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Mission Statement

In the pursuit of excellence, the Oglethorpe Athletic Department strives to be the most innovative and successful athletic program in the prestigious Southern Athletic Association (SAA) and a leader at the national level. Oglethorpe University pursues excellence in all of its programs. Athletics, as an integral part of the overall educational process, is uniquely positioned to enhance a liberal arts education. Oglethorpe coaches share the same goal as the entire community: to make a life, make a living and make a difference.

The Oglethorpe Athletic Department supports a broad range of intercollegiate teams that encourage scholar-athletes to develop their skills and themselves to their full potential and to benefit from the lessons learned from perseverance, competition, sacrifice and teamwork. The University believes that successful intercollegiate teams serve to build a sense of spirit and community on campus and are a source of institutional pride for our alumni. Oglethorpe’s commitment extends to all intercollegiate athletic activities for men’s and women’s sports.

Philosophy

Oglethorpe University prepares students to face a rapidly changing environment with confidence and a sense of responsibility to make the world a better place. To that end, the Athletic Department views its interactions with students as opportunities to help them discover, develop and test their skills to create positive change. Through the pursuit of healthy habits and participation in competitive intercollegiate athletics, Oglethorpe scholar-athletes embrace the level of commitment necessary to achieve their individual goals. They strive to bring out the best in others, to achieve success on the field of play and in the classroom and to be practiced in the art of leadership. It is, in fact, the University’s expectation that the men and women who participate in our athletic programs will be exceptionally prepared to excel, contribute and lead in their communities and beyond.

Values Statement

In order to achieve our institutional missions and have successful athletic teams, Oglethorpe scholar-athletes are guided by core values.

Teamwork: We work collaboratively and we work hard in a cooperative spirit.

Respect: We respect ourselves and others and embrace our diversity.

Balance: We commit ourselves to our athletic endeavors while recognizing the importance of academic pursuits and community involvement.

Accountability: We hold ourselves and each other accountable for our words and our actions.

Citizenship: We are responsible, caring and active citizens within and beyond the Oglethorpe community.

Integrity: We have a high regard for truth, play according to the rules, strive to act in ethical ways and are sincere in our actions.

Humility: We are grateful for our opportunities and mindful that our participation in athletics is a privilege and not an entitlement.

Sportsmanship: We are gracious competitors regardless of the final score and conduct ourselves with dignity under pressure and in the face of adversity.
Who’s Who at OU…

Dr. Larry Schall
President
404-364-8319

<table>
<thead>
<tr>
<th>Michelle Hall</th>
<th>Glenn Sharfman</th>
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<tr>
<td>Dean of Students</td>
<td>Provost</td>
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<tr>
<td>Vice President for Campus Life</td>
<td>Vice President for Academic Affairs</td>
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<tr>
<td>404-364-8336</td>
<td>404-364-8309</td>
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Dr. Michael Rulison
Faculty Athletic Representative
404-364-8409

Iona Wynter-Parks
Faculty Athletic Representative
404-364-8380

Brian Coldren
Registrar
404-504-8418

Chris Summers
Director of Financial Aid
404-364-8355

Dwayne Smalls
Director G4 Campus Safety
404-504-1188

Dr. Claire Fuller
Director, Counseling Center
404-504-3415

Rene Alvarez
Director of Academic Success
404-504-1977

Erin Sherrill
Director, Career Development
404-504-1993

SmartCare Urgent Care
Health Services
404-814-9199

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<thead>
<tr>
<th>ADMINISTRATIVE STAFF</th>
<th>Area Code (404)</th>
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<tbody>
<tr>
<td>Athletics Director</td>
<td>Todd Brooks</td>
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<tr>
<td>Associate AD, Compliance</td>
<td>Dan Giordano</td>
</tr>
<tr>
<td>Assistant AD, Operations/SWA</td>
<td>Cindy Vaios</td>
</tr>
<tr>
<td>Director of Sports Information</td>
<td>Nick Irwin</td>
</tr>
<tr>
<td>Faculty Athletics Representative</td>
<td>Mike Rulison</td>
</tr>
<tr>
<td>Faculty Athletic Representative</td>
<td>Iona Wynter-Parks</td>
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<tr>
<td>Head Athletic Trainer</td>
<td>Jamie Hobart</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Paige McCirie</td>
</tr>
<tr>
<td>Baseball Head Coach</td>
<td>Dan Giordano</td>
</tr>
<tr>
<td>Baseball Assistant Coach</td>
<td>Mike Shepherd</td>
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<tr>
<td>Men's Basketball Head Coach</td>
<td>Phillip Ponder</td>
</tr>
<tr>
<td>Men's Basketball Assistant Coach</td>
<td>Zach Altany</td>
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<tr>
<td>Women's Basketball Head Coach</td>
<td>Alex Richey</td>
</tr>
<tr>
<td>Women's Basketball Assistant Coach</td>
<td>Kat Frisby</td>
</tr>
<tr>
<td>Men's and Women's Cross Country Head Coach</td>
<td>Kirk Shellhouse</td>
</tr>
<tr>
<td>Men’s and Women’s Golf Head Coach</td>
<td>Jim Owen</td>
</tr>
<tr>
<td>Men’s Lacrosse Head Coach</td>
<td>Zach Taylor</td>
</tr>
<tr>
<td>Women’s Lacrosse Head Coach</td>
<td>Britney Hughes</td>
</tr>
<tr>
<td>Men’s Soccer Head Coach</td>
<td>Jon Akin</td>
</tr>
<tr>
<td>Men’s Soccer Assistant Coach</td>
<td>Joe Baia</td>
</tr>
<tr>
<td>Women’s Soccer Head Coach</td>
<td>Wes Anania</td>
</tr>
<tr>
<td>Men's and Women's Tennis Coach</td>
<td>Peter Howell</td>
</tr>
<tr>
<td>Men's and Women's Track and Field Head Coach</td>
<td>Kirk Shellhouse</td>
</tr>
<tr>
<td>Women's Head Volleyball Coach</td>
<td>Joseph Goodson</td>
</tr>
</tbody>
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Other Important Numbers
Fax: 404-364-8445
Campus Safety: 404-504-1998
Conference Affiliation

The Southern Athletic Association is comprised of 8 members:
Berry College (Mount Berry, GA)
Birmingham-Southern College (Birmingham, AL)
Centre College (Danville, KY)
Hendrix College (Conway, AR)
Millsaps College (Jackson, MS)
Oglethorpe University (Atlanta, GA)
Rhodes College (Memphis, TN)
University of the South (Sewanee, TN)

All sports operating manuals can be found on the conference website at: www.saa-sports.com. Each coach is expected to attend the conference coaches’ meeting and run his or her team in accordance with conference rules and regulations.

SAA Sportsmanship Statement

“The SAA and the NCAA promote good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and the officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. The consumption or possession of alcoholic beverages and tobacco products is prohibited.” (SAA statement of sportsmanship is to be read before all home contests.)

Student-Athlete Advisory Committee

The student-athlete advisory committee is comprised of student-athletes assembled to provide insight on the scholar-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes’ lives on NCAA member institution campuses. The mission of SAAC is to “enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.” The committee will consist of two representatives from each varsity team. A president, vice president and secretary/treasurer will be elected by the committee members and will serve a two year term. Following the two years, the outgoing president will remain a member of the executive board as “Immediate Past President”; the VP will assume the role of president.

Academic and Athletic Policy Committee

The Academic and Athletic Policy Committee is comprised of the athletics director(AD), the senior woman administrator (SWA), the faculty-athletic rep(s) (FAR), one head coach and two student-athletes (one male/one female). The purpose of the committee is to oversee the academic and athletic welfare of Oglethorpe student-athletes, to include, but not limited to: eligibility, policy, competition scheduling and appeals. The committee will be chaired by the FAR.

Eligibility and Compliance

To be in good academic standing undergraduate students must achieve the cumulative grade-point average specified below in relation to the number of semester hours he/she has completed.

<table>
<thead>
<tr>
<th>Cumulative GPA Earned at Oglethorpe</th>
<th>Semester Hours Completed for Good Standing</th>
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<tbody>
<tr>
<td>1.50</td>
<td>0-35</td>
</tr>
<tr>
<td>1.75</td>
<td>36-64</td>
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<tr>
<td>2.00</td>
<td>65 and above</td>
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When an undergraduate (TU or EDP) student first fails to satisfy the requirements listed above, and therefore becomes not in academic good standing, a sequence of events will occur, as outlined in the OU Bulletin, Sec. 5.23.2.

Student Responsibility:

Students must understand that their choice of schedule — academic, athletic and extracurricular — may present them with scheduling conflicts. The student must be aware of the individual faculty member’s absentee policy and decide if that policy will work with his/her travel schedule for that semester.

Also, the student will notify the professor during the first week of class of his or her travel schedule. When a student misses class to travel to an away competition it is the responsibility of the student to work with the professor in making up the work that he or she missed. In the event of conflict, the student-athlete and/or coach are encouraged to work with the Faculty Athletic Representative to reach a solution.

While professors and coaches can be helpful in clarifying student thinking about the consequences of the choice a student makes, it is the student who finally must decide.

NCAA Eligibility Requirements

Academic Requirements for Student Athletes

Oglethorpe adheres to the eligibility rules established by the college, SAA and NCAA for all scholar-athletes. Registered, full-time students are eligible for intercollegiate competition. In order to maintain continuous athletic eligibility beyond the first year, a student-athlete must register for a minimum of 12 credit hours each semester and meet the school’s academic standards (OU Bulletin 5.23.1).

For a transfer student to be eligible to participate, the athletic director or compliance officer at the scholar-athlete’s previous school must certify that the transfer would have been eligible to participate had he or she remained at the previous school.

Dismissal or suspension from the institution for academic or disciplinary reasons may result in an interruption of continuous athletic eligibility per institutional and NCAA regulations.

Oglethorpe is a member of Division III of the NCAA. All Division III NCAA bylaws are available at www.ncaa.org. Additionally, an abridged listing of the most frequently referenced Division III bylaws is housed at www.oglethorpe.edu (keyword: athletics); choose the “Compliance” link.

All athletes must complete the required NCAA and university paperwork in order to be eligible for competition. A scholar-athlete is NOT permitted to practice with his or her team until all paperwork is completed.
Athletic Department Study Tables and Responsibilities

Coaches are responsible for assigning hours to all first year athletes (4 hrs./week) as well as any returning scholar-athletes whose previous semester GPA is in the following ranges:
- <1.9=6 hours
- 2.0-2.4=4 hours
- >2.5=0 hours

Failure to attend may result in practice/playtime suspensions

Students must understand that their choice of schedule — academic, athletic, and extracurricular — may present them with scheduling conflicts. The student must be aware of the individual faculty member’s absentee policy and decide if that policy will work with his/her travel schedule for that semester. Also, the student will notify the professor during the first week of class of his or her travel schedule. When a student misses’ class to travel to an away competition it is the responsibility of the student to work with the professor in making up the work that he or she missed. In the event of conflict, the student-athlete and/or coach are encouraged to work with the Faculty Athletic Representative to reach a solution. While professors and coaches can be helpful in clarifying student thinking about the consequences of the choice a student makes, it is the student who finally must decide.

Sports Medicine Clinic

The purpose of the sports medicine department is designed and equipped to prevent, evaluate, treat, and rehabilitate injuries, illnesses, and conditions due to a student-athlete’s participation in intercollegiate athletics. The department is staffed with professionals trained in injury evaluation, orthopedic care, injury rehabilitation, sports performance, strength and conditioning, and general healthcare needs. The sports medicine clinic is located in the Schmidt Center. Off campus, the sports medicine department has a unique relationship with Emory Healthcare, managed by head team physician, Dr. Sam Labib. Through this relationship, medical issues can be managed through Emory’s nationally recognized team of physicians. General healthcare services are provided through SmartCare Urgent Care clinic located next to Oglethorpe University. Oglethorpe provides optimal healthcare to student-athletes through an extensive network of professionals. The sports medicine department aims to enrich the student-athlete’s experience at Oglethorpe and protect their well-being.

Insurance

The athletic department has purchased a secondary insurance policy to cover all student-athletes. This insurance is designed to supplement the athlete’s primary health insurance and will be used to provide financial assistance to athletes acquiring bills from injuries resulting from participation in Oglethorpe Athletic practices and/or competitions. In general, this means that the university athletic insurance plan will take effect after all personal insurance options have been explored. Through the NCAA, all student athletes are covered by a catastrophic insurance policy. When a sports related injury occurs, athletes should report the injury to the Athletic Training staff and secure the appropriate paperwork from the head Athletic Trainer. Completed forms should then be returned to the head Athletic Trainer who will forward them to the appropriate parties.

All athletes must have a completed physical to compete in Oglethorpe Athletics.

Practice Coverage: A Certified Athletic Trainer (ATC) will be on site for all official OU practices held on campus between the hours of 6:00am through 10:00pm. Should an emergency occur outside of those hours, the supervising coach should activate EMS and use the CPR/First Aid skills they possess as all full time coaches maintain Basic CPR certification. Following the transport of the athlete to the ER, the coach will then alert the Athletic Director and the Head Athletic Trainer. All other injuries should be reported to the Athletic Training staff during regular hours. Regular hours will be posted on the Athletic Training room door and adjusted accordingly to practices/games.

Practice Changes: In the event that a practice time change occurs, the coach will inform the Athletic Training staff no less than 24 hrs before the day of the practice change. If the Athletic Training staff is not given appropriate notification, the practice may not be covered. In that case, the coach will treat emergencies as they do when practices fall outside of the 6:00am-10:00pm window. Non emergent injuries will be reported to Athletic Training staff.

Non Traditional Season Practices: Practices during a team’s Non Traditional Season will be covered when the staff is on campus for teams that are in their traditional season.

NCAA Drug Testing and Banned Substances

The complete Drug Testing booklet and protocol can be found on the NCAA website at www.ncaa.org/health-safety.

- Each scholar-athlete MUST sign the drug testing consent form each academic year when the team first reports to practice (or by the fourth Monday of the term). Additionally a student-athlete must complete the student-athlete statement form prior to participation.
- A scholar-athlete is not eligible to compete until the form has been signed. (These forms will be administered at the fall, winter and spring athlete meetings)
- First Offense
  - A scholar-athlete who is found to have used a substance on the list of banned drugs through an NCAA drug test shall be declared ineligible for further participation in regular and post-season competition.
- A scholar-athlete who tests positive shall be charged with the loss of a minimum of one season of competition. The student-athlete remains ineligible for all regular and post-season competition during the time period ending one calendar year after the positive drug test and until the student-athlete tests negative.
- Second Offense
  - If a scholar-athlete tests positive for a second time (for any drug other than a “street drug”) he or she shall lose all remaining regular and post-season eligibility in ALL sports.
  - If the scholar-athlete tests positive for the use of a “street drug” after being restored to eligibility he or she shall be charged with the loss of a minimum of one additional season of competition in all sports and also shall remain ineligible for regular and post-season competition through the next calendar year.
Other Details

- Methods for drug testing are summarized in the NCAA News and posted on the NCAA website.
- Information regarding medical exceptions and procedures can be found at www.ncaa.org/health-safety.

For additional information, NCAA athletes may contact the Resource Exchange Center at 877.202.0769 or www.drugfreesport.com/rec.

***Before scholar-athletes consume any nutritional/dietary supplement product, they should review the product and its label with the athletics department staff. Dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a dietary supplement ingredient is taken at the student-athletes risk.

Oglethorpe Alcohol and Drug Policy

The Department of Athletics at Oglethorpe University firmly believes that the use of drugs and alcohol can have a negative effect on the performance of the scholar-athlete, both in the classroom and on the playing field. Students at Oglethorpe University are expected to be acquainted with and abide by both the State of Georgia and university regulations regarding the consumption of alcohol and possession of drugs.

- The consumption of alcoholic beverages by persons under the age of 21 and the furnishing of alcohol to an individual under 21 are violations of state law.
- If all members of a room or suite are under the age of 21 no alcohol may be present in that room at any time.
- The use of alcoholic beverages on campus by students of legal age is permitted only in the privacy of their living quarters (or at events or in locations authorized by the dean of students).
- Residents cannot host open invitation or large private parties with alcoholic beverages.
- Open containers of an alcoholic beverage are not permitted outdoors or in public areas of residence halls or elsewhere in campus buildings.
- Driving under the influence of alcohol or drugs on campus will be dealt with as a severe disciplinary matter; students who have been determined to be driving under the influence will have their driving privileges suspended on campus.
- Paraphernalia, equipment and other devices designed to increase the rate of consumption or intake of alcohol or illegal drugs such as bongs, funnels and kegs are prohibited from campus.
- The possession, use or distribution of illegal drugs or substances used for illicit purposes on campus will be subject to disciplinary action by the university and potential state sanctions.

The details of the university policy on drugs and alcohol can be found in the Bulletin.

Scholar-Athlete 72-hour rule

All OU scholar-athletes will refrain from drinking while in season (both traditional and non-traditional) and specifically 72-hours in advance of an athletic competition. Violators that have been caught consuming alcohol or presenting actions that are consistent with being under the influence of alcohol, will adhere to the following sanctions, in addition to university sanctions, and or county sanctions. These sanctions are for those of legal age 21 and up; it is illegal for those under 21 to consume alcohol and will be sanctioned under university policy.

1. First offense - a reflection paper to be presented to an audience of peers and administrators.
2. Second offense - minimum 1 game/contest suspension
3. Third offense - immediate dismissal from team

***The illegal use of alcohol and recreational drugs is not allowed. It is important that it be understood the use of such substance(s) on an OU sanctioned athletic trip will result in a severe penalty and may result in dismissal from the team.

Hazing and Initiation

Hazing is defined as an intentional action taken or a situation created by an individual or group, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule in another person or group, regardless of the consent of the participants. Any act that interferes with regularly scheduled classes or academic pursuits of a student may also be defined as hazing. Oglethorpe athletic department administrators, coaches and staff firmly believe that there is no place in athletics for hazing or team initiations involving hazing. Acts of hazing are prohibited by Oglethorpe, as spelled out in the Bulletin. Hazing activity by a scholar-athlete may lead to disciplinary action up to and including dismissal from his or her team and possibly from the university. Additionally, if a hazing incident is found to be pervasive within a particular Oglethorpe athletic team, the sport may be suspended.

The individual or group activities that are prohibited include but are not limited to the following:

- Requiring participation in activities that by design do not allow for adequate time for studying.
- Requiring the use of alcohol in any process or activity.
- Requiring nudity at any time.
- Throwing substances or objects at individuals.
- Vandalizing, defacing or stealing property.
- Verbal abuse or threatening physical harm.
- Assigning unreasonable chores.
- Forcing a person to eat something against his or her will.
• Requiring excessive exercise and/or sleep deprivation.
• Requiring the wearing of public apparel which is conspicuous and not normally in good taste.
• Requiring participation in morally degrading or humiliating games and activities.

Gambling

NCAA Position on Gambling
The NCAA has a clear, direct policy regarding sports gambling. The NCAA prohibits the participation in any form of legal or illegal sports gambling because of its potential to undermine the integrity of sports contests and jeopardize the welfare of the scholar-athlete and the intercollegiate athletics community. NCAA investigations have revealed that there is a very high incidence of gambling among college students. Student bookies are present at every institution. There is certainly no dispute that the impact of sports gambling is being felt on college campuses across the country. This is why the NCAA membership has adopted specific legislation prohibiting athletic department staff members, conference office staff and scholar-athletes from engaging in sports gambling activities as they relate to intercollegiate or professional sporting events.

As a college scholar-athlete, you must follow the rules of the NCAA. One of the rules, NCAA bylaw 10.3, specifically prohibits sports gambling. In clear, simple language, here’s what the rule means:

• You may not place any bet of any sort on any college or professional sports event.
• You may not give information to anyone who does place bets on college or professional sports.

That means...

• NO wagers for any item (e.g., cash, shirt, dinner) on ANY professional or college sports event, even those that don’t involve your college.
• NO sports pools, even those run by your friends in the dorm.
• NO internet gambling on sports events.
• NO fantasy leagues that award a prize and require a fee to participate.
• NO sports wagering using 800 numbers.
• NO exchange of information about your team with ANYONE who gambles.

The Consequences

NCAA rules are clear. The minute you are discovered to have made a bet of any kind on any college or professional sport, or to have given information to someone who does gamble…

• You are declared ineligible to compete in college sports.
• You are off the team.

For additional information visit: www.ncaa.org.

Facility and Equipment Policy

Facilities

All facility rentals and use by outside groups (i.e., anyone who is not an Oglethorpe student/alum or staff member) must be cleared through the special events office and the athletic director.

Anderson Field in Hermance Stadium: Anderson Field is to be used exclusively by members of the OU baseball team. Any other use of the field must be cleared with the athletic director.

Dorough Field House: Dorough is to be used exclusively by members of the OU volleyball and basketball teams. Athletes are to wear appropriate footwear on the floor and keep food and drink off the floor and out of the bleachers. Any other use of the facility must be cleared with the athletic director.

John P. Salamone Memorial Field: Salamone Field is to be used exclusively by members of the OU men’s and women’s soccer teams. Any other use of the field must be cleared with the athletic director.

Steve Schmidt Sport and Recreation Center: Schmidt Center is open to all members of the OU community during the posted hours. All members and guests are to sign in at the desk upon entering the gym. Each student is permitted two guests who must also sign in with the OU student. Guests are asked to bring a photo ID. Students are to be respectful of the equipment and may not use some pieces (i.e. bench press) without supervision.

Howell Tennis Courts: The tennis courts are to be used exclusively by members of men’s and women’s tennis teams. When the courts are not in use for practice or matches they are available for use by anyone with an Oglethorpe ID.

Track: First priority is given to members of the OU men’s and women’s track and field teams. When the track is not in use for practice or meets it is available for use by anyone with an Oglethorpe ID or with a track membership.

Turf Field: The turf field is to be used exclusively by our men’s and women’s lacrosse teams and men’s and women’s soccer teams in their respective seasons. When the turf is not in use for practice or games it is available for use by anyone with an Oglethorpe ID.
Other use of the field must be cleared through the special events office and the athletic director. This includes Oglethorpe organizations.

Meetings, Performance Appraisals and Vacation

Department Meeting Schedule

The Management Team, consisting of all Department Administration personnel, will meet bi-weekly.

The Athletic Department Staff will meet the second Tuesday of each month at 9:30 am.

Committees will meet as needed.

**If you have an item to put on the agenda for a meeting please see the appropriate staff member prior to the scheduled meeting time.

Performance Appraisals

The Athletic Director will meet with each coach for a mid-year and end-of year review.

The Athletic Director may choose to conduct exit interviews with seniors to get their perspectives on the Athletic program and individual coaches.

At the end of season meeting with the Athletic Director, the head coaches will be responsible for evaluating the performance of their assistant coaches.

Leave Policies and Vacation Time

Working in college athletics is not a Monday-Friday, 9-5 job. The nature of our business requires that we are flexible in our work weeks and can differentiate job responsibilities from in-season and out of season. The expectation is that each coach is working hard to improve his or her program which may require long work weeks in season and fewer hours per week out of season. Please take note of the University-wide policy on vacation time and leave policies in the staff handbook. When you are out of the office for “business” (traveling with the team, recruiting, attending conferences, etc.) please notify the Athletic Director prior to your departure.

Policy on Athletic Scheduling

Contest Scheduling: Every possible effort will be made to keep extra travel days to a minimum and to spread throughout the week the days on which contests are scheduled.

Regular season games should not be scheduled during reading days or final exam weeks. Games may be scheduled on days in which no team member has an exam (i.e. Saturday and Sunday). Teams and individuals selected to participate in post-season championship events are exempt from the guidelines prohibiting competition during reading days and final exams.

Individual coaches are responsible for preparing their schedule for the upcoming season in accordance with university, SAA and NCAA guidelines. All schedules must be approved by the Athletic Director.

Once the schedule has been approved the Office of the Athletic Director will send out game contracts to all opponents. Coaches do not need to send out contracts on their own.

Team Practices: A team must take one day a week off when classes are in session(a “week” is defined as any seven consecutive days). During this day off there may be no mandatory sport-related activity conducted by a member of the coaching staff.

Coaches are asked to make their best attempt to schedule practice sessions around their scholar-athletes’ classes. When one or more teams are in season and need the same facility (e.g., men’s and women’s basketball) it is up to the coaches to establish a practice schedule which allows both teams equal access to the facility.

If a team wishes to practice outside of their traditional season they must defer to teams that are currently in season. For outdoor sports, prior to the season there will be a rotating schedule established to accommodate all teams indoors on days when practice is rained out.

Officials

Each team is responsible for making arrangements for game officials based on appropriate SAA and NCAA guidelines.

Game Management

The Athletic Director will assign staff to oversee all aspects of game management. Prior to the start of the season each head coach should schedule a meeting with their designated Game Operations Manager. the Associate AD for Game Operations to determine a game day checklist and delegate responsibilities.

All student workers must attend a training session prior to the first game to learn to operate the equipment (e.g. scoreboard, shot clock, sound system, etc.) Everyone working a game must arrive at a designated time prior to the start of the game dressed in the appropriate uniform.

Recruiting

All teams are classified as NCAA Division III; coaches are expected to adhere strictly to the recruiting regulations found in the current NCAA Manual or online www.ncaa.org.
Once a scholar-athlete begins the admission process, it is up to the admission and financial aid office to communicate with the prospective student-athlete about his or her financial aid package. **Coaches are prohibited from getting involved in the financial aid process of student-athletes.**

**Any time a prospect is staying overnight on campus please provide the athletic director with the prospect’s full name, the dates he or she will be on campus and the host student’s name and contact information.**

### Unofficial Visits
- Prospect can make an unlimited number of unofficial visits (can be done prior to senior year in high school).
- We may provide three complimentary tickets to intercollegiate games or practices.
- We may provide prospect with a meal in the on-campus dining facility.
- We may provide housing if such housing is generally available to all visiting prospective students. (Prospect may stay in the dorms if he or she pays the regular institutional rate for such lodging.)
- We may provide transportation to off-campus practice or competition sites with an athletic staff member.
- We may arrange academic interviews for a prospect.

### Official Visits
- We may pay for only one official visit per prospect; has to take place after the first day of classes’ senior year.
- Visit cannot exceed 48 hours; time starts when the prospect arrives on campus.
- We may provide lodging and meals as normal students would receive
- We may not provide additional rooms, but additional persons can stay in the same hotel room as the prospect.
- We may pay for a pre/post game meal for prospect, parents/guardian and spouse.
- We may pay for prospect’s actual costs when traveling to and from the school for visit.
- Host student entertaining prospect may:
  - Receive $20/day to cover the actual costs of entertaining the prospect (and prospect’s parents) excluding meals.
  - Receive a complimentary meal provided the student is accompanying the prospect.

### Student Host Recruiting Regulations
Acting as a student host is an important service to your institution and the Department of Athletics. Appropriate conduct is required of you by the institution and NCAA standards. Filling out request below is mandatory when hosting recruits over night.

1. You must be enrolled at Oglethorpe University to be a student host. The following expectations apply during the visit:
   a. No activity that violates criminal law.
   b. No use of alcohol or drugs.
   c. No gambling/gaming activities.
   d. All entertainment will meet university expectations and NCAA rules.
2. Only you shall be provided money with which to entertain only yourself, the prospect, the prospect’s parents (legal guardian) or spouse. Other students may assist with hosting the prospect, but shall pay for their own entertainment.
3. A maximum of $40 per day may be provided to cover the entertainment expenses of both yourself and the prospect. You may be provided an additional $15 per day for each additional prospect entertained by you. No cash may be given to the visiting prospect or anyone else.
4. You may not use entertainment funds to purchase or otherwise provide the prospect with gifts of value (e.g., souvenirs or clothing).
5. You may not use vehicles provided or arranged for by an institutional staff member or booster of the athletics program.
6. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
7. You should not allow recruiting conversations to occur, on or off campus, between the prospect and a booster of the athletics program.
8. The prospect should not be permitted to participate in any organized athletic activity involving or related to the sport for which the prospect is being recruited.
9. You may receive a complimentary admission when accompanying the prospect to a campus event.
10. You are responsible for turning in any receipts and/or remaining cash from the funds advanced. This should be completed on the day following the prospect’s visit.

**Student Host**____________________  **Date**____________________

**Recruiting Coach**____________________  **Date**____________________

### Off-Season Activities
Per NCAA bylaw 17.02.1.1, “Student-athletes and members of the coaching staff shall not engage in athletically related activities outside the institution’s declared playing season.” Sports that have a non-traditional segment of their season are permitted to take advantage of the outlined number of practice and competition opportunities.
After the team has completed their last game of the season any member of the coaching staff is NO LONGER permitted to work with his or her athletes. Coaches cannot require athletes to participate in any workouts.

**Athletically related activities (as defined by the NCAA):**

1. Practice run by a member of the coaching staff, including:
   a. Field, floor or on-court activity.
   b. Setting up offensive or defensive alignment.
   c. Chalk talk.
   d. Lecture on or discussion of strategy related to the sport.
   e. Activities using equipment related to the sport.
   f. Discussion or review of game films.
2. Competition.
3. Required weight training or conditioning activities directed by institutional staff member.
4. Participation in physical fitness class conducted by a member of the athletics staff, unless such a class is open to all students.
5. Required participation in camps, clinics or workshops.
6. Individual workouts supervised by a member of the coaching staff (a coach can design an individual workout but cannot conduct the workout).
7. Practices run by members of the team that are considered requisite for participation in that sport (e.g., captain’s practices).
8. Visiting competition sites in cross country and golf.
9. Reservation of an institute’s athletic facilities when activities are supervised by a member of the coaching staff.
10. Strength and conditioning coaches working with enrolled athletes in REQUIRED conditioning programs; they can monitor individual VOLUNTARY workouts.
11. Observation by a member of the coaching staff of non-organized sport-specific activity. A coach may observe enrolled scholar-athletes in summer league games provided the coach does not direct or supervise the activity.

**Awards and Banquets**

**Banquet**

SAAC will host an awards banquet to honor those student-athletes that have achieved in the classroom, on their respective fields of play, in the community and have shown great sportsmanship and spirit throughout the year. The SAAC committee will nominate and, along with the Athletic Director, Sports Information Director and select committee members, honor the most deserving teams and individuals.

**Awards**

At the end of the season, each coach may present awards to team members. These awards may include (but are not limited to) Most Valuable Player, Best Offensive Player, Best Defensive Player and Stormiest Petrel Award. Please notify the SID of team award winners after announcement.

**Banquets**

At the end of the season each team can hold a banquet (at their own expense) at which the team distributes awards and recognizes outstanding achievements. The total value of an underclassman award shall not exceed $150; the total value of a senior award shall not exceed $300 (per NCAA guidelines). Cash awards, gift certificates and club memberships are prohibited gifts.

**Commitments**

D-III does not have a binding letter of intent. Institutions are prohibited from using a letter of intent or a similar form of commitment for a prospective scholar-athlete. However, general pre-enrollment forms used by all students are permissible.

A coach cannot publicly comment on the skills, etc. of a prospect until the prospect has signed the University’s written offer of acceptance. A coach can announce the prospect is attending the school only after the paid acceptance of the institutions written offer of admission and/or financial aid.

**Multi-Sport Athletes**

If a scholar-athlete would like to participate in more than one sport at Oglethorpe he or she must meet with the coaches of both sports to discuss the specific situation. Through a dialogue with everyone involved the coaches should work to establish guidelines for participation and ensure that the scholar-athlete is aware of the effects of his/her decision (e.g., participating in a second sport could improve core conditioning or participating in a second sport and missing workouts could put you behind). Coaches should consider who spent time and money recruiting the particular scholar-athlete.

Once a scholar-athlete commits to a team he or she is part of the team until the season ends. If an athlete quits one team mid-season he or she cannot join another team until the season of the first sport is over. Special situations may be handled on a case by case basis with the approval of the athletic director.

**Budgets and Fundraising**

Each head coach is responsible for managing and administering his or her budget. Copies of all check requests need to be submitted to the Athletic Director so that he/she can maintain records of the master budget.

Team budget is to include all expenses associated with the individual team from travel and meals to recruiting and equipment.
Budget reports will be submitted to coaches periodically. Please make sure each report (including deposits into your account) reflect your records. Credit card statements are available on-line.

Submitting receipts after a trip: Upon returning from a trip fill out the “Travel and Entertainment Expense Report” available online. Please include all receipts attached to the back. Any charges to your Credit Card should be included within this report with the appropriate account code for each charge. This should happen within 48 hours after the trip has concluded.

Cash advance checks: If you need cash for a trip use the “Check Request Form” available online. Please note that a request over $500 requires a VP signature. Each time you distribute cash to your athletes they will need to sign a form that includes their name, last four numbers of their social security number and amount of cash received. This form should be turned in with all other receipts for the expense report. Any remaining cash that needs to be deposited back into your account should be submitted to the Athletic Director.

**Fundraising**

All team fundraising projects must be approved by the Athletic Director and the VP of Development prior to their start.

**Travel**

Requests for meal and lodging money should be made well in advance (minimum of 2 weeks) through the business office. Please use the check request form. Note that any request over $500 requires the Vice Presidents’ signature.

1. Only coaches may drive University rented vehicles. All vehicles must be rented through an approved rental company. Coaches are expected to report any vehicle related problems occurring during the trip. All bus transportation should be scheduled with the department approved bus company.
2. Coaches are responsible to make approved lodging arrangements well in advance of scheduled events. Teams should make every effort to stay at hotels that cost $80 a night. A list of hotels and rates will be made available.
3. Coaches are responsible for cashing checks in advance. All expenditures must be accounted for through confirmed receipts. Confirmed receipts are defined as those stating total costs for all meals eaten, including tips. Funds not expended should be properly returned, along with the completed appropriate expense report. Travel expense reports are due to the Athletic Director within two days following return to campus.
4. Athletes are to receive $21/ day for meal money. Each time cash is distributed to a student-athlete he/she will sign a form stating the amount received. This form is to be submitted with the trip expense report.

5. Coaches are responsible for personnel and team supervision to include team discipline on all trips. **Alcoholic beverages are not permitted at any time in association with an athletic trip/ contest.**

6. Travel squad size per team (SAA/ NCAA):
   - Baseball-27*/25
   - Basketball-15*/20
   - Cross Country- 12*/12
   - Golf-6/5
   - Soccer-25*/22
   - Tennis-8* (minimum of 4)
   - Track and Field-no limit (max of 4 entries per event)
   - Volleyball-17*/22

   * Refers to the maximum number allowed in uniform; no limitations on size of travel squad

   **For individual-team championships per diem and transportation expenses are provided for each competing individual and the following number of non-athletes: one non-athlete for institutions with one to eight individuals selected two non-athletes for institutions with more than eight individuals selected.

**Transportation**

**Rental Cars/ Vans:**
For safety reasons, coaches are strongly encouraged to remove the back seat of a 15 passenger van (or attempt to rent 12 passenger vans when available). Please compare prices and availability for using a 24 passenger van when renting 2 or more vans.

**Bus:**
OU athletics has a department wide contract with American Coach of Atlanta. Requests submitted to the Athletic Director.