniform designs.
- B. Office Equipment/Supplies. Department office equipment and supplies are property of the University. It is the responsibility of each staff member to comply with University policies and procedures and to use good judgment in the use of office equipment and supplies.
- (1) Department stationery shall be available through the Department Office Coordinator.
  - (2) Miscellaneous supplies shall be ordered through the Department Office Coordinator.
  - (3) Photocopying shall be charged to respective budgets.
  - (4) Purchases at the Bookstore shall be charged to the appropriate individual sports account. Student managers, work-study, or student hourly personnel shall not be allowed to use the Bookstore account.

Q. Institutional Control: Eastern New Mexico University explicitly prohibits athletic department staff members from maintaining funds or accounts that are not subject to institutional control and or review.

**Eastern New Mexico University Athletics  
Policies Procedures Manual Chapter 8 Travel**

1. Travel

A. Purpose. This policy is intended to establish maximum reimbursement levels and guidelines for travel expenses incurred by Eastern New Mexico University (the University) employees and students when they travel.

B. Policy. The general policies established in furtherance of the foregoing purpose are as follows:

- (1) Pursuant to NMSA 1978 § 10-8-1 et seq. (the Per Diem and Mileage Act), University faculty staff and students shall be reimbursed for reasonable and allowable costs incurred when traveling on official University business.
- (2) Colleges and units may establish reasonable reimbursement procedures which define lower limits than those defined herein.
- (3) In all cases, travelers are urged to use good judgment when incurring travel expenses.
- (4) Employees who neglect to follow these policies or approved procedures regarding travel expenses risk having to cover incurred charges at their own expense.

C. Procedures

(1) Definitions.

- a. "Travel time" includes the time required to travel to and from the business destination or designated post of duty, excluding the normal time required to travel from the traveler's principle residence to and from the place of employment. Travel time does not include time spent for personal business or time required to travel by car which exceeds travel time by commercial airline, unless travel by car is necessitated by the nature of the trip.
- b. "Procurement" refers to a purchasing activity, the purpose of which is to give the purchaser the maximum value for the money.

(2) Administration. The vice president for Business Affairs shall have the responsibility for administering and enforcing these policies and procedures.

(3) Reimbursement. To be eligible for travel expense reimbursement, travelers must be on official University business.

- a. All travelers seeking reimbursement of travel costs incurred by using personal funds should complete a Travel Voucher form within five (5) working days of the trip.
- b. Include a detailed description of the purpose of the travel and attach required itemized documentation (agenda, receipts, etc).
- c. Travelers shall be reimbursed for actual lodging and costs incurred.
- d. The Travel Voucher shall be signed by the traveler and his or her immediate supervisor.

(4) Prior Approval. Colleges and departments may establish procedures for requiring prior approval of travel. The Business Office shall process claims for reimbursements signed by deans, directors and department heads and assume prior approval was or would have been granted.

(5) Transportation.

a. Commercial Airlines.

- (1) Domestic travel - The University shall pay the cost of commercial airline travel at the lowest available rate at the time of the reservation based on a reasonable flight schedule. Travelers are encouraged to plan their travel far enough in advance to be able to receive the lowest available airfares.
- (2) International travel – Programs funded by federal awards are required to abide by the provisions of the Fly America Act. (Foreign air travel must be

provided by US flag air carriers) Fly America Act see 41 CFR Parts 301-10.131 through 301-10.143.

b. Chartered Transportation. Chartered transportation shall be reimbursed in full when there are financial savings to this type of transportation or where there are unique time constraints that favor chartered transportation. Otherwise, chartered transportation will be reimbursed at the cost of commercial travel at the lowest available rate at the time of the reservation or the actual charter expense.

c. Van Use Restrictions. Due to the increased risk of rollover accidents associated with fifteen (15) passenger vans, these vehicles shall not carry more than eleven passengers, including the driver.

d. University Vehicles. Employees are encouraged to reserve a vehicle through the University Physical Plant whenever a trip will be more than 25 miles. Charges incurred will be billed directly to the department or grant account. All employees using University vehicles (either owned or leased by the University) must have a valid United States driver's license, a current Defensive Driving Certificate, and must comply with all applicable state and federal laws.

e. Personal Automobile. Reimbursement for expenses incurred when traveling by personal automobile in lieu of air travel may not exceed the cost the traveler would have otherwise incurred if the traveler had flown.

(6) Mileage Documentation. Use of a personal vehicle shall be reimbursed at 42 cents per mile. Mileage may be documented using online map miles or reasonable odometer readings (not more than 10% in excess of online map miles). A standard mileage chart for travel in New Mexico is available from the University Business Office or online. Personal miles shall not be reimbursed.

#### D. Travel-Related Procurement Procedures.

(1) Purchasing Card. Travelers should pay for hotels, airline tickets and conference or workshop fees with their University Purchasing Card.

(2) Personal Funds. When the traveler uses personal funds to prepay travel expenses, reimbursement for these expenses may be approved in advance of the trip on an issue check requisition. Itemized receipts must accompany all such reimbursement requests.

Reimbursement of travel expenses after a trip is taken, should be requested on a travel voucher.

(3) Lodging and Meals.

a. Lodging - Reimbursement of Actual Lodging not paid for by the purchasing card. Itemized receipts must be attached to the travel voucher for reimbursement.

b. Meals - Reimbursement of Meal Expenses. Itemized receipts need not be submitted for reimbursement but must be retained by the traveler. Reimbursement for meals shall not exceed \$30.00 per day.

c. Partial Day Meal Reimbursement.

(1) Partial day meal reimbursement shall be as follows:

(a) 4.0 – 5.9 hours \$6.50

(b) 6.0 – 11.9 hours \$15.00

(c) 12.0 – 24.0 hours \$30.00

(2) Continental breakfasts and receptions do not require a reduction in meal reimbursement.

d. Reimbursement will be reduced if a meal is provided in the cost of the conference or paid for by someone else. Reduction in meal reimbursement will follow these guidelines:

(1) Breakfast \$6.50



- (2) Lunch \$8.50
- (3) Dinner \$15.00

e. Prohibited Expense. Reimbursement for alcoholic beverages is never allowed.

E. Travel Advances. Travel advances will not be allowed unless there are extenuating circumstances and the travel advance is approved by the vice president for Business Affairs.

(1) When authorized, travel advances are limited to the estimated costs for meals, mileage and hotel. Requests shall be submitted on a Travel Voucher and accompanied by supporting documentation and shall be in the Business Office at least seven (7) working days prior to the date the travel advance is required.

(2) Employees receiving a travel advance shall remit to the Business Office within five (5) working days of return from the trip, a travel reimbursement voucher and, if applicable, a deposit slip reflecting refund of any excess advance payment.

F. Miscellaneous Expenses for overnight travel. Reimbursement requests for miscellaneous expenses (such as cab fare from airport to hotel, parking fees, etc.) shall be accompanied by receipts.

## 2. Use of University Motor Vehicles

A. Purpose. The purpose of these policies and procedures is to establish guidelines for use of a vehicle owned or leased by Eastern New Mexico University (the University).

B. Policy. The general policies established in furtherance of the foregoing purpose are as follows:

(1) Only ENMU employees, students or others on official University business will be allowed to drive or be a passenger in a University vehicle.

(2) All drivers must have a valid United States driver's license.

(3) All drivers must have a current Defensive Driving Certificate.

(4) Use of alcohol, drugs, or tobacco is prohibited in any University-owned or leased vehicle.

(5) Employees driving a university-owned or leased vehicle shall abide by all applicable traffic laws and shall wear a seat belt at all times.

(6) Employees driving a University-owned or leased vehicle shall not use a cell phone while driving unless the hands-free feature is used. (University police officers in the performance of their duties will be exempted.)

C. The foregoing purposes and policies are implemented by the following:

(1) Administration. These policies, regulations and procedures shall be administered by the vice president for Business Affairs (the VPBA), with assistance from the director of the Physical Plant.

(2) Procedures.

a. Waiver of Defensive Driving Certificate. In special circumstances, the Defensive Driving Certificate requirement may be temporarily waived with a written request by the employee's supervisor stating that the employee needs to drive a University vehicle and that the employee will take the defensive driving course at the earliest opportunity.

b. Suspension of Driving Privileges. An employee's driving privileges will be suspended if, for any reason, his/her driver's license is revoked or suspended or the employee allows the license to expire.

c. Driving Under the Influence. Any employee who receives a citation for driving a University owned or leased vehicle while under the influence of alcohol or drugs will have his/her University driving privileges suspended or revoked by the VPBA.

i. Any passengers who are authorized University drivers may also have their driving privileges revoked or suspended.

ii. Any employee convicted of a DWI while driving a University vehicle may be terminated from employment at ENMU.

iii. Any ENMU employee who was a passenger at the time of the DWI citation resulting in a conviction may also be terminated from employment if the employee knew or should have known that the driver was under the influence of alcohol or drugs and did not take reasonable action to prevent the driver from operating the vehicle.

d. Penalty for Negligence. The employee's driving privileges may be suspended or revoked by the VPBA if a University-owned or leased vehicle is damaged or destroyed due to negligence on the part of the employee. Other disciplinary action, including termination, may be taken at the discretion of the VPBA.

e. Accidents. If involved in an accident resulting in property damage or bodily injury, an employee must notify the Physical Plant by telephone as soon as reasonably possible and submit an accident report within 24 hours of returning to campus. Failure to comply may result in loss of University driving privileges and financial liability.

### 3. Team Travel

#### A. Purpose

- (1) To provide a framework for a safe and efficient athletic team travel for athletic teams of Eastern New Mexico University.
- (2) To assign responsibility and accountability for enforcement

#### B. Responsibility and Accountability

- (1) The ENMU Director of Athletics shall be responsible for overall administration of this policy which includes compliance and necessary paperwork. A copy of the policy shall be provided to every coach, maintained on file within the athletic department, along with signed a certificate signed by each coach stating that the coach has read and understands this policy.
- (2) The ENMU Director of Physical Plant or designee shall be responsible for maintenance and repair of ENMU Athletic Buses. He/she will oversee the check out/check in procedures of athletic buses.
- (3) The mode of transportation is selected by the head coach and approved by the Director of Athletics.

#### C. Procedures for Athletic Buses

- (1) Every trip must be preceded by a vehicle request
- (2) Vehicle request must be authorized by Director of Athletics
  - a. When assigning athletic department buses, The Director of Athletics will determine the size of the bus and the distance to be traveled.
  - b. When coaches request the same bus with similar size travel parties the team that has to travel the greater distance will receive priority.
- (3) Signed vehicle request forms will be delivered to the Physical Plant who will oversee check out procedures.
- (4) Drivers must be approved by Physical Plant. In order to be covered under liability, they must be employees of the University. Non-ENMU students are not allowed to ride in ENMU athletic buses.

(5) Drivers must complete pre-trip vehicle inspection checklist. Once this inspection is complete if the assigned vehicle is deemed unsafe, the Director of Athletics must be notified and another vehicle will be assigned. If this bus is not filled with fuel this must be noted and communicated to the Director of Athletics. (refer to F below)

(6) Drivers must complete a post-trip vehicle inspection report. All defects must be reported on this form. This will be attached to the vehicle request form and turned in at the ENMU Physical Plant. It will be the responsibility of the driver and/or Head Coach to turn in a copy of the pre-trip and post-trip vehicle inspection report to the Director of Athletics. The Director of Athletics will communicate with Physical Plant Director regarding repair of defects cited on the inspection report.

(7) Buses must be returned full of fuel. This responsibility will rest with the driver and/or Head Coach. If a bus needs to be filled with fuel, the team that returned the bus will be charged this expense.

(8) If modifications/changes are made to the audio/visual system it will be the responsibility of the driver and/or Head Coach to reset the system to its' original settings.

(9) The Physical Plant Director will devise and monitor a vehicle maintenance program. This will include recommended vehicle service for:

- a. Windshield cleaning and windshield washer levels.
- b. Oil Change
- c. Oil Filter
- d. Air Filter
- e. Fuel Filter
- f. Grease where applicable
- g. Under the hood maintenance
  - i. Brake fluid levels where applicable
  - ii. Power steering fluid level
  - iii. Transmission fluid
- h. Differential Oil
- i. Air Conditioning System
- j. Tire air pressures

(10)The Physical Plant Director will also keep records of tire wear (mileage)

(11) The Head Coach or designee will be responsible for cleaning the interior of the bus upon return. (trash and debris). Mopping of the floor is not expected. If a bus is returned and the interior is not cleaned (trash and debris), the Athletic Director will request Physical Plant to perform this service and a \$25.00 fee will be assessed to that team's budget.

#### 4. Other Modes of Transportation

- A. Air: Commercial airlines and charter services are acceptable means of travel for athletic teams with prior written approval by the Director of Athletics. When financial resources are available, independent contractors may be used.
- B. Passenger Vans
  1. Student-athletes are not allowed to drive passenger vans.
  2. Occupancy for 15 passenger vans is limited to 10 persons.
  3. All occupants must wear seat belts at all times; the number of passengers shall not exceed the number of safety belts.
  4. Drivers must be ENMU employees, be 21 years of age, have a valid driver's license and complete a defensive driving course.
  5. Extra luggage is not allowed on the roof racks. Towing trailers is not allowed.

6. Any internal cargo placed in van should not be loaded above the top of the level of the seats.
  7. Maximum speed of 65 mph is recommended.
- C. Personal Vehicles
1. The vehicle owner's insurance coverage is the primary coverage for damage and liability.
  2. Proof of coverage and valid driver's license must be on file with the Director of Athletics.
  3. Student/athletes traveling in their own vehicle must sign a liability release waiver. Additional passengers must also sign a waiver.

#### 5: Safety Requirements when Transporting Student-athletes

- A. Drivers must obey local, state, and federal laws when operating vehicle
- B. Authorized drivers shall not use cell phone or text message while driving.
- C. 10-Hour Driving Limit: May drive a maximum of 10 hours after 8 consecutive hours off duty.
- D. 15-Hour On-Duty Limit: May not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off-duty time is not included in the 15-hour period. Coaching during competition is not considered to be "on-duty."
  1. It is the responsibility of the Head Coach to comply with the 15 Hour On-Duty Limit by either making arrangements for a second driver or providing an extra night lodging.

#### 6: Inclement Weather

- A. It is the responsibility of the driver or Head Coach to check weather and road conditions in advance.
- B. Decisions in inclement weather should be based on safety and not on budget. When in doubt, contact the Director of Athletics.
- C. Travel during road closures or when chain laws are in effect is prohibited.

#### 7: Emergency Situations

- A. Accidents
  1. When using athletic buses or university vans follow accident report brochure.
- B. Vehicle Breakdowns
  1. Follow guidelines as posted in the vehicle. Roadside assistance is available if protocol is followed. If head coach does not follow procedures his/her budget will be charged for additional charges that may result.
  2. Contact the Director of Athletics or his/her designee

#### 8: Bus Requests by Non-Athletic Contractors

- A. ENMU student groups may contract with the Department of Athletics to use an athletic bus. They must abide by the same policies/procedures as stated in this document.
- B. A bus escrow account will be created for athletic bus income/expenditures
- C. Contractors will be charged a rate of \$1.50 a mile with a \$100.00 minimum.
- D. Contractors will be responsible for actual charges i.e. Driver wages, fuel costs, plus additional charges that might arise.
- E. Contractors will assume liabilities for vehicle towing, hotel costs, damages, vandalism and rescue costs should the vehicle break down.

## 9. Travel Squads by Sport

Sport	Participants LSC Max	Participants non LSC Max	Coaches/Other	Athletic Trainers	Total
Cross Cty	20 (10 men) (10 women)	na	2		22-26
Volleyball	15	na	2	1	18
Men Soccer	24	na	2	1	27-28
Women Soccer	24	na	3	1	28-29
Football	60	na	14	2	76
M Basketball	14	na	4	1	19-21
W Basketball	14	na	3	1	18-20
Baseball	28	na	3	1	29-32
Softball	na	na	3	1	22
Track/Field	na	na	4		44

## 10. Team Travel Addendum

- A. Introduction: As a department we need to implement measures that will improve communication while allowing us to handle problems that may occur when our teams are traveling. For example, a family emergency may arise that forces us to contact a certain student-athlete who is on an athletic trip. Or, one of our teams is traveling over a mountain pass and gets hit by a semi-truck forcing them over the edge where the bus rolls several times. We need to know who the passengers are on that bus. Or, what procedures do we follow if it appears the weather on the return trip to Portales will make the roads treacherous? Or, at 11:00 PM, the University Police is notified that there has been a major accident and the report states that a bus carrying an athletic team has skidded off the road. There are reportedly two persons dead at the scene and four transported to area hospitals with serious injuries.
- B. Because the possibility exists for these and other unforeseen scenarios, it is important for us to have the following policy and procedures in place.
- C. Policy: In order to facilitate communication and protect the safety/well being of our student-athletes, coaches and staff, the Eastern New Mexico University Athletic department will implement the following procedures.
- D. Procedure
  - (1) Prior to departure, head coaches or their designee will be required to file a trip itinerary with the Director of Athletics. It must include:
    - a. Route of travel
    - b. Important times (i.e. Stops for meals, arrival on site, contest time(s), departure from site
    - c. Lodging information (name of hotel(s), address, telephone number )

- (2) Head coaches or designee must file a trip roster. This shall include all student-athletes, coaches and support personnel (i.e. Athletic trainers, driver). Include cell phone numbers for all coaches.
- (3) In the event of adverse weather it will be responsibility of the Head Coach to protect the safety and well being of his/her travel squad. The Head Coach should use all available resources to arrive at a decision as to whether continue driving or take refuge in a hotel. Check road reports, call the state patrol... information is vital. We, as a department, will never jeopardize the safety of our student-athletes or personnel to save money. If a team cannot make it to their destination and incurs additional travel expenses for meals and lodging, this additional expense will become the responsibility of the Department of Athletics.
- (4) Should there be problems or a change in the itinerary the Head Coach should contact the Director of Athletics (575-309-3198 (c) or 575-562-2153 (w). If the Head Coach is unable to reach the Athletic Director he/she should contact the ENMU Police at 575-760-2945 requesting they notify the Athletic Department Office or Athletic Director.

#### 11. Bender Athletic Courtesy Car

- A. Policy: The Bender Family of Dealerships, working in conjunction with the Greyhound Club and Corporate Partner Program has made available a courtesy car to be used by the ENMU Department of Athletics. To ensure that we as a department meet the terms of our Memorandum of Agreement with Bender we will enact the following procedures.
- B. Procedures: The Director of Athletics will coordinate check out to ensure fairness and equity. Athletic personnel are encouraged to submit requests in a timely manner.
  - (1) Athletic Personnel will reserve car using ENMU Vehicle Request Form. Persons making request must indicate intended use (Refer to #7 and #8 below).
  - (2) Submit form to the Director of Athletics for approval.
  - (3) Signed form must be delivered to Physical Plant where the car will be parked and secured.
  - (4) Drivers must meet ENMU requirements.
  - (5) The car is to be used only for official ENMU athletic business. It can never be used for personal use.
  - (6) Recruiting will take priority however, last minute requests will not "bump" a previous non-recruiting request.
  - (7) If car is not checked out for recruiting it may be used for athletic related business i.e. fund-raising, LSC and/or NCAA meetings, transporting injured athletes, team travel, etc.
  - (8) The Director of Athletics will monitor vehicle use to ensure compliance with gender equity.
  - (9) Programs will only be responsible for gasoline. They will not be charged mileage.
  - (10) Treat this vehicle like it is your own. Take care of it.
  - (11) The Greyhound Club will be fiscally responsible for vehicle maintenance.
  - (12) Interior must be returned void of trash.
  - (13) The car must be returned with a full tank of gasoline.
  - (14) Smoking or use of tobacco products is not allowed. Individuals who do not comply will lose privileges.

**Eastern New Mexico University Athletics**  
**Policy Procedures Manual Chapter 9 Scheduling**

9. SCHEDULING. Scheduling of athletic contests shall be the responsibility of the Director in conjunction with each head coach. The Director shall meet with each head coach prior to the initial development of annual sport schedules. It shall be the responsibility of each head coach to make arrangements to have such meetings. (Check Chapter 22 regarding facilities)

A. Negotiations. The following procedures shall be followed to develop schedules:

- (1) While negotiating schedules, it is desirable to have frequent conferences between the Director and the head coach.
- (2) Examination periods, term breaks, major school functions, and other sport conflicts must always be considered when developing sport schedules.
- (3) The Director and the head coach must concur on each sport program schedule before it is finalized.
- (4) The LSC schedules and NCAA playoff schedules are decided a year in advance of the scheduling for most sports and shall have priority over the desires of individual coaches regarding scheduling.
- (5) If possible, the schedules for each school year should be finalized by the Director by the July 1 preceding the beginning of the school year.
- (6) All schedule contracts shall be completed as soon as verbal agreements between parties have been finalized.
- (7) After agreement has been reached on a scheduled contest, the coach or Athletic Department Administrative Assistant shall prepare and the Director shall sign the contract.
- (8) Guarantee offers, home or away, must be approved by the Director prior to the head coach making a commitment.
- (9) Schedules are to be arranged to keep absenteeism from classes to a minimum.
- (10) Maximum playing dates and number of contests for each sport are regulated by the NCAA and the LSC in most instances.
- (11) As determined by the Director, resources and available operations budgets may dictate restrictions on playing dates or number of contests.

B. Facilities. The use of all University facilities must be approved by the central administration through the Executive Director of Planning and Analysis. The approval for various uses of all athletic facilities shall be handled through the Director. The multiple use of University athletic grounds and buildings requires some guidelines for the scheduling of those areas. Rules for such scheduling are:

- (1) Sports in season will have priority on facility usage.
- (2) Men's and women's basketball shall schedule and use the arena court based on mutual agreement between the two coaches.
- (3) Facility usage and scheduling shall be reviewed by the Director with the head coach prior to the need and beginning of practice seasons. Arrangements for such review are the responsibility of the head coach.

- C. Cancellations. It is recognized that cancellation of scheduled contests may occasionally be necessary due to local weather and/or travel conditions or for other exigent reasons. On such occasions the following procedures shall be followed:
- (1) For events scheduled to take place at the University:
    - a. The decision to cancel must be by the head coach, in consultation with the Events Management Coordinator and/or Director, prior to the visiting team departing their campus.
    - b. Upon the decision to cancel having been made, the head coach shall immediately notify the visiting team's head coach.
    - c. Upon the decision to cancel having been made, the Director's office shall immediately notify:
      - the visitor's director of athletics,
      - the Lone Star Conference Commissioner,
      - the officials,
      - maintenance personnel,
      - the University Police and other security personnel, and
      - athletic training.
    - d. E-mail memoranda confirming the cancellation and any rescheduled dates and times shall be sent to all of the persons and entities required to be notified above.
  - (2) For events scheduled away from the University, but when travel conditions or other unforeseen exigencies prevent the University team from making the trip, the Director shall consult with the director of athletics of the hosting institution. Thereafter:
    - a. The decision to request a change in the date of the scheduled contest must be made by the head coach in consultation with the Director.
    - b. The head coach shall notify the head coach of the hosting institution.
    - c. The Director shall consult with the director of athletics of the hosting institution to make all arrangements for necessary notifications.
    - d. The head coach shall return the vehicle(s) to the motor pool.
  - (3) For events scheduled away from the University when the decision to cancel is made by the hosting institution:
    - a. If there is doubt, the head coach shall call the hosting head coach and confirm before leaving the University.
    - b. If the hosting institution makes the decision to cancel, the head coach shall notify the Director or respective head coach indicating the date of rescheduled Contest.



**Eastern New Mexico University Athletics**  
**Policy Procedure Manual Chapter 10 Conduct**

10. Code of Conduct. Discipline is a matter in which Department staff and coaches must be allowed discretion to deal with problems appropriately on a case-by-case basis, subject to the following policies and procedures:
- A. Head Coach Responsibility. The head coach of each sport is responsible for the behavior of his/her student athletes, coaches and staff. The Director must be kept aware of problems that develop, and head coaches shall consult with the Director on all matters requiring disciplinary action.
  - B. Director's Responsibility/Discretion. The Director shall be available to assist coaches with problems that may require disciplinary action; and the Director may alter any disciplinary action chosen by any other Department coach or staff member.
  - C. Standards of Behavior. Quality representation by staff and student-athletes is one of the fundamental principles of ENMU Athletics. The conduct of teams, individual student-athletes, coaches and staff on campus, in the community and on trips to athletic contests must be held to the highest standards of behavior. Violation of laws, University rules and regulations, and standards of common decency shall subject student-athletes and personnel to appropriate disciplinary action. Failure of any coach or other Department staff member to maintain and enforce such standards for student-athletes and staff is not acceptable.
  - D. Code of Conduct (Ethics)  
The success of any organization is directly related to its code of ethics. The Code of Ethics of the Eastern New Mexico University Department of Athletics states that every student-athlete and staff member is responsible for both the integrity and the consequences of his/her own actions. The highest standards of honesty, integrity, and fairness must be followed by each student-athlete and/or staff member when engaging in any activity concerning Eastern New Mexico University, particularly in relationships with students, faculty, the public, our competitors, other team members, and members of other Eastern Athletic teams. We expect that no team or staff member will partake in any activity that is, or gives the appearance of being improper, illegal, immoral, or which could in any way harm or embarrass Eastern New Mexico University and the Department of Athletics.
  - E. Reinstatement. If a student-athlete has been dropped from a squad for disciplinary reasons, he or she shall not be permitted to return to competition unless he or she is reinstated to the team upon the approval of the head coach and the Director or through the Department of Athletics Student Grievance procedures.
  - F. Non-Department Disciplinary Action. Disciplinary problems which may arise within some responsible area of the Department, but which do not involve student athletes within a varsity program shall be handled by the usual University-approved administrative procedures. It is the responsibility of the involved parties to advise appropriate administrators (such as deans, vice presidents, executive directors) and the Director.
  - G. Conduct Code for Athletic Department Coaches  
This policy is supplemental to the Eastern New Mexico University Code of Conduct 20-2-2-B and the Athletic Code of Ethics. The intent of this policy and procedures is to further define and delineate behavior relevant to the following procedures. The premise that underlies this policy

is that members of the athletic staff are no different than faculty/staff of the University and that student-athletes are no different than traditional students. Still, there are times when discretion must be used that would otherwise place athletic staff in compromising positions, especially when it comes to interacting with student-athletes in social environments.

- 1) Procedures: Unacceptable and/or illegal behaviors that could lead to suspension or probation as per the University Code of Conduct 20-2-5 are included but not limited to the following:
  - a. Problems involving alcohol and/or use of any illegal drugs;
  - b. The use of alcohol and/or illegal drugs with any student-athlete;
  - c. The use of alcohol and/or illegal drugs in social situations with any student-athlete;
  - d. Sexual harassment;
  - e. Hazing;
  - f. Fighting;
  - g. Dating student-athletes;
  - h. Misdemeanor crimes;
  - i. Felonious crimes;
  - j. Violations of this policy and procedures will be handled by the Director of Athletics and the President in accordance with the University Code of Conduct.

H. Alcohol/Drug Use: The Eastern University Department of Athletics is committed to providing a drug-free environment in which student-athletes may safely compete. The use of alcohol, tobacco, anabolic steroids, and other drugs can cause significant health problems for student-athletes and may result in negative behavior and/or performance. State and Federal law will be regarded as the principal bodies of rules governing the use of alcohol/drugs for Eastern New Mexico University students. Each person will be held responsible for his/her own behavior. While laws vary from town to town and state to state, some regulations govern all American citizens. Coaches, staff and student-athletes should be aware of all federal and local laws, as well as the ENMU alcohol policy. Ignorance does not eliminate liability:

- 1) A student-athlete of ENMU has three layers of enforcement when it comes to alcohol abuse.
  - a. First of all, respective Head Coaches/teams may have a policy which, if violated, could result in sanctions by the Head Coach.
  - b. The next layer is the institution which in the case of a violation, could land the student-athletes in front of the ENMU Police Department and/or the Office of Resident Life.
  - c. The last, and most important layer of enforcement is, the State of New Mexico. Simply stated, state law requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages.
- 2) It is illegal to give or sell alcohol to an individual under age 21.
- 3) It is illegal to have an open container of alcohol in any vehicle.
- 4) It is illegal to serve alcohol to an intoxicated person.
- 5) It is illegal to sell alcohol of any kind without a license or permit.
- 6) Organizations are not immune from prosecution for a legal violation. The officers of that group are usually the parties cited, but every group member is liable.
- 7) Driving while intoxicated (.08 blood alcohol content) is a criminal offense.
- 8) Being intoxicated is not a legal defense for any charge, including assault, rape, vandalism, slander, manslaughter or accident.

- 9) If an underage person is involved in a drinking/driving crash after leaving a party, the victim(s) of the crash may sue both the person at fault and those who provided the alcohol.
- 10) All student-athletes are expected to abide by these laws and any violation will result in disciplinary action put forth in the ENMU Student Handbook. Students facing legal action off campus may be held accountable through the ENMU Student Code of Conduct system. No student-athlete, manager, or trainer will be permitted to purchase, consume, possess, distribute, sell, or be under the influence of alcohol while involved with any ENMU Department of Athletics sponsored activity (e.g. practice, away trips, or hosting prospective student-athletes). Road trips are defined as the period of time starting with departure from campus to time of return or as released by the head coach.
- 11) Student-athletes that serve as hosts for prospective student-athletes are not to take the prospect into any environment where alcohol is distributed in an uncontrolled manner. Consumption of an alcoholic beverage in the presence of a prospective student-athlete during a campus visit is prohibited.
  - a. Any offenses are to be reported to the Athletics Director. ENMU student-athletes are prohibited from using or being under the influence of illegal drugs or other prohibited substances.
  - b. The abuse of and/or dependence upon legally permitted substances (alcohol, tobacco, prescription drugs, etc.) are also prohibited. Individuals found to be involved in the illegal possession and/or illegal distribution of drugs through any means (transfer or sale) will be subject to immediate dismissal from University housing, all athletic teams, and cancellation of all financial aid as permitted by the NCAA Bylaws and Constitution.
- 12) Student-athletes are encouraged to seek confidential help from counseling services available through ENMU before violations of this policy occur.
  - a. Student-athletes will not be penalized for seeking this assistance in drug and alcohol evaluation, intervention, treatment, and aftercare. However, disciplinary action is required in cases where the athlete has a positive test result.
  - b. Violations of the aforementioned rules may result in sanctions from ENMU.

I. Hazing:

- 1) The Eastern New Mexico University Department of Athletics has a zero tolerance policy for hazing activities and those violating this policy will be dealt with severely. Organizational activities, including pledge and initiations, should be done in good taste and in a manner consistent with the student code of conduct of the University. The Department of Athletics at ENMU supports only those activities which are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students
- 2) ENMU defines hazing as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off campus, which endangers the mental or physical health of the participants; produces physical discomfort; subjects the individual to embarrassment, harassment, or ridicule; causes excess fatigue or physical or psychological shocks in the individual; involves quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities; involves late or early work sessions; or any activity which is not consistent with the laws, rituals, and/or other policies of the

organization or the regulations and policies of the University. Actions and activities that are prohibited include, but are not limited to:

- a. Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
  - b. Consumption of any food, drink, drug, or other substance.
  - c. Participation in physical activities, such as calisthenics, exercises, or so-called games.
  - d. Exposure to weather.
  - e. Fatigue resulting from sleep deprivation, physical activities through late night or early morning programs, physical activities, or exercises.
  - f. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual.
  - g. Physical brutality, including paddling; striking with fists, open hands, or objects; and branding.
  - h. Kidnapping, transportation or stranding of individuals (road trips).
  - i. Verbal abuse, including "Line-ups" and berating of individuals.
  - j. Conduct that could adversely affect the dignity of the individual, including wearing of apparel that is conspicuous or extraordinary, carrying items such as paddles, canes, etc., and the performance of public stunts and activities.
  - k. Tasks of servitude, including errands and clean-up activities for active members, alumni, or any other student.
  - l. Denial of sufficient time to study.
  - m. Nudity or lewd behavior.
  - n. Late or early activities that interfere with academic activities or requirements.
  - o. Any activity not consistent with the policies and mission of the University.
- 3) ENMU Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. In the event that a member of the campus community becomes aware of any potential hazing incident, he/she has the responsibility to immediately notify a university administrator. Failure to comply with this policy may result in disciplinary action as well as the loss of financial aid and/or eligibility for practice and competition.

#### I. Athletics Department Policy on Amorous Relationships

(1) Purpose: The purposes of this policy are:

- a. To provide a safe and healthy environment for student-athletes so that they may reach their full potential as students and as athletes;
- b. to ensure that all coaches and other athletics department staff adhere to ethical practices and do not develop inappropriate relationships with student-athletes, regardless of their age or consent.

(2) Definitions:

- a. Coach: Any person serving as a head coach, assistant coach, graduate assistant coach, coaching intern, or volunteer coach in the athletics department.

b. Staff: Any employee or student serving in the athletics department in an administrative, management, or support capacity, or in any capacity in which they supervise student-athletes or have responsibility for the provision of services or other benefits to student-athletes.

i. Supervisory control or authority: this includes any responsibility with the potential to affect the student athlete's participation in the athletics program, and includes the provision of direct services and benefits to the student-athlete, such as: training, health services, academic and student life program support, tutoring, counseling, eligibility determinations, program compliance, and control over the student-athlete's team.

c. Student-Athlete: Any student of the university who is a member of a varsity athletics team as defined by university and NCAA regulations.

d. Amorous Relationship: Any sexual, romantic, or dating relationship.

(3) Scope of the Policy and Its Requirements:

a. Coaches: This policy strictly prohibits amorous relationships between any coach and any student-athlete. Every coach has an ethical obligation to maintain a professional relationship with student-athletes and to place the well-being of student-athletes ahead of the coach's personal interests. This responsibility includes the duty to provide a safe and healthy environment for the student-athlete to flourish, and to serve as a role model within the confines of a professional relationship. As a result, no amorous relationship between a coach and a student athlete, regardless of the perception of consent by one or both participants can exist without jeopardizing the professionalism of the coach-athlete relationship and creating a significant conflict of interest. The respect and trust the student-athlete places in a coach, and the vulnerability of the student-athlete in that relationship, make "consent" unreliable in this setting.

i. Conflicts of interest are endemic to amorous relationships between coaches and student-athletes, and the costs to the athlete, the team, the athletics program, and the university, necessitate a strict prohibition on amorous relationships between coaches and student-athletes. Even when the coach has no direct professional responsibility for that student-athlete, other student-athletes may perceive that the student-athlete who has a sexual relationship with a coach may receive preferential treatment from the coach or the coach's colleagues. Such relationships are incompatible with the ethical obligations of the coach and the integrity of the athletics program. Accordingly, this prohibition applies to relationships between all coaches and all student-athletes in the intercollegiate athletics program. With respect to a coach and a student-athlete on that coach's team, the prohibition on amorous relationships shall remain in effect for two full years after the end of the final academic year in which the student-athlete was a participant on the team. With respect to a coach and a student-athlete not on that coach's team, the prohibition on amorous relationships shall remain in effect while that student-athlete is a participant in the intercollegiate athletics program.

b. Other (non-coaching) staff: Amorous relationships between student-athletes and non-coaching staff are problematic when the staff member has supervisory control or

authority over that student-athlete. For that reason, any amorous relationship between a student-athlete and a staff member with supervisory control or authority over that student-athlete must be disclosed to the Compliance Director and the Athletics Director. (If the relationship involves either of those persons, it must be disclosed to the director of the university affirmative action/equal opportunity office.) Once the relationship is disclosed, the staff member must be recused and their responsibility reassigned so that he or she no longer has supervisory control or authority over that student-athlete. Care must be taken to ensure that the recusal and reassignment of responsibility does not negatively affect the student-athlete's participation or benefits in the athletics or educational programs of the university.

(4) Enforcement:

- a. Reporting a violation: Any person may allege a violation of this policy by contacting the Director of Compliance or any other senior athletics department staff, or, if the person does not feel comfortable making the report to a person within the athletics department, to the director of the university affirmative action/equal opportunity office. Any person receiving such a report must immediately notify the Athletics Director. Any coach or staff member with information suggesting a possible violation of the policy must promptly report it to the Athletics Director, and the failure to do so will be considered a violation of athletics department policy. (If the report or information implicates the Athletics Director in a violation of the policy, it should be directed to the director of the university affirmative action/equal opportunity office instead.)
- b. Investigation: Upon receiving such a report or information, the Athletics Director shall immediately notify the director of the university affirmative action/equal opportunity office. Once on notice of a report or information of a possible violation of the policy, the director of the university affirmative action/equal opportunity office shall promptly appoint an investigator outside of the athletics department to conduct a prompt and fair investigation into whether the policy was violated. Such investigation shall include interviews with any coaches, staff, and student-athletes with relevant information, and shall provide any coach or staff member accused of violating the policy with an opportunity to respond to the allegations. In investigating a possible violation of the policy, the standard of proof to be used is whether it is more likely than not that the policy was violated (a "preponderance of the evidence" standard, not the higher standard of proof used in criminal proceedings, "beyond a reasonable doubt"). Using this standard, the investigation will result in a determination of whether the policy was violated.
- c. Coordination of information relating to violations of other university policy and/or criminal law: If the investigation leads to information suggesting that sexual harassment may have occurred, it shall be promptly forwarded to the appropriate university officials responsible for enforcing the university sexual harassment policy. If the investigation leads to information suggesting potential criminal conduct, it shall be immediately forwarded to university general counsel, who will determine, consistent with State and local law, whether to notify appropriate law enforcement officials. However, the enforcement of this policy shall not be delayed pending the results of a criminal investigation.

d. Disciplinary Action: If an investigation determines that a coach or staff member has violated the policy, that coach or staff member shall be subject to disciplinary action, up to and including dismissal. The Athletics Director, in consultation with the director of the university office of affirmative action/equal opportunity, shall determine the disciplinary action to be imposed. Any disciplinary action shall be taken in accordance with applicable university policy.

e. Confidentiality: Complaints, reports and information relating to possible violations of this policy shall be handled as confidentially as possible without jeopardizing the enforcement of the policy, and the ability to conduct a fair investigation, or the safety of student-athletes and other persons connected with the athletics program. Information received in connection with a suspected violation of the policy shall be disseminated only on a "need to know" basis; that is, only when necessary to ensure compliance with the policy and/or to ensure the safety of student-athletes or others who come in contact with the athletics program.

f. Retaliation: Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of a violation of this policy, is strictly prohibited. Any persons taking retaliatory action in violation of this policy shall themselves be subject to discipline, up to and including dismissal.

J. Parties In Residential Areas: Student-athletes are expected to make good decisions and be accountable for the consequences of their actions.

(1) The following is a summary of possible problems associated when parties take place in residential areas of the community.

- a. Some students having a total disregard for property.
- b. Private property being vandalized (i.e. mailboxes ruined, light poles bent, flower gardens destroyed).
- c. Students frequently urinating in front yards, on sidewalks, on trees, bushes, etc.
- d. Following a party the yards and streets are left covered with trash i.e. bottles, cans, cups.
- e. Fights breaking out in front of these residential properties.
- f. Unreasonable noise takes place during all hours of the night.
- g. Minors are being provided and consuming alcohol.
- h. Complaints about semi-nudity by some female students.
- i. Concerns about theft of personal property (i.e. lawn furniture)
- j. If confronted by residents, some students become hostile. Some residents are actually afraid to come out of their homes. They also fear retaliation if they call the police.
- k. If police show up and break up the party, it moves to another location, and the cycle starts anew.

(2) ENMU Athletics realizes that not all student-athletes are responsible for these embarrassing incidents. However, disgusting behavior by a few gives all of us a negative image in the community. We are all "painted by the same brush."

- (3) Portales Police is instituting a new policy that goes into effect immediately.
  - a. When a complaint is called in and police arrive the tenants of the property will receive a warning. The party will be shut down.
  - b. When a second complaint is called in (anytime during the semester) and police arrive the tenants will be given a citation.
  - c. When a third complaint is received, the tenants will go to jail.
- (4) Once a citation is written Eastern New Mexico University will be notified. This includes The ENMU Chief of Police; Housing Director/ENMU Judicator, Athletic Director.
- (5) When the Director of Athletics receives notice of a citation he/she will meet with the respective head coach. An investigation will be conducted and if allegations prove to be accurate, the student-athlete will receive a 10% suspension of competitions. (i.e. one game suspension for every ten on the schedule). On a second citation, which includes jail by Portales Police, student-athletes will be cut from their respective teams and scholarships cancelled.
- (6) Coaches will be pro-active by conducting their own patrols on nights when there is a high probability for parties (weekends).
- (7) Student-athletes who are of legal age who purchase alcohol and provide it to minors will be immediately cut from the team and scholarships cancelled. (This is a 4<sup>th</sup> degree felony). The judicator for ENMU Student Conduct will execute his/her own punishment which could be expulsion from ENMU.
- (8) Student-Athletes who are minors and who are cited for possession of alcohol will receive the 10% suspension of competitions for the first offense and cut from the team on the second offense.
- (9) Portales and ENMU police could approach the state and request "plain clothed" police show up at these parties.

K. Simulated Conduct Code Situations (In question/answer format)

- 1) Q: I am having a beer at Pizza Hut when an ENMU student-athlete enters and sits at a table nearby. Do I or the student-athlete have to leave? A: No, this does not constitute a breach of the code of conduct.
- 2) Q: I am having a beer at Pizza Hut when an ENMU student-athlete enters and sits at a table nearby. He offers to buy me a beer. Does accepting constitute a breach of the code of conduct? A: Yes, as the line has been crossed. This clearly has escalated into a social situation. The athletic department staff member should decline the offer.
- 3) Q: I am having dinner at the Cattle Baron. I am having wine with dinner when an ENMU student-athlete enters with his/her family and is seated at a table nearby. Do I or the student-athlete have to leave? A: No, this does not constitute a breach of the code of conduct.
- 4) Q: I am having dinner at the Cattle Baron. I am having wine with dinner when a student-athlete with his/her family enters and is seated at a table nearby. The father of the student/athlete, as a token of appreciation, offers to buy me another glass of wine. Does accepting constitute a breach of the code of conduct? A: Yes, as the line has been crossed. This clearly has escalated into a social situation. The athletic department staff member should decline the offer.
- 5) Q: I am having a beer at the Dawg House when an ENMU student-athlete enters and sits at a table nearby. Do I or the student-athlete have to leave? A: No, this does not constitute a breach of the code of conduct.



- 6) Q: I am having a beer at the Dawg House when an ENMU student-athlete enters and sits at a table nearby. He offers to buy me a beer. Does accepting constitute a break of the code of conduct? A: Yes, as the line has been crossed. This clearly has escalated into a social situation. The athletic staff member should decline the offer.
- 7) Q: I am having a beer at the Dawg House when an ENMU student-athlete enters and comes to my table to socialize. Does this constitute a breach of the code of conduct? A: Yes, as the line has been crossed. This clearly has escalated into a social situation. The athletic staff member should inform the S-A that he/she cannot socialize in this environment and that either he/she leaves the table or the staff member will be forced to change tables or leave the establishment.
- 8) Q: I am at a football game with friends (not a game at Greyhound Stadium). Walking toward the stadium I encounter the family of an ENMU student-athlete who invites me to join them for an alcoholic beverage. The student-athlete is not present. Can I accept the beverage without violating the code? A: Yes as this does not violate the code?
- 9) Q: I am at a football game with friends (not a game at Greyhound Stadium). Walking toward the stadium I encounter the family of an ENMU student-athlete who invites me to join them for an alcoholic beverage. The student-athlete is present. Can I accept the beverage without violating the code? A: No as this is considered a social situation.
- 10) Q: I am having a party at my home here in Portales. Coaches and staff have been invited. A graduate assistant coach shows up at the party with his date, a senior ENMU student-athlete whose eligibility is complete. Is this a violation of the code? A: Since the eligibility of the S-A is complete she is no longer considered as an active S-A therefore this would not be a violation.
- 11) Q: What is hazing? A: Hazing is any action taken or situation created intentionally that causes embarrassment, harassment or ridicule or that risks emotional and/or physical harm to members of a group or team, regardless of whether they are a new member or not and regardless of the person's willingness to participate.
- 12) Q: During two-a-day practices it is quite common for the veteran players to call on the freshmen to "entertain" them during dinner by singing their high school fight song. Is this hazing? A: Yes, regardless of their willingness to participate.
- 13) Q: During August training camp the veteran players of the women's soccer team invite the new players to dress up in colorful costumes and put on an entertaining skit for the veteran players. Is this hazing? A: Invite is the key word. As long as there is no quid pro quo present and as long as those who decline to participate are not singled out this does not constitute hazing.
- 14) Q: During August training camp the veteran players of the women's soccer team demand that the new players dress up in colorful costumes and put on an entertaining skit for the veteran players. Is this hazing? A: Yes.
- 15) Q: At the conclusion of two-a-day practices as a team building function the senior athletes invite all members of the team to participate in a talent show as a way to celebrate the end of training camp. Is this hazing? A: No since the athletes are invited to participate this does not constitute hazing just as long as they are not forced to participate.
- 16) Q: At the conclusion of two-a-day practices as a team building function the senior athletes invite all members of the team to participate in a talent show as a way to celebrate the end of training camp. However as a strategy to encourage participation the senior players tell the freshmen that if they do participate they will take it easy on them in practice. Is this hazing? A: Yes. This is quid pro quo.

- 17) Q: During two-a-day football practices senior players ask freshmen to carry their equipment to the locker-room. Is this hazing? A: Yes
- 18) Q: What is the definition of sexual harassment? A: Sexual harassment includes, but is not limited to, such behavior as; unwelcome sexual advances; requests for sexual favors; verbal or physical conduct of a sexual nature directed toward faculty, staff, or students. It is sexual harassment when: Submission to or tolerance of such conduct is made, either explicitly or implicitly or such behavior has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile environment for working or learning. Institutional compliance of sexual harassments falls under Title IX.
- 19) Q: A female work-study employee is working in the athletic office. A member of the athletic staff routinely stops at her work station and rubs her shoulders and neck under the guise of helping her relax from the stress of the day. Is this sexual harassment? A: Yes because submission or tolerance is implicit.
- 20) Q: A male coach often tells profane and sexist jokes in the presence of other females employees in the break-room. The women laugh at the jokes. Is this sexual harassment? A: Yes as this behavior falls under creating an intimidating and hostile work-place environment.

**Eastern New Mexico University Athletics**  
**Policy Procedures Manual Chapter 11 Awards**

11. ATHLETE AWARDS. Athletic awards are given to student athletes in recognition of outstanding academic or competitive performance. Each head coach shall recommend all candidates for awards to the Director for approval.

A. Framed Letter Awards: Earning a varsity letter at Eastern New Mexico University is a great achievement. It represents character values of hard work, perseverance, commitment, and sacrifice. These are only a few of the lessons achieved through participation in sport. The varsity letter is a source of pride for those who have earned the honor and a source of envy by those who have not. Therefore ENMU will provide our student-athletes with an award that they can display forever. It shall be the policy of the Eastern New Mexico University Department of Athletics to establish a baseline criteria for awarding an ENMU framed letter award. Head Coaches will determine lettering criteria for their teams. These criteria must be on file in the athletic office.

(1) Procedure: First time letter-winners will receive a Framed Letter Award. These will be purchased by the Greyhound Club and made available through the athletic office to coaches to award at the conclusion of their season. Coaches who wish to award multiple letters (those student-athletes who earn second, third and fourth year awards) will be responsible for payment back to the Greyhound Club. (\$29.00 per award)

\*As we transition from letter-jackets to framed letter awards: Student-athletes who have previously received a letter jacket cannot receive a framed award unless it is purchased (by student-athlete or program)

(2) Coaches will submit a list of names and sizes of student-athletes who have earned a letter award to the Director of Athletic upon completion of their respective sport seasons. The Athletic Director will coordinate ordering through the Greyhound Club.

B. Most Valuable Player Awards and Memorial Scholarship Awards (Greyhound Arena Plaques)

(1) Greatest Greyhound: Given annually to the male and female student-athlete who displays the highest virtues of athletic and academic success; this award represents overall the best student-athlete in the department for that respective year. It is the highest honor bestowed on a Greyhound. Voted on by head coaches and Athletic Administrators

(2) Hugh T. Brasell Award: In recognition of the Outstanding Football Player of the Season. Selected by Head Football Coach.

(3) Al Garten Award: Presented each year to the Outstanding Men's Basketball Player of the Year. Selected by the Head Men's Basketball Coach.

(4) Women's Basketball Most Valuable Player: Presented each year to the Outstanding Women's Basketball Player of the Year. Selected by the Head Women's Basketball Coach.

(5) Women's Basketball Silver Pride Award: Presented to the women's basketball player who represents the virtues of team play, pride in ENMU basketball, work ethic, and team play. It is the student-athlete who contributes the most with the least amount of recognition.

(6) Team Academic Excellence Award: Awarded to the men's and women's team with the highest Cumulative Grade Point Average from the previous academic year.

(7) Major Ron Milam Memorial Award: Awarded to the men's basketball player who best represents the character and values of ENMU great, Major Ron Milam.

(8) Ellsworth/Urquijo: Awarded annually to current members of the ENMU rodeo team to young men who display the same character attributes as Roland and Irvyng: Courage, citizenship and commitment to Eastern New Mexico University and Men's Rodeo.

**Eastern New Mexico University Athletics**  
**Policy Procedures Manual Chapter 12 Game Management**

12. GAME MANAGEMENT. All athletic games and contests shall be conducted within the management and control of the Director in a manner consistent with the mission and the policies and procedures of the University.
- A. Priorities. The health and welfare of student athletes shall have the highest priority in game management considerations; and no decision regarding game management shall be made without consideration for assurances of the highest level of safety for spectators and officials available under the circumstances.
  - B. Public Relations. The good reputation of the University and the Department are essential to the mission of the University and must be considered in game management.
  - C. Tobacco. Smoking and other tobacco uses shall not be allowed inside Greyhound Arena or in the seating area of Greyhound stadium. No exceptions shall be made to this rule.
  - D. Announcements. Excepting announcements of an emergency nature, no public announcements shall be made at athletic contests without prior approval of the Director. Announcements shall pertain only to public interest activities and events related to the University, the community, or the region.
  - E. Crowd Control. The University Chief of Police and the Director, through use of police and ushers, shall be responsible for crowd control at all athletic contests. Emergencies related to crowd control shall be referred to the either of them based upon easiest availability.
  - F. Game Operations Security
    - (1) Eastern New Mexico University Athletics, as members of the Lone Star Athletic Conference is committed to promote good sportsmanship by its student-athletes, coaches and spectators. However, problems may arise depending on:
      - a. The opponent and nature of the rivalry;
      - b. Calls by officials;
      - c. Potential for unruly fans.
    - (2) As members of the LSC we are required to designate before each athletic contest an administrator to be in charge of game administration and to serve as a contact person for game officials and/or visiting coaches.
    - (3) The Athletic Director will inform the ENMU Chief of Police the security status needed for every upcoming home athletic event using the following alert status:
      - a. Red: Potential for crowd control problems is high due to:
        - (1) Home event (i.e. home football at night)
        - (2) Recent team success, both ENMU and opponent. Obviously due to “band wagon” effect if a team is winning crowds will grow.
        - (3) Rivalry game (i.e WTAMU).
        - (4) “Red Games” will indicate maximum police visibility/security needed.
      - b. Yellow: Potential for crowd control problems is moderate. Police visibility during entire event is required. The Athletic Director will recommend the number of officers needed to provide security.

c. Green: Potential for crowd control problems is low. Police security will be covered by on duty patrol. Duty patrol officer may do random check of athletic event. The Game Administrator will call on telephone if problem arises.

(4) Prior to the start of the season, however, no later than Monday of each week the Director of Athletics will submit schedule to Chief of Police with recommended alert level for athletic contests.

**Eastern New Mexico University**  
**Policy Procedures Manual Chapter 13 Camps**

13. CAMPS. At ENMU, the purpose of a camp places special emphasis on a particular sport providing specialized instruction, practice, or competition. The Athletic Director is responsible for monitoring all sports camps that involve ENMU student-athletes and staff. The head coaches of all sports (where appropriate) are encouraged to conduct athletic camps on the University campus using University facilities, bearing in mind that the purposes of such camps are to have young people visit the University and enjoy the use of the University's facilities and to enhance the image of athletics at the University and the University as a whole.
- A. Sponsorship.** All such camps shall be operated under authority of the University, with an Athletic Department coach as the responsible sponsor/director. Camps are the property of Eastern New Mexico University. Funds generated therefore, become the property of ENMU and not the property of the Camp Director.
- 1) Camp Director may earn a salary with compensation based on reasonable rate for Camp Directors at Division II Universities in the High Plains Area. The Director of Athletics will determine and define "reasonable."
  - 2) Outside Vendor: An outside vendor is allowed to contract with Eastern New Mexico University for use of facilities to conduct camps. Private camps of this nature must follow rules/regulations of any private vendor contracting with ENMU for use of facilities.
- B. Approval.**
- 1) The Camp Director must submit the Camp Proposal Form to the Athletics Director no later than one month prior to the start of camp/clinic for approval if during the academic year and March 1 for the following summer for approval. The form provides detailed information about the camp/clinic including a purpose for the camp, age, and number of participants, and camp fee information.
  - 2) The Camp Director is responsible for submitting a copy of the camp brochure and any marketing initiatives to the Compliance Coordinator prior to printing for approval. It is noted that the picture of any ENMU student-athlete may be used in the camp brochure.
  - 3) Camp rates are found in the camp brochure.
  - 4) Junior High School, High School, or College/University coaches may be employed. The compensation must be based on the going rate for camp counselors of similar teaching ability and camp experience and is not based on the coach's reputation, contact with prospective student-athletes, or the number of prospects that the coach may bring to the camp. Compensation for Camp Director must be reasonable and based on going rate for Camp Directors.
  - 5) Student-athletes may be employed at the camp/clinic provided:
    - a. The student-athlete performs duties of a supervisory, coaching, or officiating nature.
    - b. Compensation provided to the student-athlete must be commensurate with the going rate for camp/clinic counselors of like teaching ability and camp/clinic experience and may not be paid on the basis of value that the student-athlete may have for ENMU because of reputation or fame the student-athlete has achieved. Compensation provided may differ among student-athletes for reasons including, but not limited to, years of experience, class, or work hours.
    - c. A student-athlete who only lectures or demonstrates at the camp/clinic may not receive compensation for his/her appearance.

d. The student-athletes cannot participate in any organized practice activities during the camp hours. Other organized practice activities must be during permissible practice periods and are countable hours. Prospective student-athlete's attending the camp cannot participate in such activities.

6) No camp shall be advertised, promoted, or conducted without the prior approval of the Director of a written agreement between the University and the sponsoring coach for management and fiscal responsibility for the camp, and, through the Director, approval of the Executive Director of Planning and Analysis for use of facilities.

7) Camps must be approved by Compliance Coordinator

8) Advertising must be pre-approved by Compliance Coordinator and Director of Athletics prior to release.

9) No camp shall be approved unless it is designed to be conducted for the purposes set forth above as a service to the University, and/or the community, and/or state, and/or members thereof, or unless it will serve the University by clearly earning funds to be used by the University toward accomplishment of its mission. The written agreement between the University and the sponsoring coach shall include information addressing the following:

a. Types of activities planned;

b. Dates and time periods during which the activities occur;

c. Place(s) at which the activities occur;

d. Amount of supervision available for the activities;

f. Training and experience of supervisors

g. Safety and security and the public image of safety and security (i.e., the activities must not only be safe and secure, but be ostensibly safe and secure)

h. The risks of liability of the University for personal injury to participants and others.

i. Expenditure of funds (how revenue will be used)

C. Fiscal Responsibility/Annual Report. The coach directing the camp shall, in coordination with the Office of Business Affairs, be responsible for accounting for all expenses and revenue.

1) All revenue received shall be subject to the policies and procedures of the University.

2) Receipt of funds must have proper control methods in place:

a. Funds received in advance of camp will be deposited with the Athletic Department Administrative Assistant who will deposit in proper account.

b. During camp check-in the ENMU Athletic Administrative Assistant or a Business Office staff member will assist with handling of funds and deposit in proper account.

(3) No funds shall be deposited with or channeled through any person or entity other than the University.

(4) Each coach who conducts camps shall file an annual summary fiscal report accounting for all funds expended in all camps he or she conducts. Such reports shall be filed with the President, with copies to the Vice President for Business Affairs and the Athletic Director, no later than July 31 of each year for the fiscal year just ended.

D. Liability/Insurance. The Risk Management Division of the New Mexico Department of General Services provides insurance to cover the University or its employees in conducting its regular business. The University Purchasing Office must be notified that the camp will be conducted so



that such insurance will cover the camp. Individuals attending the camps are not covered by Risk Management for injuries received during the camp.

E. Notice Relating to Accidental Injury or Illness. No person shall be allowed to participate in a camp unless that person, or in the case of minors, parents, or guardians of that person, have executed a written notice which informs them that:

- 1) The University is not an insurer of participants against accidental injury or illness occurring during participation;
- 2) If the participant wishes to have insurance coverage, it is the responsibility of the participant or in the case of minors, the parent or guardian, to obtain such insurance;
- 3) Any injury or illness occurring during participation should be reported to University staff in charge at the earliest opportunity;
- 4) If so notified, staff members will then be able to assist the participant in efforts to locate appropriate medical assistance; and;
- 5) Insurance cards and names and telephone numbers of parents, guardians, or nearest relatives should be kept on or near the participant at all times.

Such executed written notices shall be retained by the Department, as University records, for a period of three years following the last day of the camp in which the participant to which the notice applied participated. (See 37-1-8, NMSA 1978 Compilation, for the three year statute of limitations for actions relating to personal injury.)

F. All camps must comply with AGP&P 80-19 Protection of Children policies and procedures.

G. Athletic training services. When possible it is in the best interest of the camp and the participants for an athletic trainer to be present during camp activities. An athletic trainer has been specially educated and trained in the prevention, assessment and treatment of athletic injuries.

- 1) A certified/licensed athletic trainer will earn a salary commensurate with hourly compensation based on a reasonable rate for certified athletic trainers in New Mexico. At this time, the rate is currently \$25/hour. This amount also encompasses use of athletic training supplies during the camp, such as tape, coolers, ice, water, and setup of athletic training supplies.
- 2) In the event that a certified/licensed athletic trainer is unavailable or depending on the nature of the camp, a student worker approved by the University athletic training staff will be assigned to the camp. A student worker will be required to be CPR/AED certified prior to working the camp. A student worker should earn compensation that is reasonable and fair. At this time, the suggested rate is \$10/hour. This amount also encompasses use of athletic training supplies during the camp, such as tape, coolers, ice, water, and setup of athletic training supplies.
- 3) If the camp has a low risk of injury, the camp director should discuss with the University athletic training staff the need for an athletic trainer to be present during the camp. If a camp director does not want an athletic trainer, certified or student, to work a camp due to the limited likelihood of injuries occurring, no athletic training supplies shall be available for camp use. The camp director will be responsible for providing the appropriate supplies for the camp,

such as coolers, water, and ice. A camp director could retain an athletic trainer as on call for emergency situations only. If such a situation occurs then the compensation stated above would be paid for the time the athletic trainer is dealing with the emergency.

H. Once Approved: Communicate With Other ENMU Departments: Once camp is approved and dates have been set it is important to communicate with other ENMU departments depending on needs (i.e. overnight camp, day camp, meals):

- 1) Athletic and HPE Administrative Assistant: Master facility schedule
- 2) College Union Building (CUB) Director
- 3) Food service (Sodexo) Director
- 4) Resident Life (Housing) Director

I. Background Checks: Non-ENMU personnel e.g. High School coaches

1) Personnel cannot be paid a stipend to chaperone teams. This could assume an employee/employer relationship which could make ENMU responsible for the visiting coaches' action. They would be subject to Policy 40-8 which requires a background check every four years for employees working with children. They could be offered a discounted rate if they provide supervision as chaperones.

a. Adult chaperones (coaches, volunteers, parent chaperones) are required to sign ENMU Adult Chaperone Waiver

b. Camp participants and their parents (if participant is under age 18) must sign the Waiver General.

2) Coaches must provide list of employees and/or student names at least 1-2 weeks in advance of camp start date so H.R. can verify if they need to have a background check

J. Paying Camp Employees (Workers)

1) Student Workers: Must go through H.R. They need to complete necessary paperwork in advance.

a. Special pay slip

b. On pay day checks will be available at cashier's office

2) Outside Workers (Not employees of ENMU): Prepare a Pro Tech Agreement with W9.

**Eastern New Mexico University Athletics  
Policy and Procedures Manual Chapter 14 Athletic Training**

**14. ATHLETIC TRAINING.** The responsibilities for maintaining the standard of care (see section 2G above) for University student-athletes are set forth below.

**A. Head Athletic Trainer.** The Head Athletic Trainer shall provide athletic training assistance to each varsity athletic team in coordination with the head coach of that team, including:

- (1) Preventative wrapping and taping,
- (2) Direct treatment of injuries,
- (3) Direct rehabilitation programs, and
- (4) Coordination of communication with the Team Physician.

**B. Athletic Trainer Availability.** The athletic training staff shall be available or on call during all practices and games of University teams.

**C. Team Physician(s).** The team physicians are those physicians who provide medical services by agreement with the Department. All access to the team physicians must go through the Head Athletic Trainer or, in the Head Athletic Trainer's absence, the Director or a full-time athletic training staff member.

**D. Head Athletic Trainer and Team Physician.** With regard to each sport, the Head Athletic Trainer and the Team Physician shall:

- (1) Determine the physical qualifications for safe participation in each of the University's varsity sports programs;
- (2) Obtain physical examination reports of each student-athlete prior to the first day of practice of that student-athlete's sport;
- (3) Evaluate medical records of each student-athlete, relative to the physical qualifications established for participation in the sport;
- (4) Determine if each student-athlete is acceptable, not acceptable, or restricted for participation in that student-athlete's sport;
- (5) Prepare an official roster, containing only those student-athletes who have passed their physical examination pursuant to the above procedures, for each sport; and
- (6) Issue any required or special equipment to accepted or passed student-athletes.

**E. Head Coaches.** The head coach in each sport shall:

(1) Specify the date of the first practice well in advance and advise the Director, Head Athletic Trainer, and all student-athletes in that sport of that date;

(2) Prepare a list of student-athletes, designating new and returning student-athletes;

(3) Inform all new student-athletes that their regular college pre-entrance medical examination does not meet the medical requirements for athletic participation;

(4) Inform all returning student-athletes that an athletic training packet must be completed with an examination date following the completion of the season the previous year; and

(5) Schedule a team meeting with the Officer and/or Director prior to the first day of practice to complete the student-athlete statement and drug testing consent forms.

**F. Referrals.** All referrals to physicians must be made with verbal or written approval by the Head Athletic Trainer or, in the Head Athletic Trainer's absence, the Director.

**G. Medical Records.** The Department shall maintain a medical record for each student-athlete who is involved in an intercollegiate, NCAA sanctioned sport. The record shall contain the results of each physical examination, each annual medical update, the nature and treatment of each injury reported to the athletic training staff, and any other information pertinent to the general health and playing condition of each student-athlete. Such medical records are kept for use of the Department only and shall not be released to any other person or entity except by direction of the student-athlete, his or her parent(s) or guardian(s) (if the student-athlete is a minor), or a court of competent jurisdiction.

**H. Points of Contact.** Inquiries, from anyone other than the student-athlete's coach or the Head Athletic Trainer, regarding the health or the medical records of a student-athlete, shall be made through the Director; and no one other than the Director shall release any such information. *Exception:* The news media must be exempted from this policy to some degree; for, if it is known that a student-athlete was injured or is ill, information concerning that student-athlete's ability to participate in athletic contests is of public interest. However, coaches responding to such inquiries of the media must take care not to reveal medical information regarding health matters not publicly known or health matters of a sensitive nature.

**Eastern New Mexico University Athletics  
Policy and Procedure Manual Chapter 15 Student-Athlete Health and Injuries**

**15. STUDENT-ATHLETE HEALTH AND INJURIES.** The general health of student-athletes, and the treatment and care of injuries to student-athletes, shall include, but shall not necessarily be limited to, the following policies and procedures.

**A. General Health.**

**(1) Initial Department Physical Examination.** All student-athletes must undergo an initial complete physical examination their first year at the University. A student-athlete shall not be allowed to participate in any scheduled practices, scrimmages, or competition until the initial physical examination has been completed. The initial Department physical examinations for each team shall be conducted by the Team Physician at a site, date, and time determined by the Head Athletic Trainer and the head coach of that team.

a. **Sickle cell trait testing.** NCAA now requires that all Division II athletic departments confirm the status of sickle cell trait in all student athletes. Student-athletes must either provide a copy of previous sickle cell trait test results or complete the sickle cell trait testing when you arrive on campus.

**(2) Affidavits and Forms.** As part of the initial physical examination and each annual medical update, each student-athlete shall be required to read and sign a number of affidavits and forms in order for the student-athlete to be eligible to participate in athletics at the University. Those forms, which will be available online, shall include, but not necessarily be limited to, the following:

- a. Affidavit of Insurance,
- b. Authorization to Release Medical Information,
- c. Permission for Treatment,
- d. Drug Testing Consent and Authorization Agreement,
- e. Release of Liability Statement, and
- f. Assumption of Risk
- g. Insurance information form
- h. HIPAA release authorization
- i. Nutritional supplement disclosure
- j. Sickle cell trait testing
- k. Concussion information form

**(3) Non-Department Physical Examination.** Any student-athlete who desires to participate in any sport, but who does not complete the initial Department physical examination for the student-athlete's team, shall be responsible for obtaining a physical examination in the following way before he or she shall be allowed to participate in any scheduled practice, scrimmage, or competition:

- a. Obtain a physical examination form from the Head Athletic Trainer;

- b. Schedule an appointment with the Team Physician to complete the physical examination;
- c. Return the completed physical examination form to the Head Athletic Trainer; and
- d. Complete all other forms required by the Head Athletic Trainer.

**(4) Annual Medical Update.** In each year subsequent to the one in which the initial physical examination was completed, each student-athlete must complete a medical update prior to participation in any practice session or University athletic contest. The medical update shall include a series of questions concerning any recent injuries the student-athlete may have sustained. The Head Athletic Trainer will review all annual medical updates and determine if any further action need to be taken.

**(5) Second Medical Opinion.** Student-athletes who require medical attention beyond the training, capacity, and authority of the Head Athletic Trainer shall be referred to the Team Physician. Requests by student-athletes for a second opinion, that is, an opinion other than that of the Team Physician, shall be honored by the Department; however, the physician consulted for the second opinion must be approved by the Head Athletic Trainer. The student-athlete shall be responsible for informing the desire for a second opinion before seeing another physician. Thereafter, if the student-athlete chooses to obtain additional medical consultations, the Department will cooperate fully in those consultations but cannot bear any responsibility, financial or otherwise, for such additional consultations or for treatment resulting from such consultations. It is understood by the Department that in many instances medical treatment is a very personal matter, and it is not the intent of the Department to interfere with the personal nature of a student-athlete's medical consultations; however, if financial responsibility on the part of the University is to be a factor in the medical matter, the University is entitled to reasonable cooperation and disclosure on the part of the student-athlete being treated. In addition, the student-athlete is responsible for having all relevant documentation sent to the Head Athletic Trainer. Until the necessary documentation is received by the Head Athletic Trainer, the student-athlete will not be allowed to participate in any team-related activities.

**(6) Extra Costs of Physical Examination.** Any costs (i.e. office visit, radiology, laboratory work, surgery, hospital expenses) necessary to complete any of the physical examinations listed above shall be the financial responsibility of the student-athlete and/or his or her parents or guardians. No such costs shall be incurred during the Department physical examination or annual update without first discussing the reason for such costs with the financially responsible person(s).

**(7) Previous Injury or Illness.** The University shall not be responsible for medical care relating to any injury, defect, or illness that existed prior to the student-athlete's participation in athletics at the University. Further:

- a. If, during the pre-season physical examination, any pre-existing injury, defect, or illness is discovered, the student-athlete shall not be permitted to participate in any athletic activities until cleared by the Team Physician, in writing, to participate.

- b. The Department shall not pay the cost to treat any injury or illness incurred and/or pre-existing prior to reporting for any athletic program on the date set by the head coach; and all medical tests and referrals that must be completed by the student-athlete as a result of any such previous and/or pre-existing injury or illness must be the responsibility of the student-athlete and/or his or her parents or guardians.
- c. Failure of a student-athlete to report any pre-existing medical condition at the time of either the initial medical examination or the annual medical update shall relieve the Department and hold the University harmless of any responsibility, financial or otherwise, for treatment regarding any subsequent injury, re-injury, or recurrence of the pre-existing condition or conditions exacerbated by the pre-existing conditions.

**(8) Dental Care.** The Department policies regarding dental care of student-athletes are as follows:

- a. The Department shall pay for dental injuries to student-athletes when such injuries are incurred in a University athletic contest or supervised practice session.
- b. Neither the Department nor the University as a whole can accept responsibility for any other dental care of student-athletes.
- c. With the exception of emergency care, no dental care for a student-athlete shall be authorized without approval of the Head Athletic Trainer or the Director.
- d. Pursuant to an NCAA rule, it is mandatory that all football players shall wear a mouthpiece. Such mouthpieces shall be provided by the Head Athletic Trainer. The University shall have no financial responsibility for any dental injuries that occur when a football player is not wearing a mouthpiece.

**(9) Pregnancy.** The University policy for the protection of pregnant women athletes and their developing child are as follows:

- a. Pregnant student-athletes need to be assessed by appropriate medical personnel (personal ob/gyn) prior to any type of sports activity. Written instructions from the personal physician should be given to Head Athletic Trainer and Team Physician as soon as possible.
- b. Each instance will be determined on a case-by-case basis as determined by the Team Physician and other consulting physicians.
- c. Those student-athletes participating in contact or potential contact sports will be allowed to participate if their personal physician and Team Physician deem it appropriate.
- d. Pregnant athletes who abort or miscarry must have a written release, approving their return to full activity, from their personal attending physician, and such return must be cleared in writing by the Team Physician.

- e. The University shall not assume any financial responsibility for any medical care occasioned by a student-athlete's pregnancy or any health problems arising from or attendant to pregnancy.

**(11) University Health Center.** Student-athletes, as full-time students of the University, are entitled to health care by the University Health Center. Such care includes outpatient visits with a University physician or nurse and minimum dispensary service.

**B. Preventative Practices.** It is Department policy to, and all coaches and athletic trainers shall, take the following measures for prevention of injuries to student-athletes:

**(1) Fitness.** Ensure that each student-athlete undertakes appropriate physical training and conditioning for activities required in the student-athlete's sport;

**(2) Warm-ups.** Ensure that each student-athlete undertakes proper stretching, flexibility, and exercise warm-ups prior to athletic activities;

**(3) Equipment.** Ensure that safe and appropriate equipment is used in athletic activities and that equipment damaged during the season is either appropriately repaired or disposed of pursuant to University procedures; and

**(4) Environment.** Ensure that environmental conditions, including but not limited to lighting, heating, and cooling, in which athletic activities take place are appropriate and safe.

**C. Injury Treatment.** The Head Athletic Trainer shall have primary responsibility for treatment and care of injured student-athletes. Athletic training staff procedures for handling injuries shall be determined by the Head Athletic Trainer. Department policies and procedures for handling injuries are as follows:

**(1) Ambulance/Hospital.** If an injury appears serious enough to require hospitalization or emergency care, the 911 number shall be telephoned immediately, and all other measures to ensure prompt ambulance and hospital response shall be made;

**(2) Report.** All injuries must be immediately reported to the Head Athletic Trainer and appropriate documentation of the injury will be placed in the file of the student-athlete;

**(3) Reference to Physician.** All student-athletes who receive serious injuries must be sent to the Team Physician for examination of the injury. The Team Physician's decision on an injured student-athlete's fitness for resuming participation in the sport shall be final. A student-athlete may elect to use a physician other than the Team Physician; however, any decision approving the student-athlete's fitness to resume participation must be approved by the Team Physician, if possible in writing.



- (4) Follow Through.** The Head Athletic Trainer shall follow through with care and treatment until the student-athlete is fully recovered.
- (5) Serious/Long-term Injuries.** The Head Athletic Trainer shall advise the Director of all serious or potentially serious injuries, such as those which may be permanent, which may require hospitalization or surgery, which may require post-surgical rehabilitation therapy, or which may require long-term rehabilitation.
- (6) Insurance Claims.** The Head Athletic Trainer shall be responsible for filing of insurance claims to recover medical costs related to athletic injuries and shall follow through as necessary to assure payment of all appropriate claims for which the injured student-athlete has provided written statements, invoices, or bills.
- (7) Records.** The Head Athletic Trainer shall keep records of injuries in each student-athlete's file and such records shall be kept as long as required by University policy.

## Eastern New Mexico University Athletics

### Policy and Procedure Manual Chapter 16 Medical Expenses and Injuries

**16. MEDICAL EXPENSES AND INSURANCE.** Department policies and procedures for payment of medical expenses, and for insurance coverage, for student-athletes participating in intercollegiate, NCAA sanctioned sports, are as follows:

- A. Payment for Athletic Injuries.** The University shall pay the costs incurred for treatment of injuries incurred by student-athletes in scheduled practices, scrimmages, or competition for a period up to twelve (12) months following the date of injury.
  
- B. Other Injuries Not Paid.** ENMU Athletics Department does not pay, and the University shall not pay, any costs incurred for treatment incurred while participating in activities not directly associated with the intercollegiate sport which that athlete has chosen to play. Injuries incurred in recreational activities, intramural activities, summer activities, between semesters, semester breaks, and during personal time are included in those injuries for which the University shall not pay.
  
- C. Head Athletic Trainer Coordination.** The University shall not pay for costs incurred for an injury unless treatment has been coordinated through the Head Athletic Trainer. Thus, the Head Athletic Trainer must be notified of an injury before any treatment begins if the University is to pay for treatment. If an athlete seeks medical treatment before informing the Head Athletic Trainer of the injury, the financial responsibility for cost of treatment must be borne by the student-athlete and/or his or her parent(s) or guardian(s).
  
- D. Medical Insurance.** Through University purchasing procedures, the Department provides insurance coverage for all student-athletes participating in intercollegiate sports.
  - (1) Coverage.** Such Insurance shall cover any and all injuries incurred while traveling to and from athletic contests, incurred during practice of the team, or incurred during a contest. The insurance provided by the Department shall be secondary and shall only become primary in the event a student-athlete is not covered by any other insurance. Student-athletes may be subject to a deductible charge if they do not have primary insurance coverage either through their parents or an individual policy.
  
  - (2) Physical Examination Required.** Student-athletes must pass the physical examination(s) described in section 15A above in order to be covered by the Department insurance.

## **Eastern New Mexico University Athletics**

### **Policy and Procedure Manual Chapter 17 Drug Testing**

#### **I. STATEMENT OF PURPOSE:**

The Athletic Department of Eastern New Mexico University (ENMU) recognizes that drug abuse among student-athletes cannot be permitted. Substance abuse poses a danger, not only to the student-athlete, but also the health and safety of other student-athletes. Furthermore, substance abuse damages the reputation, dignity and integrity of all administrators, faculty members, student-athletes and the Athletic Department. Therefore, it is the purpose of this policy to deter any student-athlete from substance abuse and to educate the student-athlete in regards to the illegal use of drugs. It is the intent of the athletic department to protect the health and safety of all student-athletes within intercollegiate athletics at ENMU.

All participants in intercollegiate athletics (“student-athletes”) are subject to random drug tests and to drug testing when there is reasonable suspicion that the athlete is using a banned substance.

#### **II. INDIVIDUALS SUBJECT TO THIS POLICY:**

All student-athletes, whether or not they receive athletic financial assistance, are subject to this policy and are required to consent to drug testing.

Each student-athlete must read and sign the drug testing consent statement. In the event a student-athlete is a minor (under the age of 18), his or her parents or legal guardians will also be notified regarding the drug testing procedures and sent a copy of the drug testing policy and procedures. They must read and sign a drug testing consent statement giving the Athletic Department permission to drug test their son/daughter. The statement must be mailed back to the head athletic trainer before testing is performed. Failure of a student-athlete or, if required, the parent or guardian of a student-athlete, to return the form shall result in a denial or forfeiture of the student-athletes participation in intercollegiate athletics.

#### **III. PROHIBITED DRUGS:**

The Athletic Department regulations prohibit the use of the following drugs as banned by the NCAA:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

In the event that a student-athlete is prescribed any drug by a physician, the athlete must notify the head athletic trainer immediately.

The unlawful manufacture, distribution, dispensation, possession or use, of a controlled substance is prohibited on the premises of ENMU. Also, it is prohibited to use any mind or mood altering controlled substances that may affect athletic performance.

#### IV. **DRUG TESTING PROCEDURE:**

Selection of Athletes to be Tested:

Student-athletes will be chosen for drug testing on a random basis, or will be tested if there is reasonable suspicion that he or she is using banned drugs. The athletic director, head coach, and head athletic trainer will determine that date, time and circumstances for student-athlete to be tested. The testing is unannounced to the student-athlete except at the precise moment of testing.

The ENMU department of intercollegiate athletics may request screening for specific individual student-athletes on a reasonable suspicion basis. Reasonable suspicion means that the facts together with all rational inferences that can be drawn suggest a student-athlete improperly used a prohibited substance. Reasonable suspicion may also include the following:

- Any arrest for a drug related offense
- Observation of drug paraphernalia
- Physical or emotional symptoms suggestive of drug or alcohol abuse as determined by trained medical or law enforcement personnel

- Information received in good faith from a reliable source or sources given to a coach or staff member regarding a student-athlete's use of a banned substance.

In addition, student-athletes will be selected at random for testing by the head athletic trainer, based upon the selection of the student-athlete's identification code.

Refusal to be tested: All student-athletes participating in athletics at ENMU will be required to submit to a urinalysis in order to detect the presence of prohibited drugs. Any student-athlete refusing to submit to drug testing will be in violation of this policy and will be denied, or forfeit, his or her participation in intercollegiate athletics for ENMU. The denial or forfeiture will also include the termination of any athletic financial assistance provided to the student-athlete by the University.

Procedure: Students-athletes being drug tested must read and sign the verification form provided at the time of testing. The verification form identifies that student-athlete with their urine specimen. At that time, the student-athlete must notify the head athletic trainer of any prescribed medication by a physician they are presently using.

Drug testing shall consist of a collection of a urine specimen under the direct supervision of an athletic department staff member. The student-athlete submits a urine specimen and seals that container with a lid. Each sealed container will have the signature of the athlete being tested. The student-athlete will complete the entire procedure without assistance. Direct supervision by an athletic department staff member is in an observed manner, to deter any urine specimen tampering. A witness (staff member) will be present in the same room with the student-athlete during the urine specimen collection. Individuals of the same sex as the student-athlete will be available to serve as a witness. Under no circumstances will more than one student-athlete be tested at the same time.

Next, the student-athlete will put a testing strip in the sample and wait for approximately two to five minutes for the testing strip to react to the urine sample. After that time, the student-athlete and the athletic department staff member will observe the testing strip for the results. If a result is positive, the student-athlete will pick another test kit and pour half of the urine sample into the second container. If the second test displays a positive result, the student-athlete will be informed by the athletic department staff member of the repercussions as outlined below.

A student-athlete who has tested positive will be notified in private. At that time, the athlete will be given the opportunity to openly discuss their results. If the athlete disputes the results, he/she is able to be tested by the local hospital laboratory for a definitive test. This test shall be paid for by the student-athlete at the time of testing. If the hospital testing does not result in a positive test, then the

athletic training department will reimburse the student-athlete for the cost of the hospital test. Every effort will be made to assure confidentiality of all drug-testing results.

V. **Sanctions**

The following sanctions will be imposed on student-athletes as the result of a positive drug test under this policy. If a student-athlete chooses to withdraw from any future participation in intercollegiate athletics, no sanctions shall be imposed.

A positive drug test will not, in itself, be referred for discipline under the Student Code of Conduct. However, other drug-related violations of the Student Code of Conduct will be reported.

**First Positive Test:** A student-athlete who has tested positive for the first time shall have the following sanction imposed.

- A. The student-athlete can be tested for drug usage by the head coach, athletic director, or head athletic trainer at any time in the future.
- B. The student-athlete is required to attend professional counseling selected by the athletic director, head coach or head athletic trainer.
- C. Any other sanctions imposed by the head coach or athletic director.

Any student-athlete who fails to attend a mandatory counseling session will be subject to suspension from team practice or competition. The athletic director and head coach will determine the suspension period.

**Second Positive Test:** A student-athlete who has tested positive for a second time shall have the following sanctions imposed.

- A. The student-athlete shall be suspended from their sport for a time period determined by the head athletic trainer, the athletic director and the head coach. This suspension will be determined on a case by case basis with the maximum penalty being the loss of all remaining regular season and post-season eligibility for the remainder of the season. If a student-athlete is actively participating in their substance abuse recovery as determined by ENMU mental healthcare professionals, the suspension period may be shortened.
- B. Any other actions imposed by the athletic director and head coach.

**Third Positive Test:** A student-athlete who has tested positive for the third time shall have the following sanctions imposed.

- A. The student-athlete will be suspended from the intercollegiate athletic program for a full calendar year.
- B. It will be recommended that any financial aid and/or grant-in-aid should be suspended for the calendar year during which the student-athlete is suspended.
- C. The recommendation for suspension of financial aid and/or grant-in-aid will be made to the Director of Financial Aid, who will process the suspension in accordance with the procedures and rules of his or her office.

## Eastern New Mexico University Athletics Policies and Procedures Manual Chapter 18 Gender Equity

### NCAA Gender Equity Task Force Statement

“An athletics program can be considered gender equitable when the participants in both the men’s and women’s sports programs would accept as fair and equitable the overall program of the other gender. No individual should be discriminated against on the basis of gender, institutionally or nationally, in intercollegiate athletics.”

### Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.” A later amendment clarified that Title IX applies to *any* program at a *school* that receives federal funding, whether the specific program does or does not.

### Eastern New Mexico University Department of Athletics Statement on Gender Equity

Eastern New Mexico University Athletics is committed to providing equal opportunities for female and male participants of intercollegiate athletics. The goal of the University is to maintain an athletics program in which benefits, resources, opportunities and participation for all student-athletes are equal and/or equal in effect and in harmony with the spirit of Title IX. In order to ensure adherence to federal laws and guidelines and gender equity principles, the ENMU athletics department will do the following:

- 1) Establish and maintain an equity and inclusion committee at the University.
  - a) The athletic department will appoint a five-member Equity and Inclusion Advisory Board (EIAB) comprised of University and athletic officials to conduct the annual audit.
  - b) The EIAB members are as follows: 1) Senior Woman Administrator; 2) ENMU Title IX Officer; 3) Female representative of the ENMU faculty appointed by the President; 4) Female representative from the Student-Athlete Advisory Committee; 5) A male representative from senior administration appointed by the President.
- 2) The EIAB will be instructed to review the athletic department’s adherence to Title IX and Gender Equity based on the following principles:
  - a) **Accommodation of Interests and Abilities** - The committee will conduct a general assessment of the interests and abilities every five years (or as necessary).
  - b) **Equivalency of Treatment in Support of the Respective Programs** - The committee will review the athletic programs to ensure that male and female students are provided equal treatment in support of the respective program by assessing the following items:
    - i. Financial Aid
    - ii. Equipment, Uniforms and Supplies
    - iii. Scheduling of Games and Practice Times
    - iv. Travel and Per Diem Allowance
    - v. Academic Advisement and Tutoring
    - vi. Coaching
    - vii. Locker Rooms, Practice and Competitive Facilities
    - viii. Medical and Training Facilities and Services
    - ix. Housing and Dining
    - x. Publicity
    - xi. Support Services
    - xii. Recruiting



- c) **Report of Findings:** The committee will develop and submit a report of findings and recommend a plan of action as needed. The report recommendations will be sent to the Athletic Director, the Presidents Athletic Advisory Committee and the university President.

### **Title IX Today**

Title IX permits institutions some flexibility in achieving compliance. Under Title IX, the Department of Education established a three-part test regarding participation opportunities. An institution must demonstrate compliance with at least one of the three parts:

- 1) **Proportionality** - provide opportunities for male and female athletes to participate at the intercollegiate level proportionate to their full-time undergraduate enrollments; or
- 2) **Continuing program expansion** - show an ongoing record of expanding the program for the underrepresented sex; or
- 3) **Accommodation of genders** - demonstrate that its existing program accommodates the interests and abilities of members of the underrepresented sex.

### **ENMU and Title IX**

ENMU is committed to Title IX compliance and adheres to the Gender Equality in Athletics at New Mexico's Comprehensive Universities document, provided by the state's Higher Education Department (HED).

- 1) **Part 1** - ENMU strives for proportionality and is continuing practice of expanding the women's varsity sports program.
  - a. In the past five years, the following women's varsity sport was added: women's indoor track and field (2014).
  - b. For fiscal year 2014-15, ENMU applied for and was awarded a Division II Coaching Enhancement Grant. These funds, in addition to monies provided by the University, allowed ENMU to create a position for a full-time assistant coach for women's softball.
  - c. The University added women's soccer (2003).
  - d. In common gender sports (basketball and soccer) the basketball operating budgets are identical. For soccer, the women's budget (\$188,736) is higher than the men's (\$154,332).
  - e. ENMU currently sponsors eight women's varsity teams: NCAA Division II programs - volleyball, soccer, cross country, basketball, softball, indoor track & field and outdoor track & field in and NIRA rodeo. (ENMU also sponsors eight men's varsity sports).
  - f. In 2012 ENMU created a stipend for the Senior Woman Administrator and expanded her duties and responsibilities as a member of the athletic senior level administration. Travel expenses are provided to attend Lone Star Athletic Conference meetings and for participation in the National Association of Collegiate Women Athletic Administrators (NACWAA).
- 2) **Part 2** - ENMU will continue to strive towards increasing opportunities for the underrepresented sex and will take into consideration the Office of Civil Rights criteria to determine a continuing practice of program expansion, which are:
  - a. Implementation of a policy or procedure for requesting the addition of sports and its communication to students;
  - b. Implementation of an expansion plan that is responsive to developing interests and abilities; and
  - c. Efforts to assess interests and abilities and to respond to the results generated.

- 3) Part 3** - ENMU will fully accommodate the interests and abilities of the underrepresented sex by offering every sport for women for which there is sufficient interest and ability for a viable team and sufficient intercollegiate competition in the University's normal competitive region. The four factors of interests, ability and competition include consideration of:
- a. Participation in on-campus and off-campus sports programs;
  - b. The institution's normal recruitment area;
  - c. Ability levels; and
  - d. The available competition within the normal competitive region.

### **ENMU Department of Athletics Statement on Best Hiring Practices**

Eastern New Mexico University embraces diversity in the workplace and fully understands the many benefits that a multicultural staff brings to the campus and community. The University will put forth a creative effort (through its advertising, promotion and nomination process) to seek out and encourage qualified women and minorities to apply for available positions within the department.

The Director of Athletics will initiate all hiring searches within the department. In addition to following detailed directives from the ENMU Human Resources office, the Director of Athletics will follow the "Best Hiring Practices" document that was developed by Pam Gill-Fisher, former Associate Athletic Director at the University of California at Davis. This document was reviewed at the 2007 NCAA Convention and has been endorsed by the NCAA Division II President's Council as well as the National Association of Collegiate Women Athletics Administrators (NACWAA) and the Black Coaches Association (BCA).

Furthermore, ENMU will advertise positions on all or some of the following organizations/journals websites and/or publications: NCAA, NACWAA, BCA, National Association of Collegiate Directors of Athletics (NACDA), National Association for Girls and Women in Sport (NAGWS), Black Issues in Higher Education Journal, Black Women in Sport Foundation (BWIS), Women's Sports Foundation, Women in Higher Education, and the Chronicle of Higher Education.

The university's Affirmative Action Officer will also be involved in the search process to ensure that there is an adequate pool of female and/or minority applicants.

### **ENMU Policies, Procedures and Criteria for Adding New Sport Programs**

The following policies, procedures and criteria shall be utilized in determining how and when sports will be added and the level of competition.

#### **1) How New Sports will be Added**

- a. Prior to adding new intercollegiate varsity sports at Eastern New Mexico University, a survey relative to the interests and abilities of the student populations will be completed. Upon conclusion of the assessment, the University shall conduct a feasibility study to consider the following criteria:
  - i. Geographical situation with regard to opponents and travel;
  - ii. Conference support and sponsorship;
  - iii. Regional scheduling opportunities;
  - iv. Facilities; equipment and personnel;
  - v. Budgetary considerations; and

**vi. Benefit(s) to the University**

- b.** The athletic department shall take into consideration any recommendations and advice brought forth by the ENMU Equity and Inclusion Advisory Board.
- c.** The President shall make final decisions and determine course of action in all aspects of program expansion. The President may elect to seek counsel from the ENMU Board of Regents.

**2) When will New Sports be Added**

- a.** New sports may be implemented upon successful completion of the interest and abilities study and thorough examination of the criteria listed above. Additional program dynamics such as funding, facilities and coaching staff must also be considered. Ideally, new programs will begin in the fall semester of an academic year

**3) What Level will Sports Compete**

- a.** All ENMU intercollegiate varsity sports, except rodeo, compete as members of the National Collegiate Athletic Association (NCAA) Division II and the Lone Star Conference (LSC) the conference affiliates. The programs will ultimately receive comparable funding, scholarships, and availability of coaching opportunities as their LSC and affiliate competitors.

**Eastern New Mexico University Athletics  
Policy and Procedures Manual Chapter 19 Diversity and Inclusion Plan**

**NCAA Diversity and Inclusion Statement**

“As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within the Association.”

**Eastern New Mexico University Department of Athletics State on Diversity and Inclusion**

Eastern New Mexico University (ENMU) envisions itself as a community that welcomes, encourages, and supports individuals who desire to contribute to and benefit from the institution's missions of teaching, research, performance, and community service. The Athletic Department embraces and supports the University's comprehensive commitment to diversity and equity. We strive to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias, and where differences are welcomed and valued. Through this Diversity and Inclusion Plan, ENMU Athletics demonstrates a strong commitment to attracting, retaining, and supporting department employees and student-athletes who reflect the diversity of our larger society.

**ENMU Plan of Action for Diversity and Inclusion**

**1) Program Area: Institutional and Athletic Department Commitment**

- a) **Issues:** The Athletic Department has developed a Diversity and Inclusion Plan and will continue to work to ensure compliance and increase awareness of the identified goals of the Plan.
- i) **Goal:** Continue to ensure the Athletic Department commitment to broad-based diversity and inclusion policy and procedures, programs and initiatives.

**(1) Steps to Achieve**

- (a) Direct all groups within the department (coaches, staff, SAAC, President's Athletic Advisory Board, and Compliance Committee) to continue to discuss diversity issues and raise awareness.
- (b) Publicize this Diversity and Inclusion Plan on [www.goeasternathletics.com](http://www.goeasternathletics.com).
- (c) Reference this Diversity and Inclusion Plan to student-athletes by means of the Student-Athlete orientation.
- (d) Continue to include state-mandated provisions regarding diversity, inclusion and discrimination in all Athletic Department contracts.
- (e) Continue to provide equity updates in senior staff meetings.
- (f) Continue to promote diversity and inclusion training among staff and student-athletes through the Equity and Inclusion Advisory Board and other outside organizations, as necessary.
- (g) Student-athletes may not feel comfortable seeking resolution within the Athletic Department. In that case, during new employee and student orientation, stress the availability of the Equity and Inclusion Advisory Board and the university Title IX officer to address conflicts with regard to diversity-related matters.

**(2) Timetable**

- (a) Ongoing

**(3) Individuals/Offices Responsible for Implementation**

- (a) Director of Athletics, Senior Woman Administrator, Compliance Coordinator, Faculty Athletic Representative, Equity and Inclusion Advisory Board

ii) **Goal:** Develop and strengthen partnerships with diverse and inclusive communities.

**(1) Steps to Achieve**

- (a) Explore opportunities to interact with on-campus and outside organizations representing various backgrounds, cultures and lifestyles.
- (b) Provide information concerning outside organizations and their upcoming cultural events to staff and student athletes and encourage involvement in such programs/events.
- (c) Continue to contact all minority and Lesbian, Gay, Bisexual, Transgender or Questioning (LGBTQ) campus organizations to encourage participation in athletic events.
- (d) Poll athletic department staff and student-athlete interests in outside organizations that they feel would garner a strong interest or be beneficial to the Department.
- (e) Encourage student-athletes to participate in community service and outreach activities that provide mentoring of disadvantaged, at-risk, minority youth.
- (f) Establish a contact person with various professional groups (including, but not limited to: NACDA, NACWAA, BCA, NCAA and the LSC) to keep informed of the upcoming events.

**(2) Timetable**

- (a) Ongoing

**(3) Individuals/Offices Responsible for Implementation**

- (a) Athletic Administration, Student-Athletes Advisory Committee (SAAC)

**2) Program Area: Assessment**

a) **Issues:** The Athletic Department currently collaborates with the Equity and Inclusion Advisory Board to review data related to the department's commitment to diversity and inclusion, however, the department does not independently assess diversity and inclusion plans and programs.

i) **Goals:** Monitor the department's activities for consistency with the goals and objectives set forth in the institutions and department's written commitments to diversity and inclusion.

**(1) Steps to Achieve**

- (a) Modify the needs and interest student-athlete surveys and out-going student-athlete surveys to include additional questions regarding diversity and inclusion issues, and review this data annually.
- (b) Review demographic data on staff and student-athletes annually.
- (c) Review progress toward the implementation of this Diversity and Inclusion Plan and revise as necessary.
- (d) As current Diversity and Inclusion Plan ends, develop and approve a new plan

**(2) Timetable**

- (a) Ongoing

**(3) Individuals/Offices Responsible for Implementation**

- (a) Compliance Coordinator and Senior Woman Administrator

**3) Program Area: Recruitment**

a) **Issues:** No issues identified within this area. A maintenance plan is included below.

- i) **Goals:** Attract, retain, and graduate increasing numbers of minority student-athletes, while maintaining the percentage of minority student-athletes at or above the percentage of minorities in the general student body population.

- (1) Steps to Achieve**

- (a) Continue recruitment of minority and LGBTQ student-athletes.
    - (b) Showcase the University's various clubs, programs and facilities that accommodate students from diverse backgrounds and the LGBTQ community during recruiting visits.
    - (c) Identify special interests and needs of prospective student-athletes prior to their visit and schedule accordingly.
    - (d) Ensure that minority and LGBTQ prospective student-athletes have an opportunity to meet with minority and/or LGBTQ coaches and student-athletes during official recruiting visits to campus.
    - (e) Increase external recognition of University and department diversity and inclusion-related achievements and communicate such achievements with recruits and job applicants.
    - (f) Director of Athletics (or his designee) will meet annually with the VP of Academic Services, the Director of Enrollment Services and Registrar's Office to review current admissions and recruitment initiatives that can be applied to recruiting student-athletes. Results of this meeting will be communicated with all coaches.
    - (g) The Director of Athletics should meet annually with coaches to emphasize the department's commitment to the recruitment of minority student-athletes and the inclusion of LGBTQ student-athletes.

- (2) Timetable**

- (a) Ongoing

- (3) Individuals/Offices Responsible for Implementation**

- (a) Director of Athletics, Athletic Administration, Coaches

#### 4) Program Area: Hiring Practices

- a) **Issues:** No issues identified within this program area. A maintenance plan is included below.

- i) **Goals:** Continue to seek diverse candidates for positions within the Athletic Department.

- (1) Steps to Achieve**

- (a) Follow procedures defined by the Human Resources office when recruiting and hiring staff.
    - (b) Advise all staff members involved in the hiring of personnel of applicable policies and procedures (e.g. AFA, EOE) (this information has been distributed to all staff members as part of the Athletic Department Operations and is available on the Human Resource office page via the University website).
    - (c) Seek qualified minority candidates for all positions through targeted searches.
    - (d) Strengthen relationships with groups who represent and have a large number of historically underrepresented populations of individuals and the LGBTQ community involved in coaching and athletic administration by further developing existing relationships and creating new ones.
    - (e) Pre-identify and monitor the availability of strong minority coaching talent.
    - (f) Whether a candidate is a part of the LGBTQ community or not will not be taken into consideration during the hiring process or at any time during employment, per State of New Mexico law.

**(2) Timetable**

**(a)** Ongoing

**(3) Individuals/Offices Responsible for Implementation**

**(a)** Director of Athletics, Athletic Administration, Equity and Inclusion Advisory Board

**5) Program Area: Retention**

**a) Issues:** The department does not currently collect data on staff retention, but has begun to collect data on student-athlete retention.

**i) Goal:** Collect retention data for Athletic Department staff.

**(1) Steps to Achieve**

**(a)** Work with Human Resources office to obtain Athletic Department staff retention data.

**(2) Timetable**

**(a)** Summer 2016 and annually thereafter

**(3) Individuals/Offices Responsible for Implementation**

**(a)** Director of Athletics, Senior Woman Administrator, Athletic Office Coordinator

**ii) Goal:** Monitor the retention of minority and/or LGBTQ staff within the Athletic Department.

**(1) Steps to Achieve**

**(a)** Evaluate retention data annually to determine if adjustments need to be made.

**(2) Timetable**

**(a)** Ongoing

**(3) Individuals/Offices Responsible for Implementation**

**(a)** Director of Athletics, Senior Woman Administrator, Athletic Office Coordinator

**iii) Goal:** Continue to provide and encourage career development and leadership opportunities for all staff.

**(1) Steps to Achieve**

**(a)** Provide opportunities and support, working within the existing budget, for staff to attend professional development workshops and conferences, to enhance the ability of current staff to gain employment in coaching and athletics administration. Specific programs to consider include, but are not limited to: the NCAA Leadership Conference, the NCAA Leadership Institute, NCAA Coaches Academies, and NCAA Matching Grants for minority Women Coaches.

**(b)** Recommend diverse candidates to leadership positions within the University and national athletics organizations.

**(2) Timetable**

**(a)** Ongoing

**(3) Individuals/Offices Responsible for Implementation**

**(a)** Director of Athletics, Senior Woman Administrator

**iv) Goal:** Ensure that minority student-athletes feel welcome and comfortable during their careers.

**(1) Steps to Achieve**

**(a)** Maintain minority and LGTBO student-athlete representation on the Student Athlete Advisory Committee (SAAC) and solicit SAAC feedback and suggestions regarding department policies and initiatives.

- (b) Utilize needs and interest student-athlete surveys and out-going student-athlete surveys to gain insights on how diversity and inclusion issues are perceived and what improvements can be made.
  - (c) Encourage student-athletes to meet with the Director of Athletics or SWA if they have suggestions, concerns, or additional information.
  - (d) Address student-athletes' concerns at senior staff meetings.
- (2) **Timetable**
- (a) Ongoing
- (3) **Individuals/Offices Responsible for Implementation**
- (a) Director of Athletics, Faculty Athletic Representative, Compliance Coordinator, Senior Woman Administrator

**6) Program Area: Programs and Activities (Staff and Coaches)**

- a) **Issue:** No issues identified within this program area. A maintenance plan is included below.
  - i) **Goal:** Continue to provide diversity and inclusion education and programs to department staff.
    - (1) **Steps to Achieve**
      - (a) Continue to monitor and communicate State and University policies regarding diversity and inclusion programs and education.
      - (b) Create specific programs and education for department staff concerning new and hot topic issues relating to diversity (e.g. gender identity issues).
      - (c) Stress the availability of the Equity and Inclusion Advisory Board to address conflicts with regard to diversity and inclusion-related matters (in case staff may not be comfortable seeking resolution from the Athletic Department).
    - (2) **Timetable**
      - (a) Ongoing
    - (3) **Individuals/Offices Responsible for Implementation**
      - (a) Equity and Inclusion Advisory Board

**7) Program Area: Programs and Activities (Student-Athletes)**

- a) **Issue:** No issues identified within this program area. A maintenance plan is included below.
  - i) **Goal:** Foster a diverse and inclusive environment.
    - (1) **Steps to Achieve**
      - (a) Address the use of derogatory and offensive language used in jest slang or towards minorities and LGBTQ student-athletes to promote and reflect a culture of inclusion, diversity and respect.
      - (b) Identify and introduce prominent minorities and LGBTQ persons that are university personnel to the student-athletes to help foster relationships and mentorships outside of the Athletic Department.
    - (2) **Timetable**
      - (a) Ongoing
    - (3) **Individuals/Offices Responsible for Implementation**
      - (a) University Administration, Athletic Administration and Coaching Staff, Equity and Inclusion Advisory Board, SAAC, Students for Equality
  - ii) **Goal:** Continue to provide diversity and inclusion education and programs to student-athletes.
    - (1) **Steps to Achieve**



- (a) Continue to monitor and communicate State and University policies regarding diversity and inclusion programs and education.
- (b) Create specific programs and education for department staff concerning new and hot topic issues relating to diversity and inclusion (e.g. gender identity issues [use of Champions of Respect document is encouraged]).
- (c) Stress the availability of the Equity and Inclusion Advisory Board and SWA to address conflicts with regard to diversity and inclusion-related matters (in case students may not be comfortable seeking resolution from the Athletic Department).

**(2) Timetable**

- (a) Ongoing

**(3) Individuals/Offices Responsible for Implementation**

- (a) Senior Woman Administrator, Equity and Inclusion Advisory Board, Title IX Officer, Counseling and Career Services

iii) **Goal:** Continue to encourage minority and LGBTQ student-athletes to participate in leadership opportunities within the Athletic Department/University.

**(1) Steps to Achieve**

- (a) Encourage diverse participation on SAAC.
- (b) Encourage minority and LGBTQ student-athletes to assume leadership positions on campus and participate in student organizations, clubs and honor societies.
- (c) Nominate minority and LGBTQ candidates for NCAA committees and councils and other leadership opportunities.

**(2) Timetable**

- (a) Ongoing

**(3) Individuals/Offices Responsible for Implementation**

- (a) Director of Athletics, Faculty Athletic Representative, Senior Woman Administrator Compliance Coordinator, and Counseling and Career Services

iv) **Goal:** Continue to encourage minority and LGBTQ student-athletes to take advantage of NCAA scholarships and internships in the areas of coaching and athletics administration.

**(1) Steps to Achieve**

- (a) Inform eligible student-athletes about available opportunities and encourage them to apply, using the campus e-mail distribution list.
- (b) Encourage graduating student-athletes to apply for the NCAA internship program.

**(2) Timetable**

- (a) Ongoing

**(3) Individuals/Offices Responsible for Implementation**

- (a) Faculty Athletic Representative, Senior Woman Administrator, Compliance Coordinator, SAAC

**8) Program Area: Participation in Governance and Decision Making**

a) **Issues:** No issues identified within this program area. A maintenance plan is included below.

i) **Goals:** Continue to maintain involvement of coaches, staff, and student-athletes from diverse and underrepresented groups in the governance and decision making process of the department.

**(1) Steps to Achieve**

- (a) Encourage diverse participation on the Student-Athlete Advisory Committee (SAAC).
- (b) Recommend diverse candidates to leadership positions within the University and national athletics organizations.

**(2) Timetable**

- (a) Ongoing

**(3) Individuals/Offices Responsible for Implementation**

- (a) Director of Athletics, Faculty Athletic Representative, Senior Woman Administrator, Compliance Coordinator

**Eastern New Mexico University Athletics**

**Policy and Procedures Manual Chapter 20 Fund-Raising**

*Fund-raising*

Fund-raising is an integral part of the Eastern New Mexico University Athletic program. State Funding, Student fee allocation, income generated by the Athletic Department, and monies provided by the Greyhound Club/Corporate Partner Program make up the majority of the Athletic budget. However, additional funds are required to maintain and improve our present program.

The Director of Athletics will monitor and coordinate all fund-raising activities. Due to the lower population density of the High Plains area, if teams are allowed to fund raise on their own we will eventually alienate prospective donors.

When receiving a request to operate a fund-raiser, approval will be based on the following: 1) Impact on Greyhound Club membership. 2) Impact on Corporate Partner solicitation. A strong selling point we make to prospective corporate partners is that the Athletic Director is the focal point for all fund-raising activity and if they sign on as a corporate partner they will not be bombarded by requests from Eastern Athletic teams.

All fund-raising must be approved by the Director of Athletics by completing the **Fund-Raising Request Form** (see below). This form must be on file before the project begins.

**Fund-Raising Request**

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

Name of Fund-Raising Project \_\_\_\_\_

Estimate Total Amount Expected To Raise: \$ \_\_\_\_\_

Briefly describe the project, costs, who will be targeted (i.e. prospective donors), how the money raised will be used, etc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Approved \_\_\_\_\_ Project Disapproved \_\_\_\_\_

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

Reasons:

**Eastern New Mexico University Athletics**  
**Policy and Procedures Manual Chapter 21 Greyhound Club Noon Luncheons**

**Policy**

- 1) Greyhound Club noon luncheons are an important component of Eastern Athletics. They are a conduit between the Department Athletics and the Greyhound Club membership. Coaches and student-athletes should be the main attractions. It is our responsibility to keep the luncheon program informative, lively and entertaining.

**Procedures**

- 1) Head Coaches eat free of charge year round.
- 2) The following meals are also complimentary: Athletic Director, SWA, Marketing and Events Coordinator, Director of Athletic Communications, Assistant Director, Compliance Coordinator, Assistant Compliance Coordinator, Eligibility Coordinator, Spirit Squad Coach, Head Athletic Trainer, Insurance Coordinator and Administrative Assistant.
- 3) Head Coaches in championship season are welcome to bring an assistant coach. Their lunch will be complimentary.
- 4) Head Coaches in championship season are encouraged to bring at least one student-athlete. Their lunch will be complimentary.
- 5) Coaches need to be prepared. Keep presentations short and avoid giving too many statistics. Stress the highlights and important points.
- 6) Speakers need to project. If the audience cannot hear it is the responsibility of the speaker to talk louder or use a microphone. Athletic Administration is responsible for providing public address system (depends on venue).
- 7) Head coaches, when introducing student-athletes, need to “tell the story” of the respective young man/woman.
- 8) If the student- athlete is going to introduce themselves, make sure they are prepared. Do not allow them just to give their name, where they are from and what is their major. They too should tell their story.
- 9) Athletic Administration will be responsible for providing a computer, image projector and screen for high-light clips. Coaches are responsible for production of clips.
- 10) The Director of Athletic Communications will name a male and female of the Greyhound Week. Their picture, name and sport will be included in the Wednesday edition of the Portales New Tribune advertisement. The student-athlete of the week will be invited to the noon luncheon the following Monday. It will be the responsibility of their respective Head Coaches to get them to the luncheon. The Head Coach will introduce the athlete at the luncheon, once again “telling their story” in addition to informing attendees why they were selected as Greyhound of the week.

## Eastern New Mexico University Department of Athletics

### Policy and Procedures Manual Chapter 22 Facilities (11/1/15)

#### 22. Institutional Policy

All scheduling must be coordinated through the Athletic Department Administrative Assistant. Paperwork must be filed with Institutional Research, ENMU Police and the Physical Plant notified when the arena is being used after hours or on the weekends. This will prevent conflicts.

- A. Athletics will have priority use of Arena, North and South Gyms on weekday starting at 2:00 PM.**
  - a. Athletics may elect to schedule practice in North and South gyms prior to 8:00 AM, however, must obtain approval by the HPE Department Chair.
- B. HPE will have priority use of North and South Gyms on weekdays from 6:00 AM – 2:00 PM.**
- C. Greyhound Arena Fall Prior To Basketball Championship Seasons:** Sports in their championship season will always have priority.
  - (1) Volleyball:** Main arena during championship season.
    - a. Other teams wanting this space must coordinate through Head Volleyball Coach.
  - (2) North/South Gyms:** Men and women basketball non-championship season.
  - (3) Inclement Weather:** During inclement weather football, men's and women's soccer get priority in the north/south gyms (respective head coaches are encouraged to communicate with one another). Volleyball still has priority over the arena. Cross/Track and Field may utilize the landing and lobby.
- D. Greyhound Arena Fall Overlap with Basketball Championship Seasons:**
  - (1) Volleyball:** Main arena during championship season which runs through November. Other teams wanting this space must coordinate through Head Volleyball Coach.
  - (2) North/South Gyms:** Men and women basketball get priority. Other teams wanting this space must coordinate through respective head basketball coaches.
  - (3) Inclement Weather:** During inclement weather volleyball still has priority over the arena. Men's and women's basketball have priority over north and south gyms. Cross/Track and Field may utilize the landing and lobby.
  - (4) Volleyball/Basketball Home Contests:**
    - a. To avoid the possible scenario that could exist if volleyball were to earn the right (as LSC Champion) to host the LSC volleyball tournament, basketball will not be allowed to schedule home basketball games on the same weekend that the LSC volleyball tournament will be held (currently 3<sup>rd</sup> weekend).
    - b. Should basketball want to schedule games during the latter part of the volleyball regular season (prior to LSC Tournament) coordination between the Athletic Director and respective head coaches will be required.
- E. Greyhound Arena Basketball Championship Seasons Once Volleyball Season Complete:**
  - (1) Men's and Women's Basketball:** Have priority over the main arena and either north or south gym.
  - (2) Inclement Weather:** All other teams (in non-championship seasons) must coordinate with basketball to make arrangements to use one or both of side gyms. They must also coordinate with each other. No team in non-championship season gets priority.
- F. Greyhound Arena Spring (Softball, Baseball, Track & Field Championship Seasons)**
  - (1) Softball, Baseball, Track & Field:** Have priority over the main arena, north, and south gyms.

## Eastern New Mexico University Athletics

### Policy and Procedures Manual Appendix Physical Education (PE) Academic Credit for Athletic Participation.

**Policy:** Student-athletes may earn academic credit for participation in varsity athletics. These courses are tied to the coach/sport and are seen as being similar to a traditional activity course and are based on their practice with the team. In addition, student-athletes may also enroll in a strength/conditioning course which is tied to the specific coach/sport. These are seen as similar to an activity course and are based on the conditioning of the athletes on the team. Given the close tie between the coach/sport and the team activities associated with completion of the course, it is not feasible for a student-athlete who leaves/quits the team to complete the required activities to earn a grade in the course. This fact must be spelled out in the course syllabus for each of these courses. These situations have been handled informally in the past by transferring (drop/add) the student to a similar activity course within the academic department (for the strength/conditioning courses), or in the case of the Varsity Athletics having the student process a withdrawal from the course, and adding the student to a second 8-week section of a comparable HPE class (i.e. HPE 142) if needed to maintain full time status, etc.

**Procedures:** To formalize the process and to ensure that all student-athletes are aware of the repercussions of leaving the team on academic standing and/or financial aid we will follow these procedures:

1. Ultimately, it is the responsibility of the instructor of record to maintain accurate and up-to-date course rosters. They need to be checked on a regular basis and any discrepancies must be handled immediately. As professionals, athletic coaches are expected to ensure that only those student-athletes who are active participants are in the process of earning academic credit. Students who drop/quit/leave the team must be dropped immediately (using Notification of Withdrawal) by notifying the student, the Department Chair of HPE and the Director of Compliance.
2. Every coach will clearly define in their syllabus the expectation that students will need to stay on the team in order to receive a grade in the course, the ramifications of leaving/quitting the team relative to the grade in the course and the actions the student must take (i.e. contact with the Chair of HPE) regarding the impact on academic progress and financial aid. At the beginning of the semester, each coach will clearly articulate this policy in the syllabus distributed to the student-athletes.
3. Information regarding status of the student-athlete (i.e. whether they are currently active with the team or have quit/left the team) is compiled and maintained by the Director of Compliance. Upon receiving information regarding a change in the status of the student-athlete (e.g. quitting/leaving the team) the student's name, ID, and contact information will be forwarded to the Chair of HPE.
4. The Department Chair of HPE will send an e-mail to the student requesting that the student schedule an appointment to discuss the impact on the academic and/or financial aid status, and to inform the student of the process for withdrawal and/or transferring the student to the Advising Center.

**Eastern New Mexico University Athletics  
Policy and Procedures Manual Appendix Lightning**

**Policy/Procedures for Practice**

1. Protocol for monitoring weather conditions shall be determined by Telvent-DTN
2. Personnel will receive lightning advisory via text message when strike occurs within **30-10** mile radius
3. Personnel will receive lightning warning via text message when strike occurs within **10** mile radius. **A warning means that all personnel must seek shelter!** Ultimately it is the responsibility of the Head Coaches and/or Athletic Trainers to move participants to a safe environment.
4. It will be the responsibility of the Head Coach to determine whether to gather equipment (soccer balls, footballs) that could be stolen if left unattended. Always put the safety and welfare of students and staff ahead of capital items that can be replaced.
5. The emergency evacuation procedure for the following sports are as follows:
  - a. Football, Soccer, Track: The evacuation procedure for the practice field is to take the athletes to the nearest shelter. If the situation deteriorates, athletes should proceed inside the Arena.
  - b. Baseball and Softball: The evacuation procedure for the ballparks is the dugouts, which are the nearest structure for safety. If the situation proceeds to deteriorate, take the athletes to the team house or Arena.
  - c. Rodeo: Evaluate student-athletes to shelter or covered arena
6. Telvent-DTN provides a website which can be accessed only by one person at a time. Person gaining access will be able to determine track of storm and threat of potential lightning strikes. Data will be used to ascertain when it is safe to proceed with practice or competition. Text message warning takes precedence over internet observation.
7. Personnel will receive "all-clear" text message from Telvent-DTN. Once this is received it is safe to resume practice.

**Policy/Procedures for Games/Competition**

1. Protocol for monitoring weather conditions shall be determined by Telvent-DTN.
2. Personnel will receive lightning advisory via text message when strike occurs within **30-10** mile radius
3. Personnel will receive lightning warning via text message when strike occurs within **10** mile radius. **A warning means that all personnel must seek shelter!** It is the responsibility of the Game Administrator, Head Coach and/or Athletic Trainer to provide a safe environment at all times for all participants.
4. The procedures to remove a team from a game situation are as follows:
  - a. Football and Soccer: While conferring with Game Administrator and Athletic Trainer, it is the head referee's duty to delay the game due to lightning
    - i. Football Fans: With assistance from Police, the stands will be cleared. Spectators will be advised to take shelter beneath the grand stands or in their vehicles.
    - ii. Soccer: Fans will be advised to take shelter in their cars or in the Arena.

- b. Baseball and Softball: It is the Game Administrator, umpires and Athletic Trainers' responsibility to call a delay of game.
      - i. Fans will be encouraged to take shelter in their vehicles.
    - c. Rodeo: The Head Rodeo Coach will take responsibility to ensure safety of contestants and spectators. Fans will be advised to seek shelter in their vehicles or under covered arena.
  5. Telvent-DTN website will be accessed to determine track of storm and locations of lightning strikes. Using this information the Game Administrator, Head Coach, and/or Athletic Trainer will make the determination as to when competition may resume.
  6. Personnel will receive "all-clear" text message from Telvent-DTN. Once this is received it is safe to resume competition.

#### **Policy/Procedures for Student-Athletes without supervision**

1. While formal practice activities require supervision by coaches and/or athletic training there are times when student-athletes may be working out on their own without supervision. As such, since they do not have access to Telvent-DTN they must be advised to use "**Flash to Bang**" method.
2. To calculate how far away an individual is from lightning strikes:
  - a. Count the number of seconds that pass between a [flash of lightning](#) and the crack of thunder that follows it, then divide that number by five. The resulting number will indicate how many miles away a person is from where lightning just struck.
  - b. Five seconds, for example, indicates the lightning struck 1 mile away
  - c. A 10-second gap means the lightning was 2 miles away.
  - d. 15 seconds equates to 3 miles.
  - e. 20 seconds equals 4 miles, etc.
  - f. Therefore, to be safe using "flash to Bang" and be compliance with our lightning policy counting 50 seconds will equate to 10 miles (a warning under the Telvent-DNT) and student-athletes must move inside and seek shelter.



## Eastern New Mexico Athletics

### Policy and Procedures Manual Appendix Pre-Season Meals

#### Policy

In order to cultivate positive relationships between Athletics and our corporate partner, Sodexo, we will utilize the following procedures regarding pre-season meals.

#### Procedures

- 1) Sodexo will be responsible for communicating pricing structure as soon as possible so coaches can plan and budget accordingly.
- 2) Coaches will communicate to Sodexo their anticipated head count one week in advance. This is called the guaranteed number.
  - a. This number needs to be as accurate as possible, the best guess estimate and never cut short otherwise Sodexo runs the risk of running out of food.
  - b. Sodexo needs a starting point so they can order raw materials and they will base their orders off the guaranteed number
- 3) The athletic team will be charged based on the **guaranteed** number for each respective date.
- 4) Coaches will work with Sodexo to determine **actual** number of meals fed.
- 5) We will use the trade provided as a corporate partner to make up the **difference** between guaranteed number and actual.
  - a. For example, football guarantees 130 but only feeds 120 (actual). We will use 10 meal trades to make up the difference.

**Eastern New Mexico University Athletics  
Policy and Procedures Manual 2015 Appendix Athletic Uniforms**

**Policy**

The official colors of Eastern New Mexico University are green and silver. PMS 349 is designated as ENMU green. As silver can be difficult to produce, most shades of grey are acceptable.

It is the policy of Eastern New Mexico University and all departments including the Department of Athletics to purchase uniforms that are predominately green and silver. This policy is for all game/competition as well as practice and camp uniforms and is required by all Athletic programs included but not limited to spirit squad, football, soccer, cross country, volleyball, rodeo, basketball, track and field, softball and baseball.

A limited amount of accent color, black or white, is acceptable. However, no more than 25% of the uniform may be these colors.

**Procedures**

- a. The Athletic Director will scrutinize all purchase requisitions to ensure compliance with policy.
- b. Deviations from policy must be justified with rationale provided.
- c. The President will have final approval on all uniform designs.