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University Athletic Policies

- 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 12 intercollegiate sports at the Division II level (six men's sports: baseball, basketball, cross country, football, soccer, track and field; and six women's sports: basketball, cross country, soccer, softball, track and field, volleyball). 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.

- B. Mission Statement:** The Eastern New Mexico University Department of Athletics 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. Vision Statement:** "Athletic Excellence on the High Plains"
- D. 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, the Compliance Director, the Faculty Athletic Representative, and the 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, the Compliance Director, the Faculty Athletic Representative, and the 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. 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 Bench Club Board of Directors.

(2) Committee Eligibility: Members of the Athletics Committee cannot, either directly or indirectly, have a relationship with the Department of Athletics. Term is for one year May 1 – April 30.

(3) Membership. The members of the Advisory Committee shall be appointed by the President within the following guidelines:

- a. Director of Athletics (ex-officio non-voting),
- b. The Faculty Athletic Representative (a tenured faculty member),
- c. One tenured faculty member from each college (a total of four),
- d. One member of the Dean's Council,
- e. Two full-time students,
- f. One member of the support staff, and
- g. One member of the professional staff.

(4) Responsibilities. The duties and responsibilities of the Advisory Committee shall be to:

- a. Meet at least one time each semester to conduct business
- b. Review and recommend policies pertaining to the conduct of intercollegiate athletics;
- c. Remain informed of schedules and contracts for athletic events and any agreements directly connected with the University's athletics;
- d. Approve a system of athletic honors and awards;
- e. Provide information and assistance to representatives of the University for NCAA, LSC and other similar meetings;
- f. Review and approve any activities of the intercollegiate athletics program not specifically provided for above;
- g. Provide recommendations and suggestions pertaining to procedures, practices, and policies of the Department;
- h. Serve as a liaison between the Department and the general university community;
- i. 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;
- j. Review student petitions on athletic issues and direct those petitions to the appropriate University official and/or entity; and
- k. Oversee and approve development of a gender equity plan by the Athletic Director.

H. Faculty Athletic Representative (FAR). The Faculty Athletic Representative is to verify and certify eligibility of student athletes for participation in NCAA regulated events. The FAR is appointed by the President to oversee eligibility and participation issues involving all student-athletes. The F.A.R. works with the President, the Director of Athletics, the Compliance Coordinator, the faculty and the student-athletes. The FAR is guided principally by the President and the Athletic Department Policies and Procedures Handbook. Duties and responsibilities include:

- a. Serves as the Chairman of the Athletic Committee.

- b. Contributes a faculty perspective in Athletics Administration by serving in an advisory and oversight capacity.
- c. Periodically visits with and oversees the work of the Compliance Coordinator.
- d. Serves as an institutional representative to the NCAA and the Lone Star Athletic Conference (LSC).
- e. Helps interpret NCAA legislation.
- f. Monitors the coordination of compliance efforts and rules education among campus entities outside the Athletic Department.
- g. Administers the NCAA Coaches Recruiting Certification Tests for the LSC on a yearly basis for all coaches at Eastern New Mexico University.
- h. Meets with faculty senate once a semester to provide and consult regarding institutional policies and practices affecting the operation of intercollegiate athletics.

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 Manual. The University shall maintain a Department of Athletics Policies and Procedures Manual setting forth the policies and procedures by which the Department operates.

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) **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 Director.
- (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.

**Department of Athletics
Policies and Procedures**

3. Operational Philosophy

A. Department 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.

B. Operational Assumptions. The operation of the Department is based on the following assumptions.

- (1) Intercollegiate athletics are an integral part of the educational experience;
- (2) Intercollegiate athletics enhance the campus community;
- (3) Intercollegiate athletics enable participants to develop specific, valuable, and beneficial qualities;
- (4) Intercollegiate athletics enable participants to realize meaningful, long-lasting benefits and advantages as a result of such involvement;
- (5) Intercollegiate athletics provide enjoyable and challenging experiences for the participants; and
- (6) Intercollegiate athletics inspire school spirit and provide entertainment for the University community.

C. Department Objectives. Based upon the foregoing philosophy and assumptions, the objectives of the Department are:

- (1) To provide a form of student educational activity which is an accepted part of college life;
- (2) To provide an opportunity for a competitive experience;
- (3) To provide an athletic program which demonstrates the positive values of physical fitness, learned skills, and sportsmanship;
- (4) To provide as broad and varied an athletic program as is feasible with available resources;
- (5) To provide a vehicle for enhancement of community morale and spirit within the University and the community at large;
- (6) To increase interest in and loyalty to the University and its goals and objectives;
- (7) To create an atmosphere of fun, pride, enjoyment, and satisfaction surrounding intercollegiate activities.

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

- (1) The Department shall be organized and managed in accordance with the highest principles of commitment to athletics and to the mission of the University;
- (2) 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);
- (3) 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;
- (4) 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;
- (5) 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.
- (6) The Department shall strive for excellence.

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 projects;
- 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; and
- P. Promote the University's athletic program.

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 Sports Information 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. Recruit students for the University's athletic training degree program; and

- o. 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. Attend staff meetings;
- h. 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
- i. 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 publics 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) Director of Compliance: This staff member is responsible for coordinating compliance with NCAA, LSC, and University rules, regulations, policies and procedures by all coaches and teams; and shall:

- (1) Report directly to the Director;
- (2) Direct assigned special projects such as clinics, workshops, and conferences related to the Department;
- (3) Plan, develop, and implement NCAA and LSC rules education programs;
- (4) Monitor all eligibility, financial aid, and rules compliance issues;
- (5) Work cooperatively with other departments of the University; and
- (6) Perform any other duties assigned by the Director.

(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 SID);
- 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; and
- g. Fiscally manage Bench 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 Bench 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.

(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.)

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. Subsequently, a meeting will be scheduled with the Director and respective head coach. Data and comments will be reviewed.
- g. Director will also complete an evaluation form.

- 6. Athletic Communications and Marketing.** The dissemination of information about University athletics shall be administered by the Director of Athletic Communications (DAC) and Marketing and Events Manager (MEM), with oversight by the Athletic Director, and with cooperation with the Office of University Relations.
- A. Philosophy of Access.** The Department encourages a high level of communication among the student-athletes, coaches, and members of the press. The Department expects coaches and other staff members to maintain the dignity befitting a University professional. (Advisory to student athletes and coaches: Be very conscious that the media WILL follow them on social media sites, and advise caution when posting).
- B. Responsibility and Loyalty.** Public criticism of squad members, coaches, or the administration by student athletes, coaches, or professional staff will not be tolerated. It is the responsibility of the coaching staff to communicate this message with the appropriate individuals and groups and the responsibility of the Director of Athletic Communications and the Marketing and Events Manager to maintain a positive approach to the University and the Department in the dissemination of information to the news media and the public.
- C. Costs.** The budget of the Athletic Communications and Marketing Offices is designed to provide information to the public through the news media and other outlets. Stories about players and materials produced from the Athletic Communications budget are for the news media and shall not be provided for players or the public at large. Digital images shall be on file in the Athletic Communications office. Pictures for players must be paid for in cash and are to be ordered by head coaches only. Pictures used for Athletic Department purposes must be paid for by University requisition. All major purchases need to be approved by the Director.
- D. Special Press Functions.** In keeping with the University philosophy of access, special press functions, such as press conferences and special press days, may be provided by the Department at appropriate times. Arrangements for special press functions shall be made by the Director of Athletic Communications and the Marketing and Events Manager at the direction of, and/or with approval of the Director, and upon consultation with other appropriate members of the staff. Whenever possible, the President, the Executive Director of University Relations, and other appropriate administrative staff shall be invited.
- E. Special Games Promotions.** In order to create and sustain interest of the public, occasional special promotions may be held for various athletic contests, or other special events, in various sports, under the direction of the Marketing and Events Manager with oversight and/or approval of the Director of Athletics. All purchases must be approved and deemed appropriate by the Director of Athletics with cooperation with the Purchasing Department.
- F. Radio/Television Broadcasting.** The Department is usually under contract with a successful bidding radio station to provide electronic coverage of selected athletic events as determined by the radio station and/or network and the Director. Television coverage has evolved through the Lone Star Conference for selected contests determined by the

LSC commissioner and is aired at the discretion of the television station/company and sponsor doing the filming. All requests for radio and TV broadcast shall be referred to the DAC for approval and assistance. The Director shall be informed of all plans to broadcast athletic events and must issue prior approval for any broadcast involving sports programs at the University. This policy has expanded in scope and will continue to expand as technology changes. As staff and cooperation with the Communications Department increases, so will in-game coverage, which will include video streaming, live statistics and various other mediums to bring the game to potential viewers and markets. These services are contingent on staffing, as statistics will remain the most important in-game activity. All promotion of these events will be coordinated by the DAC and Marketing and Events Manager.

- G. Press Box Policies and Control.** Supervision of various University press boxes and other press areas is a direct responsibility of the Athletic Communications Office in concurrence with the DAC. The Director of Athletic Communications will keep contact information to call for help when the need arises and issues cannot be resolved directly.
- H. Announcing Game Schedules.** It shall be the responsibility of the Director to announce team schedules through the office of the Office of Athletic Communications. It is then the dual responsibility of the DAC and MEM to ensure the information is disseminated widely and appropriately. Coaches shall not announce schedules or game dates to media outlets without approval of the Director.
- I. Scholar Athlete Recognition.** It is important that appropriate information on academic achievements of student athletes be disseminated to the public through the news media. It is the responsibility of the DAC and MEM to obtain this information from the Director of Compliance or other appropriate outlets. It is then the responsibility of the DAC and MEM to release the information to appropriate outlets through print, web and in public.
- J. Speaking Engagements.** Department staff must consider public speaking engagements as part of their job description and an activity necessary for achievement of the Department objectives. All individuals within the Department who take part in conventions, clinics, and the presentation of speeches shall include particulars with the year end report which is to be provided to the Director each spring.
- K. Photos.** Team pictures must be arranged by the head coach of each sport in cooperation with the Director of Athletic Communications and the Marketing and Events Manager. It shall be the responsibility of the head coach to insure that all team members are present for the team photo session. Team and individual photos will be used by the Athletic Communications and Marketing and Events offices in the form of print and web media for the promotion of a particular sport and/or the Department.

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 shall prepare a preliminary budget request. Each budget request shall be submitted to the Director, who is responsible for submitting the Department budget to the Vice President for Business Affairs and 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	At best obtainable price	P-card, Mini Purchase
\$999.00	Order, Purchase Order (PO), Protech	
\$1,000 to	At best obtainable price;	Protech, PO
\$5,000	Requires 1 bona fide written quote	

\$5000.01 to \$20,000	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 \$20,000	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 good—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 SID, subject to NCAA and LSC rules governing passes to athletic events.

(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. 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.

N. 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.

O. 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.

B. Office Equipment/Supplies. Department office equipment and supplies are property of the University. It 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 the Department. Quantities over 100 runs require prior approval from the Director.
- (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.

8. 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 principal 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.

Use of University Motor Vehicles

1. 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).

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

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

B. All drivers must have a valid United States driver's license.

C. All drivers must have a current Defensive Driving Certificate.

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

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

F. 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.)

The foregoing purposes and policies are implemented by the following:

Procedures

3. 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.

4. 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.

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

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

3. 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.

Team Travel

1. Purpose

A. To provide a framework for a safe and efficient athletic team travel for athletic teams of Eastern New Mexico University.

B. To assign responsibility and accountability for enforcement

2. Responsibility and Accountability

A. 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.

- B. 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.
- C. The mode of transportation is selected by the head coach and approved by the Director of Athletics.

3. Procedures for Athletic Buses

- A. Every trip must be preceded by a vehicle request which specifically states:
 - (1) Date
 - (2) Requestor
 - (3) Driver
 - (4) Vehicle requested
 - (5) Number of passengers
 - (6) Account Information
 - (7) Purpose of trip
 - (8) Destination
 - (9) Departure date
 - (10) Vehicle pickup time
 - (11) Return date
 - (12) Return time
 - (13) Authorized signature by Director of Athletics
- B. When assigning athletic department buses, The Director of Athletics will determine the size of the bus and the distance to be traveled.
 - (1) When coaches request the same bus with similar size travel parties the team that has to travel the greater distance will receive priority.
- C. Signed vehicle request forms will be delivered to the Physical Plant who will oversee check out procedures.
- D. 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.
- E. 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)
- F. 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.
- G. 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.

- H. 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.
- I. The Physical Plant Director will devise and monitor a vehicle maintenance program. This will include recommended vehicle service for:
 - (1) Windshield cleaning and windshield washer levels.
 - (2) Oil Change
 - (3) Oil Filter
 - (4) Air Filter
 - (5) Fuel Filter
 - (6) Grease where applicable
 - (7) Under the hood maintenance
 - a. Brake fluid levels where applicable
 - b. Power steering fluid level
 - c. Transmission fluid
 - (8) Differential Oil
 - (9) Air Conditioning System
 - (10) Tire air pressures
- J. The Physical Plant Director will also keep records of tire wear (mileage)
- K. 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.
- L. The Director of Athletics will coordinate the Adopt-A-Bus program to handle washing the exterior of the bus on a regular basis (refer to section 9)

4. Other Modes of Transportation

- A. Air
 - a. 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
 - a. Student-athletes are not allowed to drive passenger vans.
 - b. Occupancy for 15 passenger vans is limited to 10 persons.
 - c. All occupants must wear seat belts at all times; the number of passengers shall not exceed the number of safety belts.
 - d. Drivers must be ENMU employees, be 21 years of age, have a valid driver's license and complete a defensive driving course.
 - e. Extra luggage is not allowed on the roof racks. Towing trailers is not allowed.
 - f. Any internal cargo place in van should not be loaded above the top of the level of the seats.
 - g. Maximum speed of 65 mph is recommended.
- C. Personal Vehicles
 - a. The vehicle owner's insurance coverage is the primary coverage for damage and liability.
 - b. Proof of coverage and valid driver's license must be on file with the Director of Athletics.

- c. 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.”
 - a. 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.

Section 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
 - a. When using athletic buses or university vans follow accident report brochure.
- B. Vehicle Breakdowns
 - a. 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.
 - b. 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: Adopt-A-Bus Program (Currently this program is not in effect)

- A. We can be proud of the fact that we have taken steps to upgrade our bus fleet. However, due to problems beyond the control of Physical Plant, they are unable to wash and clean the exterior of these units. Therefore, effective immediately, we will initiate the following Adopt-A-Bus program. It is set up so two teams share responsibility. While one team is

in championship season the other is in their non-championship season. Since rodeo does not use our buses they are exempted.

- B. Teams are responsible for washing their bus once a month, exterior and interior (if needed). Hours count toward community service. Norma will make arrangements for money. Teams that do not have a CDL driver will need to coordinate with a member of our staff who is licensed to drive.

Assignments

Bus # Model

56786 2003 Ford 26 Passenger
 57352 2004 GMC 29 Passenger
 82070 2011 Ford 29/33 Passenger
 82018 2011 Ford 29/33 Passenger
 82017 2011 Ford 29/33 Passenger
 84426 2011 Ford 40/44 Passenger

Team

Women's Basketball and Spirit Squad
 Men's Basketball and Spirit Squad
 Softball and Volleyball
 Men's Cross/Track and Men's Soccer
 Women's Cross/Track and Women's Soccer
 Baseball and Football

Travel Squads by Sport

Sport	Participants LSC Max	Participants non LSC Max	Coaches/Other	Athletic Trainers	Total
Cross Cty	20 (10 men) (10 women)	24	2		22-26
Volleyball	15	15	2	1	18
Men Soccer	24	24	2	1	27-28
Women Soccer	24	25	3	1	28-29
Football	60	60	14	2	76
M Basketball	14	16	4	1	19-21
W Basketball	14	16	3	1	18-20
Baseball	28	25	3	1	29-32
Softball	18	18	3	1	22
Track/Field	40	40	4		44

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.

Bender Athletic Courtesy Car

A. Policy: The Bender Family of Dealerships, working in conjunction with the Bench 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 Bench 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.

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.

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) The schedules for each school year shall be finalized by the Director by the July 1 preceding the beginning of the school year. Changes or amendments thereafter are undesirable but, if made, cannot be finalized without approval of the Director.
- (6) All schedule contracts shall be completed by June 15.
- (7) After agreement has been reached on a scheduled contest, the coach 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 Director 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 officials,
 - maintenance personnel,
 - the University Police and other security personnel, and
 - medical personnel.
 - d. 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 advanced travel money to the Director's Office and return the vehicle(s) and vehicle book(s) to the motor pool.
 - e.** The Director shall return advanced travel money to the Business Affairs office.
- (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 indicating the date of rescheduled Contest.
 - c.** The vehicle(s) and advanced travel money shall be returned in the same manner as set forth in sections 9C(2) d and e above.

10. ATHLETE RECRUITMENT. University policy, in regard to recruitment of student-athletes, is governed by NCAA and LSC rules and regulations.

A. Head Coach Responsibility. Recruitment of student-athletes for participation in a particular sport is the primary responsibility of the head coach of that sport. It is the responsibility of the coach to insure that the proper rules and regulations and guidelines are adhered to the recruitment of student-athletes. It is the responsibility of the head coach of each sport to insure that the proper documentation procedures are followed in order to satisfy the rules and regulations prescribed by the NCAA and LSC for each specific sport, including the appropriate active and quiet times in the recruitment of student-athletes.

B. National Letter of Intent. The University, through the NCAA and the LSC, subscribe to the National Letter of Intent Program and all recruiting shall comply with that program.

C. Recruitment Test. All persons who recruit must have passed the NCAA recruitment test.

11. ATHLETE ELIGIBILITY. Eligibility of student-athletes shall be determined by the eligibility requirements of the NCAA, the LSC, and the University academic standards for all students. Eligibility determination shall be made by evaluation of official documents and shall be governed by the Department through the following procedures:

- A. Director of Compliance.** The staff member responsible for the certification of student-athlete eligibility and transfer student status shall be the Compliance Coordinator, who shall ascertain the eligibility, as defined by the NCAA, the LSC, and the University, of each student-athlete at the University.
- B. Coaches' Rosters.** Coaches will coordinate with the Compliance Director to provide up-to-date squad lists. Head coaches ultimately are responsible for additions and/or deletions to the squad list. It is imperative that Head Coaches communicate with the Compliance Director in order to maintain an accurate squad list.
- C. Initial Eligibility.** Initial eligibility of each student-athlete shall be determined in accordance with NCAA, LSC, and University guidelines governing initial eligibility.
- D. Continuing Eligibility.** Continuing eligibility shall be ascertained on the basis of the NCAA normal progress rule; that is, normal progress towards a stated educational degree objective is required.
- E. Transfer Students.** Transfer students will be treated in accordance with NCAA, LSC, and University rules and regulations governing transfer students from junior or community colleges and/or other four year colleges or universities.
- F. Master Files.** The Director of Compliance shall keep a master file, including all pertinent information, on all student-athletes by specific sports program.
- G. Status Reports.** Initial Eligibility Clearinghouse weekly status reports will be filed in the Compliance Director's office.
- H. Verification.** Student-athlete eligibility, when completed by the Compliance Coordinator, will be verified through a systematic check by the Registrar, the Faculty Athletic Representative, the head coach of the specific sport, and the Athletic Director.
- I. University Requirements.** Limitations on participation for student-athletes may be set by the University.

12. ATHLETE GRANTS-IN-AID AND FINANCIAL AID. The University Financial Aid Office is charged with the responsibility and duty for administration of all financial aid, including federal, state, instructional, student employment, and athletic financial award programs. Department guidelines for dealing with financial aid are as follows:

A. Grants-in-Aid.

- (1) Form.** A grant-in-aid form, including all required signatures, must be completed by the head coach for each athlete to be awarded an athletic grant-in-aid in that coach's sport.
- (2) Transfer of Funds.** Thereafter, the appropriate transfer of funds from the fund pool of the appropriate sport to the University Financial Aid Office shall be made and the funds so transferred shall be administered by the Financial Aid Office.
- (3) NCAA and LSC Compliance.** In awarding grants-in-aid, coaches shall comply with all NCAA and LSC rules, regulations, and guidelines regarding such awards.
- (4) Withdrawal from a Sport.** As NCAA legislation allows, a student athlete's grant-in-aid is to be canceled or reduced on or after the date upon which the student athlete voluntarily withdraws from a sport

B. Financial Aid.

- (1) Coaches' Directions.** Coaches attempting to recruit student athletes who desire to apply for financial aid should either direct the students to contact the Financial Aid Office for the appropriate forms or notify the Financial Aid Office and request that proper forms be sent to the individual from the Financial Aid Office, or both.
- (2) Commitments for Financial Aid.** Under no circumstances are coaches permitted to make commitments or otherwise speak for the Financial Aid Office regarding types or amount of awards awarded to the student-athlete above and beyond the athletic scholarship granted by the coach. All financial aid is awarded through the Financial Aid Office and such aid is based on financial need as determined by the indexing agency.
- (3) Work Study.** In instances where a student-athlete has a work study assignment or similar arrangement through University funds, it is imperative that the individual perform work for pay. There are not to be any "soft touches" in respect to jobs being assigned to student athletes. To insure enforcement of that principal, and to avoid the appearance of "soft touches," it is recommended that student athletes not be assigned to work within the Department with or for the individual student athlete's head coach in the season which the student athlete is participating in that coach's sport

- (4) Award Guidelines.** NCAA and LSC regulations require that financial aid procedures used for making awards to student-athletes be consistent with the procedures which are used for making awards for all students at the University. NCAA, LSC, and University interpretations of this rule include the principal that the aid awarded to athletes cannot exceed tuition and fees, room and board, and required text books.

C. Out of State Waivers

We are allocated 140 Out-of-State Athletic Waivers. Nine waivers are committed to 5th year student-athletes who have completed their eligibility but still need a semester or year to graduate. In addition, since rodeo is not included in FTE computation they are allocated 7. This leaves a balance of 125. This number is .7 away from the total FTE maximum allowed for our department of 124.3. Therefore, the out of state waivers will be based on a ratio of **1:1**, one out-of-state waiver for each equivalency.

Teams “own” their allocation. However, a team can negotiate borrowing a waiver from another team. The Compliance Director will coordinate. For example, if women’s soccer has an unused waiver prior to the start of the academic year, they can offer that waiver to men’s soccer with it clearly spelled out that men’s soccer gets the waiver back after the semester or at the end of the year. The Compliance Director will document this procedure.

Allocations are as follows:

Sport	NCAA Max	Athletic Waivers
Volleyball	8	8
Men’s Basketball	10	10
Women’s Basketball	10	10
Men’s Soccer	9	9
Women’s Soccer	9.9	10
Football	36	36
Softball	7.2	7
Baseball	9	9
Cross/T&F	25.2	25
Rodeo	na	7
5 th Year Aid	na	9
Total	124.3	140

13. DISCIPLINE. Discipline of student athletes is a matter in which the Department and all Department staff and coaches must be allowed discretion to deal with problems appropriately on a case-by-case basis, subject to the following rules:

- A. Head Coach Responsibility.** The head coach of each sport is responsible for the behavior of the student athletes he or she coaches. 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 student-athletes is one of the fundamental reasons for athletic programs at the University. The conduct of teams and individual student-athletes on campus, in the community and on trips to athletic contests must be consistent with the highest standards of behavior required of University students, members of the community, and members of the communities visited. Violation of laws, University rules and regulations, and standards of common decency shall subject student-athletes to appropriate disciplinary action. Failure of any coach or other Department staff member to maintain and enforce such standards for student-athletes 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:

1. Problems involving alcohol and/or use of any illegal drugs;
2. The use of alcohol and/or illegal drugs with any student-athlete;
3. The use of alcohol and/or illegal drugs in social situations with any student-athlete;
4. Sexual harassment;
5. Hazing;
6. Fighting;
7. Dating student-athletes;
8. Misdemeanor crimes;
9. Felonious crimes;
10. 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.

(2) Q and A

- a. 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.
- b. 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.
- c. 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.

- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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?
- i. 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.
- j. 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.
- k. 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.
- l. 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.

- m. 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.
- n. 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.
- o. 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.
- p. 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.
- q. Q: During two-a-day football practices senior players ask freshmen to carry their equipment to the locker-room. Is this hazing? A: Yes
- r. 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.
- s. 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.
- t. 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.

H. 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. 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. 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.

(5) Effective date: August 1, 2012

14. SPORTS MEDICINE AND ATHLETIC TRAINING: The responsibilities for maintaining the standard of care 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 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 athlete prior to the first day of practice of that 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 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 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 athlete's coach or the Head Athletic Trainer, regarding the health or the medical records of an 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 excepted from this policy to some degree; for, if it is known that an athlete was injured or is ill, information concerning that 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.

15. ATHLETE HEALTH AND INJURIES. The general health of athletes, and the treatment and care of injuries to 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.

(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 usually be sent to the student athlete in the Medical Information Packet, 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. Sick cell trait testing
- i. 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 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 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 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) Contact Lenses. Student athletes who wear contact lenses of any type shall register the lenses with the Head Athletic Trainer, who shall keep the prescription on file. Registered contact lenses lost or damaged while the wearer is participating in a University athletic contest or supervised practice session shall be replaced by the Department provided, however, the head coach and Head Athletic Trainer shall be the persons who determine whether the lenses were lost or damaged in such contest or practice.

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

- a. Pregnant 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 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 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; and
- 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 trainers shall, take the following measures for prevention of injuries to athletes:

- (1) Fitness.** Insure that each athlete undertakes appropriate physical training and conditioning for activities required in the athlete's sport;
- (2) Warm-ups.** Insure that each athlete undertakes proper stretching, flexibility, and exercise warm-ups prior to athletic activities;
- (3) Equipment.** Insure 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.** Insure 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 insure prompt ambulance and hospital response shall be made;
- (2) Report.** All injuries must be immediately reported to the Head Athletic Trainer and an "Athletic Injury Report" must be completed and placed in the file of the injured 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 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 athlete's fitness to resume participation must be approved in writing by the Team Physician.
- (4) Follow Through.** The Head Athletic Trainer shall follow through with care and treatment until the 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.

D. Medical Information Packets. Each summer a **Medical** Information Packet shall be sent to each student athlete by the Head Athletic Trainer.

(1) Such packets will require that the student athlete complete the enclosed forms [see 15A(2) above] by a specified date.

(2) In situations when student athletes decide to attend the University after the packets have been mailed, special arrangements may be made with permission of the Head Athletic Trainer.

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. The NCAA does not allow the University to pay, and the University shall not pay, any costs incurred for treatment incurred will 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.

17. 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. Letter Jackets

(1) In order to establish tradition and provide an incentive, the ENMU Letter Jacket must be earned. It represents a student-athlete who has competed and represented ENMU in

competition. It stands for the individual who has worked hard, made sacrifices and put the team ahead of self. It is a source of pride for those who have earned the honor and a source of envy to those who haven't.

(2) It shall be the policy of the Eastern New Mexico University Department of Athletics to establish the following baseline criteria for awarding an ENMU letter jacket.

a. A student-athlete must have participated in and completed a minimum of two seasons of competition to be eligible to receive a jacket.

b. A junior college transfer must have participated in and completed a minimum of one season of competition to be eligible to receive a jacket.

c. A student-athlete who has participated in and completed five years in one sport is eligible to receive a letter jacket regardless of whether that student-athlete actually competed.

d. Exceptions to the above criteria may be made in writing to the Director of Athletics who will have final discretion as to whether a jacket will be awarded.

(3) Providing the baseline criteria has been met, Head Coaches of each respective sport will establish their own criteria for **earning** a letter jacket. This must be filed with the Director of Athletics. Coaches will submit a list of names and sizes of student-athletes who have earned a letter jacket to the Director of Athletics upon completion of their respective sport seasons. The Athletic Director will coordinate ordering through the Bench Club.

18. 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.

19. CAMPS. 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 a Department coach as the responsible sponsor.

B. Approval. 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. 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:

- (1) Types of activities planned;
 - (2) Dates and time periods during which the activities occur;
 - (3) Place(s) at which the activities occur;
 - (4) Amount of supervision available for the activities;
 - (5) Training and experience of supervisors;
 - (6) Appropriateness of supervisors with regard to age, gender, and other variables;
 - (7) 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); and
- (8) The risks of liability of the University for personal injury to participants and others.

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 funds expended and received shall be subject to the policies and procedures of the University.
- (2) No funds shall be deposited with or channeled through any person or entity other than the University.
- (3) 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.

20. CLUB SPORTS. The Director of Recreational Services shall maintain Department liaison with, and have the responsibility for coordinating the use of University facilities for athletic events of sports clubs given club status by the Student Senate. Administrative responsibilities for club sports resides with the Vice President for Student Affairs.

21. INTRAMURAL SPORTS. The Intramurals Director and Facilities Coordinator shall be responsible for management of intramural sports and shall, with approval by the Director, promulgate policies, procedures, rules, and regulations for intramural sports.

A. Annual Handbook. For each school year the Intramurals Director and Facilities Coordinator shall publish an intramural handbook, setting the policies, procedures, rules, regulations and other information needed by intramural participants.

B. Disputes/Discipline. The Intramurals Director and Facilities Coordinator shall be the final arbiter of all disputes and disciplinary procedures involving participation in intramural sports. Provided, however, if the conduct of a participant has implications beyond participation in intramural sports, then the participant shall be entitled to whatever procedural safeguards are available regarding such implications.

22. LIST OF FORMS. This section contains a list of forms that will be needed by Department staff. The list is intended to be helpful, but is not intended to be complete or comprehensive.

A. NCAA Forms. These forms may be obtained from the NCAA Manual or the Department NCAA Compliance Handbook.

(1) Certification of Compliance for Institutions

- (2) Certification of Compliance for Athletic Department Staff Members
- (3) Enrollment and Persistence Rates Disclosure Forms
- (4) Student-Athlete Statement
- (5) Student-Athlete Affirmation of Eligibility
- (6) Drug Testing Consent Form
- (7) Squad Lists
- (8) Institutional Information and Sports Sponsorship Report
- (9) Weekly Activity Report
- (10) Playing Season Form
- (11) Form 48H
- (12) Form 48C
- (13) Institutional Request List - NCAA Clearinghouse
- (14) Student Release Form - NCAA Clearinghouse

B. Department of Athletics Student Athlete Recruiting. These forms may be obtained from the Director's office or the Compliance Officer's office.

- (1) National Letter of Intent
- (2) National Letter of Intent Release
- (3) Grant-In-Aid
- (4) Grant-In-Aid Renewal/Nonrenewal Letter
- (5) On Campus Visit Log
- (6) Student-Athlete Host Form
- (7) Title IX Compliance Report Form
- (8) Four Year College Transfer Form

C. Department of Athletics Medical/Health Program. These forms may be obtained from the Head Athletic Trainer's office.

- (1) Athletic Participation Form and Proof of Insurance Affidavit
- (2) Athletic Participation Health Form
- (3) Student-Athlete Health Examination Form
- (4) Student-Athlete Injury Report/Release Form
- (5) NCAA Injury Surveillance System Form

D. Department of Athletics Drug Policy. These forms may be obtained from the Head Athletic Trainer's office.

- (1) ENMU Drug Testing Policy and Procedures
- (2) ENMU Drug Testing Consent and Authorization Agreement Release of Liability Statement
- (3) Minor Consent Form

E. Department of Athletics Travel. These forms may be obtained from the Director's office.

- (1) Request for Assistance
- (2) Request for Authorized Absence
- (3) Intent to be Off-Campus
- (4) Faculty Off-Campus Leave
- (5) Vehicle Request Form
- (6) Travel Advance and Reimbursement Form

F. Game/Contest Contract. These forms may be obtained from the Director's office.

G. Purchasing. These forms may be obtained from the Director's office.

- (1) Requests
- (2) Purchase Orders/Requisitions

H. Facilities. This form may be obtained from the Director's office.

- (1) Contract Rental/Lease

I. Radio Station Promotion/Broadcast Contract. This form may be obtained from the Athletic Directors Office

J. Fund-raising Approval Form: Available for Athletic Director

Adopt-A-Highway Policies and Procedures

The New Mexico Department of Transportation (NMDOT) provides Eastern Athletics an opportunity to promote civic responsibility, community pride and protect our environment for future generations to enjoy. We have contracted with the NMDOT for a total of three miles between Portales and Clovis and in close proximity to Greyhound Stadium. Zia Athletic Teams, Greyhound Athletic Teams, and S.A.A.C. each are responsible for one mile (three miles total). We are required to pick up litter at least twice a year. In the fall, spring sports will pick up. In the spring, fall sports will pick up. Winter sports (Basketball) have the option of participating in either pickup.

Clean-Up Notification: The Director of Athletics will be responsible for notifying District Office before planned clean-up.

Clean-Up Results: Coaches/sponsors will be responsible for communicating number of participants, number of trash bags collected to Athletic Director so he/she can complete Clean-up results form.

Recommended Safety Tips: Form attached. We are required to conduct a safety meeting before each clean-up. Organizer must cover all information contained on this form.

Zia Cleanup: We have permission from Stagecoach Archery (just beyond highway 202 intersection) to use their parking lot as a staging area (during normal business hours). Participants should meet at this site. Divide into three groups. 1) Largest group. They will cross Highway 70 and clean up the north side of 70 working toward Clovis (facing traffic). When they reach the end of their section they can be picked up and driven back to staging area. 2) 1-2 participants working the median between east and west bound traffic 3) Small group. They will be driven to the Blackwater Draw parking lot and work back to staging area on south side of 70 (facing traffic).

Greyhound Cleanup: Stage at Blackwater Draw parking lot. Divide into three groups. 1) Largest group. They will cross Highway 70 and clean up the north side of 70 working toward Clovis (facing traffic). When they reach the end of their section they can be picked up and driven back to staging area. 2) 1-2 participants working the median between east and west bound traffic 3) Small group. They will be driven to the turnout just beyond Midway and work back to staging area on south side of 70 (facing traffic).

SAAC Cleanup: Stage at the beginning of the SAAC sector on the south side of Highway 70. Park vehicles between shoulder of highway and fence. Divide into three groups. 1) Largest group. They will cross Highway 70 and clean up the north side of 70 working toward Clovis (facing traffic). When they reach the end of their section they can be picked up and driven back to staging area. 2) 1-2 participants working the median between east and west bound traffic 3) Small group. They will be driven to the turnout ½ mile beyond the center pivot sprinklers and work back to staging area on south side of 70 (facing traffic).

Athletic Bus Fleet Non-Athletic Group Contractor Agreement

Non-athletic groups will be allowed to contract Athletic buses with pre-approval by the Director of Athletics on an availability basis. Athletic travel will receive priority. Contractors will be charged a rate of \$1.50 per running mile and \$100.00 minimum. Contractors will be responsible for gas/fuel and the vehicle will need to be returned with a full tank. Contractors will not be liable for normal wear and tear. However, Contractor will still be responsible for intentional damage, vandalism, to the vehicles. The contractor will be responsible for picking up trash and cleaning the interior of the vehicle. Contractor will still assume liabilities and expenses for vehicle towing, hotel costs, damages, and rescue costs should the vehicle break down. The

contractor will still be required to provide a licensed CDL driver and will be responsible for payment of the driver.

Contractor agrees to the following:

- F. Contractors will be charged a rate of \$1.50 a mile with a \$100.00 minimum.
- G. Contractors will be responsible for actual charges i.e. Driver wages, fuel costs, plus additional charges that might arise.
- H. Contractors will assume liabilities for vehicle towing, hotel costs, damages, vandalism and rescue costs should the vehicle break down.

Date of Trip Departure _____

Date of Trip Return _____

Destination _____

Name of Group _____

Number in Travel Party _____

Signature _____ Date _____

Athletic Approval _____ Date _____

Bus # Assigned _____

CDL Driver _____ Date _____

Subject: Bender Athletic Courtesy Car

Policy and Procedures

Policy

The Bender Family of Dealerships, working in conjunction with the Bench 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.

Procedures

- (15) The Director of Athletics will coordinate check out to ensure fairness and equity. Athletic personnel are encouraged to submit requests in a timely manner.
- (16) Athletic Personnel will reserve car using ENMU Vehicle Request Form. Persons making request must indicate intended use (Refer to #7 and #8 below).
- (17) Submit form to the Director of Athletics for approval.
- (18) Signed form must be delivered to Physical Plant where the car will be parked and secured.
- (19) Drivers must meet ENMU requirements.
- (20) The car is to be used only for official ENMU athletic business. It can never be used for personal use.
- (21) Recruiting will take priority however, last minute requests will not “bump” a previous non-recruiting request.
- (22) 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.
- (23) The Director of Athletics will monitor vehicle use to ensure compliance with gender equity.
- (24) Programs will only be responsible for gasoline. They will not be charged mileage.
- (25) Treat this vehicle like it is your own. Take care of it.
- (26) The Bench Club will be fiscally responsible for vehicle maintenance.
- (27) Interior must be returned void of trash.
- (28) The car must be returned with a full tank of gasoline.
- (29) Report any problems with car to Athletic Director.
- (30) Smoking or use of tobacco products is not allowed. Individuals who do not comply will lose privileges.
- (31) Finally, remember to support those who support us!

Nov. 18, 2010

Policy and Procedures for Complimentary Admissions

Applicable to Football, Volleyball, Men’s and Women’s Basketball

Policy as mandated by the NCAA

NCAA By-Law 16.2.1.1: Institutional Contests in the Student-Athlete’s Sport. An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

Deviations from the following procedures could trigger a NCAA violation. In addition, following procedures will eliminate confusion and/or confrontations between family/friends of student-athletes and game operations personnel.

Procedures

1. For home games it shall be the responsibility of the coaching staff to explain the NCAA complimentary ticket rules and regulations to their respective student-athletes.
2. Likewise, it will be the responsibility of the coaching staff to monitor their pass list to ensure compliance with By-Law 16.2.1.1.
3. A student-athlete may only list a maximum of **four** individuals who will receive complimentary admission.
4. A student-athlete may not have a team-mate list individuals for them in order to get more than four individuals admitted. This is a NCAA violation.
5. The list must be submitted to the Director of Athletics by the following deadlines:
 - a. Football: Friday prior to home game by 5:00 PM
 - b. Volleyball: Two hours prior to beginning of contest
 - c. Men and Women's Basketball: Two hours prior to beginning of tip off of first game (Men must submit list two hours before women's game)
6. Persons listed on the pass list upon identifying themselves and the respective student-athlete will receive complimentary admission. They must sign by their name to indicate receipt of complimentary tickets.
7. Friends and/or family members will not be allowed to make changes/revisions to the pass list at the gate.

Eastern New Mexico University Department of Athletics Policy and Procedures Fund Raising Approval

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 Bench 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 Bench 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:

Flu Policy and Procedure

An outbreak of H1N1 flu within an athletic team could create major complications. In order to reduce the chances of this occurring we need to implement the following policy effective immediately.

On Campus General Policy

Counsel your student-athletes and staff to help stop the spread of flu by:

- Cough into a facial tissue, top of shirt, or inner arm. Do not cough into your hands or into open air. Throw used tissue into waste/trash basket

- Wash hands with soap and water for at least 15 seconds **OR** use alcohol-based hand sanitizer when you blow your nose, or touch surfaces shared by others, such as doorknobs, computer keyboards, or phones.
- Keep 3-6 feet away from anyone who looks ill.
- If an individual has a fever over 100 degrees, with cough and/or sore throat: they should not go to class, work, or other public place without being advised to do so by a health care provider. Students should stay home or in dorm room and for advice call health services at 562-2321 or email healthservices@enmu.edu.

Team Travel Policy

Effective 8/26/09 we will implement the following policy: In general this mirrors the on-campus policy as outlined above but due to the unique problems associated with team travel there are additional problems

- It will be the responsibility of the Athletic Training Staff to ensure that procedures are enforced. If there is not an Athletic Trainer on the travel roster, responsibility rests with the Head Coach
- Hand sanitizers, mask kits, hand wipers, gloves, and trash bags will be made available for all athletic buses prior to departure.
- Encourage student-athletes to take all precautions as outlined above (e.g. coughing, washing hands after touching public surfaces, etc).
- If a student-athlete becomes ill Head Coaches will have two options: 1) Isolate the student-athlete at least 3-6 feet from other team members and strive to get them back to campus. 2) However, if the student-athlete has a temperature of over 100 degrees and you believe he/she could infect the entire team within the closed quarters of the bus, you have approval to remove the student from the bus and put them up in a hotel room. You will need to leave someone behind (preferably the athletic trainer) in a separate room. This expense will be absorbed by the Institution. Parents should be contacted as well as the Director of Athletics. Arrangements will be made to get the student-athletic and chaperone back home when the patient is well enough to travel.

Lighting Policy for Outdoor Practice and Events (effective 2/1/2012)

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 and Procedures

Monitoring and Evaluating the Welfare and Fairness of Treatment of Student-Athletes

Policy

Eastern New Mexico University is committed to the welfare and fairness of treatment of all student-athletes. We believe that student-athletes should have access to the same range of

support services available to all students, leading to an environment for academic success and graduation.

Procedures

The Department of Athletics will use the following procedures to monitor and evaluate the welfare and fairness of treatment of student-athletes.

- 1) The process begins with the coach/athlete relationship. Coaches will be encouraged to communicate with student-athletes concerning welfare and fairness in all university relationships. Pre-season interviews and exit meetings are excellent opportunities.
- 2) Student-athletes will be encouraged to use their Student Athlete Advisory Committee (SAAC) representatives. SAAC provides an excellent platform for allowing student-athletes to communicate about social welfare issues and problems.
- 3) The end of the year evaluation process will provide student-athletes the opportunity to assess how the sport program in which they participate treats them in regards to welfare and fairness.

Bench Club Noon Luncheon Policy and Procedures (Effective 12/1/11)

Policy

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

- 2) The Greyhound and Zia of the Week will be incorporated into future Bench Club Luncheons.

Procedures

- 1) Head Coaches eat free of charge year round. This includes Sports Information Director, Spirit Squad Coach, Head Athletic Trainer(s) and Administrative Assistant.
- 2) Head Coaches in championship season are welcome to bring an assistant coach. Their lunch will be complimentary.
- 3) Head Coaches in championship season are encouraged to bring at least one student-athlete. Their lunch will be complimentary.
- 4) Coaches need to be prepared. Keep presentations short and avoid giving too many statistics. Stress the highlights and important points.
- 5) 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.
- 6) Head coaches, when introducing student-athletes, need to “tell the story” of the respective young man/woman.
- 7) 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.
- 8) Athletic Administration will be responsible for providing a computer, image projector and screen for high-light clips. Coaches are responsible for production of clips.
- 9) The Sports Information Director will name a Greyhound and a Zia of the 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 Bench Club 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 or Zia of the week.

Eastern New Mexico University Athletics Athletic Uniform Color Policy

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 at 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:

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

**Eastern New Mexico University Department of Athletics
Athletic Training Center**

Policy: In the absence of the Head Strength and Conditioning Coach, every coach and staff member of Eastern New Mexico University (ENMU) Athletics has a responsibility to ensure that the weight training facility is safe and secured. Students and/or Student-athletes of ENMU must be supervised at all times by a coach or staff member of ENMU Athletics.

Procedures:

- 1) Student-athletes must have supervision. They cannot enter the facility or be left alone in the facility without supervision by an ENMU coach or staff member.
- 2) When securing the building ensure that the sound system (including sub-woofer) and lights are turned off, and both south and north doors are locked. The coach/staff member should be the last one out of the building.
- 3) A coach and/or staff member will not give keys to a student-athlete to allow them access the weight training facility.
- 4) Use spotters and safety equipment when necessary.
- 5) Student-athletes must wear proper attire:
 - a. Shirt (tank tops must cover the major portion of the upper torso).
 - b. Shirts must be free of profanity.
 - c. Shorts or sweat bottoms (jeans are not allowed).
 - d. Shoes (sport shoes with laces and pliable rubber sole (Sandals are not allowed).
- 6) LEAVE THE FACILITY THE WAY YOU FIND IT. Rack all bars and weights.
- 7) Food and tobacco products are prohibited.
- 8) Use of personal head phones is not allowed while using the facility.
- 9) Phone calls from office are not allowed by student-athletes. A courtesy phone is available is provided for their convenience.
- 10) Bicycles and pets are not allowed in facility.
- 11) Children in facility must be supervised at all times.
- 12) Report problems with equipment to the Head Strength Coach, respective Head Coach or Athletic Director.

**US Bank/Bench Club Monument Sign
Policies and Procedures****Policy**

Through a corroborative effort funded by US Bank and the ENMU Bench Club, and a location provided by the College of Fine Arts, we, the Department of Athletics and Fine Arts, are the benefactors of a LED sign to promote our events. To ensure cooperation between Athletics and Fine Arts we will adopt the following procedures.

Procedures

Promotions, announcements, etc. will be coordinated by the Marketing and Events Coordinator for Athletics. This office will post athletic announcements. The College of Fine Arts is comprised of five departments. It will be the responsibility of the each respective administrative assistant (or their designee) to communicate via campus e-mail with the Marketing/Events Coordinator office as to announcements/promotions they want advertised on the sign.

As we enter into this venture it must be noted that operation will be a work in progress. We won't know how to program the system until the system is up and running. However, as we get up and running we will strive to implement a priority system. It will work as follows:

- Level I priority are any activities taking place that day;
- Level 2 priority are any events that are taking place within two days;
- Level 3 priority are events that will occur within three days and beyond.

Announcements/promotions will also be dictated by volume. There are certain times of the year when Athletics and Fine Arts will have several upcoming events. If we attempt to put all of these up, an individual driving by the sign will not have time to read all the promotions. Therefore, Level I priority will always take precedence, then, if advertising time allows, level 2 priorities will be posted, then level 3 in that order.

We anticipate that other departments/groups on campus will want to use the sign to promote their events. They will be accommodated only on a space available basis. This means that if Athletics and Fine Arts do not have any events they are promoting (level 1, 2, 3) then we will allow advertising by another department/group on campus. However, at no time will advertising be allowed if Athletics or Fine Arts have to sacrifice their advertising time.

