1.0 Mission Statements

1.1 College of Charleston

The primary function of the College of Charleston Athletics Department is to work to fulfill the educational mission of the College. The role of the College in a student’s life is to prepare all athletes, including women and minorities, for fulfilling lives and careers by developing their ability to think clearly, make sound judgments and communicate effectively. Moreover, the College is committed to developing in students an awareness of the ethical and aesthetic choices that life presents, and the desire to sustain lifelong learning. The Athletics Department supplies all student-athletes with these experiences and is committed to fulfilling its responsibilities to all student-athletes regardless of gender or race. The Athletics Department is committed to equitable opportunities for all students and staff, including women and minorities. Policies and procedures are established so that all student-athletes may achieve the best possible educational and athletic experience. It is also the responsibility of the institution and the Department of Athletics to provide the best environment for all student-athletes to compete against quality opponents within the rules of the institution, the Southern Conference (SoCon), and the National Collegiate Athletic Association (NCAA). (Revised on 10-18-02)

1.2 National Collegiate Athletic Association

The Association, through its members, strives to maintain intercollegiate athletics as an integral part of the student-athletes’ total educational experience. The NCAA also stands for good conduct in intercollegiate athletics and serves as the college’s national athletics accrediting agency.

1.3 The Southern Conference

It is the purpose of the Southern Conference to facilitate intercollegiate athletics competition and academic pursuits among its members, to promote intercollegiate athletics for all students, to promote the Conference enterprise, to ensure that support and funding of athletics is placed in the appropriate perspective for an educational institution, to enrich the athletic and educational experiences of the student-athletes, and to keep intercollegiate athletics in the proper perspective by making them a supportive but not principal feature of college and university life.
2.0 Job Descriptions

2.1 Director of Athletics

The Director of Athletics is responsible for the overall implementation of the program goal statement and objectives and reports directly to the President of the College of Charleston. The President evaluates the Director of Athletics as to job performance and adherence to NCAA and Southern Conference rules and regulations.

2.2 Associate Director of Athletics/SWA

The Associate Director of Athletics/SWA is a vital part of the athletic administrative staff involved with the conduct of the College of Charleston intercollegiate athletics programs. The Associate Director of Athletics/SWA serves as a key voice in the governance of the athletics program by participating in decisions regarding issues affecting student-athletes welfare. In addition, the Associate Director of Athletics/SWA participates on hiring committees, assists with the colleges’ gender-equity plan, and attends conference meetings as needed. The Associate Director of Athletics/SWA also participates in additional duties as assigned by the Director of Athletics.

2.3 Assistant Director of Athletics for Media Relations

The Assistant Director of Athletics for Media Relations is responsible for many functions, which includes:

- Web Masters for Athletics web site (Layout, design and content)
- Directs informational flow for College of Charleston Athletics Program.
- Press management.
- Supervises media credential requests.
- Develops and maintains contacts with the media.
- New releases.
- Coordinates all public address announcements.
- Sports media guide publications.
- Game programs.
- Researches and updates all information on all athletic programs at the College of Charleston.
- Assists with additional duties as assigned by the Director of Athletics.
- Event coordinators, game-day operations, facilities and managers.
- Maintain newspaper clippings and photo archives.
- Coordinates press conferences and media luncheons.

The Assistant Director of Athletics for Media Relations reports to the Director of Athletics.
2.4 Director of Compliance

The Director of Compliance coordinates all aspects of the NCAA, Southern Conference and College of Charleston rules compliance program. He/she will provide rule interpretations on NCAA legislation for the College community, administer NCAA student statement and drug consent program, and investigate and report all cases regarding violations of NCAA legislation. The Director of Compliance will address athletic boosters as to the pertinent NCAA legislation, update and educate the coaching staff on NCAA legislation and coordinate all Southern Conference and NCAA required documents for eligibility of all student-athletes. The Director of Compliance is also responsible for overseeing the academic support services program for student-athletes. The Director of Compliance reports directly to the President.

2.5 Head Athletic Trainer

The Director of Athletic Trainers is responsible for all sports medicine functions, which includes:

- Training Room rules and regulations.
- Training Room supplies.
- Maintenance of athlete injury treatment and rehabilitation records.
- Athletic training students (conduct, assignment, and treatment procedures).
- Injury assessment.
- Insurance forms and policy.
- Assist in scheduling appointments to outside healthcare providers.
- Treatment and rehabilitation of injured student-athletes.
- Sports Medicine budget.
- Oversees other certified staff members.
- Assist in additional duties as assigned by the Director of Athletics.

The Director of Athletic Trainers reports to the Director of Athletics.

2.6 Faculty Athletic Representative

The Faculty Athletic Representative (FAR) is responsible for reviewing the academic records of all student-athletes. This must involve reviewing the Satisfactory Progress Report information collected by the Eligibility Coordinator in the Registrar’s Office. The FAR is responsible for the oversight of academic advisors of student-athletes. The FAR is the Southern Conference voting member for the institution.

The FAR is responsible for providing information to coaches, student-athletes, and the academic advisors at the beginning of each academic year related NCAA and College of Charleston academic regulations. He/she is responsible to investigate instances of student-athlete
misconduct, both on and off the playing field. He/she is to ensure that student-athletes are
treated fairly in these investigations and attend any Student Government courts, hearings, etc.
with the student-athlete.

2.7 Director of Sports Marketing/Promotions

The Director of Sports Marketing/Promotions is responsible for all aspects of marketing and
promotions, which includes:

- Establishing and maintaining corporate sponsorship accounts.
- Special promotions at athletic and special events.
- Coordinates sales and coverage for athletic and special events.
- Managing, and producing all marketing materials and activity.
- Actuating and implementing promotional/fund-raising events to generate additional
  business and exposure.
- Reviewing and analyzing marketing goals and advertising sales.
- Maintains sponsorship budget.
- Manages minimum of two interns/student workers per semester.
- Enlarging mascot, student-athlete activities, awareness about the College in the
  community.
- Game day manager for men’s/women’s basketball, men’s/women’s soccer, volleyball,
  baseball and softball.

The Director of Sports Marketing/Promotions reports to the Director of Athletics.

2.8 Director of Strength & Conditioning

The Director of Strength & Conditioning is responsible for all aspects of strength and
conditioning of our athletes, which includes:

- coordinates and implements the strength, conditioning and assessment program for the
  entire athletic program.
- supervises strength training facilities.
- manages budget
- supervises the strength and conditioning program.
- supervises the drug-testing program for student-athletes.
- manages full and part time and undergraduate staff.

The Director of Strength & Conditioning reports to the Director of Athletics.
2.9  Head Coaches

All Head Coaches are responsible for their respective athletic programs, which includes:

- Management of Program
- Recruiting- Oversee All Operations
- Develop Winning/Competitive Environment
- Efficient Use of Budget
- Scheduling
- Practice Organization
- Game Preparation
- Student-Athlete Development
- Admissions and Financial Aid
- Fund-raising
- Media Relations
- Alumni Development
- Camp Director (Added 11-21-02)

All Head Coaches report to the Director of Athletics who evaluates the coach’s performance and adherence to NCAA and Southern Conference rules and regulations.

2.10  Assistant Coaches

All Assistant Coaches will be responsible for the following:

- Program Administration
- Recruiting
- Academic Support
- Team Travel
- Equipment
- Practice Organization
- Game Management
- Film Breakdown
- Alumni Network
- Scouting
- Managers

Assistant Camp Director.  (Added 11-21-02)
The head coach will assign duties for his/her assistant coaches and evaluate their job performance and adherence to NCAA and Southern Conference rules and regulations.

2.11 Volunteer Coaches

Volunteer coaches cannot receive compensation or remuneration from the institution’s Athletics Department or any organization funded whole or in part by the Athletics Department or that is involved primarily in the promotion of the institution’s athletics program (e.g., Cougar Club, athletics foundation association).

- Volunteer coaches cannot contact or evaluate prospects off-campus.
- Volunteer coaches can receive a maximum of two complimentary tickets for home contest in the coach’s sport.

2.12 Administrative Assistants To Head Coaches

These assistants are prohibited from engaging in coaching duties as per NCAA Bylaw 11.7.1.1.1.1. They do not count as coaches and should not be identified as coaches and should not be called Coach. They should not be involved in any way shape or form in the following:

- Any on or off field/court coaching activities.
- Any meetings involving coaching activities.
- Analyzing videotape or film involving the institution’s or an opponent’s team.
- Any off-campus recruitment of prospects or scouting opponents.
- Any practices, shooting drills, skill instruction or conditioning.

Administrative Assistants are permitted to sit at the end of the bench during competition. Please note that this person shall be responsible for all administrative duties only. A violation of this rule will result in the reduction of the coaching staff.

3.0 Financial Administration

3.1 Purchasing

The administration is very adamant that persons follow ordering instructions COMPLETELY when filling out orders for supplies or equipment. All purchasing must be done through the proper channels and goods should be delivered to the College’s Purchasing Department only. The College is not bound to pay for any purchases which do not meet state procurement codes.

For purchases over $1500.00, three bids are required to be attached to the purchase requisition along with an explanation why you want to use the selected vendor.
Failure to complete a purchase order PRIOR to ordering leaves the coach/administrator accountable for payment and could result in further disciplinary actions.

Pick up and delivery through Central Receiving should be marked on all purchase orders to ensure correct paperwork.

3.2 Travel

3.2.1 Team

Upon completion of scheduling, the head coach should complete for each away contest a Travel Authorization Form and Cash Advance Form. They also need to do an Intra Department Transfer Form for the Motor Pool. These forms are to be delivered to the Associate Director of Athletics/SWA for APPROVAL.

No travel advance, travel agency invoice or any travel expense can be paid without PRIOR approval by the Associate Director of Athletics/SWA.

3.2.2 Per Diem (Team and Individual)

Per diem is limited to $32.00 per person per day for out-of-state travel and $25.00 per person per day for in-state travel. The breakdown is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Out-of-state</th>
<th>In-state</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$9.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$16.00</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

You must depart from Charleston before 11 A.M. to be eligible for lunch and return after 8:30 P.M. to be eligible for dinner.

All receipts must be submitted for reimbursement.

For travel purposes, coaches should use the numbers that are maximum allowable travel squad.

3.2.3 In-Town Meals During Holidays and Preseason

No cash should be given to student-athletes for meals except in emergencies. All meals should be arranged in advance through restaurants or on campus in ARA restaurants. ARA should be given preference is securing meals. The daily meal allotment per athlete should range between $20 and $25. The prorated values are: $6/ $7/ $12. When using area restaurants, check with the Associate Director of Athletics for proper procedures. (Added on 10-18-02).

3.2.4 Pre-Game Meals
All pre-game meals should be on campus unless ARA is closed during this time period or due to the holidays. Student-athletes who are on the full 21 meal plan are encouraged to use their meal cards. (Added on 10-18-02).

3.2.5 Post-Game Meals

Post-game meals are to be arranged in advance to secure the best prices. The meal maximum is $10 including tip.(Added on 10-18-02).

3.2.6 Lodging

All lodging should be arranged by the head coach or designee.

The best accommodations with the best rates within the region should be used.

All teams are strongly encouraged not to stay four (4) to a room. Three (3) to a room with a cot is acceptable. (Added on 10-18-02).

3.2.7 Cash Advance

Advances can be used on out-of-town trips. At least one week prior to departure, the coach should submit the Cash Advance Form to the Associate Director of Athletics/SWA for APPROVAL.

The forms will then be sent to the Controller’s Office. Coaches should pick up their advances in the Controller’s Office. Checks are printed on Sunday, Tuesday and Thursday evenings.

3.2.8 Travel Expense Report

Travel Reimbursement Vouchers accompanied by applicable receipts and a list of the travel party members and the corresponding TA number must be submitted to the Controller’s Office immediately.

Both cash expenditures and credit card expenditures should be included on the Travel Reimbursement Voucher.

Any money remaining from the cash advance must be deposited to the Treasurer’s Office using the Deposit Form. The receipt is then attached to the Travel Reimbursement Voucher and delivered to the Controller’s Office.

A copy of your reimbursement form should be xeroxed and turned in to the Associate Director of Athletics/SWA.
3.2.9 Transportation

Whenever possible, teams are encouraged to use the bus or conversion van. The 15 passenger van is restricted to 9 people. (Added 10-18-02).

4.0 Student-Athlete Financial Aid

4.1 National Letters of Intent

National Letter of Intent forms, received annually from the Conference office, are prepared in triplicate by the Administrative staff using written information from the coaches and adhering to timeliness, completeness and all applicable NCAA and Conference rules. With copies of outstanding offers on file, these forms, signed by the Director of Athletics, are logged out on the day they are sent. They are sent my mail or by Federal Express only under urgent deadline. Upon receipt of the signed forms, they are: checked for timeliness from the date of the offer and for accuracy; logged in with signing date; and sent to the President of the College for his signature. Upon return to the Department, they are copied for distribution by the staff. One original, along with a copy of the Athletic Grant-in-Aid, is forwarded to within the specified time period to the Conference Office, with a cover letter; copies are sent to the Director of Compliance and Director of Sports Medicine and to campus offices of Admissions, Advising and Residence Life. The remaining original National Letter of Intent is kept on file in chronological order, until the end of that year’s signing periods: at that time, the originals and copies are filed alphabetically. If the student did not keep his/her original copy of the National Letter of Intent, it is mailed to the student with a copy of the Grant-in-Aid signed by the President and a cover letter. If the forms are incomplete or fail to meet either deadline, the entire procedure must be repeated. NOTE: Given that the National Letter of Intent is a binding agreement that has the potential to adversely affect a prospect’s eligibility; coaches are expected to fully explain the terms, conditions and penalties associated with it before signing a prospective student-athlete.

4.2 Athletic Grant-In-Aid

Athletic grant-in-aid are awarded by the coaching staff with the approval of the Director of Athletics of the College of Charleston. This form is sent with the National Letter of Intent and processed in all steps in the same way as the National Letter of Intent. They are handled as confidential, privileged information, and distributed only to the Director of Compliance and the Financial Aid Office, or to the student and his/her parents or guardians.

It is the role of the Financial Aid Office to coordinate athletics aid with any other financial assistance for which a student-athlete is eligible. This coordination is to insure that the College is in compliance with all NCAA, Southern Conference and Institutional policies regarding the awarding of financial assistance to student-athletes.

4.3 Financial Assistance Reports
These reports are prepared according to written information from the coaches which is submitted by June 1 for the next academic year. These forms, for each team, are checked for completeness and accuracy, approved and signed by the Director of Athletics and forwarded by early June to

the Financial Aid Office for processing of Athletic Grants-in-Aid. When changes (increases or decreases in aid, additional names or deletions of names) are required, any changes and the semester affected must be clearly noted on the form. Copies are kept of the forms submitted and handled as confidential privileged information.

4.4 Institutional Financial Aid

Institutional aid consist of scholarships, grants, tuition waivers, loans, certain types of employment arrangements and government and private grants for which the institution determine the recipient and the amount of aid received. Refer to the NCAA Manual or consult the Director of Compliance to determine whether such aid is countable toward team equivalencies.

4.5 Pell Grant

NCAA regulations now permit student-athletes to receive full grants-in-aid in addition to a full Pell Grant without consideration to the institution’s cost of attendance. It is incumbent upon coaching staff members to ensure that prospective student-athletes are fully aware of the amount of athletics aid they will be receiving, excluding the Pell Grant. If a coach expects the student-athlete to use part or all of the Pell Grant to defray educational expenses, he or she should make certain the prospect and/or parents understand the terms of the agreement.

A full grant-in-aid as describe by NCAA regulations consists of room, board, tuition, fees and course related textbooks. Notice that Pell Grants are not considered to be part of the full grant-in-aid.

4.6 Renewal and Non Renewal Policy

In accordance with NCAA regulations, student-athletes must be notified by July 1 regarding the renewal, non renewal or reduction of their athletic grant-in-aid. If the student-athlete believes the reduction or cancellation to be unjustified, he/she is entitled to a prompt hearing before the institution’s regular Financial Aid Committee. The request for a hearing must be submitted in writing to the Director of Financial Aid. The notification of renewals, non renewals and reductions must come from the institution’s financial aid authority and not the athletics department.

4.7 Gradation or Cancellation of Scholarship
During the period of the award, the institution shall not increase a student-athlete’s grant-in-aid if such an increase is based on athletics reason. It is permissible to increase the grant-in-aid, provided the institution can demonstrate that the increase is unrelated to athletics reason (e.g., special circumstance).

In addition, athletic grants-in-aid may be increased before the period of award begins. Under NCAA regulations, the period of award begins with the first day of practice or the first day of class, whichever is earlier.

The institution may reduce or cancel a student-athlete’s athletic grant-in-aid during the period of the award, if the student-athlete voluntarily withdraws from the team for personal reasons, renders himself or herself ineligible for intercollegiate competition, fraudulently misrepresents any information on an application, letter of intent or financial aid agreement, or engages in serious misconduct warranting substantial disciplinary penalty. The grant-in-aid cannot be reduced or canceled during the period of the award based on an injury or illness, athletics performance or for any other athletics reason.

4.8 Procedure For Removing Student-Athlete From Scholarship

If a coach desires to RECOMMEND that a student-athlete’s athletic grant-in-aid be terminated, either during the period of the award, subject to applicable NCAA regulations, or for the ensuring academic year, he/she should notify the Director of Compliance of the recommendation. The Director of Compliance will notify the Director of Financial Aid that the coach is RECOMMENDING termination of the student-athlete’s athletic grant-in-aid.

4.9 Appeal Procedure

If a student-athlete believes the decision to terminate the athletic grant-in-aid is unjustified, he/she may request a hearing before the institution’s Financial Aid Appeals Committee. If the student-athlete requests a hearing, the Financial Aid Director will make the necessary arrangements with the appeals committee. The decision of the committee will be final.

5.0 Academics

5.1 Class Attendance

Class attendance is mandatory for all student-athletes. Athletes who are ill should go to Health Services for treatment and get a doctor’s note to be excused from any missed classes. Excessive absences are grounds for disciplinary action by the coach and/or the Department of Athletics, in addition to actions taken by the College.

Student-athletes may NEVER miss class due to athletic PRACTICE. This is a violation of
NCAA regulations. Coaches will be held directly responsible if such a violation occurs.

5.2 Excused Travel Absences

The Undergraduate Studies Office will issue a memo to every faculty member, for each sport, which will list the final team travel roster and all travel dates where those student-athletes are excused from class. This memo will be approved and signed off by one of the Undergraduate Deans.

5.3 Course Registration

The College of Charleston provides student-athletes with the privilege of early course registration. The Administrative Assistant to the Director of Athletics will notify all coaches as to the applicable registration dates and times. Student-athletes are RESPONSIBLE for removing all registration holds prior to the day of registration. Those who are unable to register early due to holds, must register at their regularly assigned times.

5.4 Study Hall Programs

Coaches are encouraged to conduct study hall programs for their teams members, especially for those experiencing academic difficulty. Policies for study hall attendance are left to the discretion of the coaching staff. Study hall programs should always be monitored by the head coach, assistant coach or the administrative assistant.

5.5 Textbooks

The Athletics Department may furnish textbooks that are required for academic courses. Student-athletes who are receiving book scholarships should go to the Bookstore on Calhoun Street next to the Joe E. Berry Hall Dorm to purchase his/her books. The following has been established:

- Books will not be pre-bagged.
- Athletes can only charge books and course related materials. (No notebooks, binders, pens, pencils, planners, etc.).
- Athletes will be required to sign the bookstore’s copy of the receipt. They will be advise to hold on to their receipts until THEY RETURN THE BOOKS TO THE BOOKSTORE AT THE END OF THE SEMESTER.
- Athletes will have until one week after the last day of drop/add period to charge their books. After that date, athletes will need approval from the Athletics Department to purchase books.
- Athletes MUST RETURN BOOKS TO THE BOOKSTORE within one week after the last day of examinations. Failure to do so will result in a hold of grades and the
suspension of their book scholarship for the following semester.

5.6 Summer School

Whenever coaches have excess scholarship monies, the money may be used at their discretion for summer school awards. If no excess scholarship monies exist, summer school will be allowed only for the student-athlete who meets one of the following criteria:

- need to retain eligibility for the next season.
- need to graduate the next semester or academic year (completed course audit required).
- need for on time graduation (completed course audit required).

These exceptions must be approved in advance through both the Associate Director of Athletics and the Director of Athletics before any commitments are made to the student-athletes concerning summer school. Funding for these exceptions will be discussed on an individual basis. (Added on 10-18-2002)

6.0 NCAA Compliance

6.1 Ethical Conduct

Individuals employed by, or associated with, a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall deport themselves with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Unethical conduct by prospective or enrolled student-athlete or a currently or former institutional staff member may include, but is not limited to the following:

- Refusal to furnish information relevant to an investigation of a possible violation of a NCAA regulation when requested to do so by the NCAA or the individual’s institution.
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete.
- Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper inducement or extra benefit or improper financial aid.
- Knowing furnishing the NCAA or the individual’s institution false and misleading information concerning the individual’s involvement in, or knowledge or, matters relevant to a possible violation of a NCAA regulation.
• Receipt of benefits by an institutional staff member for facilitation or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g. “Runners”).
• The Athletics Department forbids HAZING of any kind. Hazing is defined as an act which endangers the mental or physical health or safety of a student-athlete or general student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Athletics staff members may be suspended for a period of time without pay, or terminated if found to have been involved in deliberate and serious violation of NCAA rules.

For more information regarding athletics staff members obligations relative to ethical conduct, refer to Bylaw 10 in the NCAA manual.

6.2 Rules Education

The primary responsibility for rules education process rest with the Director of Compliance. The Director of Compliance shall inform coaches of any changes in NCAA legislation, review interpretations and address questions from the coaching staff.

In addition, the Athletics Department will hold a mandatory orientation for all student-athletes at the beginning of the academic year. The purpose of this meeting is to educate student-athletes regarding applicable NCAA, conference and institutional regulations.

Annually, the Director of Compliance and the Sports Information Department will be responsible for updating and distributing the institution’s rules education brochure entitled “Rules of the Game”. The purpose of this quick reference guide is to familiarize members of the college family with applicable NCAA regulations.

6.3 Coaches Certification Test

The Coaches Certification Test is administered annually by the Conference Associate Commissioner. Coaches are prohibited from participating in off-campus recruiting activities until they have passed the test. The certification period is from August 1 to July 31.

Prior to the test, the Director of Compliance will have practice test and any other relevant information available. Coaches, who do not successfully pass the test, must wait thirty days before retesting.

6.4 Recruiting Procedures

All coaching staff members are required to keep their recruiting logs current. All contacts, evaluations, phone calls and official visit must be properly documented. These logs should be
The process of certifying eligibility is a very time consuming process. Due to the extensive regulations, several individuals on campus are involved in the certification process. The team consist of an Eligibility Coordinator in the Registrar’s Office, the Faculty Athletics Representative, the Assistant Director of Financial Aid and the Director of Compliance.

Freshmen eligibility decisions are rendered by the NCAA Clearinghouse, with institutional oversight from the Eligibility Coordinator and the Director of Compliance.

Transfer eligibility certification is monitored by the Director of Compliance.

Continuing eligibility certification is monitored by the Eligibility Coordinator in the Registrar’s Office, with the Director of Compliance providing interpretations as the applicable regulations.

Generally, coaches are notified by the Director of Compliance when eligibility problems arise. Every effort will be made to notify all coaches regarding student-athletes with summer school needs. Where circumstances warrant, the institution will seek eligibility waivers from the NCAA Academic Requirements Committee.

6.6 Playing Season Regulations

During the playing season, coaches are permitted a maximum of twenty hours (20 hrs.) per week of countable athletically related activities, with no more than four hours (4hrs.) of countable activity during a single day. Student-athletes must be provided with at least one day (1) off during the week.

Outside of the playing season, coaching staff members are permitted to require a maximum of eight hours (8hrs.) of weight training and conditioning activities per week, with no more than four hours (4hrs.) in a single day. This activity may be supervised by any member of the coaching staff. Student-athletes must also be provided with one day (1) off during each week of
this period. During the eight hour per week weight training and conditioning week, coaches may also be involved in a maximum of two hours (2hrs) of skill instruction with no more than four (4) student-athletes at any one location, additional athletes are not to waiting or watching in the wings. This activity must be requested by the student-athlete and must not be required by the coach.

Prior to the beginning of each academic year, each coach will be provided with a playing season declaration form. Any changes in the playing season declaration must be submitted in writing to the Director of Athletics and the Director of Compliance. Coaches should never change their schedules without prior approval from the Director of Athletics.

6.7 Coaches Outside Income

In accordance with NCAA regulations, coaches must receive prior written approval from the Director of Athletics for all athletically related income receive from outside the institution. Sources of such income include, but are not limited to the following:

- Sports Camps
- Income from annuities
- Housing benefits
- Country Club Memberships
- Complimentary ticket sales
- Television and radio programs
- Endorsements with shoe, apparel or equipment manufactures

6.8 Student-Athlete Exit Interviews

NCAA regulations require that institutions conduct exit interviews from among its GRADUATING student-athlete population. Student-athlete who have exhausted eligibility but have not yet fulfilled graduation requirements are also interviewed.

The purpose of these interviews is to gather information about the student-athlete experience at the College of Charleston. The Director of Compliance and the Associate Director of Athletics/SWA are primarily responsible for assessing the information gathered via the interviews. The information is shared with the Director of Athletics. If deemed appropriate, changes in policy and procedure may be recommended in order to improve the student-athlete experience.

7.0 Other Areas Of Interest

7.1 Scheduling

Each coach shall schedule his/her games for the coming year while staying in contact with the
Director of Athletics. The NCAA rules will apply to the scheduling of athletic contest.

- It is imperative when scheduling that coaches keep in mind the number of days a student-athlete misses from school. Budget will also dictate the number of contests that a program can play. Please consult your NCAA manual for guidance on scheduling regulations.
- Fall and Spring sports schedules are to be turned in to the Director of Athletics, the Director of Compliance and Assistant Director of Athletics/Media Relations.
- There shall be no changes during the season except for changes due to the weather.
- Each coach shall review his/her schedule with the Director of Athletics before completing the Athletic Agreement.
- An Athletic Agreement shall be completed for each athletic contest that the team will play in during the current season. As soon as the Director of Athletics has approved a coach’s schedule, the coach shall complete an agreement form for each event and turn it in to the Administrative Assistant to the Director of Athletics. Correct signatures will be obtained on the forms and these forms will be mailed to each opponent.

- As each opponent returns the signed Athletic Agreement to the College, the coach shall return these forms to the Administrative Assistant where the forms will be filed for departmental records.

NOTE........NO AWAY CONTEST SHALL BE SCHEDULED DURING EXAMS. EVERY EFFORT SHALL BE MADE TO CHANGE REGULAR SEASON CONFERENCE CONTEST DURING EXAMS. CONFERENCE TOURNAMENTS THAT CONFLICTS WITH EXAMS NEED TO BE ADDRESSED AS EARLY AS POSSIBLE.

7.2 Game Contracts

Game Contracts, prepared on NCR triplicate forms printed by the Department, are prepared using written information from the coaches. One copy is kept on file by the Department with the returned signed original. Current year files of these contracts are kept for each sport with a season schedule and contracts in chronological game order.

7.3 Media Relations

The purpose of the Media Relation Office is to serve as the media liaison for the Athletics Department. The office will be responsible for handling all releases from the Athletics Department, handling statistics, overseeing statistical crews, and producing brochures, media guides and other publications.

7.4 Sports Medicine

7.4.1 Insurance
The Athletics Department carries insurance that will cover only injuries sustained while participating in official practices and scheduled events. The insurance policy is one of excess coverage, providing payment for legitimate claim balances AFTER coverage provided by any existing PERSONAL insurance plan.

7.5 Drug Testing Policy

7.5.1 Testing

Mandatory random testing for NCAA banned substances and/or illegal “street” drugs will take place throughout the academic year on various dates. Also, individual teams and individual athletes who qualify for post-season NCAA competition will be tested soon after notified on NCAA post-season participation.

Mandatory individualized testing may also occur. (See 7.4.3)

7.5.2 Random Testing

Every student-athlete shall be subject to be chosen multiple tests..

- It shall be the responsibility of the Head Coach of each team to acquire a signed notification form (distributed at the student-athlete orientation) from each student-athlete and turn in all forms AT ONE TIME to the Director of Strength and Conditioning.

- Refusal to sign the Drug Testing Consent Form will be considered a test positive.

- A random drawing of student-athletes will be facilitated by software.

- Each Head Coach shall be notified in writing two (2) business days prior to testing of the team members who have been selected from his/her team. The Head Coach will notify their STUDENT-ATHLETES ON THE DAY OF THE TEST.

- Once a student-athlete has been informed, absence from testing or failure to cooperate with instructions given to the student-athlete at the test site will be considered a test positive.

- If the Head Coach is unable to notify the student-athlete on the day of the test, he/she will notify the Director of Strength and Conditioning in writing on the next business day after the testing. The written notification will be used for record keeping and should indicate the circumstances surrounding the failure of the Head Coach to notify the athlete. Specifically, the method(s) used, the number of attempts and the time of day of the attempts shall be included in the memo. The Director of Athletics may require that the student-athlete in question be held out of competition and any practices (including conditioning/weight training) until the written notification is submitted.

- Once written notification has been received, the Director of Athletics, the Director of Compliance and the Director of Strength and Conditioning will either:
- Accept the coaches/athletes circumstances.
- Reject the circumstances as being insufficient and require that the athlete be taken by the Head or Assistant Coach for drug testing at a date/time designated by the Head Strength Coach.

7.5.3 Testing In Response To Individualized Reasonable Suspicion

A student-athlete may be subject to testing at any time when, in the judgment of the Director of Athletics, there is reasonable cause to suspect the student is engaged in the use of any of the drugs prohibited by this policy. Individualized reasonable suspicion means: if the available facts were conveyed to a reasonable person unfamiliar with the student or athletics program, that person would conclude that there is a factual basis for determining that the student is using a prohibited drug. Such individualized reasonable suspicion may be based on information from any source, deemed reliable by the Director of Athletics, including, but not limited to:

- observed possession or use of substances that reasonably appear to be drugs of the type prohibited.
- arrest or conviction for criminal offense related to the possession, use or trafficking in drugs of the type prohibited, or
- observed abnormal appearance, conduct or behavior, such as unusual patterns of absence from training or competition, reasonable interpretable as being caused by the use of drugs of the type prohibited.

If individualized reasonable suspicion is found to exist, the Director of Athletics, or that official’s delegate, will meet with the student. At that meeting, the student will receive a written notice specifying the date, time and place at which the student shall be tested unless the student provides an explanation for the student’s behavior which is satisfactory to the Director of Athletics or that official’s delegate.

7.5.4 Team Testing

Teams which qualify for NCAA post-season competition will be required to participate in drug testing after being notified of post-season play before post-season begins.

- All student-athletes currently on the team travel roster will be required to test. This roster will consist of only those student-athletes who are eligible for post-season participation. This roster may include alternative eligible student-athletes who may be substituted at any time for current student-athletes on the NCAA post-season roster. Head Coaches will be required to submit this roster the Director of Athletics at the end of the regular season. Head Coaches may adjust this roster up to 48 hours prior to drug testing. This roster will be reviewed by the Director of Athletics and by the Director of Compliance.
- Head Coaches will be notified at least 24 hours before the testing date.
- The Head Coach will notify their team on the day of the test.
• If the Head Coach is unable to notify a team member on the day of the test, he/she will notify the Director of Strength and Conditioning verbally on the day of the test and in writing on the next business day after testing. The written notification will be used for record keeping and should indicate the circumstances surrounding the failure of the Head Coach to notify the athlete. SPECIFICALLY, THE METHOD(S) USED, THE NUMBER OF ATTEMPTS AND THE TIME OF DAY OF THE ATTEMPTS SHOULD BE INCLUDED IN THE MEMO. THE DIRECTOR OF ATHLETICS MAY REQUIRE THAT THE STUDENT-ATHLETE IN QUESTION BE HELD OUT OF COMPETITION AND ANY PRACTICES (INCLUDING CONDITIONING/WEIGHT TRAINING) UNTIL THE WRITTEN NOTIFICATION IS SUBMITTED.

• Once the written notification has been received, the Director of Athletics, the Director of Compliance and the Director of Strength and Conditioning will either:
  • Accept the coaches/athletes circumstances.
  • Reject the circumstances as being insufficient and require that the athlete be taken by the Head or Assistant Coach for drug testing at a date/time designated by the Head Strength Coach.

7.5.5 Individual Qualifying for NCAA Post-Season Competition

• Student-athletes qualifying for NCAA post-season competition must be tested sometime after qualifying and before leaving campus to participate in NCAA post-season competition.

• Head Coaches will be notified at least 24 hours before the testing date.

• If the Head Coach is unable to notify a team member on the day of the test, he/she will notify the Director of Strength and Conditioning verbally on the day of the test and in writing on the next business day after testing. The written notification will be used for record keeping and should indicate the circumstances surrounding the failure of the Head